

**Uwakenera amakuru arambuye kuri  
serivise zitangwa n'inzego z'ibanze  
zigize Umujyi wa Kigali  
yakwifashisha ubu buryo bukurikira**

**Akarere ka Gasabo**

Umurongo utishyurwa ni **1520**

Website: [www.gasabo.gov.rw](http://www.gasabo.gov.rw)

Imeri: [info@gasabo.gov.rw](mailto:info@gasabo.gov.rw)

**Akarere ka Kicukiro**

Umurongo utishyurwa ni **4575**

Website: [www.kicukiro.gov.rw](http://www.kicukiro.gov.rw)

Imeri: [info@kicukiro.gov.rw](mailto:info@kicukiro.gov.rw)

**Akarere ka Nyarugenge**

Umurongo utishyurwa ni **4025**

Website: [www.nyarugenge.gov.rw](http://www.nyarugenge.gov.rw)

Imeri: [info@nyarugenge.gov.rw](mailto:info@nyarugenge.gov.rw)



**IMBONERAHA IGARAGAZA  
SERIVISE  
ZITANGWA N'INZEGO  
Z'IBANZE MU MUJYI WA  
KIGALI**

*Ukuboza 2024*

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## I.1. RIBURIRO

U Rwanda ni Igihugu kiyemeje guteza imbere imiyoborere myiza no kwegereza buyobozi n'ubushobozi abaturage, aho umuturage ari ku isonga ryayo. Ibi bishimangirwa n'Itegeko Nshinga rya Repubulika y'U Rwanda bitoreye. Ibi kandi bishimangirwa na none muri politike yo kwegereza Ubuyobozi n'Ubushobozi yemejwe mu kwezi k'Ukwakira 2021, aho gutanga no guteza imbere serivise zinoze ku baturage biba ihame ariko hanagaragazwa neza inshingano z'inzeho z'ibanze ndetse n'inzeho 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'imiterekere y'Igihugu cy'U Rwanda. 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'imiterekere 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'inzeho z'ibanze ziwugize. Iyi nyandiko irambuye, igaragaza mu buryo buhamye, imbonerahamwe ya serivise zitangwa mu nzego z'ibanze 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 "Umujyi wa Kigali ari urwego rw'Igihugu rwegerejwe abaturage rufite ubutegetsi bwihariye, ubuzimagatozi, ubwigenge mu miyoborere no mu micungire y'umutungo n'abakozi. Uturere, Imirenge, Utugari n'Imidugudu by'Umujyi wa Kigali ni inzego z'imiterekere y'Igihugu zegerejwe abaturage zidafite ubuzimagatozi". Ibi bikaba bitandukanye n'utundi turere tugize Intara, bityo Uturere tugize Umujyi 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'inzeho z'ibanze zigize Umujyi wa Kigali yateguwe harebwa amategeko, amabwiriza na politike bijyanye nabyo twavuze haruguru. Turashimira abayobozi n'abakozi b'inzeho z'ibanze batandukanye bagize Umujyi wa Kigali babigizemo uruhare rusesuye batanga amakuru n'inama bikenewe.

## **I.2. 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 zindi z’ibanze ziyemeje kugaragariza abaturage no kubasobanurira ibigenderwaho n’ibisabwa mu gutanga serivise hagamijwe kubaha serivise nziza kandi zibanogeye.

Guverinoma y’U Rwanda yiyemeje ko 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 z’ibanze ziwugize zibashe kugera kuri izo ntego, wiyemeje gutanga no kunoza imitangire ya serivise nziza kandi zinoze, hakaba hasabwa ko tuba bandebereho mu gutanga serivise inoze, Umujyi wa Kigali wiyemeje gutanga serivise nziza ku baturage bawo, hagamije ko umuturage aba ku isonga y’imiyoborere myiza nkuko biteganyijwe muri politike yo kwegereza abaturage Ubuyobozi n’ubushobozi ya 2021 kimwe n’izindi gahunda za Leta zitandukanye.

## **I.3. INTEGO ZIHARIYE**

- Guha umuturage wacu serivise nziza kandi inoze nkuko ayifuza twubaka ubushobozi bw’abakozi bacu bose batanga serivise ariko kandi n’abaturage bacu hagamijwe guhindura imyumvire yatuma dutera imbere twese hamwe kandi mu bwubahane.
- Kubaka ubufatanye, imikorere n’imikoranire 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 akoreraho.
- Gukorera hamwe n’inzego zose zaba iza Leta n’iz’abikorera ndetse n’imiryango itagengwa na Leta tugamije icyatuma serivise zinoze zitangwa mu nzego zose z’imitegekere y’inzego n’Umujyi wa Kigali ukazabasha kuba intangarugero na bandebereho ku mugabane wa Afurika mu gutanga serivise nziza kandi inoze hagamijwe kugera kubyifuzo by’abaturage bacu.

## **I.4. INSHINGANO Z'UMUJYI WA KIGALI, AKARERE, UMURENGE N'AKAGARI**

### **Inshingano z'Umujyi wa Kigali**

Hashingiwe ku n'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 ishyirwa 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 ibikorwa remezo n'imiturire by'Umujyi wa Kigali;
- Guteza imbere ibikorwa bijyanye 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'aturere;
- Gukurikirana ibikorwa n'imikorere by'aturere 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'Imirengi 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'ibikorwa remezo 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 tekiniki n'iby'imari mu Karere;
- Gutanga serivise ziri mu nshingano zako.

### **Inshingano z'Umurengi**

Inshingano z'Umurengi 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.

### **I.5. 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.

### **I.6. 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, emeri, terefoni, imirongo itishyurwa ndetse n'imbugankoranyambaga zitanduka

## II. IBISOBANURO BY'AMAGAMBOMPINE

%	Ijanisha
Ave	Icyerekezo
BDA	Abajyanama mu bucuruzi
BOQ	Igenagaciro k'ibikenewe mu bwubatsi
BPMIS	Sisitemi yo gusaba uruhushya rwo kubaka hifashishijwe Ikoranabuhanga
	Ikigo kigenga gishinzwe gukwirakwiza ikoranabuhanga rya Internet
COK	Umujyi wa Kigali
DAO	Igitabo gitanga amakuru ku bikenewe mu mitangire y'amasoko
DASSO	Urwego rw'umutekano rwunganira Inzego z'Ibanze
Dr	Dogiteri
EDCL	Ikigo cy'Igihugu gishinzwe ingufu z'amashanyarazi
EUCL	Ikigo cy'Igihugu gishinzwe guhuza iby'ingufu
FDA	Ikigo cy'Igihugu gishinzwe ubuziranenge y'ibiryo n'imiti
IECMS	Ikoranabuhanga rikoresheya mu butabera aho bashyira imanza
IPPIIS	Urubuga rw'ikoranabuhanga ryo kugenzura imikorere ku Bakozi ba Leta
IREMBO	Ikigo gishinzwe ikoranabuhanga mu gutanga serivise mu Rwanda
JADF	Abafatanyabikorwa mu Iterambere
km2	Kirometerokare
KN	Indangahantu ikoreshejwe ikoranabuhanga
LIQUID	Ikigo kigenga gishinzwe gukwirakwiza interineti
MAJ	Urwego rwegerejwe abatwariye mu gutanga inama mu Mategeko
MIDIMAR	Minisiteri ishinzwe imicungire y'ubutabazi
MIFOTRA	Minisiteri y'Abakozi ba Leta
MINAFFET	Minisiteri y'ububanyi n'amahanga n'ubutwererane
MINECOFIN	Minisiteri y'Imari n'Igenamigambi
MINEMA	Minisiteri ishinzwe imicungire y'ubutabazi n'ibiza
MINIBUMWE	Minisiteri y'Ubumwe bw'Abanyarwanda n'inshingano Mboneragihugu
MINISANTE	Minisiteri y'Ubuzima
MoMo	Ikoranabuhanga ryo kohererezanya amafaranga
NCDA	Ikigo cy'Igihugu kita ku mibereho n'imikurire y'Umwana
NESA	Ikigo cy'Igihugu gishinzwe ibizamini n'ubugenzuzi bw'amashuri
NISR	Ikigo cy'Igihugu gishinzwe ibarurishamibare mu Rwanda
NSTI	Gahunda y'Igihugu yo kwihutisha iterambere mu Rwanda Nzego z'Ibanze
ONCG	Ikigo kikorera cyatunganyije iyi mbonerahamwe ya serivise
OSC	Ihuriro mpuza serivise mu kwihutisha imitangire yazo
RAB	Ikigo cy'ikigo gishinzwe ubuhinzi n'ubworozi
RALGA	Ishyirahamwe ry'inzego z'Ibanze
RCA	Ikigo cy'Igihugu gishinzwe amakoperative mu Rwanda
RDB	Ikigo cy'Igihugu gishinzwe Iterambere
REG	Ikigo cy'Igihugu gishinzwe gukwirakwiza amashanyarazi
REMA	Ikigo cy'Igihugu gishinzwe kubungabunga Ibidukikije
RGB	Ikigo cy'Igihugu gishinzwe Imiyoborere
RNP	Polisi y'U Rwanda
RPPA	Ikigo cy'Igihugu gishinzwe imitangire y'amasoko ya Leta
RRA	Ikigo cy'Igihugu gishinzwe Imisoro n'Amahoro

RSSB	Urwego rw'Igihugu rw'Ubwiteganyirize mu Rwanda
RTD	Ikigo cy'Igihugu gishinzwe kubaka imihanda
RURA	Urwego rw'Igihugu rushinzwe kugenzura imirimo ifitiye Igihugu akamaro
RWB	Ikigo cy'Igihugu gishinzwe Umutungo Kamere w'Amazi
EHCDO	Umukozi ushinzwe Iterambere n'Imibereho myiza y'abaturage
TELCOM KTN	Ikigo kigenga gishinzwe gukwirakwiza interineti
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

### III. IMBONERAHAMWE Y'IMITANGIRE YA SERIVISE MU MUJYI WA KIGALI

#### III.1. SERIVISE ZITANGIRWA KU KICYARO CY'UMUJYI WA KIGALI

##### 1.1. ISHAMI RISHINZWE UBUGENZUZI BW'IMARI YA LETA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kugenzura imikoreshereze y'ingengo y'imari ya Leta	Umukozi ushinzwe ubugenzuzi bw'imari ya Leta	Kumenyeshagahunda y'igenzura.	Ni ubuntu	Biterwa n'igihe gahunda y'igenzura ry'imari ya Leta yateganyirijwe ariko nibura buri gihembwe hari ubugenzuzi bw'imari ya Leta bukorwa mu bigo byatoranyijwe.

##### 1.2. ISHAMI RISHINZWE ITUMANAHU

##### 1.2.1. ITUMANAHU N'UBUKANGURAMBAGA BW'ABATURAGE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba amahugurwa ajyanye no guhugura abaturage (Community Education)	Umukozi ushinzwe guhugura no kongerera ubumenyi abaturage	Ntagisabwa	Iyi serivise ni ubuntu	Iminsi irindwi y'akazi

##### 1.2.2. ITUMANAHU N'ISAKAZABUMENYI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba amakuru binyuze kumbuga nkoranyambaga	Umukozi ushinzwe gukurikirana imbuga nkoranyambaga	Ntabisabwa	Iyi serivise ni ubuntu	Umunsi umwe
Gusaba amakuru yerekeye Umujyi wa Kigali n'inzego zawo	Umukozi ushinzwe itumanaho n'itangazamakuru no guhuza Umujyi wa Kigali n'izindi nzego	Ntabisabwa	Iyi serivise ni ubuntu	Iminsi itatu y'akazi

##### 1.3. ISHAMI RISHINZWE UBUJYANAMA MU MATEGEKO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gutanga inama zijyanye n'amategeko ku masezerano akorwa hagati y'Umujyi wa Kigali na ba	Umukozi ushinzwe gutanga ubujyanama mu mategeko mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>Kwandikira Umujyi wa Kigali kuri imeri ugaragaza ikibazo ufite gisabirwa serivise y'amategeko.</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu y'akazi

<b>Rwiyemezamirimo n'ibindi bisabwaho ubujyanama mu mategeko.</b>		<ul style="list-style-type: none"> <li>• Kuba waratsindiye isoko</li> <li>• Kuba ufitanye amasezerano n'Umujyi wa Kigali</li> </ul>		
<b>Gukemura ibibazo bishingiye ku butaka</b>	Umukozi ushinzwe gutanga ubujyanama mu mategeko mu Mujyi wa Kigali kubijyanye n'ubutaka	<ul style="list-style-type: none"> <li>• Kwandikira Umujyi wa Kigali kuri imeri ugaragaza ikibazo ufite gisabirwa serivise y'amategeko.</li> </ul>	Iyi serivise ni ubuntu	Serivise iboneka nibura mu minsi 30

#### 1.4. ISHAMI RISHINZWE GUKUMIRA NO KURINDA IBIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<b>Kwigisha no gutanga amakuru kuhashobora kuba ibiza</b>	Umukozi ushinzwe kurinda no gukumira ingaruka z'ibiza	<ul style="list-style-type: none"> <li>• Ntagisabwa</li> </ul>	Serivise ni ubuntu.	Umunsi umwe
<b>Gutabara no gutanga ubufasha kubahuye n'ibiza.</b>	Umukozi ushinzwe gukumira no kurinda ingaruka z'ibiza.	<ul style="list-style-type: none"> <li>• Gutanga amakuru ajyanye n'ibiza.</li> </ul>	Serivise ni ubuntu.	Umunsi umwe
<b>Gufasha no gusubiza mu buzima busanzwe abahuye n'ingaruka z'ibiza.</b>	Umukozi ushinzwe gukumira no gufasha abagizweho ingaruka n'ibiza.	<ul style="list-style-type: none"> <li>• Gutanga amakuru ku muntu waba yahuye n'ibiza.</li> </ul>	Serivise ni ubuntu.	Umunsi umwe

