



**IMBONERAHAMWE
IGARAGAZA SERIVISE
ZITANGWA N' AKARERE
K'UMUJYI WA KIGALI**

JULY 2025

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IBISOBANURO BY'AMAGAMBOMPINE

BPMIS	Sisitemi yo gusaba unuhushya rwo kubaka hifashishijwe Ikoranabuhanga
COK	Umujiyi wa Kigali
DAO	Igitabo gitanga amakuru ku bikenewe mu mitangire y'amasoko
DASSO	Urwego rw'umutekano rwunganira Inzego z'Ibanze
IREMBO	Ikigo gishinzwe ikoranabuhanga mu gutanga serivise mu Rwanda
MINIBUMWE	Minisiteri y'Ubumwe bw'Abanyarwanda n'inshingano Mboneragihugu
NESA	Ikigo cy'Igihugu gishinzwe ibizamini n'ubugenzuzi bw'amashuri
NST2	Gahunda y'Igihugu yo kwihutisha iterambere mu Rwanda Nzego z'Ibanze
RCA	Ikigo cy'Igihugu gishinzwe amakoperative mu Rwanda
RDB	Ikigo cy'Igihugu gishinzwe Iterambere
REG	Ikigo cy'Igihugu gishinzwe gukwirakwiza amashanyarazi
RGB	Ikigo cy'Igihugu gishinzwe Imiyoborere

IBISOBANURO BY'AMAGAMBOMPINE

RNP	Polisi y'U Rwanda
RRA	Ikigo cy'Igihugu gishinzwe Imisoro n'Amahoro
RURA	Urwego rw'Igihugu rushinzwe kugenzura imirimo ifitiye Igihugu akamaro
RWB	Ikigo cy'Igihugu gishinzwe Umutungo Kamere w'Amazi
TIN	Umubare wihariye uranga umucuruzi
TVA	Umusoro nyongeragaciro
UPI	Inimero y'umwihariko iranga ubutaka na nyirabwo
VUP	Gahunda yo kurwanya ubukene mu Rwanda
WASAC	Ikigo cy'Igihugu gishinzwe gukwirakwiza amazi

UWACYENERA AMAKURU ARAMBUYE KURI SERIVISE ZITANGWA N' INZEGO ZIGIZE UMUJYI WA KIGALI YAKWIFASHISHA UBURYO BUKURIKIRA

UMUJYI WA KIGALI

- 📞 3260
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AKARERE KA KICUKIRO

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AKARERE KA GASABO

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AKARERE KA NYARUGENGE

- 📞 4025
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1. IRIBURIRO

U Rwanda ni Igihugu kiyemeje guteza imbere imiyoborere myiza no kwegereza ubuyobozi n'ubushobozi abaturage, aho umuturage ari ku isonga. Ibi bishimangirwa n'itegeko Nshinga rya Repubulika y'U Rwanda bitoreye. Ibi kandi bishimangirwa ubuyobozi n'ubushobozi abaturage yemejwe mu kwezi k'Ukwakira 2021, aho gutanga no guteza imbere serivise zinoze ku baturage biba ihame ariko hanagaragazwa neza inshingano z'inzego z'ibanze ndetse n'inzego nkuru za Leta no kubihuza n'itegeko rigenga Umujyi wa Kigali.

Ibi binagarukwaho by'umwihariko mu cyerekezo cy'Igihugu cya 2050, aho guteza imbere imiyoborere myiza ari inzira ntakuka Igihugu kiyemeje idasigana no gutanga no kunoza imitangire ya serivise nziza ku nzego zose z'imiterekereye y'Igihugu cy'U Rwanda. By'umwihariko, muri gahunda y'Igihugu yo kwihutisha iterambere mu Rwanda (NST2), mu nkingi yayo yo guteza imbere imiyoborere myiza, hibandwa ku miyoborere myiza n'ubutabera nk'imwe mu nkingi ya mwamba mu iterambere rirambye, ibi kugira ngo bishoboke, nuko imitangire ya serivise mu nzego zose, igomba kunozwa hagamijwe ineza y'umuturage.

Ni muri urwo rwego, hagiye habaho amavugurura menshi agamije imitangire ya serivise zinoze ari no muri urwo rwego, Umujyi wa Kigali wiyemeje kuvugurura imbonerahamwe y'imitangire ya serivise zitangwa n'inzego ziwugize. Iyi nyandiko irambuye, igaragaza mu buryo buhamye, imbonerahamwe ya serivise zitangwa mu nzego zigize Umujyi wa Kigali, uhereye ku rwego rw'Akagali, Umurenge, Akarere ndetse n'Umujyi wa Kigali ubwawo. Ikigamijwe, ni uguhuza ibiri mu mategeko, politike n'ibyerekezo bya Leta yiyemeje mu guteza imbere imiyoborere myiza na serivise zinoze ariko hanibandwa mu guhuza imbonerahamwe y'imyanya y'imirimo mu Mujyi wa Kigali ndetse n'itegeko rigenga Umujyi wa Kigali rifite nimeru 22/2019 ryo kuwa 29/07/2019.



Mu ngingo ya gatatu y'iryo tegeko twavuze haruguru, rivuga ko "Umuji wa Kigali ari urwego rw'igihugu rwegerejwe abaturage rufite ubutegetsu bwihariye, ubuzimagatozi, ubwigenge mu miyoborere no mu micungire y'umutungo n'abakozi. Uturere, Imirenge, Utugari n'Imidugudu by'Umuji wa Kigali ni inzego z'imitegekere y'igihugu zegerejwe abaturage zidafite ubuzimagatozi". Ibi bikaba bitandukanye n'utundi turere tugize Intara, bityo Uturere tugize Umuji wa Kigali ni dutatu aritwo Nyarugenge, Kicukiro na Gasabo ariko n'ubwo tubarirwa mu nzego z'ibanze, twa nta buzimagatozi dufite.

Iyi nyandiko ikubiyemo ibigize serivise zitangwa n'inzego zigize Umuji wa Kigali yateguwe harebwa amategeko, amabwiriza na politike biyanye n'ibyavuzwe haruguru. Iyi nyandiko kandi yateguwe kuko iyari isanzwe hari byinshi byagiye bihinduka harimo ikiguzi cya serivise, igihe ntarengwa serivise imara ngo uyikeneye ayibone ndetse hari na serivise zavuye ku cyiciro kimwe zigashyirwa ku kindi. Hari serivise zavuye ku Karere n' umurenge zikaba zisigaye zitangirwa ku Muji wa Kigali.

Izo mpinduka zose zavuzwe haruguru nizo zashingiweho ngo hakorwe imbonerahamwe igaragaza serivise zitangirwa mu Karere k'Umuji wa Kigali.



