WESTERN PROVINCE
NYABIHU DISTRICT
GARUKA
UREBE

INYANDIKO NGENDERWAHO KU MITANGIRE YA SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKARERE

Gashyantare 2013

IRIBURIRO

Nejejwe no kubagezaho igitabo cyerekana serivise zitangwa mu Karere ka Nyabihu, iki gitabo kikaba kigamije kumenyesha abatuye Akarere ka Nyabihu inshingano n'abakagana icyerekezo n'ibikorwa by'Akarere, uko serivisi zinyuranye zitangirwa ku rwego rw'Akarere zitangwa mu rwego rwo kurushaho guha serivisi nziza abatugana.

Iki gitabo cyerekana akamaro k'Akarere kikagaragaza neza serivisie gatanga, ibisabwa kugira ngo uzibone n'aho serivise zitangirwa n'ibisabwa n'amategeko kugira ngo izo serivise uzibone.

Gushyiraho iki gitabo birerekana ubushake bw'Akarere bwo gukorera neza abatugana tugamije ko basobanukirwa neza na serivise bagomba guhabwa kandi banadufashe kurushaho gutunganya neza ibyo dukora.

Umunyamabanga nshingwabikorwa w'Akarere.

Iyi nyandiko ishingiye ku ihame ryo gutanga serivisi nziza, ku baturage ku rwego rw'Akarere . Akarere ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda[1]. Inshingano z'Akarere zigenwa n'Itegeko N° 08/2006 ryo kuwa 24/02/2006 rigena imiterere, imitunganyirize n'imikorere y'Akarere.

Iyi nyandiko izifashishwa nka bumwe mu buryo bwo kunoza imitangire myiza ya serivisi. Izafasha abatanga n'abahabwa serivisi kugira imyumvire imwe ku mitangire inoze ya serivisi. Ibyo bizatuma Abaturage bamenya neza urutonde rwa serivisi bahabwa ku rwego rw'Akarere, aho serivisi itangirwa n'umukozi cyangwa abakozi babishinzwe, ibyo usaba serivisi agomba kuba yujuje, igihe agomba kuba yayiherewe cyangwa yasubirijwe ibyo yifuza ku buyobozi, n'uburyo yakoresha kugira ngo amenyekanishe ko atishimiye serivisi yahawe,…

Guhabwa serivisi nziza kandi ku gihe ni uburenganzira bw'Umuturage igihe yujuje ibisabwa.

Akarere kagomba kubahiriza ibikubiye muri iyi nyandiko, guhora gashishikajwe nuko serivisi zihabwa abaturage zarushaho kunoga no kumenyekanisha impinduka zakozwe kuri iyi nyandiko zigamije korohereza Abaturage guhabwa serivisi.

[1]Ingingo ya 2 Itegeko Ngenga N° 29/2005 ryo kuwa 31/12/2005 rigena inzego z'imitegekere y'Igihugu cy'u Rwanda (*Igazeti ya Leta umwaka wa 44 n° idasanzwe yo kuwa 31 Ukuboza 2005*).

SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKARERE

No.	Serivisi	Ibisabwa kugira ngo itangwe	Igihe ntarengwa	Ubishinzwe	Uburyo amenyesha ko atishimiye serivisi
1	Gusaba gusubizwa amafaranga y'ikirenga ku musoro	• Ibaruwa ibisaba yandikiwe Umunyamabanga Nshingwabikorwa w'Akarere ; • Impapuro za banki zigaragaza ko wishyuye uwo musoro.	**Mu gihe cy'iminsi irindwi mu gihe yujuje ibisabwa**	Ishami rishinzwe kwinjiza imisoro n'amahoro	Kwandikira umuyobozi w'Akarere
2	Gusaba kwishyurwa serivisi ba rwiyemezamirimo bahaye Akarere	• Inyandiko y'uwatanze serivisi yandikiwe Umunyamabanga nshingwabikorwa w'Akarere isaba kwishyurwa, yometsweho ibi bikurikira: • Amasezerano yerekeranye n'itangwa rya serivisi • Raporo y'igenzura ry'uko serivisi yatanzwe • Inyandiko isaba itangwa rya serivisi, • Ibaruwa imenyesha uwatsindiye isoko, • Icyemezo kigaragaza ko uwatsinsidiye isoko ryo gutanga serivisi yiyemeje kuzarirangiza	Mu gihe cy'iminsi irindwi mu gihe yujuje ibisabwa	**Ishami rishinzwe imali ku Karere**	Kwandikira Umuyobozi w'Akarere asaba kurenganurwa
3	**Gusaba guteza**	• Ibaruwa yandikiwe Umuyobozi w'Akarere isaba guteza	Mu minsi irindwi (7) imihango yo	**Notaire w'Akarere**	Kwandikira Guverineri w'Intara asaba