#### 1.5. ISHAMI RISHINZWE IMITUNGANYIRIZE Y'IBIKORWAREMEZO BY'UMUJYI WA KIGALI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Uruhushya rwemerera amakamyu guca mu mihanda ibujijwe mu Mujyi wa Kigali	Umukozi ushinzwe ibikorwa remezo	<ul style="list-style-type: none"> <li>• Ukeneye uru ruhushya yandikira Umujyi wa Kigali ibaruwa asobanura impamvu y'urwo ruhushya akeneye akanashyiraho inyandiko zinyongera zafasha abakozi babishinzwe kwiga ku kibazo cye ngo ahabwe igisubizo.</li> </ul>	Serivise ni ubuntu.	Iminsi 3y'Akazi
Uruhushya rwo kujyana ibicuruzwa	Umukozi ushinzwe	<ul style="list-style-type: none"> <li>• Ukeneye iyi serivise yandikira Umujyi wa</li> </ul>	Biterwa n'ingano	Iminsi 3y'Akazi

byarangije igihe mu kimoteri rusange cya Nduba ahagenewe gushyirwa imyanda	imicungire y'imyanda mu Mujyi wa Kigali	Kigali asaba iyi serivise haba hari n'inyandiko z'umugereka akazishyiraho kugira ngo bifashe mu ifatwa ry'umwanzuro.	y'ibicuruzwa, amafaranga ashobora guhinduka hagati ya 100,000 ni 300,000 Frw.	
Amasezerano yo kujyana imyanda mu kimoteri rusange cya Nduba ahagenewe gushyirwa imyanda	Umukozi ushinzwe imicungire y'imyanda mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>Ukeneye iyi serivise yandikira Umujyi wa Kigali asaba iyi serivise haba hari n'inyandiko z'umugereka akazishyiraho kugira ngo bifashe mu ifatwa ry'umwanzuro.</li> </ul>	Amafaraanga yishyurwa hagendewe ku ngano y'imyanda ajoyanayo.	Iminsi 3y'Akazi
Uruhushya rwo gushyiraho ibyapa byamamaza n'ibimenyetso ndangahantu	Umukozi ushinzwe ibikorwa remezo	<ul style="list-style-type: none"> <li>Ukeneye iyi serivise yandikira Umujyi wa Kigali asaba iyi serivise haba hari n'inyandiko z'umugereka akazishyiraho kugira ngo bifashe mu ifatwa ry'umwanzuro.</li> </ul>	Nta mafanga yishyurwa kuri iyi serivise ariko hari imisoro/amahoro yishyurwa ku mwaka hakurikijwe ingano y'icyapa.	Icyumweru kimwe
Icyangombwa cyemerera abaturage kwiyubakira imihanda mu midugudu ituwemo mu buryo bwemewe (Karitsiye)	Umukozi ushinzwe iyubakwa ry'imihanda y'imigenderano	<ul style="list-style-type: none"> <li>Kohereza inyandiko isaba iyi serivise kuri imeri y'Umujyi wa Kigali.</li> </ul>	Serivise ni ubuntu.	Ibyumweru bibiri
Kwimura ibikorwa remezo by'amataru rusange byo kumuhanda	Umukozi ushinzwe ibikorwa remezo	<ul style="list-style-type: none"> <li>Kohereza inyandiko isaba iyi serivise kuri imeri y'Umujyi wa Kigali.</li> </ul>	Serivise ni ubuntu	Ibyumweru bibiri
Gutanga icyemezo cyo gushyiraho amataru yo ku muhanda cyangwa gufasha abaturage kubona ibikoresho	Umukozi ushinzwe ibikorwa remezo	<ul style="list-style-type: none"> <li>Kohereza inyandiko isaba iyi serivise kuri imeri y'Umujyi wa Kigali.</li> </ul>	Iyi serivise ni Ubuntu	Ibyumweru bibiri
Gusaba uruhushyirwa rwo gushyirwa ibyapa byamamaza cyangwa bimenyeshya ibikorwa rusange bifiteye inyungu	Umukozi ushinzwe ibikorwa remezo	<ul style="list-style-type: none"> <li>Kohereza inyandiko isaba iyi serivise kuri imeri y'Umujyi wa Kigali.</li> </ul>	Iyi serivise ni ubuntu	Ibyumweru bibiri

rubanda ku nkingi z'amataro yo ku mihanda				
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**1.6.ISHAMI RISHIZWE KUNOZA IMITURIRE N'IMITUNGANYIRIZE Y'UMUJYI**  
**1.6.1.GUTUNGANYA SITE NO KUNOZA IMITURIRE**

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba gutunganyiriza site	Umukozi ushinzwe igenamigambi ry'imitunganyirize y'Umujyi wa Kigali (Urban Physical Planing Specialist)	<ul style="list-style-type: none"> <li>Imbanzirizamushinga y'inyigo y'ubutaka ijyanishije n'igishushanyo mbonera ku muntu ku giti cye</li> <li>Abishyize hamwe bandika basaba ibaruwa iherekejwe n'imyanzuro y'inama bakoze bakitoramo ababahagarariye batatu arinabo basinya ku ibaruwa,iyo baruwa ikaba irimo incamake y'umushinga</li> </ul>	Iyi serivise ni ubuntu	Biterwa n'ingano ya Site itunganywa, Site nini ntigomba kurenza Umwaka 1 inyigo itararangira

**16.2. GUTANGA IMPUSHYA ZO KUBAKA INYUBAKO**

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba uruhushya rwo kubaka inyubako nshya	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>Fotokopi y'icyangombwa cy'ubutaka</li> <li>Kwishyura imisoro y'ubutaka y'imyaka yose yabanje</li> <li>Incamake y'umushinga irimo ibisobanuro na tekini izakoreshwa, uretse inyubako ziri mu cyiciro cya 2 (inzu y'iki kiciro ni inzu igeretse kabiri )</li> <li>Ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa (site plan)</li> </ul>	Ikiguzi kijyana n'ingano y'ubuso buzubakwaho mu kibanza	Iminsi makumyabiri n'umwe (21)

		<ul style="list-style-type: none"> <li>• Kopi y'inyigo z'imimerere y'ubutaka, uretse inyubako zo mu cyiciro cya 2(inzu y'iki kiciro ni inzu igeretse kabiri )</li> <li>• n'icya 3 (inzu y'iki kiciro ni inzu igeretse birenze kabiri)</li> <li>• Kopi y'inyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije, uretse inyubako ziri mu cyiciro cya 2(inzu y'iki kiciro ni inzu igeretse kabiri ) n'icya 3(inzu y'iki kiciro ni inzu igeretse birenze kabiri)</li> <li>• Ibishushanyo by'imiterere y'inyubako (archtectural plan, perspectives)</li> <li>• Imbata y'ibijyanye n'imiyoboro y'amazi, amashanyarazi, isuku n'isukura, ikoranabuhanga rya murandasi no kwirinda inkongi</li> <li>• Inyigo y'ubukomere bw'ibigize inyubako, harimo imbata yabyo n'uko byabazwe, uretse ku nyubako ziri mu cyiciro cya 2</li> <li>• Ingano y'ibizakoreshwa n'agaciro kabyo, uretse Inyubako ziri mu cyiciro cya 2</li> <li>• icyemezo cy'imirimo y'umushinga gisinyweho n'umuhanga mu guhanga inyubako cyangwa impuguke mu by'ubwubatsi, uretse inyubako ziri mu cyiciro cya 2</li> </ul>		
Gusaba kongererwa igihe ku ruhushya rwo kubaka	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cyo kubaka</li> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Ibishushanyo by'inyubako byemejwe yari yarahereweho uruhushya</li> <li>• Raporo igaragaza aho inyubako igeze</li> </ul>	Ikiguzi kijyana n'ingano y'ubuso buzubakwaho/ mu kibanza	Iminsi icumi y'akazi uherye igihe serivise yasabiwe
Gusaba uburenganzira	Umukozi ushinzwe gutanga	<ul style="list-style-type: none"> <li>• Kopi y'icyangombwa cy'ubutaka</li> </ul>	Ikiguzi ubuntu ni	Iminsi cumi y'akazi uherye

bwo kuvugurura bihindura imiterere y'inyubako	impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Amafoto agaragaza inyubako zisanzwe mu kibanza</li> <li>• Incamake y'umushinga irimo ibisobanuro by'uburyo inyubako izavugururwa</li> <li>• Ibishushanyo byerekana uko inyubako ivugururwa iteretse mu kibanza nuko izavugururwa (site plan, Architectural plans, perspectives)</li> <li>• Inyigo y'ubukomere bw'ibigize inyubako (structural design) mu gihe igeretse</li> <li>• Kwishyura imisoro y'ubutaka</li> <li>• Fotokopi y'uruhushya rwo kubaka yahawe yubaka iyo nyubako ashaka guhindurira imiterere</li> </ul>		igihe Serivise yasabiwe
Gusaba uburenganzira bwo kuvugurura bidahindura imiterere y'inyubako (gusana)	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Ibishushanyo byerekana uko ashaka gusana, uko inyubako iteretse mu kibanza n'imiterere y'ahazubakwa</li> <li>• Kwishyura imisoro y'ubutaka</li> <li>• Amafoto agaragaraza inyubako igiye gusanwa.</li> <li>• Amafoto agaragaza uko inyubako izaba imeze nyuma yo gusanwa</li> </ul>	Iyi servise ni ubuntu	Iminsi irindwi
Gusaba uburenganzira bwo guhindura ibyateganyijwe kubakwa	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Fotokopi y'uruhushya rwo kubaka rukoresha</li> <li>• Ibishushanyo byose by'inyubako byemejwe</li> <li>• Inyigo n'ibishushanyo bigaragaza ibigomba guhinduka</li> <li>• Raporo n'mafoto bigaragaza aho inyubako yari igeze yubakwa</li> </ul>	Ikiguzi kijyana n'ingano y'ubuso buzubakwaho mu kibanza	Mu minsi icumi y'akazi uhereye igihe Serivise yasabiwe
Gusaba uburenganzira	Umukozi ushinzwe gutanga	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> </ul>	Iyi servise ni ubuntu	Mu minsi cumi uhereye igihe

bwo kubaka uruzitiro	impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Ibishushanyo by'imiterere y'uruzitiro</li> <li>• Ibishushanyo bigaragaza uko uruzitiro ruteretse mu kibanza</li> <li>• Amafoto agaragaza ahateganywa kubakwa uruzitiro</li> <li>• Ibishushanyo bigaragaza imbata yahazubakwa uruzitiro(Site Plan)</li> </ul>		Serivise yasabiwe
Gusaba uruhushya rwo gusenya inyubako	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Incamake y'umushinga irimo ibisobanuro by'uburyo na tekiniki bizakoreshwa mu gusenya</li> <li>• Uburyo imyanda ituruka ku isenywa ry'inyubako izafatwa</li> <li>• Kopi y'inyandiko zerekeranye n'inyigo mu kubungabunga ibidukikije, ku nyubako ziri mu cyiciro cya 4 n'icya 5</li> </ul>	Iyi servise ni ubuntu	Iminsi icumi uhereye igihe serivise yasabiwe
Gusaba uburenganzira bwo gukoresha inyubako	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Ibishushyanyo by'inyubako byemejwe</li> <li>• Uburyo bwateganyijwe bwo gufata neza inyubako</li> <li>• Amafoto agaragaza iyo nyubako</li> <li>• Uruhushya rwo kubaka wahawe wubaka iyo nyubako</li> </ul>	Iyi servise ni ubuntu	Iminsi icumi (10)
Gusaba uruhushya rwo guhindura icyo inyubako yagenewe	Umukozi ushinzwe gutanga impushya zo kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Fotokopi y'uruhushya rwo kubaka rwakoreshejwe</li> <li>• Ibishushyanyo byose by'inyubako byemejwe</li> <li>• Inyigo n'ibishushyanyo bigaragaza ibigomba guhinduka</li> <li>• Uburyo bwateganyijwe bwo gufasha abafite ubumuga kugera mu nyubako</li> </ul>	Iyi servise ni ubuntu	Iminsi cumi n'itanu (15)
Inyubako z'igihe gito zishobora kuvanwaho nta	Umukozi ushinzwe gutanga impushya zo	<ul style="list-style-type: none"> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Kwishyura imisoro y'ubutaka</li> </ul>	Iyi servise ni ubuntu	Mu minsi makumyabiri n'umwe (21) uhereye igihe

bwishyu cyangwa ingurane	kubaka mu Mujyi wa Kigali	<ul style="list-style-type: none"> <li>• Incamake y’umushinga irimo ibisobanuro by’uburyo na tekini zizakoreshwa</li> <li>• Ibishushanyo bigaragaza uko inyubako iteretse mu kibanza n’imiterere y’ahazubakwa (site plan)</li> <li>• kopi y’inyandiko zerekeranye n’inyigo mu kubungabunga ibidukikije</li> <li>• Ibishushanyo by’imiterere y’inyubako (archtectural plan, perspectives)</li> <li>• Imbata y’ibijyanye n’imiyoboro y’amazi, amashanyarazi, isuku n’isukura, ikoranabuhanga rya murandasi no kwirinda inkongi</li> </ul>	Serivise yasabiwe
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## 1.7.ISHAMI RISHIZWE UBUGENZUZI

### 1.7.1. UBUGENZUZI BW’INYUBAKO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Ubugenzuzi bw’ Umusingi	Umukozi ushinzwe igenzura	<ul style="list-style-type: none"> <li>• Kwandika inyandiko isaba iyi serivise yoherezwa kuri imeri y’Umujyi wa Kigali.</li> <li>• Inyubako isabirwa iyo serivise igomba kuba yarahawe uruhushya rwo kubaka byemewe n’amategeko ndetse ifite ibyangombwa byose by’ubutaka.</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu uhereye igihe serivise yasabiwe
Ubugenzuzi bw’ imikoreshereze y’ inyubako(occupation permit)	Umukozi ushinzwe igenzura	<ul style="list-style-type: none"> <li>• Kwandika inyandiko isaba iyi serivise yoherezwa kuri imeri y’Umujyi wa Kigali info@kigalicity.gov.rw.</li> <li>• Inyubako isabirwa iyo serivise igomba kuba yarahawe uruhushya rwo kubaka byemewe n’amategeko ndetse ifite ibyangombwa byose by’ubutaka.</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu uhereye igihe serivise yasabiwe

### 1.7.2. UBUGENZUZI BW' IBIKORWAREMEZO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Ubugenzuzi bw' imihanda, ibikorwa by' amazi, umuriro, ruhurura n'imiyoboro ya murandasi/utilities	Umukozi ushinzwe igenzura	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe

### 1.7.3. UBUGENZUZI BW' UBWIKOREZI RUSANGE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Ubugenzuzi bw' ubwikorezi rusange	Umukozi ushinzwe igenzura n'ushinzwe ubwikorezi	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe

### 1.8. ISHAMI RY'ITERAMBERE N'UBUKUNGU BW' UMUJYI WA KIGALI

KWINJIZA IMISORO N' AMAHORO				
SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba amakuru ku misoro n'uko ibarwa	Umukozi ushinzwe kwakira imisoro n'amahoro	<p><b>Ipatanti:</b></p> <ul style="list-style-type: none"> <li>Amahoro y'isuku rusange</li> <li>Kumenyekanisha aho ukorera n'imirimu ukora <b>Umusoro ku mitungo itimukanwa:</b></li> <li>Ibyangombwa by'umutungo</li> <li>Umusoro ku bukode:</li> <li>Amasezerano y'ubukode</li> <li>Amasezerano y'inguzanyo ya banki kugirango inyungu zigabanywe ku musoro</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe usabiyeho serivise
Guhabwa impapuro zishyuriweho imisoro ya RRA n'ibindi byangombwa bijyanye nabyo	Umukozi ushinzwe kwakira imisoro n'amahoro	<ul style="list-style-type: none"> <li>Kugaragaza inyandiko wishyuriyeho</li> </ul>	Iyi serivise ni ubuntu	Uwo munsi usabiyeho serivise

### 1.9. UBUHINZI N'UBWOROZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba gutizwa igishanga cyo gukoresha ubuhinzi	Umukozi ushinzwe ubuhinzi n'ubworozi	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe umuyobozi w'Umujyi wa Kigali</li> </ul>	Iyi serivise ni ubuntu arko iyo umaze kwemererwa igishanga hari	Iyi serivisi itangwa mu minsi 30