1.1. INTEGO RUSANGE

Umujyi wa Kigali ufite intumbero yo kuba "Umujyi ntangarugero mu miturire ku mugabane wa Afurika mu mwaka wa 2050" kandi inzego zawo zose zikaba zariyemeje kubigeraho mu bufatanye bwiza busanzwe buziranga. Ni muri urwo rwego, Umujyi wa Kigali hamwe n'inzego zose ziwugize ziyemeje kugaragariza abaturage no kubasobanurira ibigenderwaho n'ibisabwa mu gutanga serivise hagamijwe kubaha serivise nziza kandi zibanogeye.

Guverinoma y'U Rwanda yiyemeje ko itangwa rya serivise inoze iba ingingo nyamukuru kandi igashyirwa mu byibandwaho kubera ko itangwa rya serivise mbi biri mu bituma Igihugu kitabasha kugera ku ntego kihaye ariyo yo kuba mu bihugu biri mu nzira y'iterambere rirambye.

Kugira ngo Umujyi wa Kigali n'inzego ziwugize zibashe kugera ku ntego ziyemeje harimo gutanga no kunoza imitangire ya serivise nziza kandi inoze, hakaba hasabwa ko tuba bandebereho mu gutanga serivise inoze. Umujyi wa Kigali wiyemeje gutanga serivise nziza ku baturage, hagamijwe ko umuturage aba ku isonga y'imiyobore myiza nkuko biteganyijwe muri politike yo kwegera abaturage Ubuyobozi n'ubushobozi ya 2021 kimwe n'izindi gahunda za Leta zitandukanye.

1.2. INTEGO ZIHARIYE

- Guha umuturage serivise nziza kandi inoze nkuko ayifuza, twubaka ubushobozi bw'abakozi bacu batanga serivise ariko kandi n'abaturage bacu hagamijwe guhindura imyumvire yatumye dutera imbere twese hamwe kandi mu bwubahane.
- Kubaka ubufatanye, imikorere n'imikoraniye byiza bisanzwe bituranga mu nzego zose z'Ubuyobozi.
- Gufasha buri mukozi w'Umujyi wa Kigali n'inzego z'ibanze zawo kumenya ibisabwa kugira ngo anoze serivise aha abaturage ashinzwe hanashingiwe ku nshingano ze ndetse n'iz'urwego akorerwa.
- Gukorera hamwe n'inzego zose zaba iza Leta, izabikorera ndetse n'imiryango itagengwa na Leta tugamijwe icyatuma serivise zinoze zitangwa mu nzego zose, Umujyi wa Kigali ukazabasha kuba intangarugero na bandebereho ku mugabane wa Afurika mu gutanga serivise nziza kandi inoze hagamijwe kugera kubyifuzo by'abaturage.

1.3. INSHINGANO Z'UMUJYI WA KIGALI, AKARERE, UMURENGE N'AKAGARI

Inshingano z'Umujyi wa Kigali

Hashingiwe ku Itegeko rigenga Umujyi wa Kigali nimeru 22/2019 ryo kuwa 29/07/2019, Umujyi wa Kigali ufite inshingano zikurikira:

- Gushyira mu bikorwa politiki z'Igihugu;
- Gukurikirana ishyingirwa mu bikorwa rya politiki z'Igihugu mu Turere;
- Gutegura igenamigambi ry'iterambere ry'Umujyi wa Kigali no kurishyira mu bikorwa;
- Gutegura igishushanyombonera cy'Umujyi wa Kigali, ibishushanyombonera byihariye no kubishyira mu bikorwa;
- Guteza imbere ibikorwaremezo n'imiturire by'Umujyi wa Kigali;
- Guteza imbere ibikorwa biyanywe n'imibereho y'abaturage n'iterambere ry'ubukungu;
- Kwita ku bikorwa byo kubungabunga umutekano w'abantu n'ibintu mu Mujyi wa Kigali;
- Gutanga umurongo ngenderwaho no guhuza ibikorwa by'uturere;
- Gukurikirana ibikorwa n'imikorere by'uturere n'iby'izindi nzego z'imirimo za Leta zikorera ku rwego rw'Umujyi wa Kigali;
- Kwita ku isuku, isukura no gutunganya amazi mu Mujyi wa Kigali;
- Gutegura igenamigambi ry'itwara ry'abantu n'ibintu mu Mujyi wa Kigali no kurishyira mu bikorwa;
- Gushyira umutungo no gushyiraho ingamba n'amabwiriza yo gukusanya imisoro n'amahoro hakurikijwe amategeko abigenga;
- Guteza imbere no gukurikirana ibikorwa by'ishoramari mu Mujyi wa Kigali;
- Gutanga serivise zidatangirwa ku zindi nzego z'imitegekere y'Igihugu z'Umujyi wa Kigali;
- Guteza imbere ubutwererane n'ubufatanye n'izindi nzego zaba izo mu Gihugu cyangwa izo mu mahanga.

Inshingano z'Akarere

Akarere gafite inshingano zikurikira:

- Gushyira mu bikorwa politiki za Leta;
- Gukurikirana imiyoborere y'Imirengenge igize Akarere;
- Gufata neza ibikorwa remezo biri mu Karere hakurikijwe ibishushanyo mbonera n'umurongo ngenderwaho bitangwa n'Umujyi wa Kigali;
- Gushyira mu bikorwa imishinga y'ibikorwaremezo hashingiwe ku igenamigambi n'ingengo y'imari byagenwe n'Umujyi wa Kigali;
- Gushyira mu bikorwa gahunda zo guteza imbere ubukungu n'imibereho y'abaturage;
- Gukurikirana ibikorwa bya teknikiki n'iby'imari mu Karere;
- Gutanga serivise ziri mu nshingano zako.

Inshingano z'Umurenge

Inshingano z'Umurenge ni izi zikurikira:

- Gushyira mu bikorwa gahunda z'iterambere;
- Guteza imbere imiyoborere myiza n'imibereho myiza.

Inshingano z'Akagali

Akagali gafite inshingano zikurikira:

- Gutanga serivise z'ibanze;
- Gukusanya imibare fatizo;
- Gukangurira abaturage kugira uruhare mu iterambere rirambye.

1.4. UBURENGANZIRA BW'ABASABA SERIVISE

Abasaba serivise bafite uburenganzira bukurikira:

- Guhabwa serivise nziza kandi zitangwa ku gihe.
- Guhabwa amakuru no kumenyeshwa ibisabwa kugirango bahabwe serivise basabye.
- Guhabwa amakuru yerekeye serivise basabye ku gihe
- Kubahwa no gufatwa kimwe kubacyeneye serivise
- Gusaba serivise no gutanga amakuru igihe hatanzwe serivise mbi.