	icyamunara imitungo yatanzweho ingwate muri banki	icyamunara • Inyandiko ya Banki isaba Akarere itezwa rya cyamunara • Icyemezo cy'Urukiko kiriho kashe mpuruza. • Itangazo rimenyesha itezwa rya cyamunara risinyweho na Noteri Amasezerano y'inguzanyo ya Banki	kurangiza Urubanza igomba kuba yatangiye.		kurenganurwa
4	Gusaba gushyira umukono ku masezerano y'ubugure ku mutungo utimukanwa	• Ibaruwa yandikiwe Umuyobozi w'Akarere isaba gushyira umukono ku masezerano y'ubugure • Amafaranga yo kwishyura serivisi zitangwa na Noteri, yishyurwa kuri banki bakaguha inyandiko igaragaza ko wishyuye • Kugaragaza icyemezo cy'ubutaka cya burundu • Inyandiko isobanura neza icyaguzwe • Ugurisha, ugura n'abagabo babiri, umwe kuri buri ruhande. Iyo ari umutungo w'umuryango ugurishwa, bohereza abagabo babiri bahagarariye umuryango cyangwa abazungura bose bujuje imyaka y'ubukure	**Bitarenze iminsi ibiri**	**Notaire w'Akarere**	Kwandikira Umubitsi w'impapurompamo umusaba gushyira umukono ku masezerano y'ubugure ku mutungo utimukanwa

5	**Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na banki**	• Kuzuza igitabo cyerekana igihe dossier yakiriwe n'igihe itangiwe • Amafaranga yo kwishyura serivisi zitangwa na Noteri, yishyurwa kuri banki, Umuturage akitwaza inyemezabwishyu; 1. Inyemezabwishyu y'amafaranga ateganywa n'itegeko kuri buri kopi 2.Kopi 3 z'amasezerano y'umwimerere. 3. Icyangombwa cy'umwimerere na fotokopi yacyo/zacyo yatanzeho ingwate, inyemezabwishyu y'amafaranga yemejwe n'itegeko kuri buri kopi. 4. Icyemezo cyo kuba yarashyingiwe (Attestation de mariage). 5. Ibindi byose bisaba ko byasinywaho bigomba kugira nibura kopi 3. 6. Indangamuntu kuri bombi cyangwa ikizisimbura. • Kuzana n'uwo bashakanye.(niba amufite, niba ari ingaragu azana	**Bitarenze iminsi ibiri**	**Notaire w'Akarere**	Kwandikira Umuyobozi w'Akarere usaba kurenganurwa

		Icyemezo cyo kuba uri ingaragu (Attestation de Célibat). Niba ari uwapfakaye azana icyemezo kigaragaza ko uwo bashakanye yapfuye. 7. Ababoneka mu masezerano y'inguzanyo bose baza kwa noteri.			
6	**Gusaba gushyira umukono kuri stati y'amashyiraha mwe, amakoperative n'imiryango itegamiye kuri Leta**	• *I*baruwa yandikiwe Umuyobozi w'Akarere • Kugaragaza inyemezabwishyu y'amafaranga yemejwe n'itegeko kuri buri gitabo; • Inyandiko z'umwimerere z'amategeko ngenga (Sitati) • Abanyamuryango shingiro kuba bahari kandi bafite ibibaranga; • Inyandiko-mvugo z'inama zashyizeho ishyirahamwe 1.Ibitabo bine bya sitati(4) 2.Amarangamuntu cyangwa ibindi bya ngombwa biranga abanyamuryango bose.	**Bitarenze iminsi itatu**	**Notaire w'Akarere**	Kwandikira Guverineri w'Intara y'Iburengerazuba asaba kurenganurwa
7	**Gusaba uruhushya rwo**	• Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere binyujijwe ku Munyamabanga	**Bitarenze iminsi 7 mu gihe yujuje ibyangombwa**	**One stop center/Ishami rishinzwe**	Kwandikira Guverineri w'intara y' Iburengerazuba.