		<ul style="list-style-type: none"> <li>• icyemezo kiyandikira ry'ubucuruzi</li> <li>• icyemezo cyerekana ko ari umunyamuryango wa Psf</li> <li>• Inyigo y'umushinga yemejwe n'urwego rubifite mu nshingano ibyo yifuzaga gukora</li> <li>• Inyigo isuzuma ngaruka kubidukikije</li> <li>• Ifishi y'ibipimo ndangahantu n'ubuso bw'igice cy'ubutaka bw'igishanga ashakaga gukoreramo.</li> </ul>	amafaranga y'ishyura bitewe n'ingano y'igishanga, (10,000 Rwf kuri hegitare buri mwaka).	
Gutanga uburenganzira bwo gusarurana ibiti n'amashyamba.	Umukozi ushinze ubuhinzi n'ubworozi	<ul style="list-style-type: none"> <li>• Kohereza inyandiko mu buryo bw'ikoranabuhanga (info@cityofkigali.gov.rw),</li> <li>• icyangombwa cy'ubutaka iryo shyamba ririhwa</li> <li>• Kopi y'indangamuntu</li> <li>• Iyo ari uwaguzwe ibiti cyangwa ishyamba, agaragaze amasezerano y'ubugure ariho umukono wa noteri.</li> </ul>	Iyi serivise ni ubuntu	Iminsi 30

### 1.10. ITERAMBERE RY'IMIBEREHO MYIZA N'IMIYOBORERE MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Uruhushya rwo gukora ibirori.	Umukozi ushinze umutekano no guhuza ibikorwa bya DASSO	<ul style="list-style-type: none"> <li>• Kwandikira ibaruwa Umujyi wa Kigali, uvugaga igihe ibirori bizamara, aho ibirori bizabera, ibaruwa itangwa yoherezwa kuri imeri y'Umujyi wa Kigali: <b>info@kigalicity.gov.rw</b></li> <li>• Kugaragaza kopi y'icyemezo cya RDB cyangwa RGB yerekana ko isosiyete (Kampani) yemerewe gutegura ibirori.</li> <li>• Gutanga kopi y'amasezerano yo gutiza yakozwe, ari hagati ya nyiri aho ibirori bizabera nushakaga gukoresha ibirori.</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu y' akazi

Gucyemura ibibazo by'abaturage gufasha abatanyuzwe na serivise	Umuyobozi w'ishami ry'imiyoborere myiza	<ul style="list-style-type: none"> <li>Kwandikira ibaruwa Umujyi wa Kigali kuri imeri ya <b>info@kigalicity.gov.rw</b></li> <li>Kugaragaza izindi nzego z'ibanze uko zacyemuye ikibazo</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu y'akazi.
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**1.11. SERIVISE IJYANYE NO KUGORORA NO GUSUBIZA MU BUZIMA BUSANZWE ABAFITE IMYITWARIRE ITABONEYE MURI KIGALI**

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba no kwakira abafite imyitwarire itaboneye mu Mujyi wa Kigali	Umukozi ushinzwe imibereho n'abinjira mu kigo kinyurwamo by'igihe gito(KTC)	Nta bisabwa	Iyi serivise ni ubuntu	Umunsi umwe

**1.12. UBUYOBOZI BUKURU BW'IBIKORWA BY'UMUJYI WA KIGALI**  
**1.12.1. ISHAMI RISHINZWE GUTANGA AMASOKO**

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gupiganirwa amasoko ya Leta	Umukozi ushinzwe gutanga amasoko ya Leta	<ul style="list-style-type: none"> <li>Kuba wujuje ibyangombwa byose nkuko inyandiko yipiganwa ibisobanuro (DAO) iboneka mu buryo bw'ikoranabuhanga bwa E-procurement umucyo</li> <li>Gutanga ibisabwa byose kandi byujwe neza wifashishije ikoranabuhanga twavuze haruguru</li> <li>Kubahiriza igihe cyagenwe</li> </ul>	Ikiguzi ni 10,000 Frw	Igihe ntarengwa kugaragazwa kuri E-procurement umucyo
Gutegura imenyekanisha kuwatsindiye isoko	Umukozi ushinzwe gutanga amasoko ya Leta	<ul style="list-style-type: none"> <li>Igisabwa nukuba umuntu yarapiganiye isoko</li> </ul>	Iyi serivise ni ubuntu	Iminsi ibiri nyuma yo kugaragaza amanota y'abapiganiye amasoko
Kongera amasezerano y'amasoko	Umukozi ushinzwe gutanga amasoko ya Leta	<ul style="list-style-type: none"> <li>Kwandikira Umujyi wa Kigali ibaruwa isobanura impamvu zisaba ko hongerwa igihe ukabitangana n'ibyangombwa byose</li> </ul>	Iyi serivise ni ubuntu	Iminsi 5 y'akazi

		bisobanura neza impamvu zashingirwaho bemera ibyo wasabye		
Icyemezo cyo kurangiza imirimo neza	Umukozi ushinzwe gutanga amasoko ya Leta	<ul style="list-style-type: none"> <li>Kuba warubahirije amasezerano</li> </ul>	Iyi serivise ni ubuntu	Iminsi 5 y'akazi

### 1.12.2. ISHAMI RY'IMARI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwishyura uwatanze serivise yose ku Muji wa Kigali	Umukozi ushinzwe Imari	<ul style="list-style-type: none"> <li>Kugaragaza amasezerano bagiranye n'Umujyi wa Kigali n'izindi nyandiko za ngombwa zituma hishyurwa serivise yasabwe</li> </ul>	Iyi serivise ni ubuntu	Iminsi mirongo ine n'itanu (45)
Kwishyura abaturage ingurane	Umukozi ushinzwe Imari	<ul style="list-style-type: none"> <li>Kugaragaza inyandiko zose zijyanye n'igikorwa cyishyurirwa</li> </ul>	Iyi serivise ni ubuntu	Iminsi mirongo icyenda (90)
Guhabwa impapuro z'ubwishyu Leta yakoze	Umukozi ushinzwe Imari	<ul style="list-style-type: none"> <li>Amasezerano wagiranye n'Akarere/Umujyi/Umurenge</li> <li>Kopi y'inyemezabuguzi/Inyemezabwishyu</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe

### 1.12.3. IMICUNGIRE Y'ABAKOZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gushaka no gushyira mu myanya abakozi	Umukozi ushinzwe imicungire y'Abakozi	<ul style="list-style-type: none"> <li>Hagenderwa ku mategeko akena ibijyanye no gushaka Abakozi ba Leta mu myanya</li> </ul>	Iyi serivise ni ubuntu	Iminsi 30

### III.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
Guhuza Akarere n'izindi nzego	Umukozi ushinzwe itumanaho no guhuza inzego n'Abaturage	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe
Gusaba kopi y'inyandiko zuzujwe	Umukozi ushinzwe inyandiko	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe

#### 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	<ul style="list-style-type: none"> <li>Ibaruwa isaba guhabwa gahunda</li> <li>Raporo igaragaza imikorere</li> <li>Kugaragaza aho wishyuriwe umushahara wa nyuma</li> </ul>	Iyi serivise ni ubuntu	Ukwezi kumwe.
Icyemezo cy'akazi ni ucyumushahara	Umukozi ushinzwe uburezi ku Karere	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe
Icyemezo cy'Umukoresha wa nyuma	Umukozi ushinzwe uburezi ku Karere	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe
Gusaba uburenganzira bwo gutanga ingwate irenze 1/3 by'umushahara w'umukozi ku nguzanyo	Umugenzuzi w'umurimo	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe banki ishyirwaho umukono n'umugenzuzi w'imirimo</li> </ul>	Iyi serivise ni ubuntu	Umunsi 1

#### 2.3. SERIVISE Y'ABAFATANYABIKORWA MU ITERAMBERE RY'AKARERE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukorana n'abafatanyabikorwa mu iterambere ry'Akarere	Umukozi ushinzwe gukorana n'abafatanyabikorwa mu iterambere ry'Akarere	<ul style="list-style-type: none"> <li>Kwandikira Akarere ubasaba imikoranire n'Akarere</li> <li>Kugaragaza ibyangombwa bisabwa byose n'Ikigo cy'imiyoborere (RGB)</li> </ul>	Iyi serivise yishyurwa 30, 000Frw	Iminsi mirongo itatu (30)

## 2.4.ISHAMI RISHINZWE IMICUNGIRE Y'UBUTAKA

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

Guhuza ubutaka	Umukozi ushinzwe ubutaka mu Karere( <b>GIS officer</b> )	<ul style="list-style-type: none"> <li>• Ibyangombwa by'ubutaka busabirwa guhuzwa.</li> <li>• Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza bihuzwa.</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>	<ul style="list-style-type: none"> <li>• Iyi serivise ni ubuntu</li> </ul>	Iminsi makumyabiri n'itanu(25)
Guhuza imikoreshereze y'ubutaka n'igishushanyo mbonera	Umukozi ushinzwe ubutaka mu Karere( <b>GIS officer</b> )	<ul style="list-style-type: none"> <li>• Icyangombwa cyubutaka gisabirwa guhindurirwa imikoreshereze y'ubutaka</li> <li>• Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza gisabirwa guhindurirwa imikoreshereze y'ubutaka.</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>	Iyi serivise ni ubuntu	Iminsi cumi n'itatu (13)
Gukosora imbibu cyangwa ubutaka bw'ubutaka	Umukozi ushinzwe ubutaka mu Karere( <b>GIS officer</b> )	<ul style="list-style-type: none"> <li>• Icyangombwa cy'ubutaka busabirwa gukosorerwa imbibu cyangwa ubuso.</li> <li>• Ifishi y'ubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro by'ubutaka ikomatanya ibice by'ubutaka bisabirwa gukosorerwa imbibu cyangwa ubuso.</li> <li>• Raporo y'ipimwa ry'ubutaka yashyizweho umukono na nyiri ubutaka n'abo bahana imbibu.</li> <li>• Ibyangombwa by'ubutaka byagizweho ingaruka n'ikosorwa ry'ubuso by'abo bahuje imbibu</li> <li>• Kwishyura amafaranga y'imisoro yose ijyanye n'ibibanza gisabirwa guhindurirwa imikoreshereze y'ubutaka.</li> <li>• Mu gihe ubutaka bwasabiwe gukosorwa bwatanzweho ingwate ya banki: Ibaruwa ya banki ishyikiriza ibyangombwa by'ubutaka bwasabiwe gukosorwa inemeza ko imbibu cyangwa ubuso bw'ubutaka byakosorwa.</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>	Iyi serivise ni ubuntu	Iminsi makumyabiri n'itanu(25)

<p>Guhinduzwa ibyangombwa byatanzwe hashingiwe ku mategeko ya kera hagatangwa ibishingiye ku mategeko mashya.</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>• Kopi y'indangamuntu y'usaba</li> <li>• icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>• Ibyangombwa bya kera by'ubutaka bisabirwa guhindurwa</li> <li>• icyemezo cy'agateganyo gihabwa uwabaruje ubutaka/inyardiko yemeza nimero ubutaka bwabaruweho/UPI</li> <li>• Inyardiko 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.</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul> <p><b>Icyitonderwa:</b> Ifishi y'ubutaka (Fiche cadastrale) yemewe n'Akarere mu gihe usaba adafite icyemezo cy'agateganyo cyangwa inyardiko yemeza nimero y'ubutaka</p>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itatu (13).</p>
<p>Guhindura ubukode burambye bukaba inkondabutaka.</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>• Ibyangombwa by'ubutaka</li> <li>• Uruhushya rwo gukoresha inyubako</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul> <p><b>Icyitonderwa:</b> Ku munyamahanga asabwa kuba afite kopi y'iteka rya Perezida wa Repuburika ryemeza itangwa ry'inkondabutaka.</p>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itatu(13).</p>
<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"> <li>• Kopi y'ibiranga nyir'ubutaka Kopi y'</li> <li>• Iyo hasabwa kongera bitewe n'ubushyingirwe: icyemezo cy'uko nyir'ubutaka yashyingiwe</li> <li>• Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itanu (13).</p>

		<p>barashyingiranywe yitabye Imana:</p> <ul style="list-style-type: none"> <li>- icyemezo cy'uko uwo bashyingiranywe yitabye Imana;</li> <li>- Ikiyaragaza ko yari yarashyingiranywe na nyakwigendera n'uburyo bwo gucunga umutungo bagisemo ku bashyingiwe nyuma ya 1999,</li> <li>- icyemezo cy'uko ari umupfakazi cy'usigaye</li> <li>• 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</li> <li>• Ibyangombwa by'ubutaka gombwa</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>		
<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"> <li>• Ibyangombwa by'ubutaka</li> <li>• Iyo ari ihinduka rya sosiyete y'ubucuruzi: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'icyemezo cy'iyandikisha rya sosiyete nshya gitangwa na RDB</li> <li>• 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</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itatu (13).</p>

		<p>n'Ikigo cy'Igihugu Gishinzwe Imiyoborere Myiza</p> <ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>Iyo ari ishyirahamwe riharanira inyungu z'umurimo cyangwa umwuga: Inyandikomvugo y'inama rusange iriho imikono y'abayigize yemejwe na noteri n'itegeko rishyiraho iryo shyirahamwe</li> <li>Kuzuza ifishi isaba yabugenewe</li> </ul>		
<p>Kwandikisha ubutaka ku ishyirahamwe ry'abasangiye uburenganzira mu isangiramutungo ku nyubako (condominium association).</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>Ibiranga ishyirahamwe ry'isangiramutungo ku nyubako iranga ishyirahamwe</li> <li>Ibipimo (fiche cadastrale) bigaragaza ubuso bwa buri gice kigize insangiramutungo ku nyubako byemejwe n'urwego rubifitiye ububasha</li> <li>Ibyangombwa by'ubutaka Ibya</li> <li>Icyemezo cyo gukoresha inyubako (Occupation permit) yemez</li> <li>Kuzuza ifishi isaba yabugenewe</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itatu(13).</p>

<p>Kwandikisha isangiramutungo ku nyubako no gucamo ibice byihariye (registration and split of a condominium).</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga abarebwa n'igabana</li> <li>• icyemezo cy'irangamimerere cy'uwagabanye</li> <li>• Amasezerano y'igabana ry'ibice by'isangiramutungo ku nyubako yakorewe imbere ya noteri mu by'ubutaka cyangwa amasezerano y'iherekanya ry'uburenganzira ku gice cy' isangiramutungo ku nyubako</li> <li>• Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit)</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi umunani (8)</p>
<p>Ihererekanya ry'uburenganzira kwisangira mutugo ku nyubako (Condominium unit)</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga abarebwa n'igabana</li> <li>• icyemezo cy'irangamimerere cy'uwagabanye</li> <li>• Amasezerano y'igabana ry'ibice by'isangiramutungo ku nyubako yakorewe imbere ya noteri mu by'ubutaka cyangwa amasezerano y'iherekanya ry'uburenganzira ku gice cy' isangiramutungo ku nyubako A</li> <li>• Ibyangombwa by'ibice by'isangiramutungo w'inyubako (Condominium Unit)</li> <li>• y Kuzuza ifishi isaba yabugenewe</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi umunani (8)</p>
<p>Iyandikwa ry'amakuru nyongera (annotation) muri rejisitiri y'ubutaka</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga usaba</li> <li>• icyemezo cy'uko washyingiwe/Icyemezo cy'uko uri ingaragu</li> <li>• icyemezo cy'urukiko cyangwa cy'Ubuyobozi kigaragaza amakuru-nyongera cyangwa indinyandiko mpamo.</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itatu (13)</p>