1.5. INSHINGANO Z'ABASABA SERIVISE

Mu rwego rwo gutanga serivise nziza kandi zinoze ku baturage, umuturage agira inshingano zikurikira :

- Kugana abakozi b'inzego z'ibanze zigize Umujyi wa Kigali, mu cyubahiro n'ubwubahane.
- Kubaha amategeko n'amabwiriza byashyizweho mu rwego rwo gushyira mu bikorwa gahunda za leta harimo no gutanga serivise nziza kandi zinoze.
- Gutanga no kugaragaza ubundi buryo bwunganira uburiho, bwakoreshwa mu gutanga serivise nziza kandi zinoze ku nzego zose z'ibanze zigize Umujyi wa Kigali.
- Gutanga ibyifuzo by'icyakorwa ngo hanozwe serivise buri wese ugana inzego z'ibanze zigize Umujyi wa Kigali hatangwa ibitekerezo mu dusanduku tw'ibitekerezo, hakoreshejwe ikoranabuhanga, murandasi, imeri, telefoni, imirongo itishyurwa ndetse n'imbugankoranyambaga zitandukanye.

2. SERIVISE ZITANGIRWA KU KARERE K'UMUJYI WA KIGALI

2.1. GUHUZA AKARERE N'IZINDI NZEGO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba kopi y'inyandiko zuzujwe	Umukozi ushinzwe inyandiko	Kohereza inyandiko isaba iyi serivise kuri imeri y'Akarere.	Ni ubuntu	Umunsi 1

2.2. UBUYOBOZI BUKURU BW'IMIRIMO RUSANGE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kubara no gutanga ibirarane by'amashimwe	Umukozi ushinzwe abakozi n' imishahara	Ibaruwa isaba guhabwa gahunda Raporo igaragaza imikorere Kugaragaza aho wishyuriwe umushahara wa nyuma	Ni ubuntu	Iminsi 30

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Icyomezo cy'akazi ni ucyumushahara	Umukozi ushinzwe uburezi ku Karere	Kohereza inyandiko isaba iyi serivise kuri imeri y'Akarere.	Ni ubuntu	Umunsi 1
Icyomezo cy' Umukoresha wa nyuma	Umukozi ushinzwe uburezi ku Karere	Kohereza inyandiko isaba iyi serivise kuri imeri y'Akarere.	Ni ubuntu	Umunsi 1
Gusaba uburenganzira bwo gutanga ingwate irenze 1/3 by'umushahara w'umukozi ku nguzanyo	Umugenzuzi w' umurimo	<ul style="list-style-type: none"> - Ibaruwa yandikiwe banki ishyingirwaho umukono n'umugenzuzi w'imirimo - Kohereza inyandiko isaba iyi serivise kuri imeri y'Akarere. 	Ni ubuntu	Umunsi 1

2.3. SERIVISE Y'ABAFATANYABIKORWA MU ITERAMBERE RY'AKARERE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba gukora n'abafatanyabikorwa mu iterambere ry'Akarere	Umukozi ushinzwe gukorana n'abafatanyabikorwa mu iterambere ry' Akarere	<ul style="list-style-type: none"> Kwandikira Akarere ubasaba imikoranye n'Akarere Kugaragaza ibyangombwa bisabwa byose n'ikigo cy'imiyoborere (RGB) 	30,000Frw	Iminsi 30

2.4. ISHAMI RISHINZWE IMICUNGIRE Y'UBUTAKA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kugabanyamo ibice ikibanza/isambu	Umukozi ushinzwe ubutaka mu Karere (GIS officer)	<ul style="list-style-type: none"> Icyangombwa cy'ubutaka cy'umwimerere gisabirwa kugabanywamo ibice mugihe waba warahawe icyangombwa mbere y'itariki 9 mutarama 2023. Mu gihe waba warakibonye nyuma y'itariki 9 mutarama 2023 hifashishwa amakuru ari mwikoranabuhanga. 	Ni ubuntu	Iminsi 25

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Kugabanyamo ibice ikibanza/Isambu</p>	<p>Umukozi ushinzwe ubutaka mu Karere (GIS officer)</p>	<ul style="list-style-type: none"> - Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere kuri buri gice cy'ubutaka busabirwa kugabanywamo ibice. - Gutanga amafaranga yose y'umusoro usabwa kwishyura ku butaka bugabanywamo ibice. - Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyiri ubutaka, abo bahana imbibi, umukozi wapimye ubutaka. - Kuzuza ifishi isaba yabugenewe - Mu gihe ibipimo bizagira ingaruka ku baturanyi kandi badashobora kuboneka: Inyandiko y'ubuyobozi bw'Akagari yemeza ko ba nyiri ibibanza bihana imbibi n'ikibanza cyasabiwe kugabanywamo ibice badashobora kuboneka ngo basinye kuri raporo y'ipimwa ry'ubutaka. Mu gihe ibipimporo y'ipimwa ry'ubutaka 	<p>Ni ubuntu</p>	<p>Iminsi 25.</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Guhuza ubutaka	Umukozi ushinze ubutaka mu Karere (GIS officer)	<ul style="list-style-type: none"> • Ibyangombwa by'ubutaka busabirwa guhuzwa. • Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa. • Kuzuza ifishi isaba yabugenewe 	Ni ubuntu	Iminsi 25.
Gukosora imbibi cyangwa ubuso bw'ubutaka	Umukozi ushinze ubutaka mu Karere (GIS officer)	<ul style="list-style-type: none"> • icyangombwa cy'ubutaka busabirwa gukosorerwa imbibi cyangwa ubuso. • Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibi cyangwa ubuso. • Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyiri ubutaka n'abo bahana imbibi. • Ibyangombwa by'ubutaka byagizweho ingaruka n'ikosorwa ry'ubuso by'abo bahuje imbibi • Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza gisabirwa guhindurirwa imikoreshereze y'ubutaka. 	Ni ubuntu.	Iminsi 25

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukosora Imbibli cyangwa ubuso bw'ubutaka	Umukozi ushinzwe ubutaka mu Karere (GIS officer)	<ul style="list-style-type: none"> - Mu gihe ubutaka kwasabiwe gukosorwa bwatanzeho ingwate ya banki: Ibaruwa ya banki ishyikiriza ibyangombwa by'ubutaka kwasabiwe gukosorwa inemeza ko imbibli cyangwa ubuso bw'ubutaka byakosorwa. - Kuzuzwa ifishi isaba ibyakosorwa yabugenewe. 	Ni ubuntu	Iminsi 25
Guhindura ibyangombwa byatanze hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya.	Umukozi ushinzwe ubutaka mu Karere (LAIS)	<ul style="list-style-type: none"> - Kopi y'indangamuntu y'usaba - icyemezo cy'uko washyinye/icyemezo cy'uko uri ingaragu - ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa - icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyardiko yemeza nimeru ubutaka bwabaruweho/UPI 	Ni ubuntu	Iminsi 25