	gucukura amabuye y'agaciro cyangwa kariyeri	Nshingwabikorwa w'Umurenge • Ikarita yerekana imiterere y'ahazacukurwa • Inyandiko isobanura imiterere y'umushinga • Inyigo yakozwe ku ngaruka ibikorwa byagira ku bidukikije (Environmental Impact Assessment Certificate) harimo n'ingamba zo kubugabunga ibidukikije ku bikorwa by'imishinga bizakorwa ku buso butarengeje hegitari imwe • Icyemezo cy'uko ikigo kizacukura cyemewe n'amategeko ; • Inyemezabwishyu y'uruhushya rwo gucukura		**ibidukikije ku Karere**	
8	**Gusaba uruhushya rwo gushyira ibyapa byamamaza n'ibimenyetso ndangahantu**	• Kwandikira Umuyobozi w'Akarere ibaruwa ibisaba yerekana intego yo kwamamaza cyangwa kuranga, ubwoko bw'icyapa cyamamaza cyangwa ikimenyetso ndangahantu kizakoreshwa (igisanzwe cyangwa igikoreshwa n'amashanyarazi), aho kizashyirwa n'uko kizaba kingana; • Kwishyura amafaranga y'ubukode kuri konti y'akarere; • Kugeza ibaruwa isaba aho	**Bitarenze iminsi irindwi mu gihe yujuje ibyangombwa**	**One stop center/Ishami rishinzwe ibikorwa remezo**	Kwandikira Guverineri w'Intara y'Iburengerazuba.

		bakirira amabaruwa mu karere; • Kumvikana (kwemeranya) n'umukozi w'akarere ubishinzwe ndetse n'inzego z'ibanze kuri gahunda yo kugenzura aho igikorwa kizashyirwa; • Kugaruka gufata aho watanze dosiye yawe igisubizo nyuma y'iminsi irindwi ureba niba warahawe uruhushya; • Ingano y'ahazashyirwa ibyapa byamamaza cyangwa ibimenyetso ndangahantu; • Icyemezo cy'uko wishyuye amafaranga y'ubukode kuri konti iri muri banki nyuma yo kwemererwa.			
9.	Gusaba uruhushya rwo gukodesha ubutaka by'igihe kirekire	• Kwandikira umuyobozi w'Akarere ibaruwa ibisaba igaragaza aho ubutaka ushaka gukodesha buri, ingano yabwo yometseho inyigo isesenguye y'igikorwa kizahakorerwa, kopi y'irangamuntu, amafoto abiri magufi, ukayigeza aho bakiririra amabaruwa ku Karere. • Kubarisha ku mukozi ushinzwe ubutaka amafaranga y'ubukode cyangwa y'imisoro igomba kwishyurwa.	Iyi serivisi itangwa bitarenze iminsi mirongo itatu (30) iyo yujuje ibisabwa cyangwa agasabwa kuzuza ibibura muri dosiye ye	**One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere**	Kwandikira Guverineri w'Intara y'Iburengerazuba

10	**Kwandikisha ubutaka no gusaba icyemezo cy'ikibanza (fiche cadastrale)**	• Kwandikira Umuyobozi w'Akarere ibaruwa isaba gutererwa imbago, yerekana aho ikibanza gihereye n'uko kingana. • Umukozi ushinzwe ubutaka akaguha gahunda y'igihe azazira kugenzura imiterere y'ikibanza. • Kujya kwishyura kuri banki amafaranga ya ngombwa yo gutera imbago • Ku munsi w'igenzura ry'ikibanza, abaturanyi/abafite ubutaka bwegeranye bagomba kuba bahari. Nyuma y'ipimwa ry'ikibanza imbago zihita ziterwa n'imiterere yacyo igashushanywa • Umukozi ushinzwe ubutaka akora raporo izakoreshwa mukwemeza imiterere y'ikibanza • Icyemezo cy'ikibanza ubundi cyemezwa mu minsi irindwi uhereye igihe ibyangombwa byose harimo n'ubwishyu byamaze gutangwa. • Serivisi yishyurwa amafaranga agenwa n'itegeko • N'inyandiko y'ubugure cyangwa icyemezo cy'umurage iyo	Iyi serivisi itangwa bitarenze iminsi irindwi(7).	**One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere**	Kwandikira Guverineri w'Intara y'Iburengerazuba