		<ul style="list-style-type: none"> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>		
Guhinduzwa icyo ubutaka bwagenewe gukoreshwa	Umukozi ushinzwe ubutaka mu Karere(LAIS)	<ul style="list-style-type: none"> <li>• Ibyangombwa by'ubutaka</li> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>	Iyi serivise ni ubuntu	Iminsi cumi n'itatu (13)
Gusaba ibyangombwa by'ubutaka ku butaka Leta yagurishije cyangwa yatanze.	Umukozi ushinzwe ubutaka mu Karere(LAIS)	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga uwaguze/abaguze cyangwa uwahawe/abahawe ubutaka</li> <li>• icyemezo cyo kuba warashyngiwe/Icyemezo cy'uko uri ingaragu</li> <li>• Amasezerano y'ubugure cyangwa y'impano wagiranye na Leta cyangwa icyemezo cy'inama y'abaminisitiri gitanga ubutaka cyangwa inama jyanama.</li> <li>• 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</li> <li>• 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</li> <li>• Amasezerano y'asosiyasiyo ariho umukono wa Noteri</li> </ul>	Iyi serivise ni ubuntu	Iminsi cumi n'ine (14)

		<p>agaragaza umugabane wa buri umwe ufitemo imigabane, mugihe abaguze haba harimo abanyamahanga hagomba kugaragazwa icyemezo gitangwa n'urwego rubufitiye ububasha</p> <ul style="list-style-type: none"> <li>• Kuzuza ifishi isaba yabugenewe</li> </ul>		
<p>Kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka</p>	<p>Umukozi ushinzwe ubutaka mu Karere(LAIS)</p>	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga nyir'ubutaka</li> <li>• Kopi y'ibiranga nyir'ubutaka</li> <li>• Iyo hasabwa kongera bitewe n'ubushyingirwe: icyemezo cy'uko nyir'ubutaka yashyingiwe</li> <li>• Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana:</li> <li>• icyemezo cy'uko uwo bashyingiranywe yitabye Imana;</li> <li>• Ikiagaragaza ko yari yarashyingiranywe na nyakwigendera n'uburyo bwo gucunga umutungo bagisemo ku bashyingiwe nyuma ya 1999,</li> <li>• icyemezo cy'uko ari umupfakazi cy'usigaye</li> <li>• 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</li> <li>• Ibyangombwa by'ubutaka</li> <li>• Kuzuza ifishi isaba yabugenew</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Iminsi cumi n'itatu(13)</p>

Gusaba gukuraho amakimbirane/Guhabwa ibyangombwa byari mu makimbirane mu gihe ya cyemutse.	Umukozi ushinzwe ubutaka mu Karere(LAIS)	<ul style="list-style-type: none"> <li>Inyandiko yo kwikiranura isaba ko ishingana 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</li> <li>Inyandiko y'umuhesha w'inkiko</li> <li>Icyemezo cy'urukiko kivanaho ishingana</li> <li>Kuzuza ifishi isaba yabugenewe</li> </ul>	Iyi serivise ni ubuntu	Iminsi itanu(5)
Gukemura amakimbirane ashingiye ku butaka	Umukozi ushinzwe ubutaka mu Karere(GIS officer)	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe umuyobozi w' Akarere</li> <li>Raporo y'uko ikibazo cyakemuwe ku Murenge</li> <li>Kuzuza ifishi isaba yabugenewe</li> </ul>	Iyi serivise ni ubuntu	Uhabwa umunsi wo gusurwa aho ikibazo kiri bitarenze icyumweru kimwe naho igisubizo kiboneka nyuma yo gusurwa bitarenze iminsi itatu y'akazi
Kwemeza igishushanyo cy'ikibanza(Fiche cadastral)	Umukozi ushinzwe ubutaka mu Karere(GIS officer)	<ul style="list-style-type: none"> <li>Kopi y'icyangombwa cyemeza ko ubutaka ari ubwawe</li> <li>Iyo ari gusaba icyangombwa cy'ubutaka ubwacyo, werekana icyemezo cy'uko ubutaka ari ubwawe gitangwa n'Umurenge.</li> <li>Nomero ya telefoni ubonekaho n'igihe, cyangwa urwandiko rusaba</li> </ul>	Iyi serivise ni ubuntu	Icyumweru kimwe nyuma yo gusura ubutaka

## 2.5.AMASHYAMBA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Guhabwa uburenganzira bwo gutwara	Umukozi ushinzwe amashyamba n' umutungo kamere	<ul style="list-style-type: none"> <li>Urwandiko rusaba uruhushya rwo gutwara ibikomoka ku mashyamba rwandikiwe umuyobozi w'Umujyi wa Kigali,</li> </ul>	Uwahawe uruhushya yishyura amahoro	Iminsi 7

ibikomoka ku mashyamba		akagera kopi umuyobozi Nshingwabikorwa w'Akarere ibyo yifuza gutwara biherereyemo. <ul style="list-style-type: none"> <li>• Kopi y'uruhushya rwo gusarura</li> <li>• Kopi y'amasezerano y'ubugure iyo ibyo asabira uruhushya yabiguze</li> <li>• Kopi y'indangamuntu</li> </ul>	angana n'amafaranga 1000 kuri Toni imwe.	
Gusaba ingemwe z'ibiti	Umukozi ushinzwe amashyamba n'umutungo kamere	<ul style="list-style-type: none"> <li>• Kuba ufite ubutaka bwo kubiteraho</li> <li>• Haterwa ubwoko bw'ibiti biberanye naho hantu.</li> </ul>	Iyi serivise ni ubuntu	Ibiti bitangwa muri sezo yo gutera ibiti n'amashyamba

## 2.6.MINE NA KARIYERI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba uruhushya rwo gucukura kariyeri.	Komite ishinzwe gusesengura ubusabe bw'impushya 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	<ul style="list-style-type: none"> <li>• icyemezo cyo gukora ubucuruzi</li> <li>• Inyigo igaragaza ko umushinga ushoboka</li> <li>• Gahunda y'iteganyabikorwa</li> <li>• icyemezo cyo kutabamo umwenda gitangwa na RRA</li> <li>• icyemezo kigaragaza ubushobozi gitangwa n'ikigo cy'imari mu bihe by'imyaka 2 iheruka ikurikirana</li> <li>• Impamyabushobozi mu bya tekhnike by'usaba n'abakozi b'ingenzi</li> <li>• Inyigo igaragaza ahazava ibikoresho n'ikoranabuhanga bizifashishwa</li> <li>• Inyigo igaragaza uko ibikomoka kuri kariyeri bizatunganywa</li> </ul>	Kwishyura amafaranga 450,000 igihe wemerewe uruhushya.	Iminsi mirongo itandatu (60)

		<p>n'uburyo bwo kubyongerera agaciro</p> <ul style="list-style-type: none"> <li>• Gahunda yo guhugura abakozi mu kazi</li> <li>• Inyigo igaragaza uko ibikorwa bizateza imbere abaturage begereye kariyeri</li> <li>• Inyigo nsuzumangaruka ku bidukikije</li> <li>• Ingwate yo gusana ibidukikije</li> </ul>		
Gusaba kongerera uruhushya igihe	Komite ishinzwe gusesengura ubusabe bw'impushya 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	<ul style="list-style-type: none"> <li>• Raporo y'ibikorwa by'ubucukuzi bwa kariyeri by'igihembwe kirangiye</li> <li>• Ingano izwi y'ibikormoka kuri kariyeri, ishobora kuboneka, cyangwa ikekwa yemejwe n'impuguke yigenga, bikemezwa n'Urwego rubifitiye ububasha (aho bishoboka)</li> <li>• Ingengo y'imari iteganyijwe gushorwa, ikiguzi cy'ibikorwa bya kariyeri n'umutungo uzinjizwa mu gihe cy'inyongera (aho bishoboka)</li> <li>• Ibishobora guhinduka mu buryo bwo gucukura no gutunganya ibyavuye mu bucukuzi bwa kariyeri (aho bishoboka)</li> <li>• Impinduka ishobora kubaho mu mibereho y'abantu n'ibidukikije,</li> </ul>	Kwishyura amafaranga 900,000 igihe wemerewe uruhushya.	Iminsi mirongo icyenda (90)

		<p>ingamba zo kuzigabanya n'indishyi (aho bishoboka)</p> <ul style="list-style-type: none"> <li>Ibikorwa by'ubucukuzi bwa kariyeri biteganyijwe mu gihembwe cy'inyongera</li> </ul>		
Gusaba guhererekanya uruhushya	<p>Komite ishinzwe gusesengura ubusabe bw'impushya 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"> <li>Ibaruwa yandikiwe Umuyobozi Mukuru igaragaza impamvu yo guhererekanya uruhushya;</li> <li>Inyandikomvugo y'inama yahuje abanyamigabane cyangwa abanyamuryango bemeje ihererekanya ryakorewe imbere ya Noteri;</li> <li>Umwirondoro n'uburambe by'uwegurirwa uruhushya mu bijyanye n'ubucukuzi bwa kariyeri;</li> <li>Icyemezo cy'iyandikisha ry'ubucuruzi cy'usabirwa kwegurirwa uruhushya;</li> <li>Ibyemezo bigaragaza ko nyir'uruhushya n'usabirwa uruhushya bishyuye imisoro;</li> <li>Inyandiko igaragaza agaciro k'ibiherekanywa hagati ya nyir'uruhushya n'usabirwa kurwegurirwa.</li> </ul>	<p>Kwishyura amafaranga 450,000 igihe wemerewe uruhushya.</p>	<p>Iminsi mirongo itandatu (60)</p>

## 2.7.SERIVISE Y'IBIKORWA REMEZO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba ubwinjira bwo mukibanza kumihanda ya kaburimbo (Access on asphalt road)	Umukozi ushinzwe kubaka no gusana imihanda n'ibiraro	<p><b>A. INZU NSHYA IRIKUBAKWA</b></p> <ul style="list-style-type: none"> <li>• Uruhushya rwo kubaka rwatanzwe n'urwego rubifitiye ububasha</li> <li>• Icyangombwa cy'ubutaka</li> <li>• Igishushanyombonera cy'imikoreshereze y'ubutaka bugaragara kucyangombwa (Site plan)</li> <li>• Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w' Akarere"</li> </ul> <p><b>B. INZU ISANZWE YUBATSE</b></p> <ul style="list-style-type: none"> <li>• Icyangombwa cy'ubutaka</li> <li>• Ibaruwa yandikiwe Umunyamabanga Nshingwabikorwa w' Akarere"</li> </ul>	Iyi serivise ni ubuntu	Iminsi icumi (10) y' akazi
Abashaka amatara yo ku muhanda	Umukozi ushinzwe ingufu n'amazi	<ul style="list-style-type: none"> <li>• Ibaruwa isaba</li> <li>• Inyigo yakozwe na REG</li> </ul>	Iyi serivise ni ubuntu <b>N.B Abasabye bagira uruhare mu kwishyura ibikorwa bizakorwa</b>	Iminsi makumyabiri (20) y' akazi
Abasaba uruhushya rwo gusatura umuhanda bacishamo umuyoboro w'amazi	Umukozi ushinzwe ingufu n'amazi	<ul style="list-style-type: none"> <li>• .Inyigo yakozwe na WASAC Ltd</li> <li>• Ibaruwa isaba uruhushya</li> <li>• Icyangombwa cy'ubutaka (kopi)</li> <li>• Inyemezabwishyu</li> <li>• Ku muhanda wa kaburimbo ushaka</li> </ul>	<ul style="list-style-type: none"> <li>• Iyi serivise ni ubuntu</li> <li>• Amafanga 50,000Frw ku muhanda w'itaka y'ishyurwa kuri konte y'Umujyi wa kigali</li> </ul>	Iminsi itanu(5) y'akazi

		serivise azana amasezerano yagiranye na NPD LTD		
Abasaba uruhushya rwo gukoresha umutungo kamere w'amazi "Sous-Couvert"	Umukozi ushinzwe ingufu n'amazi	<ul style="list-style-type: none"> <li>Icyangombwa cy'ubutaka amasezerano gutizwa ubutaka</li> <li>Imbonerahamwe yuzuzuzwa iva kuri Web ya RWRB</li> <li>Inyemezabwishyu y'uruhushya rwo gukoresha amazi</li> <li>Ibaruwa isaba uruhushya "</li> </ul>	Iyi serivise ni ubuntu	Iminsi itanu(5) y' akazi

## 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"> <li>Gusaba wifashishije ikoranabuhanga (BPMIS)</li> <li>Inyigo y'ubukomere (concrete test results) ikozwe na labolatwari yemewe na Rwanda standard board.</li> <li>Amafoto ya site yerekana ibirenge by'inyubako(footings &amp; sub columns)</li> <li>Ubwishingizi bw'ishansiye (site insurance)</li> <li>Amasezerano y'uzubaka n'uzahagararira Inyubako</li> <li>Icyangombwa cyo kubaka</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu

## 2.9.ISHAMI RY'ITERAMBERE RY'UBUKUNGU

### 2.9.1. UBWOROZI

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

	n'ubworozi mu karere	umuyobozi nshingwabikorwa w'akarere yasinyweho n'Akagali n'Umurenge		
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### 2.9.2. UBUHINZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Guhabwa ubufasha ku mushinga w'ubuhinzi	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> <li>Kuba afite umushinga ujyanye n'ubuhinzi</li> <li>Kuba abarizwa muri ako karere</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Gusaba kuba umucuruzi w'inyongeramusaruro zunganiwe	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> <li>Kuba yarize i bijyanye n'ubuhinzi n'ubworozi</li> <li>Kuba azakorwera muri iyo fasi</li> <li>Kuba afite ibaruwa y'umurenge imwemerera ko hakenewe umucuruzi w'inyongeramusaruro zunganiwe muri uwo murenge</li> </ul>	Iyi service ni ubuntu	Umunsi umwe(1)

### 2.9.3. KOPERATIVE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Ubujuanama ku makoperative	Umukozi ushinzwe ubuhinzi n'ubworozi mu Karere	<ul style="list-style-type: none"> <li>Kuba koperative isanzwe ikora</li> </ul>	Iyi service ni ubuntu	Umunsi umwe(1)

### 2.9.4. IMISORO N' AMAHORO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Guhabwa amakuru ku misoro n'uko ibarwa	Umukozi ushinzwe kwakira no kugenzura imisoro n'amahoro ku rwego rw'Akarere	<ul style="list-style-type: none"> <li><b>Umusoro ku burenganzira bwo gutangiza ubucuruzi (Ipatanti):</b></li> <li>Kumenyekanisha aho ukorera n'imirimo ukora</li> <li><b>Umusoro ku mutungo utimukanwa:</b></li> <li>Icyangombwa cy'umutungo</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe.