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Guhindura ibyangombwa byatangwwe hashingiwe ku mategoko ya kera hagatangwwe ibishingiye ku mategoko mashya.</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> • Inyandiko itanga amakuru ku burenganzira ku butaka itangwa na Komite y'ubutaka y'Akagari ikemezwa n'Ubuyobozi bw'Akagari n'ubw'Umurenge w'aho ubutaka buherereye.. • Kuzuzwa ifishi isaba yabugenewe • Icyitonderwa: Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezo cy'agateganyo cyangwa inyandiko yemeza n'umero y'ubutaka 	<p>Ni ubuntu</p>	<p>Iminsi 25</p>
<p>Guhindura ubukode burambye bukaba inkondabutaka.</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> • ibyangombwa by'ubutaka • Uruhushya rwo gukoresha inyubako • Kuzuzwa ifishi isaba yabugenewe <p>Icyitonderwa: Ku munyama-hanga asabwa kuba afite kopi y'iteka rya Perezida wa Repuburika ryemeza itangwa ry'inkondabutaka.</p>	<p>Ni ubuntu</p>	<p>Iminsi 13</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gukosora cyangwa guhindura amakuru ku bantu banditse ku butaka</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> • Kopi y'ibiranga nyir'ubutaka Kopi y' • Iyo hasabwa kongera bitewe n'ubushyingirwe: icyemezo cy'uko nyir'ubutaka yashyingiwe • Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: • icyemezo cy'uko uwo bashyingiranywe yitabye Imana; • Ikiyagaraza ko yari yarashyingiranywe na nyakwigendera n'uburyo bwo gucunga umutungo bahisemo ku bashyingiwe nyuma ya 1999, • icyemezo cy'uko ari umupfakazi cy'usigaye • Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane: icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana • Ibyangombwa by'ubutaka • Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu</p>	<p>Iminsi 25</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gukosora cyangwa guhindura amakuru ku Ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka</p>	<p>Umukozi ushinzwe ubutaka mu Karere (LAIS)</p>	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Iyo ari ihinduka rya sosiyete y'ubucuru-zi: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB - Iyo ari umuryango nyarwanda utari uwa Leta ufite ubuzima gatozi cyangwa umuryango udaharanira inyungu: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha ry'umuryango gitangwa n'ikigo cy'Igihugu Gishinzwe Imiyoborere Myiza - Iyo ari Koperative: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo giha ubuzima gatozi Koperative na Kopi y'Igazeti ya Leta yasohotsemo ubuzimagatozi - Iyo ari umuryango mpuzamahanga: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha gitangwa n'Ubuyobozi Bukuru bushinzwe Abinjira n'Abasohoka 	<p>Ni ubuntu</p>	<p>Iminsi 13</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gukosora cyangwa guhindura amakuru ku ishyirahamwe rifite ubuzima gatozi ryanditse ku butaka</p>	<p>Umukozi ushinzwe ubutaka mu Karere (LAIS)</p>	<ul style="list-style-type: none"> • Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: Iryandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'itegeko rishyiraho Iryo shyirahamwe • Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu</p>	<p>Iminsi 13</p>
<p>Kwandikisha ubutaka ku ishyirahamwe ry'abasanganye uburonganzira mu isangiramu-tungo ku nyubako (condominium association).</p>	<p>Umukozi ushinzwe ubutaka mu Karere (LAIS)</p>	<ul style="list-style-type: none"> • Ibiranga ishyirahamwe ry'isangiramu-tungo ku nyubako iranga ishyirahamwe • Ibipimo (fiche cadastrale) bigaragaza ubuso bwa buri gice kigize isangiramu-tungo ku nyubako byemejwe n'urwego rubifitiye ububasha • Ibyangombwa by'ubutaka • icyemezo cyo gukoresha inyubako (Occupation permit) • Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu</p>	<p>Iminsi 13</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Kwandikisha isangiramatungo ku nyubako no gucama ibice byihariye (registration and split of a condominium).</p>	<p>Umukozi ushinzwe ubutaka mu Karere (LAIS)</p>	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'igabana - icyemezo cy'irangamimerere cy'uwigabanye - Amasezerano y'igabana ry'ibice by'isangiramatungo ku nyubako yakorewe imbere ya noteri mu by'ubutaka cyangwa amasezerano y'iherekanya ry'uburenganzira ku gice cy' isangiramatungo ku nyubako - Ibyangombwa by'ibice by'isangiramatungo w'inyubako (Condominium Unit) - Kuzuzwa ifishi isaba yabugenewe 		
<p>Ihererekanya ry'uburenganzira kwisangira mutungo ku nyubako (Condominium unit)</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> - Kopi y'ibiranga abarebwa n'igabana - icyemezo cy'irangamimerere cy'uwigabanye - Amasezerano y'igabana ry'ibice by'isangiramatungo ku nyubako yakorewe imbere ya noteri mu by'ubutaka cyangwa amasezerano y'iherekanya ry'uburenganzira ku gice cy' isangiramatungo ku nyubako - Ibyangombwa by'ibice by'isangiramatungo w'inyubako (Condominium Unit) - Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu</p>	<p>Iminsi 8</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Iyandikwa ry'amakuru nyongera (annotation) muri rejisitiri y'ubutaka	Umukozi ushinzwe ubutaka mu Karere (LAIS)	<ul style="list-style-type: none"> - Kopi y'ibiranga usaba - icyemezo cy'uko washyngiwe/Icyemezo cy'uko uri ingaragu - icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandiko mpamo. - Kuzuza ifishi isaba yabugenewe 	Ni ubuntu	Iminsi 13
Guhinduzwa icyo ubutaka bwagenewe gukoreshwa	Umukozi ushinzwe ubutaka mu Karere (LAIS)	<ul style="list-style-type: none"> - Ibyangombwa by'ubutaka - Kuzuza ifishi isaba yabugenewe 	Ni ubuntu	Iminsi 13
Gusaba ibyangombwa by'ubutaka ku butaka leta yagurishije cyangwa yatanze.	Umukozi ushinzwe ubutaka mu Karere (LAIS)	<ul style="list-style-type: none"> - Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka - icyemezo cyo kuba warashyngiwe/Icyemezo cy'uko uri ingaragu - Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'inama y'abaminisitiri gitanga ubutaka cyangwa inama jyanama. 	Ni ubuntu	Iminsi 14