		wabirazwe, • Kopi y'irangamuntu n'icyemezo cy'uko washatse cyangwa uri ingaragu. • Icyemezo cy' umutungo w'ubutaka cy'uwo mugura; Kuba ahari cyangwa/n'abandi basangiye uwo mutungo			
11	Kwegurira undi muntu umutungo utimukanwa	Iyo ushaka kwegurira undi muntu umutungo ugomba: • Kwandikira ibaruwa ibisaba Umuyobozi w'Akarere; • Kugaragaza Amasezerano yashyizweho umukono n'impande zombi; • Ibyemezo by'umutungo by'umwimerere; • Raporo y'isuzumwa ry'umutungo yakozwe n'Akarere n'inyemezabwishyu y'amafaranga asabwa.	**Mu minsi 15**	**One stop center/Ishami rishinzwe ibiro by'ubutaka ku karere**	Kwandikira Guverineri w'Intara y'Iburengerazuba
12	Gusaba uburenganzira bwo kubaka inzu muri centre z'ubucuruzi zizwi	• Kwandikira Umuyobozi w'Akarere ibaruwa isaba yerekana imiterere y'inzu igomba kubakwa, Umurenge, Akagari n'Umudugudu izaba irimo ukayigeza mu biro ushinze ubutaka.	Iyi serivisi ntirenza iminsi cumi n'itanu (15)	**One stop Center/Ishami rishinzwe imiturire**	Kwandikira Guverineri w'Intara y'Iburengerazuba

		• Umukozi ushinzwe ubutaka afatanyije n'ushinzwe ibikorwaremezo akora gahunda yo gusura ahazubakwa. • Kujya ku mucungamari w'Akarere akakubarira amafaranga agomba kwishyurwa (hashingiwe ku buso w'ikibanza kizubakwaho no ku giciro kuri metero kare nk'uko cyemejwe n'inama njyanama y'akarere). • Kwishyura muri banki amafaranga asabwa abarwa n'umukozi ubishinzwe ku Karere. Kugeza izo impapuro zose harimo n'inyemezabwishyu y'amafaranga agomba kwishyurwa aho bakirira amabaruwa mu karere			
13.	Gusaba uruhushya rwo kubaka umunara w'itumanaho	• Urwandiko rwandikiwe Umuyobozi w'Akarere rusaba kubaka umunara rugaragaza aho yifuza kuwumanika (Umurenge, Akagari, Umudugudu); • Amasezerano y'ubugure cyangwa ay'ubukode bw'ahazubakwa • Icyemezo cy'ubutaka • Igishushanyo cyerekana	Iyi serivisi ntirenza iminsi irindwi (7)	**One stop center/Ishami rishinzwe ibikorwa remezo ku karere na serivisi z'ibanze**	Kwandikira Guverineri w'Intara y'Iburengerazuba.

		imiterere y'ahazubakwa ; • Kubarisha amafaranga asabwa ku mwakirizi w'imisoro n'amahoro no ku garagaza inyemezabwishyu			
14	Uruhushya rwo gukorera mu nyubako nshya	• Ibaruwa isaba uruhushya yandikirwa Umuyobozi w'Akarere agaragaza ko inyubako yujuje ibisabwa; • Kwishura amafaranga asabwa ku mwakirizi w'imisoro n'amahoro no ku garagaza inyemezabwishyu • Raporo d'expertise	**Iyi serivisi ntirenza iminsi 15**	**One stop center/Ishami rishinzwe ubutaka**	**Kwandikira Guverineri w'Intara y'Iburengerazuba usaba guhabwa igisubizo**
15	**Icyemezo cyo kwimura *amatungo***	• Kwandikira Umuyobozi w'Akarere usaba icyemezo cyo kwimura amatungo; • Kugaragaza inyemezabwishyu y'inzira yo kugura uruhushya rw'inzira. • Kugaragaza icyangombwa cy'uko ayo matungo ari mazima;	Bitarenze iminsi irindwi	**Umukozi ushinzwe ubworozi ku Karere**	**Kwandikira Guverineri w'Intara y'Iburengerazuba**
16	***Gusaba uruhushya rwo gufungura ikigo cy'amashuri***	• Ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere • Igishushanyombonera cy'inyubako y'ishuri; • Inyandiko y'umushinga; • Raporo igaragaza ko ibisabwa	Iminsi 90 (amezi atatu)	**Ishami rishinzwe uburezi ku Karere**	Kwandikira Guverineri w'Intara y'Iburengerazuba.