		<ul style="list-style-type: none"> <li>• <b>Umusoro ku nyungu z’ubukode ku mutungo utimukanwa:</b></li> <li>• Amasezerano y’ubukode</li> <li>• UPI na nimeru iranga usora (TIN)</li> <li>• Amasezerano y’inguzanyo ya banki mu gihe umutungo ukodeshwa waguzwe ku nguzanyo ya banki.</li> <li>• Umusoro ku mutungo utimukanwa wagurishijwe</li> <li>• Kuzana amasezerano y’ubugure arho umukono wa Noteri</li> <li>• Amahoro y’isuku rusange n’ibyapa byamamaza:</li> </ul> <p><b>Icyitonderwa:</b> Serivise yose wakenera mu misoro usabwa kwitwaza indanagamuntu yawe cyangwa numero iranga usora (TIN).</p>		
Guhabwa amakuru ku misoro ikureba n’ibindi byangombwa bijyanye nayo	Umukozi ushinzwe kwakira no kugenzura imisoro n’amahoro ku rwego rw’Akarere	Kugaragaza ko umutungo cg ubucuruzi usabira amakuru ari ibyawe cg wabiragijwe	Iyi serivise ni ubuntu	Umunsi umwe.
Guhabwa impapuro zishyuriweho	Umukozi ushinzwe Imari	Amasezerano wagiranye n’Akarere na kopi y’innyemezabuguzi/Innyemezabwishyu	Iyi serivise ni ubuntu	Umunsi umwe.

## 2.10. IMIYOBORERE MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ibibazo by’abaturage	Umukozi ushinzwe imitegekere y’inzege zegerejwe abaturage	<ul style="list-style-type: none"> <li>• Raporo y’uko umurenge yagikozeho</li> </ul>	Iyi serivise ni ubuntu	<ul style="list-style-type: none"> <li>• Umunsi umwe (1) iyo ari ibijyanye n’imitangire ya serivise,</li> <li>• Iminsi itatu (3) iyo ari ikibazo kijyanye n’amakimbirane.</li> </ul>
Kwandukuza abapfuye	Umukozi ushinzwe imitegekere y’inzege zegerejwe abaturage	<ul style="list-style-type: none"> <li>• Ibaruwa yandikiwe umuyobozi nshingwabikorwa w’Akarere amusaba kwandukuza umuntu we wapfuye</li> </ul>	Iyi serivise ni ubuntu	Iminsi itanu (5)

		<ul style="list-style-type: none"> <li>Raporo y'umurenge igaragaza ko uwo muntu atandukuje umuntu we ku gihe</li> </ul>		
Abashaka gushyingirwa bari munsi y'imyaka 21 y'amavuko	Umukozi ushinzwe imitegekere y'inzego zegerejwe abaturage	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe umuyobozi nshingwabikorwa w'Akarere agaragaza impamvu ifatika ituma ashaka gushyingirwa ataruzuzwa imyaka 21</li> <li>Icyemezo cy'uko ari ingaragu</li> <li>Icyemezo cy'amavuko</li> </ul>	Iyi serivisi ni ubuntu	Umunsi itanu(5)
Gukosora irangamimerere	Umukozi ushinzwe imitegekere y'inzego zegerejwe abaturage	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe Ibaruwa yandikiwe umuyobozi nshingwabikorwa w'Akarere agaragaza impamvu ifatika ashaka guhinduza irangamimerere</li> <li>Raporo y'umurenge imuhakanira ko bitari mu bushobozi bw'umurenge</li> </ul>	Iyi serivisi ni ubuntu	Iminsi itatu(3)

## 2.11. URUBYIRUKO N'UMUCO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Ubufatanye bwo gutegura amarushanwa ku mishinga ijyanye n'urubyiruko n'ubuhanzi	Umukozi ushinzwe urubyiruko n'umuco	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe Umuyobozi Nshingwabikorwa w'Akarere iherekejwe n'inyandiko igaragaza imiterere y'umushinga</li> </ul>	Iyi serivise ni ubuntu	Iminsi irindwi(7)
Gufasha urubyiruko	Umukozi ushinzwe	<ul style="list-style-type: none"> <li>Kuba uri urubyiruko (16-30)</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)

	urubyiruko n'umuco			
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## 2.12. UBUGENZUZI BW'UMURIMO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ikibazo ku mpaka z'umurimo(Gutumiza umuntu bafitanye ikibazo , Guhuza abafitanye ibibazo, Guhabwa inyandiko igaragaza imyanzuro y'ubuhuza.)	Umugenzuzi w'umurimo	<ul style="list-style-type: none"> <li>• Copy y'indangamuntu</li> <li>• Ibaruwa imusezerera iyo ayifite.</li> <li>• Amasezereno y'umurimo (iyo ayafite)</li> <li>• Gutanga ikirego mu buryo bw'ikoranabuhanga (ILAS)</li> </ul>	Iyi serivise ni ubuntu	Iminsi irindwi(7)
Gusaba ubujyanama ku bijyanye n'amategeko agenga umurimo	Umugenzuzi w'umurimo	<ul style="list-style-type: none"> <li>• Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe

## 2.13. UBUKUNGU N'IMIBEREHO MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gufungura ivuriro ryo ku rwego rw'Ibanze	Umukozi ushinzwe iterambere ubuzima kurwanya indwara ry'no	<ul style="list-style-type: none"> <li>• Kwandikira umuyobozi Nshingwabikorwa w'Akarere usaba gushinga ivuriro</li> </ul>	Iyi serivise ni ubuntu	Iminsi irindwi
Gufungura ivuriro ryo ku rwego rw'Ibanze (Second Generation)	Umukozi ushinzwe iterambere ubuzima kurwanya indwara ry'no	<ul style="list-style-type: none"> <li>• Kwandikira umuyobozi Nshingwabikorwa w'Akarere usaba gushinga ivuriro</li> </ul>	Iyi serivise ni ubuntu	Iminsi irindwi (7) y' akazi
Kuhabwa nimeru iranga utishoboye warokotse Jenoside yakorewe Abatutsi (PIN)	Umukozi ushinzwe kurengera abatishoboye	<ul style="list-style-type: none"> <li>• Raporo y'Inama yo kwemezwa mu Inteko rusange y'Abarokotse Jenoside kurwego rw'Akagali igaragaraza urutonde rw'abayitabiriye;</li> <li>• Ifishi igaragaza imyirondoro y'uwemejwe igaragaza</li> </ul>	Iyi serivise ni ubuntu	Ubusabe bwagejejwe ku Karere bwohererezwa MIINUBUMWE bitarenze iminsi itanu.

		<p>umwaka byakorewemo;</p> <ul style="list-style-type: none"> <li>• Fotokopi y'indangamuntu y'uwemejwe;</li> <li>• Fototokopi y'icyemezo gihabwa uwemejwe kigaragaza ko yarokotse Jenoside yakorewe Abatutsi kandi atishoboye;</li> </ul>		
Guha ubufasha abatishoboye	Umukozi ushinzwe kurengera abatishoboye	<ul style="list-style-type: none"> <li>• Raporo y'Umurenge igaragaza ko umuturage atishoboye</li> <li>• Indangamuntu</li> </ul>	Iyi serivise ni ubuntu	Iminsi itanu
Gufasha uwavuye mu kigo Ngororamuco	Umukozi ushinzwe iterambere ry' umuryango no kurengera umwana	<ul style="list-style-type: none"> <li>• Umushinga uteguye neza uherekewe n'inyandiko y'Umurenge isabako waterwa inkunga</li> <li>• Raporo y'Umurenge igaragaza ko usaba afite imyitwarire myiza</li> <li>• Raporo y'isura yakozwe na komite yo ku rwego rw'Umurenge ishinzwe gukurikirana igororamuco rikorewe mu muryango</li> </ul>	Iyi serivise ni ubuntu	Ubusabe bwagejwe ku Karere bwohererezwa Umujyi wa Kigali bitarenze iminsi cumi n'itanu y'akazi.
Gutanga ubufasha mubuvuzi ku bana bafite ubumuga batishoboye	Umukozi ushinzwe kurengera abatishoboye	<ul style="list-style-type: none"> <li>• Raporo y'Umurenge igaragaza ko umuntu atishoboye</li> <li>• Inyandiko yatanzwe n'ikigo cy'ubuzima igaragaza ingano</li> </ul>	Iyi serivise ni ubuntu	Iminsi itanu

		y' amafanga agomba kwishyurwa n'uruhare ry'ubwisungane mu kwivuzwa.		
Gutanga ibyangobwa kubigo mboneza mikurire no kugenzura ibyangombwa	Umukozi ushinzwe imbenezamukurire y'Abana bato	<ul style="list-style-type: none"> <li>Rapo y'inyigo y'umushinga</li> <li>Kwandikira umuyobozi w'Akarere</li> </ul>	Iyi serivise ni ubuntu	Iminsi mirongo itatu(30)

**2.14. SERIVISE Y'UMUTEKANO (URWEGO RWUNGANIRA INZEGO Z'IBANZE: DASSO)**

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Umutekano mu nzego z'ibanze	Umuhuzabikorwa w'Urwego rw'Umutekano rwunganira inzego z'ibanze (DASSO)	Ntabyo	Iyi serivise ni ubuntu	Ako kanya

**2.15. UBUREZI**

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwemeza ubusabe bw' umuntu ushaka gufungura ishuri rishya cyangwa ishami (Combination and Trade) no kongerasha ubusabe bw'icyangombwa cyarengaje igihe.	<ul style="list-style-type: none"> <li>Ku mashuri y'incuke n'abanza iyi service itangwa n' Ushinzwe uburezi bw'amashuri y'incuke, abanza n'uburezi bw' abakuze.</li> <li>Ku mashuri yisumbuye n'amashuri y' ubumenyigiro n'imyuga: iyi serivisi itangwa n'Umukozi ushinzwe amashuri yisumbuye, imyuga n'ubumenyi ngiro.</li> </ul>	<ul style="list-style-type: none"> <li>Ibaruwa isaba yandikiwe umuyobozi wa NESA</li> <li>Inyandiko y'umushinga urambuye</li> <li>Ibikorwa remezo bijyanye n'icyiciro cy'ishuri ushaka gufungura yujuje ibipimo biteganwa n'amabwiriza (inyubako yawe cyangwa ufite amasezerano y'ubukode butari muni y'imyaka itanu (5)</li> <li>Ibikoreho, ibitabo, abarimu kandi bujuje ibisabwa biteganywa n'amategeko</li> <li>Integanya nyigisho</li> </ul>	Iyi Serivise ni ubuntu.	Iminsi irindwi (7)

Gusaba guhindurirwa ikigo cy'ishuri	Umuyobozi w' uburezi mu Akarere, umukozi ushizwe Amashuri abanza & uburezi bw' abakuru n'Umukozi ushinzwe amashuri yisumbuye nay' imyuga n'ubumenyiringiro	<ul style="list-style-type: none"> <li>Ibaruwa isaba guhindura ikigo cy'ishuri ishyikirizwa umuyobozi w'Akarere</li> <li>Icyangombwa cya Muganga igihe agaragaza ko ari impamvu y'uburwayi,Icyindi cyangombwa yagaragaza gituma ahindura ikigo.</li> <li>Indangamanota y'ikigo yigagamo cy'amashuri ya leta.</li> <li>Indangamanota y'ikizamini cya leta/result slip.</li> </ul>	Iyi Serivise ni ubuntu.	Nyuma y'umwaka w'amashuri (ukwezi kumwe mbere y' uko umwaka w' amashuri mushya utangira).
Kwakira ibibazo, gutanga ibisubizo no kujya inama ku kibazo kijyanye n' uburezi	<ul style="list-style-type: none"> <li>Umuyobozi w' uburezi mu Akarere, umukozi ushizwe Amashuri abanza &amp; uburezi bw' abakuru n'Umukozi ushinzwe amashuri yisumbuye nay' imyuga n'ubumenyiringiro</li> </ul>	<ul style="list-style-type: none"> <li>Ibaruwa yandikiwe umuyobozi w'Akarere.</li> </ul>	Iyi Serivise ni ubuntu.	Iminsi itanu (5)

### III.3. SERIVISE ZITANGIRWA KU MURENGE W'UMUJYI WA KIGALI

#### 3.1.IMIYOBORERE MYIZA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwandikisha Umwana wavutse	Umukozi ushinzwe Irangamimerere na Notariya	<ul style="list-style-type: none"> <li>Icyemezo cya muganga w'ikigo cy'ubuzima umwana yavukiyemo na kode iranga umwana (Igihe yabyariwe kwa Muganga)</li> <li>Indangamuntu z'ababyeyi.</li> </ul>	Serivise ni ubuntu.	Umunsi umwe(1)

		<ul style="list-style-type: none"> <li>• Kwandikisha biba mu munsu 30 uherye igihe umwana yavukiye. uwarengeje iminsi 30 atanditse niwe wandikirwa ku Murenge</li> <li>• Iyo umwana wavutse ku babyeyi batasezeranye byemewe n'amategeko, icyo gihe ababyeyi bombi b'umwana bazana ku Murenge kumwandikisha.</li> </ul>		
Kwandika abashaka gushyingirwa byemewe n'amategeko	Umukozi ushinzwe Irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Kuba umwe mubifuzaga gushyingirwa ahari</li> <li>• Kuba ufite nibura imyaka 21 y'amavuko.</li> <li>• icyemezo cy'uko uri ingaragu</li> <li>• icyemezo cy'amavuko</li> <li>• icyemezo cy'ubutane.</li> <li>• icyemezo cy'ubupfakazi</li> </ul> <p>Iyo usaba gushyingirwa afite munsu ya 21 ariko atari munsu ya 18 asabwa no kuba afite inyandiko y'akarere.</p>	<ul style="list-style-type: none"> <li>• Serivise ni ubuntu</li> <li>• 50,000 Frw ku wasabye gushyingirwa ku munsu utaragenyijwe</li> </ul>	Umunsu umwe (1) ariko gushyingirwa bikorwa mu munsu 21 nyuma yo kwiyandikisha.
Guhabwa kopi y'inyandiko y'ishyingirwa (copie d'Acte de Marriage)	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Indangamuntu zabashakanye</li> <li>• Inyandiko y'ishyingirwa (Extrait d'acte de Marriage)</li> </ul>	1500 Frw yishyurwa binyuze ku rubuga Irembo.	Umunsu umwe(1)
Gusaba icyemezo cy'uko wasezeranye byemewe n'amategeko	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Indangamuntu z'abashyingiranywe</li> </ul>	Iyi Serivise ni 500 Frw yishyurwa biciye mu Irembo	Umunsu umwe(1)
Gusaba icyemezo cy'uko uri ingaragu	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Irangamuntu.</li> </ul>	Iyi Serivise ni 500 Frw yishyurwa biciye ku Irembo	Umunsu umwe(1)
Icyemezo cy'uko watandukanye n'uwo mwashakanye	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Indangamuntu</li> <li>• Umwanzuro w'urukiko uriho kashe mpuruza</li> </ul>	Iyi serivise ikiguzi ni 500 Frw yishyurwa biciye ku Irembo	Umunsu umwe(1)