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba ibyangombwa by'ubutaka ku butaka Leta yagurishije cyangwa yatanze.</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> • Iyo nta nkondabutaka yatanze : Inyandiko yemeza nimeru y'ubutaka (UPI) iyo izwi cyangwa ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka by'Akarere na raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyiri ubutaka, abo bahana imbibi, umukozi wapimye ubutaka n'umuyobozi w'Akagali k'aho ubutaka buherereye • icyangombwa cyashyizweho umukono na Noteri w'ubutaka kigaragaza imigabane yaburi wese, mugihe harimo umunyamahanga ufatanyije n'umunyarwanda ubutaka cyangwa ikigo cy'ubucuruzi cyangwa urwego rufite ubuzima gatozi • Amasezerano y'asosiyasiyo ariho umukono wa Noteri agaragaza umugabane wa buri umwe ufitemo imigabane, mugihe abaguzi haba harimo abanyamahanga hagomba kugaragazwa icyemezo gitangwa n'urwego rubufitiye ububasha • Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu</p>	<p>Iminsi 14</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka</p>	<p>Umukozi ushinze ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> - Kopi y'ibiranga nyir'ubutaka - Iyo hasabwa kongera bitewe n'ubushyingirwe: icyemezo cy'uko nyir'ubutaka yashyingiwe - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: - icyemezo cy'uko uwo bashyingiranywe yitabye Imana; - ikigaragaza ko yari yarashyingiranywe na nyakwigendera n'uburyo bwo gucunga umutungo bagisemo ku bashyingiwe nyuma ya 1999, - icyemezo cy'uko ari umupfakazi cy'usigaye - Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane: icyemezo cy'urukiko cyemeza ubutane giherekajwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana - Ibyangombwa by'ubutaka - Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu.</p>	<p>Iminsi 13</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba gukuraho amakimbirane/ Guhabwa ibyangombwa byari mu makimbirane mu gihe ya cyemutse.</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> - Inyandiko yo kwikiranura isaba ko ishinganisha rikurwaho yashyizweho umukono n'impande zifitanye ikibazo yakorewe imbere ya Noteri cyangwa imbere y'Umunyamabanga Nshingwabikorwa w'umurenge cyangwa w'Akagari w'aho ubutaka buherereye, cyangwa inyandiko y'umuhesha w'inkiko - icyemezo cy'urukiko kivanaho ishinganisha - Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu.</p>	<p>Iminsi 5</p>
<p>Gukomura amakimbirane ashingye ku butaka</p>	<p>Umukozi ushinzwe ubutaka mu Karere (GIS officer)</p>	<ul style="list-style-type: none"> - Ibaruwa yandikiwe umuyobozi w' Akarere - Raporo y'uko ikibazo cyakemuwe ku Murenge - Kuzuzwa ifishi isaba yabugenewe 	<p>Ni ubuntu</p>	<p>Iminsi 7</p>
<p>Kwemeza igishushanyo cy'ikibanza (Fiche cadastral)</p>	<p>Umukozi ushinzwe ubutaka mu Karere (GIS officer)</p>	<ul style="list-style-type: none"> - Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe - Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'Umurenge. - Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba 	<p>Ni ubuntu</p>	<p>Iminsi 7</p>

2.5. AMASHYAMBA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba</p>	<p>Umukozi ushinzwe amashyamba n' umutungo kamere</p>	<ul style="list-style-type: none"> • Urwandiko rusaba uruhushya rwo gutwara ibikomoka ku mashyamba rwandikiwe umuyobozi w'Umujyi wa Kigali, akagera kopi umuyobozi Nshingwabikorwa w'Akarere ibyo yifuza gutwara biherereyemo. • Kopi y'uruhushya rwo gusarura • Kopi y'amasezerano y'ubugure iyo ibyo asabira uruhushya yabiguze • Kopi y'indangamuntu 	<p>Uwahawe uruhushya yishyura amahoro angana n'amafaranga 1000 kuri Toni imwe.</p>	
<p>Gusaba Ingenwo z'ibiti</p>	<p>Umukozi ushinzwe amashyamba n' umutungo kamere</p>	<ul style="list-style-type: none"> • Kuba ufite ubutaka bwo kubiteraho • Haterwa ubwoko bw'ibiti biberanye naho hantu. 	<p>Ni ubuntu</p>	<p>Ibiti bitangwa muri sezo yo gutera ibiti n'amashyamba</p>

2.6. MINE NA KARIYERI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba uruhushya rwo gucukura kariyeri.</p>	<p>Komite ishinze gusesengura ubusabe bw'im-pushya za kariyeri: Umuyobozi w'ishami ry'imicungire y'ubutaka mu Karere, umukozi ushinze amashyamba n'umutungo kamere, umukozi wa RMB ukorera mu Karere, umukozi ushinze GIS mu Karere</p>	<ul style="list-style-type: none"> • icyemezo cyo gukora ubucuruzi • Inyigo igaragaza ko umushinga ushoboka • Gahunda y'iteganyabikorwa • icyemezo cyo kutabamo umwenda gitangwa na RRA • icyemezo kigaragaza ubushobozi gitangwa n'ikigo cy'imari mu bihe by'imyaka 2 iheruka ikurikirana • Impamyabushobozi mu bya tekhnike by'usaba n'abakozi b'ingenzi • Inyigo igaragaza ahazava ibikoresho n'ikoranabuhanga bizifashishwa • Inyigo igaragaza uko ibikomoka kuri kariyeri bizatunganywa n'uburyo bwo kubyongerera agaciro • Gahunda yo guhugura abakozi mu kazi • Inyigo igaragaza uko ibikorwa bizateza imbere abatwaga begereye kariyeri • Inyigo nsuzumangaruka ku bidukikije • Inyigo yo gusana ibidukikije 	<p>Kwishyura amafaranga 450,000 igihe wemerewe uruhushya</p>	

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba kongerera uruhushya Igihe</p>	<p>Komite ishinze gusesengura ubusabe bw'im-pushya za kariyeri: Umuyobozi w'ishami ry'imicungire y'ubutaka mu Karere, umukozi ushinze amashyamba n'umutungo kamere, umukozi wa RMB ukorera mu Karere, umukozi ushinze GIS mu Karere</p>	<ul style="list-style-type: none"> • Raporo y'ibikorwa by'ubucukuzi bwa kariyeri by'igihembwe kirangiye • Ingano izwi y'ibikomoka kuri kariyeri, ishobora kuboneka, cyangwa ikekwa yemejwe yigenga, n'Urwego ububasha (aho bishoboka) • Ingengo y'imari iteganyijwe gushorwa, ikiguzi cy'ibikorwa bya kariyeri n'umutungo uzinjizwa mu gihe cy'inyongera (aho bishoboka) • Ibishobora guhinduka mu buryo bwo gucukura no gutunganya ibyavuye mu bucukuzi bwa kariyeri (aho bishoboka) • Impinduka ishobora kubaho mu mibereho y'abantu n'ibidukikije, ingamba zo kuzigabanya n'indishyi (aho bishoboka) • Ibikorwa by'ubucukuzi bwa kariyeri biteganyijwe mu gihembwe cy'inyongera 	<p>Kwishyura amafaranga 900,000 igihe wemerewe uruhushya</p>	

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba guhererekanya uruhushya</p>	<p>Komite ishinzwe gusesengura ubusabe bw'im-pushya za kariyeri: Umuyobozi w'ishami ry'imicungire y'ubutaka mu Karere, umukozi ushinzwe amashyamba n'umutungo kamere, umukozi wa RMB ukorera mu Karere, umukozi ushinzwe GIS mu Karere</p>	<ul style="list-style-type: none"> • Ibaruwa yandikiwe Umuyobozi • Mukuru igaragaza impamvu yo guhererekanya uruhushya; • Inyandikomvugo y'inama yahuje • abanyamigabane cyangwa abanyamuryango bemeje • iherekanya ryakorewe imbere ya Noteri; • Umwirondoro n'uburambe • by'uwegurirwa uruhushya mu bijyanye n'ubucukuzi bwa kariyeri; • icyemezo cy'iyandikisha ry'ubucuruzi cy'usabirwa kwegurirwa uruhushya; • Ibyemezo bigaragaza ko nyir'uruhushya n'usabirwa uruhushya bishyuye imisoro; • Inyandiko igaragaza agaciro • k'ibiherekanywa hagati ya nyir'uruhushya n'usabirwa kurwegurirwa. • 	<p>Kwishyura amafaranga 450,000 igihe wemerewe uruhushya</p>	<p>Iminsi 60</p>