		n'Iteka rya Perezida wa Repubulika n° 48/01 ryo kuwa 10/08/2009 ryujujwe.			
17	***Gusaba guhindurirwa ikigo cy'ishuri***	• Ibaruwa isaba yandikiwe Umukozi ushinzwe uburezi mu Karere, Umuyobozi w'Akarere akagenerwa kopi asaba guhindurirwa ikigo iriho umukono w'umuyobozi w'ikigo usaba kwimurirwaho ugaragaza ko muri icyo kigo hari umwanya; • Kopi y'indangamanota wavanye ku kigo usanzwe wigamo; • Icyemezo cy'imyitwarire myiza uvana ku kigo wigagaho • Icyemezo kigaragaza aho yize (attestation de frequentation)	Iyi serivisi itangwa mu gihe kitarenze iminsi irindwi (7)	**Ishami rishinzwe uburezi ku Karere**	Umuyobozi w'Akarere
18	**Uburenganzira bwo gukoresha amarushanwa ya siporo n'imyidagadura ku rwego rw'Akarere**	• Kwandika ibaruwa ibisaba yandikiwe Umuyobozi w'Akarere • Gushyira ku mugereka w'iyi baruwa inyandiko y′umushinga n′icyo ugamije. • Gushyira ku mugereka w′iyi baruwa gahunda irambuye y'amarushanwa	**Iyi serivisi itangwa mu gihe kitarenze iminsi irindwi**	**Ishami rishinzwe urubyiruko, umuco na siporo**	Kwandikira Guverineri w'Intara y'Iburengerazuba
19	**Gusaba**	• Ibaruwa isaba gufungura ivuriro	Mu minsi 10	**Umukozi ushinzwe Ubuzima mu**	Kwandikira Umuyobozi w'Akarere

	gufungura ivuriro ryigenga	yandikiwe Minisitiri w'Ubuzima, inyujijwe k'Umuyobozi w'Akarere igaragaza aho ashaka gukorera mu Karere; • Kwerekana "plan" y'inzu izakorerwamo itangwa na Minisiteri y'Ubuzima; • Kuba yiteguye kudafatikanya serivisi za farumasi niz'ubuvuzi; • Kwerekana " investment plan" ; • Kwishyura kuri konti ya Rwanda Revenue Authority amafaranga angana na 20,000 iyo ari Dispensaire, 50,000 ari Clinic na 100,000 ari Ibitaro. • Raporo igaragaza ko amabwiriza No 14/02/min/98 yo	agejeje dossier ahabwa igisubizo	**Karere**	

		kuwa 26/03/1998 yubahirijwe			
20	**Gusaba gufungura Farumasi**	• Kwandika ibaruwa isaba gufungura Farumasi yigenga yandikiwe Minisitiri w'Ubuzima, inyujijwe k'Umuyobozi w'Akarere igaragaza aho ashaka gukorera mu Karere; • Kuzuza "Format" igaragaza ubwoko bwa Farumasi yifuza gufungura (Pharmacie officine, comptoir pharmaceutique, Depot Pharmaceutique) isaba gufungura Farumasi y'igenga iboneka mu biro by'umukozi ushinzwe Farumasi y'Akarere; • Gutanga dossier irimo fotokopi y'impamyabushobozi (Umuforomo A1 cg A2, Pharmacien A0) iriho umukono	Mu minsi 7 agejeje dossier ku Karere Abakozi bashinzwe ubuzima basura aho azakorera, nyuma y'iminsi 3 agahabwa igisubizo	**Umuyobozi wa Farumasi y'Akarere**	Kwandikira Umuyobozi w'Akarere

		wa Noteri, umwirondoro na fotocopi y'indanga muntu by'usaba; • Kugaragaza urutonde rw'Imiti yiteguye gucuruza rwemejwe na MINISANTE • Raporo igaragaza ko amabwiriza ya Minisitiri w'Ubuzima No 47/2012 yo kuwa 14/01/2013 yubahirijwe			
21	**Gusaba kwemererwa gukora ubuvuzi gakondo**	Kugirango umuntu yemererwe gukora Ubuvuzi gakondo agomba: • Kwandika Ibaruwa ibisaba yandikiwe Minisitiri ufite ubuzima mu nshingano ze binyujijwe ku Muyobozi w'Akarere by'aho yifuza gukorera; • Kuba afite icyemezo gitangwa n'Ikigo cy'Igihugu gishinzwe Ubushakashatsi mu by'Ubumenyi n'Ikoranabuhanga (IRST) cyemeza ubwoko bw'ibyatsi buzakoreshwa. • Kwerekana urutonde rw'ibimera	Nyuma y'iminsi cumi n'itanu (15) uwasabye agaruka kureba ibaruwa ye yemejwe n'Umuyobozi w'Akarere hanyuma akayijyana muri Minisiteri ifite Ubuzima mu nshingano zayo	**Umukozi ushinzwe Ubuzima mu Karere**	Kwandikira Umuyobozi w'Akarere

		n'ibihingwa bivamo imiti ya Gakondo bizakoreshwa. • Icyemezo gitangwa n'Akagari n'Umurenge by'aho yifuza gukorera. • Raporo igaragaza ko amabwiriza ya Minisitiri w'Ubuzima No 20/18 yo kuwa 16/06/2006 yubahirijwe.			

Bikorewe i NYABIHU, kuwa 22/02/2013