Kwandika umuntu wapfiriye mu rugo	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Indangamuntu y'umwimerere y'uwapfuye</li> <li>• Abatangabuhanya babiri babyemeza (batari muni y'imyaka 18)</li> <li>• Kwandika bikorwa n' Umurenge igihe kwandika umuntu wapfiriye mu rugo hashize igihe kirenze umwaka atariyandikishije</li> <li>• Ku muntu waguye mu rugo uzana icyemezo cy' Akagali yapfiriye.</li> <li>• Iyo umuntu apfiriye muri gereza, uzana icyemezo cyo kuri gereza.</li> <li>• Ibaruwa isobanura impamvu umuntu atandikishijwe</li> </ul>	Serivise ni ubuntu	Umunsi umwe(1)
Icyemezo cy'uko umuntu yapfuye	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>• Indangamuntu y' uwapfuye</li> <li>• Icyemezo cyerekana ko umuntu yaguye kwa muganga</li> <li>• Icyemezo cy' Akagali niba urupfu rwabereye ahatari kwa muganga</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Kwemeza impapuro mpamo	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Inyandiko y 'umwimerere</li> <li>• Fotokopi y'inyandiko y'umwimerere</li> </ul>	Ikiguzi cya serivise ni Frw 1500 kuri buri kopi yishyurwa mu Irembo.	Umunsi umwe(1)
Inyandiko yo kuba umubyeyi w'umwana utabyaye (Acte D'adoption)	Umukozi ushinzwe irangamimerere na Notariya	<p>Usabirwa kuberwa umubyeyi agomba kuba atuye mu Murenge cyangwa ariho abaruye :</p> <ul style="list-style-type: none"> <li>• Uhagarariye umwana agomba kuba ahari</li> <li>• Inyandiko mvugo y'inama y'umuryango, ishyirwaho umukono n'Umunyamabanga Nshingwabikorwa w'Umurenge.</li> </ul>	Rwf 1500 yishyurwa biciye ku ikoranabuhanga ry'Irembo	Umunsi umwe(1)

		<ul style="list-style-type: none"> <li>• Abatangabuhama babiri (2) n'ibyangombwa (Indangamuntu) bya buri wese</li> <li>• Ubera umubyeyi umwana atabyaye, agomba kuba amurusha imyaka 7.</li> <li>• Kuba ushaka kuba umubyeyi byibuze afite imyaka 21 kuzamura</li> <li>• Umwana urengeje imyaka 18 ntasabirwa kuberwa umubyeyi n'utaramubyaye.</li> <li>• icyemezo cy' uko utakatiwe n' urukiko.</li> <li>• Ababyeyi ku mpande zombi bagomba kuba bahari kubashingiranywe.</li> <li>• icyemezo cy'amavuko cy'umwana</li> </ul> <p>Ku babyeyi ku mpande zombi :</p> <ul style="list-style-type: none"> <li>• Kopi z'indangamuntu</li> <li>• icyemezo cy'uko bashyingiranywe, cyangwa ko ari ingaragu</li> <li>• Kuba bahibereye</li> <li>• icyemezo cy'urupfu iyo ababyeyi bapfuye</li> </ul> <p>Ku bashaka kuba ababyeyi b'umwana:</p> <ul style="list-style-type: none"> <li>• Kuba bahibereye</li> <li>• Kopi y'indangamuntu</li> <li>• icyemezo cy'uko bashyingiranywe cyangwa ari ingaragu</li> <li>• Kuba uwo bashakanye abyemera</li> </ul>		
Inyandiko yo kwemera umwana (Acte De Reconnaissance )	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• icyemezo cy'amavuko cyangwa inyandiko y'ivuka (Acte de naissance)</li> <li>• Ikarita y'ikingirwa cg icyemezo cy'amavuko</li> </ul>	Inyandiko yishyura amafaranga 1500 anyuze mu Irembo.	Umunsi umwe(1)

		<p>cyo kwa muganga igihe umwana yanditswe igihe yavukaga.</p> <ul style="list-style-type: none"> <li>• Indangamuntu z'ababyeyi (umwimerere na kopi)</li> <li>• Uwo bashakanye agomba kumenyeshwa kandi nyina w' umwana agomba kuba ahari.</li> <li>• Abatangabuhamya babiri</li> <li>• Umwana wemerwa agomba kuba ataremewe n' undi mubyeyi.</li> </ul>		
Icyemezo cy' izungura ry' umutungo wimukanwa.	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Inyandiko mvugo y'inama y'umuryango wa abazungurwa.</li> <li>• icyemezo cy'urupfu cy'uzungurwa</li> <li>• Indangamuntu z'abazungura</li> <li>• Abagize umuryango bagomba kuba bahibereye</li> <li>• icyemezo cy'urukiko iyo harimo amakimbirane</li> </ul>	Serivise ubuntu ni	Umunsi umwe(1)
Gukemura ibibazo by'abaturage	Umukozi ushinzwe ibibazo by'abaturage	<ul style="list-style-type: none"> <li>• Raporo y'Umudugudu n'Akagali igaragaza imiterere y' ikibazo n'icyakozwe.</li> </ul>	Iyi serivise n'ubuntu.	Iminsi itanu(5)
Gutanga ubujyanama ku bibazo bitandukanye	Umukozi ushinzwe ibibazo by'abaturage	<ul style="list-style-type: none"> <li>• Umuturage aza ku biro by'Umurenge agasobanura ibibazo cye uko giteye, akagaragaza n'inyandiko zifasha kwerekana neza uko ikibazo giteye iyo zihari kuko bifasha mukugira inama nyayo.</li> </ul>	Iyi serivise ni ubuntu.	Iminsi itatu (5) y'akazi
Icyemezo cy'uwataye indangamuntu	Umukozi ushinzwe Irangamimerere na notariya	<ul style="list-style-type: none"> <li>• Umuturage agana ibiro bya RIB bikwegereye akabasaba kwemezako yataye indangamuntu</li> </ul>	Rwf 3000 yo gusimbuza indangamuntu, yishurwa binyujijwe mw'Irembo.	<ul style="list-style-type: none"> <li>• Serivise itangwa uwo munsi.</li> <li>• Indangamuntu itangwa mu minsi itarenga</li> </ul>

		<ul style="list-style-type: none"> <li>• Kuba nibura uzi nimero y'irangamuntu yawe cyangwa ufite fotokopi yayo</li> </ul>		mirongo itatu (30).
Gusaba gufata indangamuntu bwa mbere	Umukozi ushinzwe Irangamimerere na notariya	<ul style="list-style-type: none"> <li>• Umuntu ugiye gufata indangamuntu agana ibiro by'Umurenge ku mukozi ushinzwe irangamimerere, agahabwa nimero imuranga(code).</li> <li>• Iyo atabaruye, azana ibisabwa akabarurwa.</li> </ul>	Ufata irangamuntu bwa mbere yishyura amafanga 500 mu irembo.	Umunsi umwe(1)
Kwemeza amasezerano	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Abagirana amasezerano bombi bagomba kuba bahari bagasinyira imbere ya Noteri</li> <li>• Irangamuntu zabagirana amasezerano</li> </ul>	Amafanga 500 kuri buri rupapuro. Aya mafanga yishyurwa kw'Irembo.	Umunsi umwe(1) iyo usaba serivisi yujuje ibisabwa
Gusaba gushyira umukono ku masezerano y'inguzanyo yatanzwe na Banki	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Amasezerano y'inguzanyo ya banki</li> <li>• Kopi z'indangamuntu z'abahawe inguzanyo na Banki</li> </ul>	Biterwa n'amasezeno	Umunsi umwe(1)
Gushyira umukono kuri sitati z'amashyirahamwe, amakoperative n'imiryango itegamiye kuri Leta	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Sitati y'umuryango utari uwa Leta (NGOs)</li> <li>• Abanyamuryango bose bagomba kuba bahari kugirango basinyire imbere ya Noteri</li> </ul>	Amafanga 500 kuri buri rupapuro	Iminsi itatu(3)
Kwemeza umukono	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>• Indangamuntu</li> <li>• Kuba uhibereye</li> </ul>	Hishyurwa Frw 1200 kuri buri rupapuro biciye mu ikoranabuhanga ry'Irembo.	Umunsi umwe(1)
Icyemezo cy'ubupfakazi	Umunyamabanga Nshingwabikorwa w'Umurenge	<ul style="list-style-type: none"> <li>• Icyemezo cy'uko yashatse</li> <li>• Icyemezo cy'urupfu rw'uwo bari barashakanye</li> <li>• Kopi y'irangamuntu za bombi</li> </ul>	Hishyura Frw 1500 biciye mu ikoranabuhanga ry'Irembo.	Umunsi umwe(1)
Icyemezo cyo kutajurira	Umukozi ushinzwe	<ul style="list-style-type: none"> <li>• Indangamuntu</li> </ul>	Serivise ubuntu ni	Umunsi umwe(1)

umwanzuro w'abunzi	ibibazo by'abaturage	<ul style="list-style-type: none"> <li>Icyemezo cy'umwanzuro w'Abunzi ba Akagali</li> </ul>		
Kurangiza urubanza	Umunyamabanga Nshingwabikorwa w'Umurenge	<ul style="list-style-type: none"> <li>Icyemezo cy'urukiko kiriho kashe mpuruza</li> </ul>	Serivise ni ubuntu	Iyi serivise wayihabwa mu minsi itarenga 90.
Gusaba icyemezo cy'uko umuntu ariho	Umukozi ushinzwe irangamimerere na Notariya	<ul style="list-style-type: none"> <li>Kwiyizira ku Murenge</li> <li>Indangamuntu</li> <li>Icyemezo cy'ubuyobozi bwa gereza iyo umuntu afunze</li> </ul>	Serivise ni ubuntu	Umunsi umwe (1) mu masaha y'akazi
Icyemezo cy'ubwenegihugu	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>Irangamuntu</li> </ul>	kwishyura amafaranga 1500 mu irembo	Umunsi umwe(1) mu masaha y'akazi
Icyemezo cyuko utuye	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>Icyemezo cy' Akagali utuyemo.</li> </ul>	Kwishyura amafaranga 1500 mu irembo	Umunsi umwe(1) mu masaha y'akazi
Icyemezo cy' amasano	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>Irangamuntu</li> <li>Icyemezo cy'amavuko</li> <li>Inyandiko yemeza ko abantu bafitanye amasano ikorewe imbere y' umwanditsi w' Irangamimerere.</li> <li>Icyemezo cy' Akagali atuyemo</li> </ul>	Kwishyura amafaranga 1500	Umunsi umwe(1)
Icyemezo cy' umwirondoro wuzuye	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>Indangamuntu cynagwa Nimero ikuranga</li> </ul>	Kwishyura amafaranga 500 mu irembo	Umunsi umwe(1)
Inyandiko y'ubwishingire (tutelle)	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>Kuba adafite ababyeyi cyangwa kuba ababyeyi barambuwe inshingano zakibyeyi</li> <li>Kuba umubyeyi afite ubumuga bwa burundu bumubuza kuzaza inshingano za kibyeyi</li> </ul>	Kwishyura amafaranga 1500	Umunsi umwe(1)
Inyandiko y' amavuko ( <b>act de naissance</b> )	Umukozi ushinzwe irangamimerere na notariya	<ul style="list-style-type: none"> <li>Indangamuntu</li> <li>Iyo ari umwana utarafata indangamuntu, agana ibiro by'Umurenge ku mukozi ushinzwe irangamimerere,</li> </ul>	1500 Frw yishyurwa binyuze ku rubuga irembo	Umunsi umwe(1)

		agahabwa nimero imuranga(code)		
Icyemezo cy'amavuko(certificat de naissance)	Umukozi ushinzwe irangamimerere na notariya	• Indangamuntu	Kwishyura amafaranga 500 mu irembo	Umunsi umwe(1)

### 3.2.SERIVISE YO KWAKIRA IMISORO N'AMAHORO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
<b>Gusaba uburenganzira bwo gutangiza ubucuruzi</b>	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> <li>• Ushaka iyi serivise, agomba kwandikisha Ubucuruzi bwe mu kigo cya RDB aciye ku irembo bitarenze iminsi 8 atangiye iyi serivise.</li> <li>• Kwiyandikisha mu basora (mu bucuruzi) nk'ikimenyetso cyuko utangije ubucuruzi(RRA)</li> <li>• Kwishyura ipatante binyuze muri Banki cyangwa ubundi buryo bw'ikoranabuhanga byagenwe n'Ikigo cy'imisoro n'amahoro (Ubwo buryo Umukozi ushinzwe kwakira imisoro n'amahoro abumenyeshya usora)</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)
Kwishyura umusoro ku mutungo utimukanwa(Property Tax)	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> <li>• Icyangobwa cy'ubutaka</li> <li>• Ku nyubako ya kabiri hasabwa igenagaciro ry'iyonyubako</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)
Kwishyura umusoro ku nyungu z'ubukode	Umukozi ushinzwe kwinjiza	<ul style="list-style-type: none"> <li>• Ushaka iyi serivise aza ku biro by'Umurenge afite</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)

	imisoro n'amahoro mu Murenge	amasezerano y'ubukode akabarirwa umusoro ku bukode agomba kwishyura hashingiwe ku masezerano y'ubukode afite.		
Kwishyura amafaranga y'isoko	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> <li>• Ipatanti</li> <li>• Kwishyura ubukode bw'ikibanza hagendewe ku biciro byashyizweho n'inama Njyanama y'umujiyi wa Kigali</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)
Guhagarikisha ubucuruzi	Umukozi ushinzwe kwinjiza imisoro n'amahoro mu Murenge	<ul style="list-style-type: none"> <li>• Ibyangomba byemeza ko ubwo bucuruzi butagikora bikemezwa n'ubuyobozi bw'Akagali</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)

### 3.3. IMIBEREHO MYIZA Y'ABATURAGE (SOCIAL AFFAIRS)

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwishyurira amafaranga y'ishuri imfubyi n'abana batishoboye	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> <li>• icyemezo cy'uko uri imfubyi</li> <li>• icyemezo cy'uko utishoboye,</li> <li>• icyemezo cy'uko uri umunyeshuli</li> <li>• Indangamuntu z'ababyeyi ku batari imfubyi</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)
Gutanga ubufasha ku batishoboye	Umukozi ushinzwe imibereho myiza y'Abaturage	<ul style="list-style-type: none"> <li>• Raporo y'Umudugudu n'Akagali</li> </ul>	Serivise ni ubuntu	Umunsi umwe(1)
Gutanga ibyangombwa byemeza ko umuntu	Umukozi ushinzwe	<ul style="list-style-type: none"> <li>• Raporo y'Umudugudu n'Akagali</li> </ul>	Serivise ni ubuntu	Umunsi umwe(1)

runaka ari mu batishoboye mu byiciro bitandukanye	imibereho myiza y'abaturage	<ul style="list-style-type: none"> <li>• Indangamuntu</li> <li>• Raporo y'inzego zibafite mu nshingano</li> </ul>		
Gutanga ubujyanama ku bintu bitandukanye bijyanye no gufashwa no kwivana mu bukene	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> <li>• Ntabisabwa</li> </ul>	Serivise ni ubuntu	Umunsi umwe(1)
Gufasha mu gutegura imishinga ivana abatishoboye mu bukene	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> <li>• icyemezo cy'uko utishoboye</li> <li>• Kuba afite raporo ikora ubuvugizi guhera ku mudugudu n'Akagali</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Gutanga ubufasha ku muntu cyangwa umuryango wagize ikibazo cy'ibiza	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> <li>• Kuba hari raporo yaturutse mu buyobozi bw'Akagali igaragaza kandi yemeza ko ari mu bagizweho ingaruka n'ibiza</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Icyemezo cy'uwacitse ku icumu rya jenocide yakorewe Abatutsi 1994 mu Rwanda	Umukozi ushinzwe imibereho myiza y'abaturage	<ul style="list-style-type: none"> <li>• icyemezo cya komite ya IBUKA ku rwego rw'Akagali n'Umurenge</li> <li>• Ubuyobozi bw'Akagali nabwo bugomba kugisinyaho</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Gukurikirana abana bavuye mu bigo ngororamuco	Umukozi ushinzwe iterambere ry'umuryango ku murenge no kurengera umwana	<ul style="list-style-type: none"> <li>• icyemezo cyatanzwe n'ikigo ngororamuco</li> <li>• Ubufasha buhabwa abana bakiriwe mu miryango cyangwa hagakorwa imishinga yo gufasha cyane ab'ingimbi</li> <li>• Gusabwa gukora umushinga ujyanye nibyo yize muri icyo kigo ngororamuco</li> </ul>	Iyi serivise ni ubuntu	Icyumweru kimwe
Gutera inkunga "Marayika murinzi "	Umukozi ushinzwe	<ul style="list-style-type: none"> <li>• Kuba uri inyangamugayo</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)