2.7. SERIVISE Y'IBIKORWA REMEZO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba ubwinjiro bwo mukibanza kumihanda ya kaburimbo (Access on asphalt road)</p>	<p>Umukozi ushinzwe kubaka no gusana imihanda n' ibiraro</p>	<p>A. INZU NSHYA IRIKUBAKWA</p> <ul style="list-style-type: none"> - Uruhushya rwo kubaka rwatanzwe n'urwego rubifitiye ububasha - icyangombwa cy' ubutaka - Igishushanyombonera cy'imikoreshereze y'ubutaka bugaragara kucyangombwa (Site plan) - Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w' Akarere' <p>B. INZU ISANZWE YUBATSE</p> <ul style="list-style-type: none"> - icyangombwa cy' ubutaka - Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w' Akarere' 	<p>Ni ubuntu</p>	
<p>Gusaba amatara yo ku muhanda</p>	<p>Umukozi ushinzwe ingufu n'amazi</p>	<ul style="list-style-type: none"> - Ibaruwa isaba - Ibaruwa isaba yoherezwa kuri imeri y'Akarere 	<p>Abasabye bagira uruhare mu kwishyura ibikorwa bizakorwa</p>	<p>Iminsi 20</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Uruhushya rwo gusatura umuhanda bacishamo umuyoboro w'amazi	Umukozi ushinzwe ingufu n'amazi	<ul style="list-style-type: none"> - Inyigo yakozwe na WASAC Ltd - Ibaruwa isaba uruhushya - icyangombwa cy'ubutaka (kopi) - Inyemezabwishyu - Ku muhanda wa kaburimbo ushaka serivise azana amasezerano yagiranye na NPD LTD 	Ni ubuntu Amafanga 50,000Frw ku muhanda w'itaka y'ishyurwa kuri konte y'Umujyi wa Kigali	
Uruhushya rwo gukoresha umutungo kamero w'amazi "Sous- Couvert"	Umukozi ushinzwe ingufu n'amazi	<ul style="list-style-type: none"> - icyangombwa cy'ubutaka cg amasezerano yo gutizwa ubutaka - Imbonerahamwe yuzuzuzwa iva kuri Web ya RWRB - Inyemezabwishyu y'uruhushya rwo gukoresha amazi - Ibaruwa isaba uruhushya " 	Ni ubuntu	iminsi 5

2.8. UBUGENZUZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Ubugenzuzi bw'umusingi (foundation inspection)	Umukozi ushinzwe ubugenzuzi	<ul style="list-style-type: none"> • Gusaba wifashishije ikoranabuhanga (BPMIS) • Inyigo y'ubukomere (concrete test results) ikozwe na labolatwari yemewe na Rwanda standard board. • Amafoto ya site yerekana ibirenge by'inyubako (footings & sub columns) • Ubwishingizi bw'ishansiye (site insurance) • Amasezerano y'uzubaka n'uzahagararira Inyubako • icyangombwa cyo kubaka 	Ni ubuntu	Iminsi 3

2.9. ISHAMI RY'ITERAMBERE RY'UBUKUNGU

UBWOROZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba inama ku mushinga w'ubworozi	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> Kuba afite umushinga ashaka kugishaho inama Kuba abarizwa muri ako karere 	Ni ubuntu	Umunsi 1
Gusaba uburenganzira bwo gucuruza ibikomoka ku matungo	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> Ibaruwa yandikiwe umuyobozi w'akarere umusaba uburenganzira bwo gucuruza ibikomoka ku matungo 	Ni ubuntu	Umunsi 1
Gusaba uburenganzira bwo kwimura amatungo	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> Itungo rigomba kuba rifite icyemezo cy'uko rikingiye nta burwayi rifite Kuba rifite icyangombwa kiriranga (iherena) Ibiranga itungo byose Agomba kuba afite icyangombwa cy'uko yishyuye ku IREMBO amafaranga ibihumbi bibiri (2000) Kuba afite ibyangombwa yahawe n'umurenge kimwerera kwimuka Ibirango by'ikinyabiziga kizimura ayo matungo 	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba uburenganzira bwo kugura ibiryo by'amatungo	Umukozi ushinzwe ubuhinzi n'ubworozi mu karere	<ul style="list-style-type: none"> Ibaruwa isaba yandikiwe umuyobozi nshingwabikorwa w'akarere yasinnyeho n'Akagali n'Umurenge 	Ni ubuntu	Umunsi 1

UBUHINZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba ubufasha ku mushinga w'ubuhinzi	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> Kuba afite umushinga ujyanye n'ubuhinzi Kuba abarizwa muri ako karere 	Ni ubuntu	Umunsi 1
Gusaba kuba umucuruzi w'inyongeramusaruro zunganiwe	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> Kuba yarize ibijyanye n'ubuhinzi n'ubworozi Kuba azakorwera muri icyo fasi Kuba afite ibaruwa y'umurenge imwemerera ko hakenewe umucuruzi w'inyongeramusaruro zunganiwe muri uwo murenge 	Ni ubuntu	Umunsi 1

KOPERATIVE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba ubujyanama kuri koperative	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> Kuba koperative isanzwe ikora 	Ni ubuntu	Umunsi 1

IMISORO N' AMAHORO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba amakuru ku misoro n'uko ibarwa	Umukozi ushinzwe kwakira no kugenzura imisoro n'amahoro ku rwego rw'Akarere	<ul style="list-style-type: none"> Umusoro ku burenganzira bwo gutangiza ubucuruzi (Ipatanti): Kumenyekanisha aho ukorera n'imirimo ukora Umusoro ku mutungo utimukanwa: Icyangombwa cy'umutungo Umusoro ku nyungu z'ubukode ku mutungo utimukanwa: 	Ni ubuntu	Umunsi 1

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<p>Gusaba amakuru ku misoro n'uko ibarwa</p>	<p>Umukozi ushinzwe kwakira no kugenzura imisoro n'amahoro ku rwego rw'Akarere</p>	<ul style="list-style-type: none"> • Amasezerano y'ubukode • UPI na nimeru iranga usora (TIN) • Amasezerano y'inguzanyo ya banki mu gihe umutungo ukodeshwa waguzwe ku nguzanyo ya banki. • Umusoro ku mutungo utimukanwa wagurishijwe • Kuzana amasezerano y'ubugure ariho umukono wa Noteri • Amahoro y'isuku rusange n'ibyapa byamamaza: • TIN (numero iranaga usora) <p>Icyitonderwa: Serivise yose wakenera mu misoro usabwa kwitwaza indanagamuntu yawe cyangwa numero iranga usora (TIN).</p>	<p>Ni ubuntu</p>	<p>Umunsi 1</p>

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba amakuru ku misoro ikuruba n'ibindi byangombwa bijyanye nayo	Umukozi ushinzwe kwakira no kugenzura imisoro n'amahoro ku rwego rw'Akarere	<ul style="list-style-type: none"> Kugaragaza ko umutungo cg ubucuruzi usabira amakuru ari ibyawe cg wabiragijwe 	Ni ubuntu	Umunsi 1
Guhabwa impapuro zishyuriwoho	Umukozi ushinzwe Imari	Amasezerano wagiranye n'Akarere na kopi y'inyemezabuguzi /Inyemezabwishyu	Ni ubuntu	Umunsi 1

2.10. IMIYOBORERE MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ibibazo by'abaturage	Umukozi ushinzwe imitegekere y'inzego zegerejwe abaturage	<ul style="list-style-type: none"> Raporo y'uko umurenge yagikozeho 	Ni ubuntu	<ul style="list-style-type: none"> Umunsi 1 iyo ari ibijyanye n'imitangire ya serivise, Iminsi 3 iyo ari ikibazo kijyanye n'amakimbirane.

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwandukuzwa uwapfuye	Umukozi ushinzwe imitegekere y'inzego zegerejwe abaturage	<ul style="list-style-type: none"> - Ibaruwa yandikiwe umuyobozi nshingwabikorwa w'Akarere amusaba kwandukuzwa umuntu we wapfuye - Raporo y'umurenge igaragaza ko uwo muntu atandukuje umuntu we ku gihe 	Ni ubuntu	Iminsi 5
Gusaba uruhushya rwo gushyingirwa kubari munsu y'Imyaka 21 y'amavuko	Umukozi ushinzwe imitegekere y'inzego zegerejwe abaturage	<ul style="list-style-type: none"> - Ibaruwa yandikiwe umuyobozi nshingwabikorwa w'Akarere agaragaza impamvu ifatika ituma ashaka gushyingirwa ataruzaza imyaka 21 - icyemezo cy'uko ari ingaragu - icyemezo cy'amavuko 	Ni ubuntu	Iminsi 5
Gukosora irangamimerere	Umukozi ushinzwe imitegekere y'inzego zegerejwe abaturage	<ul style="list-style-type: none"> - Ibaruwa yandikiwe umuyobozi nshingwabikorwa w'Akarere igaragaza impamvu ifatika y'ushaka guhinduza iranga-mimerere - Raporo y'umurenge imuhakirira ko bitari mu bushobozi bw'umurenge 	Ni ubuntu	Iminsi 3

2.11. URUBYIRUKO N'UMUCO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba ubufatanye bwo gutegura amarushanwa ku mishinga Ijyanye n'urubyiruko n'ubuhanzl	Umukozi ushinzwe urubyiruko n'umuco	<ul style="list-style-type: none"> Ibaruwa yandikiwe Umuyobozi Nshingwabikorwa w'Akarere iherekejwe n'inyandiko igaragaza imiterere y'umushinga 	Ni ubuntu	Iminsi 7

2.12. UBUGENZUZI BW'UMURIMO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ikibazo ku mpaka z'umurimo(- Gutumiza umuntu bafatanye ikibazo , Guhuza abafatanye ibibazo, Guhabwa Inyandiko igaragaza imyanzuro y'ubuhuza.)	Umugenzuzi w'umurimo	<ul style="list-style-type: none"> Kopi y'Indangamuntu Ibaruwa imusezerera iyo ayifite. Amasezereno y'umurimo (iyo ayafite) Gutanga ikirego mu buryo bw'ikoranabuhanga (ILAS) 	Ni ubuntu	Iminsi 7
Gusaba ubujyanama ku biyanye n'amategeko agenga umurimo	Umugenzuzi w'umurimo	<ul style="list-style-type: none"> kugana Umugenzuzi w' umurimo, ukamumenyesha icyo ucyeneye 	Ni ubuntu	Umunsi 1

2.13. ISHAMI RISHINZWE ITERAMBARE RY' UBUZIMA N' IMIBEREHO MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gufungura Ivuriro ryo ku rwego rw'Ibanze	Umukozi ushinzwe iterambere ry' ubuzima no kurwanya indwara.	Kwandikira umuyobozi Nshingwabikorwa w'Akarere usaba gushinga ivuriro.	Ni ubuntu	Iminsi 7
Gufungura Ivuriro ryo ku rwego rw'Ibanze (Second Generation)	Umukozi ushinzwe iterambere ry' ubuzima no kurwanya indwara.	Kwandikira umuyobozi Nshingwabikorwa w'Akarere usaba gushinga ivuriro.	Ni ubuntu	Umunsi 1
Kuhabwa nimeru Iranga utishoboye warokotse Jenoside yakorewe Abatutsi (PIN)	Umukozi ushinzwe kurengera abatishoboye	Raporo y'Inama yo kwemezwa mu Inteko rusange y'Abarokotse Jenoside kurwego rw'Akagali igaragaraza urutonde rw'abayitabiriye; Ifishi igaragaza imyirondoro y'uwemejwe igaragaza umwaka byakorewemo; Fotokopi y'indangamuntu y'uwemejwe; Fototokopi y'icyemezo gihabwa uwemejwe kigaragaza ko yarokotse Jenoside yakorewe Abatutsi kandi atishoboye;	Ni ubuntu	Ubusabe bwagejewe ku Karere bwohererezwa MIINUBUMWE bitarenze iminsi 3.

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Guha ubufasha abatishoboye	Umukozi ushinzwe kurengera abatishoboye	<ul style="list-style-type: none"> Raporo y'Umurenge igaragaza ko umuturage atishoboye Indangamuntu Kwandika ibaruwa isaba iyi serivise 	Ni ubuntu	Iminsi 3
Gufasha uwavuye mu kigo Ngororamuco	Umukozi ushinzwe iterambere ry' umuryango no kurengera umwana	<ul style="list-style-type: none"> Umushinga uteguye neza uherekijwe n'inyandiko y' Umurenge isabako waterwa inkunga Raporo y'Umurenge igaragaza ko usaba afite imyitwarire myiza Raporo y'isura yakozwe na komite yo ku rwego rw' Umurenge ishinzwe gukurikirana igororamuco rikorewe mu muryango 	Ni ubuntu	Ubusabe bwagejwe ku Karere bwohererezwa Umujyi wa Kigali bitarenze iminsi 15.
Gutanga ubufasha mubuvuzi ku bana bafite ubumuga batishoboye	Umukozi ushinzwe kurengera abatishoboye	<ul style="list-style-type: none"> Raporo y'Umurenge igaragaza ko umuntu atishoboye Inyandiko yatanze n'ikigo cy'ubuzima igaragaza ingano y'amafanga agomba kwishyurwa n'uruhare ry'ubwisungane mu kwivuzwa. Kwandika isaba iyi serivise ibaruwa 	Ni ubuntu	Iminsi 3
Gutanga ibyangobwa kubigo mboneza mikurire no kugenzura ibyangombwa	Umukozi ushinzwe imbenezamikorire y'Abana bato	Rapo y'inyigo y'umushinga Kwandikira umuyobozi w'Akarere	Ni ubuntu	Iminsi 30