	Iterambere ry'Umuryango no kurengera umwana	<ul style="list-style-type: none"> <li>Ntamakimbirane mu muryango arangwamo</li> <li>Kuba ufite abana/umwana witaho</li> </ul>		
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### 3.4. UBUVUZI BW'AMATUNGO

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kuvura amatungo	Umukozi ushinzwe ubworozi mu Murenge	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise itangirwa ubuntu ariko iyo bisaba kugura umuti uterwa itungo, nyiraryo niwe uwugura akishingira ikiguzi gisabwa ku miti ikenewe ngo itungo rye riwuterwe.	Umunsi umwe(1)
Gutanga inkingo z'amatungo	Umukozi ushinzwe ubworozi mu Murenge	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Kugenzura ibicuruzwa bikomoka mu matungo	Umukozi ushinzwe ubworozi mu Murenge	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Ikiguzi ni ubuntu ariko ihazabu ishobora gutangwa kumuntu cyangwa ikigo icyaricyo cyose kitubahiriza amabwiriza n'amategeko	Ubugenzuzi bukorwa n'umukozi ushinzwe ubworozi ku buryo butunguranye cyangwa buri gihe.
Kugenzura no gukurikirana ubuziranenge bw'imiti y'amatungo n'inyongeramusaruro z'ubworozi	Umukozi ushinzwe ubworozi mu Murenge	<ul style="list-style-type: none"> <li>Kuba uri umucuruzi w'imiti n'ibiryo by'amatungo ubifitiye uburenganzira wahawe n'inzego zibishinzwe</li> </ul>	Ikiguzi ni ubuntu ariko ihazabu ishobora gutangwa kumuntu cyangwa ikigo icyaricyo cyose kitubahiriza amabwiriza n'amategeko	Ubugenzuzi bukorwa n'umukozi ushinzwe ubworozi ku buryo butunguranye cyangwa buri gihe.

Uruhushya rwo kwimura amatungo mu kandi Karere	Umukozi ushinzwe ubuhinzi n'umutungo	<ul style="list-style-type: none"> <li>Inyemeza bwishu y'amafaranga asabwa,</li> <li>Indangamuntu ya nyiraryo (nyir'amatungo).</li> <li>Uruhushya rw'Umurenge rufite amakuru yose yitungo (ubwoko, imyaka, ibara, igitsina, n'ibindi), nyiraryo, inkomoko n'aho yerekeza, uburyo bwo gutwara (ni ukuvuga ikinyabiziga na nimeru ikiranga (pulake)</li> </ul>	Kugira ngo Umurenge utange uruhushya hishyurwa amafaranga atandukanye bitewe n'amatungo hagati y'amafaranga 1500 na 5000.	Umunsi umwe(1)
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### 3.5.UBUHINZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gutanga inyongera musaruro (ifumbire n' imbuto)	Umukozi ushinzwe ubuhinzi n'ubworozi.	<ul style="list-style-type: none"> <li>Kuba umuhinzi yariyandikishije muri sisiteme ya Smart Nkunganire (SNS) kandi byemejwe n'umukozi ushinzwe ubuhinzi n'ubworozi ku rwego rw'Umurenge kugira ngo ahabwe inyongeramusaruro</li> <li>Umuhinzi yishyura uruhare rwe urundi rukishyurwa na Leta binyuze mu mabwiriza ya Minisitiri w'ubuhinzi n'ubworozi agenga ikoreshwa ry'inyongeramusaruro</li> </ul>	Iyi service ntiyishyurwa	Umunsi umwe (1)

		<p>asohoka buri gihembwe cy'ihinga</p> <ul style="list-style-type: none"> <li>• Umuhinzi yishyura uruhare rwe ku kiguzi cy'inyongeramusaruro ku mucuruzi w'inyongeramusaruro zunganiwe na Leta(Agrodealer).</li> </ul>		
Gusaba ingemwe z'ibiti zo gutera	Umukozi ushinzwe ubuhinzi n'ubworozi.	<ul style="list-style-type: none"> <li>• Umudugudu utegura lisiti n'ahantu bizashyirwa hakemezwa n'Akagali.</li> <li>• Ushinzwe amashyamba akwirakwiza ibiti ku munsu nyizina wo kubitera cyangwa ikindi gihe bibaye ngombwa</li> <li>• Ushaka iyi serivise nawe ashobora no kuza kubifata aho byatuburiwe mu bikorera</li> </ul>	Iyi serivise ni ubuntu	
Ubujoyanama bw'ibanze ku mikoreshereze y'inyongeramusaruro	Umukozi ushinzwe ubuhinzi n'ubworozi	<ul style="list-style-type: none"> <li>• Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Ubujoyanama kuri Tekiniki z'ubuhinzi bwa kijyambere	Umukozi ushinzwe ubuhinzi n'ubworozi	<ul style="list-style-type: none"> <li>• Ntabisabwa</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Gusabira abahinzi bifuzwa ibikoresho byo kuhira ku buso buto kuri gahunda yunganiwe na Leta	Umukozi ushinzwe ubuhinzi n'ubworozi	<ul style="list-style-type: none"> <li>• Ibaruwa isaba ibikoresho byo kuhira ku buso buto</li> <li>• Kuzuza ifishi yabugenewe</li> <li>• Kotokopi y'irangamuntu</li> <li>• icyangomwa cy'ubutaka cg amasezerano ya koperative imwemerera gukorera mu bishanga iyo ayibamo</li> <li>• Usaba ino serivise Leta imwihyurira 50% nawe akiyishyurira 50%</li> </ul>	Serivise ni ubuntu	Iminsi itatu(3)

### 3.6.UBUTAKA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gushyiraho umukono masezeraho gutiza ingwatey'ubutaka ku yo undi	Umukozi ushinzwe ubutaka	<ul style="list-style-type: none"> <li>Kwishyura amafaranga asabwa kugira ngo ubone serivise ya noteri</li> <li>Fotokopi y'indangamuntu kuri buri muntu utiza ndetse n'utizwa</li> <li>Abo bashyingiranywe bagomba kuba bahari iyo bashyingiranywe byemewe n'amategeko</li> <li>Kugaragaza umwimerere w'ubutaka</li> <li>Gusinya ku nyandiko zateguwe na noteri nyuma yuko amafaranga asabwa yishyuye</li> <li>Icyemezo cy'ubwenegihugu</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)
Gusaba icyemezo cy'umutungo	Umunyamabanga Nshingwabikorwa w'Umurenge	<ul style="list-style-type: none"> <li>Icyemezo cyemejwe na komite ishinzwe ubutaka ku kagari.</li> <li>Umunyamabanga Nshingwabikorwa w'Akagali yerekana kandi akemeza ko uwo mutungo uvugwa ba nyirawo ari bo</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Gukemura ibibazo n'amakimbirane ashingiye ku butaka	Umunyamabanga Nshingwabikorwa w'Umurenge na Komite y'ubutaka ku murenge	<ul style="list-style-type: none"> <li>Icyangombwa cy'ubutaka cyangwa ibindi bimenyetso byashingirwaho ndetse harimo nibigaragaza inkomoko y'ubutaka bufite amakimbirane.</li> </ul>	Serivise ni ubuntu	Iminsi irindwi(7) y'akazi.
Ubujyanama ku gishushanyombonera cy'imiturire	Noteri w'ubutaka cyangwa Umukozi ushinzwe ibikorwaremezo	<ul style="list-style-type: none"> <li>Ntabisabwa</li> </ul>	Iyi service itangirwa ubuntu	Umunsi umwe uhabwa igisubizo kuri

				serivisi wasabye
Gutanga inama ku mishinga ishingiyeye ku bikorwaremezo	Umukozi ushinzwe ibikorwaremezo ku murenge	<ul style="list-style-type: none"> <li>• Ntabisabwa</li> </ul>	Ikiguzi ni ubuntu	Umunsi umwe uhabwa igisubizo kuri serivisi wasabye
Ubujoyanama bw'ibanze ku byangombwa by'ubutaka	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>• Kuzana icyangombwa cy'ubutaka</li> </ul>	Ikiguzi ni ubuntu	Umunsi umwe(1)
Gusaba uburenganzira bwo gusana bidahindura imiterere y'inyubako uko yari ihasanze	Umukozi ushinzwe ubutaka, n'Umukozi ushinzwe imiturire n'ibikorwa remezo	<ul style="list-style-type: none"> <li>• Bisaba kuzuzwa impapuro zisabwa ziboneka ku biro by'Umurenge</li> <li>• Fotokopi y'icyangombwa cy'ubutaka</li> <li>• Amafoto ane agaragaza neza imiterere y'inyubako (impande enye)</li> <li>• Kwishyura amafaranga asabwa kuri konti y'Akarere yagenwe kwakira imisoro n'amahoro y'ikigo cy'imisoro n'amahoro (RRA)</li> <li>• Kwishyura imisoro y'ubutaka</li> <li>• Igihe hasuwe abaturage aho batuye, umukozi ubishinzwe ategura kandi agatanga raporo y'igikorwa</li> </ul>	Iyi serivise ni ubuntu	Uwo munsi(1)
Kwandikisha ubutaka butabarurwe	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>• Irangamuntu ya nyiri ubutaka</li> <li>• icyemezo cy'uko washyingiwe cyangwa icyemezo cy'uko uri ingaragu</li> <li>• icyemezo cy'umutungo utimukanwa cyashyizweho umukono na komite ishinzwe ubutaka mu Kagali kandi cyemejwe n'Umunyamabanga Nshingwabikorwa</li> </ul>	Iyi serivise ni ubuntu	Iminsi 30

		<p>w'Akagali n'Umunyamabanga Nshingwabikorwa w'Umurenge aho ubwo butaka buherereye</p> <ul style="list-style-type: none"> <li>• Urupapuro rwemeza UPI igihe UPI izwi</li> <li>• Iyo nimeroyubutaka itazwi: Ifishi yubutaka (Fiche Cadastrale) yemejwe n'umukuru w'ibiro byubutaka by'Akarere na raporo y'ipimwa ryubutaka yashyizweho umukono na nyiri ubutaka, abo bahana imbiby, umukozi wapimye ubutaka.</li> <li>• Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe rifite ubuzima gatozi cyangwa abanyamahanga bafitemo imigabane</li> <li>• Ibyemezo by'irangamimerere ku babaruzabwo butaka.</li> </ul>		
Ihererekanya ry'uburenganzira ku butaka rishingiye ku kugurisha ku bushake	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>• Irangamuntu y'umuguzi n'ugurisha</li> <li>• Amasezerano yo kugurisha ariho kashe ya Noteri w'ubutaka, yashyizweho umukono n'impande zombi</li> <li>• icyemezo cyo kuba warashyingingiwe/uri ingaragu ku mpande zombi</li> </ul>	Iyi serivise yishyurwa Frw 500 ku ipaji imwe	Umunsi umwe uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi irindwi(7)

		<ul style="list-style-type: none"> <li>• icyemezo gihamya ko uwapfakaye atikuyeho umutungo urengeje ½ cy'umutungo wose</li> <li>• Inyandiko y'ubwumvikane yakorewe imbere ya Noteri w'ubutaka igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka barimo abanyamahanga bafatanyije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe rifite ubuzima gatozi abanyamahanga bafitemo imigabane</li> </ul>		
Ihererekanya ry'uburenganzira ku butaka rishingiye ku cyemezo cy'urukiko	Umukozi ushinwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>• icyemezo cy'irangamimere cy'usaba serivisi</li> <li>• Fotokopi y'irangamuntu cyangwa Pasiporo</li> <li>• icyemezo cy'urukiko gitegeka ihererekanya giteyeho kashe mpuruza</li> <li>• icyemezo cy'imisoro yishyuwe</li> <li>• Inyandikomvugo y'irangizarubanza igaragaza nimeru y'ubutaka (Iyo nimeru y'ubutaka itazwi: Ifishi y'ibipimo by'ubutaka (Fiche Cadastrale) yemejwe n'umukozi w'Akarere ubifitiye ububasha n'inyandiko yakozwe n'umuhesha w'inkiko yemeza ko ibipimo by'ubutaka byafashwe nk'uko urubanza rwarangijwe</li> <li>• Ibyangombwa by'ubutaka burebwa</li> </ul>	Iyi serivise ni ubuntu	Uwo muni uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi irindwi(7)

		n'hererekanya (Iyo uwanditse ku butaka bwavuzwe mu rubanza yanze kugarura ibyangombwa by'ubutaka, umuhesha w'inkiko abigaragaza mu nyandikomvugo y'irangizarubanza).		
Ihererekanya ry'uburenganzira ku butaka rishingiye ku bugure muri cyamunara ishingiyeye ku cyemezo cy'urukiko	Umukozi ushinzwe ubutaka na Noteri	<ul style="list-style-type: none"> <li>• Ibiranga ugura</li> <li>• Gushyira mubikorwa itegeko</li> <li>• icyemezo cy'urukiko gitegeka cyamunara</li> <li>• Itangazo rya cyamunara</li> <li>• icyemezo cyo kugurisha</li> <li>• icyemezo cy'uko wasezeranye cyangwa uri ingaragu</li> <li>• ibyangombwa by'ubutaka bwa gurishijwe muri cyamunara (Niba ufite umwenda adashaka gutanga ibyangombwa byubutaka, Umuhesha w'inkiko abigaragaza muri raporo ya cyamunara.</li> <li>• Inyandiko y'ubwumvikane yakorewe imbere ya Noteri igaragaza imigabane buri muntu afite mu gihe mu bagomba kwandikwa ku butaka harimo abanyamahanga bafatanyije ubutaka n'abanyarwanda cyangwa iyo ari isosiyete y'ubucuruzi, umuryango cyangwa ishyirahamwe rifite ubuzima gatozi abanyamahanga bafitemo imigabane</li> </ul>	Iyi serivise ni ubuntu	Uwo munsu uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi icumi(10)
Ihererekanya ry'uburenganzira ku	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga usaba</li> <li>• icyemezo cy'irangamimerere mu</li> </ul>	Iyi serivise ni ubuntu.	Uwo munsu uhabwa serivise wasabye ariko