2.14. UBUREZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Guha ubufasha abatishoboy	Umukozi ushinzwe kurengera abatishoboye	Raporo y'Umurenge igaragaza ko umuturage atishoboye Indangamuntu	Ni ubuntu	Iminsi 3
Gufasha uwavuye mu kigo Ngororamuco	Umukozi ushinzwe iterambere ry' umuryango no kurengera umwana	Umushinga uteguye neza uherekijwe n' inyandiko y' Umurenge isabako waturwa inkunga Raporo y'Umurenge igaragaza ko usaba afite imyitwarire myiza Raporo y'isura yakozwe na komite yo ku rwego rw' Umurenge ishinzwe gukurikirana igororamuco rikorewe mu muryango	Ni ubuntu	Ubusabe bwagejwe ku Karere bwohererezwa Umujyi wa Kigali bitarenze iminsi 15.
Gutanga ubufasha mubuvuzi ku bana bafite ubumuga batishoboye	Umukozi ushinzwe kurengera abatishoboye	Raporo y'Umurenge igaragaza ko umuntu atishoboye Inyandiko yatanzwe n'ikigo cy'ubuzima igaragaza ingano y' amafanga agomba kwishyurwa n'uruhare ry'ubwisungane mu kwivuzwa.	Ni ubuntu	Iminsi 3
Gutanga ibyangobwa kubigo mbonaza mikurire no kugenzura ibyangombw	Umukozi ushinzwe imbenezamikirire y'Abana bato	Rapo y'inyigo y'umushinga Kwandikira umuyobozi w'Akarere	Ni ubuntu	Iminsi 30

Uburyo butangwaho inama bwakoreshwa mu kumenyesha abaturage ibijyanye n'imbonerahamwe ya Serivise zitangwa n'inzego zigize Umujyi wa Kigali

Nta gushidikanya ko uburyo bwiza bwo guhanahana amakuru ari bumwe mu buryo ntagereranywa buteza imbere imiyoborere myiza y' Igihugu, aho umuturage ari ku isonga y'imiyoborere myiza mu Gihugu nk'U Rwanda.

Ibi kandi, byongerera ikizere hagati y'abayoborwa n'abayobozi, abatanga serivise n'abazihabwa bikanatuma ishyirwamubikorwa rya gahunda za leta zitandukanye zibasha kwihutishwa kuko umuturage azigiramo uruhare rusesuye, yumva ko ari ize kubera imikorere n'imikoraniye nta makemwa ari hagati y'abaturage kuko basangira kandi bagahanahana amakuru ya ngombwa ndetse hakanabaho uburyo bwo gutanga ibyifuzo kubyo abaturage bifuzwa byanzwaga.

Umujyi wa Kigali n'inzego zayo z'ibanze zigomba gushyiraho uburyo abaturage bagira ijamba n'uruhare rusesuye bwo kugaragaza ibitekerezo, ibibazo n'ibyifuzo byabo ku mitangire ya serivise, ibigenderwaho, ibipimo bya ngombwa kandi umuturage uhabwa Serivise akagira uburenganzira mu kugaragaza neza ibyo atishimiye bikwiriye kunozwa.

By'umwihariko, itegeko nimeru N° 04/2013 ryo kuwa 08/02/2013 riteganya uburyo bwo gutanga amakuru mu ngingo yaryo ya kabiri ivuga ku bijyanye n'uburenganzira bwo kubona no guhabwa amakuru rigira riti "Buri muntu afite uburenganzira bwo kubona amakuru afitwe n'urwego rwa Leta na zimwe mu nzego z'abikorera" ukomeje ku ngingo ya gatandatu ijyanye n'inyungu z'abaturage mu itangazwa ry'amakuru aho rigira riti "Inzego za Leta n'izabikorera zirebwa n'iri tegeko, zitanga amakuru arebwa na "Urwego rwa Leta cyangwa urwego rw'abikorera rurebwa n'iri tegeko rugomba kumenyekanisha amakuru mu gihe inyungu z'abaturage mu itangazwa ryayo zisumbya uburemere inyungu zo kutayatangaza"

Ni muri urwo rwego, Umujyi wa Kigali n'inzego z'ibanze ziwugize ziyemeje kandi zahigiye gushyira mu bikorwa politike yo kwegereza abaturage Ubuyobozi n'ubushobozi yemejwe mu kwezi k' Ugushyirahamwe mu mwaka wa 2021 uko yakabaye kuko ishyirahamwe umuturage ku isonga ry'imiyoborere myiza akanaba izingiro ry'itangwa rya Serivise nziza kandi inoze. Ni muri urwo rwego, uburyo bukurikira butangwaho inama ko bwakoreshwa mu guhanahana amakuru no kumurikira abaturage batuye cyangwa basaba Serivise mu Umujyi wa Kigali no mu inzego z'ibanze zawo, Ubwo buryo bujyanye kandi na gahunda ya Leta yo guteza imbere ikoranabuhanga mu rwego rwo kwihutisha amakuru n'ihanahana ryayo mu nzego zose zitanga Serivise zaba iza Leta cyangwa iz'abikorera.

Twajya inama ko nzira y'uruhererekane yagabanywa kuburyo ibaruwa y'igisubizo cy'umuturage iva kuwayiteguye (Umutekinisiye mu ishami) byihuse ikajya ku muyobozi ugomba gusinya (Umuyobozi w'Umujyi wa Kigali, Abayobozi b'Umujyi bombi bungirije ndetse n'Umuyobozi w'imirimo rusange) ku Mujyi wa Kigali n'Umuyobozi Nshingwabikorwa w'Akarere n'umwingirije cyangwa Umuyobozi w'Imirimo rusange mu Karere.

- Gusinya hifashishijwe umukono w'ikoranabuhanga: Mu rwego rwo kwihutisha itangwa rya serivise no kugabanya umwanya bitwara, gusinya ibaruwa itanga igisubizo ku muturage wandikiye urwego rw'Ubuyobozi, indi nzira yabikemura ni ikoranabuhanga aho Umuyobozi w'urwego cyangwa undi ubyemerewe yasinya inyandiko akoresheje ikoranabuhanga "Umukono w'ikoranabuhanga" (E-Signature) cyane ko usanga akenshi Abayobozi bagira inama nyinshi zitandukanye z'akazi bakabura umwanya wo kugaruka mu biro, bityo bigatinda itangwa rya serivise.