<p>butaka rishingiye ku izungura</p>		<p>gihe uzungura ari umwe</p> <ul style="list-style-type: none"> <li>• Inyandikompamo y'irage Inyandiko y'umurage yakorewe imbere ya noteri (Authentic Will)/</li> <li>• icyemezo gihamya abazungura mu gihe nta makimbirane gitangwa n'umwanditsi w'irangamimerere cyangwa</li> <li>• icyemezo cy'urukiko cyemeza abazungura n'uburenganzira bafite ku butaka (giherekejwe n' Inyandikomvugo y'irangizarubanza) mu gihe hari amakimbirane</li> <li>• Ibyangombwa by'ubutaka busabirwa izungura</li> </ul>		<p>ibyangombwa bishya biboneka mu minsi icumi(10)</p>
<p>Ihererekanya ry'uburenganzira ku butaka rishingiye ku mpano cyangwa umurage</p>	<p>Umukozi ushinzwe ubutaka na notariya</p>	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga uwahawe</li> <li>• icyemezo cy'irangamimerere cy'uwahawe impano/ uwatanze impano</li> <li>• Amasezerano y'impano hagati y'abazima yashyizweho umukono n'uwatanze n'uwahawe impano yakorewe imbere ya noteri mu by'ubutaka /Indangano yakorewe imbere ya noteri mu by'ubutaka</li> <li>• icyemezo gihamya ko uwafakaye atikuyeho umutungo urengeje ½ cy'umutungo wose</li> <li>• icyemezo cy'uko uwatanze yitabye Imana (Mu gihe impano yatanzwe mu buryo bw'indagano)</li> </ul>	<p>Iyi serivise ni ubuntu</p>	<p>Uwo muni uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi icumi(10)</p>

		Ibyangombwa by'ubutaka butanzweho impano hagati y'abazima cyangwa indagano		
Ihererekanya ry'uburenganzira ku butaka rishingiye ku igurana	<ul style="list-style-type: none"> <li>Umukozi ushinzwe imicungire y'ubutaka na notariya</li> </ul>	<ul style="list-style-type: none"> <li>Ibyemezo by'irangamimerere by'abagurana Amasezerano y'hererekanya yashyizweho umukono n'impande zombi yakorewe imbere ya Noteri</li> <li>Icyemezo gihamya ko uwapfakaye atikuyeho umutungo urengeje ½ cy'umutungo wose</li> <li>Ibyangombwa by'ubutaka busabirwa igurana</li> </ul>	Iyi serivise ni ubuntu	Uwo muni uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi icumi(10)
Gusaba gusimbura icyangombwa cy'ubutaka cyatakaye, ibyahiye, ibyatwawe n'ibizi cyangwa ibyangiritse	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>Irangamuntu cyangwa Pasiporo</li> <li>Nimero y'ikibanza (UPI)</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1)
Kugenzura imyubakire	<ul style="list-style-type: none"> <li>Umukozi ushinzwe ubugenzuzi bw'imyubakire n'ibikorwaremezo</li> <li>Umukozi ushinzwe imicungire y'ubutaka na Notariya</li> <li>Umukozi ushinzwe imiturire n'ibikorwaremezo mu Murenge.</li> <li>Umunyabanga nshingwa w'Akagali</li> </ul>	<ul style="list-style-type: none"> <li>Uruhushya rwatanzwe n'urwego rubifitiye ububasha</li> <li>Ubusabe bwakozwe n'ubifitemo inyungu</li> </ul>	Iyi serivise ni ubuntu.	Iminsi itatu(3)
Gukosora cyangwa guhindura amakuru ku bantu muri Rejisitiri y'ubutaka	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>Ibyangombwa by'ubutaka</li> <li>Iyo hasabwa gukosora izina cyangwa numero y'indagamuntu: Kopi y'ibiranga nyir'ubutaka</li> </ul>	Serivisi ni ubuntu	Uwo muni uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi icumi(10)

- Iyo hasabwa guhindura amazina yari ari ku cyangombwa: icyemezo cyatanzwe n'urwego rubifitiye ububasha na kopi y'indangamuntu nshya
- Iyo hasabwa gukosora/guhindura aho umuntu atuye: icyemezo kigaragaza aho umuntu atuye gitangwa n'Umunyamabanga Nshingwabikorwa w'Umurenge w'aho atuye
- Iyo ari ugukosora rejisitiri y'ubutaka havanwamo abantu banditswe mu gihe cy'iyandikisha rusange ry'ubutaka: Inyandiko yashyizweho umukono n'uwanditse ku butaka kandi yemejwe n'ubuyobozi bw'Akagari n'ubw'Umurenge gihamya ko usaba yiyandikishijeho ubutaka butari ubwe, Inyandiko itanga amakuru ku mutungo, icyemezo cy'irangamimerere hamwe n'ibiranga ugomba kwandikwaho ubutaka
- Iyo ari uguhindura uwari uhagarariye umuntu udafite ububasha bwo kwihagararira (umwana cg undi muntu wambuwe ububasha bwo kwihagararira) mu gihe icyatumaga atihagararira kitakiriho: Kopi y'ibiranga

		nyir'ubutaka n'inyandiko isaba yujujwe n'uvari umuhagarariye cyangwa inyandiko y'ubuyobozi bw'Akagari ihamya aya makuru mu gihe umuhagarariye adashobora kuboneka.	
Kongera cyangwa kuvana abafite uburenganzira ku butaka muri rejisitiri y'ubutaka	Umukozi ushinzwe imicungire y'ubutaka na Notariya	<ul style="list-style-type: none"> <li>• Kopi y'ibiranga nyir'ubutaka</li> <li>• Iyo hasabwa kongera bitewe n'ubushyingirwe: Icyemezo cy'uko nyir'ubutaka yashyingiwe</li> <li>• Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko uwo bari barashyingiranywe yitabye Imana: <ul style="list-style-type: none"> <li>- Icyemezo cy'uko uwo bashyingiranywe yitabye Imana;</li> <li>- Ikigaragaza ko yari yarashyingiranywe na nyakwigendera n'uburyo bwo gucunga umutungo bahisemo Iku bashyingiwe nyuma ya 1999,</li> <li>- Icyemezo cy' uwapfakaye</li> </ul> </li> <li>• Iyo ari ukuvana umuntu muri rejisitiri y'ubutaka kubera ko amasezerano yo gushyingirwa yasheshwe n'ubutane: <ul style="list-style-type: none"> <li>- Icyemezo cy'urukiko cyemeza ubutane giherekejwe n'irangiza rubanza, cyangwa inyandiko igaragaza amasezerano y'ubutane abari barashyingiranywe bagiranye mbere yo gutana</li> </ul> </li> </ul>	Uwo munsu uhabwa serivise wasabye ariko ibyangombwa bishya biboneka mu minsi icumi(10)

		<ul style="list-style-type: none"> <li>- Inyandiko y'umuhesha w'inkiko igaragaza umutungo w'umubyeyi ugifite inshingano yo gutanga indezo ku bana adashobora kwikuraho.</li> <li>• Ibyangombwa by'ubutaka</li> </ul>		
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### 3.7.UBUREZI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kwakira no gukemura ibibazo by'abanyeshuri.	Umugenzuzi w'uburezi mu Murenge	Ntabyo	Iyi ni serivise ni ubuntu	Umunsi umwe
Kwakira ababyeyi bafite ibibazo birebana n' abana babo b'abanyeshuri.	Umugenzuzi w'uburezi mu Murenge	<ul style="list-style-type: none"> <li>• Indangamanota y'umunyeshuri (mu mashuri yisumbuye)</li> <li>• Indangamanota y'umwaka wa nyuma yarangije (mu mashuri abanza)</li> <li>• icyemezo cy'ishuri aturutsemo (mu mashuri abanza nayisumbuye).</li> </ul>	Iyi ni serivise ni ubuntu	Umunsi umwe(1)
Gutanga icyemezo cy'umushara n'icyakazi ku barimu.	Umugenzuzi w'uburezi mu Murenge	<ul style="list-style-type: none"> <li>• Ibaruwa imushyira mu kazi.</li> <li>• Gihamya y'umuyobozi w'Ikigo cy'Ishuli ( directeur).</li> </ul>	Iyi ni serivise ni ubuntu	Umunsi umwe(1)

### 3.8.ISUKU N'ISUKURA

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Kugenzura isuku n'isukura	Umukozi ushinzwe isuku n'isukura ku Murenge	<ul style="list-style-type: none"> <li>• Kuba usaba kugenzurwa yujuje ibisabwa n'amabwiriza y'inama n'nyama y'Umujyi wa Kigali yerekeye isuku n'isukura mu Mujyi wa Kigali.</li> </ul>	Iyi ni serivise ni ubuntu	Iminsi irindwi (7)
Ubujejeje ku isuku n'isukura.	Umukozi ushinzwe isuku	<ul style="list-style-type: none"> <li>• Ntabisabwa</li> </ul>	Iyi ni serivise ni ubuntu	Umunsi umwe(1)

	n'isukura ku Murenge			
Gufasha company gukusanya amafanga y'isukuru	Umukozi ushinzwe isuku ku Murenge	<ul style="list-style-type: none"> <li>Kuba ufite amasezerano y'isuku n'Umurenge</li> </ul>	Iyi ni serivise ni ubuntu	Umunsi umwe(1)

### 3.9.ITERAMBERE RY'AMAKOPERATIVE,IBIGO BITO N'IBICIRIRITSE

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gusaba inguzanyo zo kwiteza imbere binyuze mu bigo by' <b>Imari</b> (Financial Services)	Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse	<ul style="list-style-type: none"> <li>Icyemezo cyatanzwe n'ubuyobozi bw'umudugudu kemeza ko atuiye aho byibuze amaze amezi atandatu muri uwo mudugudu</li> <li>Kwiyandikisha ku rutonde rw'akagli kugira azahabwe inguzanyo</li> <li>Kuzuzwa neza imishinga</li> <li>Abahabwa inguzanyo bemezwa na komite ishinzwe inguzanyo ku rwego rw'umurenge</li> <li>Abemejwe barahugurwa nyuma bakagirana amasezerano n'ubuyobozi bw'umurenge</li> <li>Ututonde rw'abazahabwa inguzanyo na SACCO hakarebwa ko nta deni ry'igihe kirekire afite basanga ntaryo bagahabwa inguzanyo</li> </ul>	Iyi serivisi ni ubuntu	Umunsi umwe(1)
Gutanga inama ku makoperative	Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse	<ul style="list-style-type: none"> <li>Koperative ibisaba isabwa kuba ifite icyangombwa yahawe n'ikigo gishinzwe amakoperative(RCA)</li> </ul>	Iyi serivise ni ubuntu	Iminsi itatu(1)
Gutanga ubuzima gatozi ku bimina		Umuntu ushaka ubuzima gatozi bw'ikimina agomba kuba afite amakuru akurikira: Izina ry'ikimina, Itariki	Iyi serivise ni ubuntu	

		Biyandikishijeho, aho ikibina kizakorera Umudugudu /Akagari, Umubare w'abanyamuryango, ingano y'imisanzu yatanzwe, amazina y'abahagarariye ikimina, Telefone, copy y'amategeko ngengamikorere yemejwe n'abanyamuryango.		
Gutanga icyangombwa cy'agateganyo ku makoperative .	Umukozi ushinzwe iterambere ry'amakoperative, ibigo bito n'ibiciriritse	<ul style="list-style-type: none"> <li>• Kuba ifite nibura abanyamuryango icumi (10)</li> <li>• Kuba Imari shingiro (ishingiye ku gikorwa) yemejwe yaratanzwe (ikigaragaza ko abanyamuryango bose bamaze gutanga umugabane wemejwe) ;</li> <li>• Kwandikira ibaruwa Umuyobozi Mukuru wa RCA isaba ubuzimagatozi, inyujijwe k'Umunyamabanga Nshingwabikorwa w'Umurenge, kopi yayo igahabwa Akarere ;</li> <li>• Koherereza RCA inyandiko (Annexes) ziherekeza iyo baruwa isaba ubuzimagatozi ari zo:</li> <li>• Amategeko shingiro ya Koperative;</li> <li>• Imbanziriza mushinga;</li> <li>• Amategeko y'umwihariko ya Koperative atanyuranyije n'Itegeko rigenga Amakoperative cyangwa Amategeko shingiro ya Koperative;</li> <li>• Urutonde rw'abanyamuryango bose, imyirondoro n'imikono yabo cyangwa ibikumwe;</li> <li>• icyemezo cy'Umurenge Koperative ikoreramo;</li> <li>• Inyandiko-mvugo y'inama ya mbere ishyiraho iyo</li> </ul>	Iyi serivisi ni ubuntu	

		<p>Koperative n'inzege zayo z'agateganyo;</p> <ul style="list-style-type: none"> <li>• Urutonde rw'abagize inama y'Ubuyobozi, umwirondoro wa buri muntu, umukono we n'icyo ashinzwe;</li> <li>• Urutonde rw'abagize inama y'ubugenzuzi, umwirondoro wa buri muntu, umukono we n'icyo ashinzwe;</li> <li>• icyemezo cy'ubwishyu cy'amafaranga 1200 frw kugira ngo Koperative ihabwe ubuzimagatozi;</li> <li>• Kopi z'indahiro z'abayobozi ba Koperative (CA + CS);</li> <li>• icyemezo (Bank slip) cyerekana ko imigabane yemejwe yatanzwe cyangwa ikindi cyemeza ku buryo budashidikanywaho ko umugabane watanzwe.</li> </ul>		
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### III.4. SERIVISE ZITANGIRWA KU KAGARI K'UMUJYI WA KIGALI

SERIVISE	UMUKOZI UBISHINZWE	IBISABWA	IKIGUZI CYA SERIVISE	IGIHE NTARENGWA
Gukemura ibibazo by' abaturage	Umunyamabanga Nshingwabikorwa w' Akagali cyangwa Umukozi ushinzwe imibereho myiza n'iterambere ry'ubukungu ku rwego rw'Akagali.	<ul style="list-style-type: none"> <li>Raporo y'Umudugudu</li> <li>Icyangombwa kikuranga</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1).
Kurangiza imanza za Gacaca n'ibibazo byacyemuwe n'abunzi	Umunyamabanga Nshingwabikorwa w'Akagali.	<ul style="list-style-type: none"> <li>Icyemezo cy'irangiza rubanza rwa Gacaca kiriho kashe mpuruza.</li> <li>umwanzuro w'abunzi uriho kashe mpuruza.</li> </ul>	Iyi serivise ni ubuntu.	Iminsi mirongo icyenda (90) ,igihe ibisabwa byubahirijwe.
Gusaba gushyirwa cyangwa guhindurirwa amakuru ajyanye n'imibereho y'umuturage.	Umukozi ushinzwe imibereho myiza n'iterambere ry'ubukungu ku rwego rw'Akagali.	<ul style="list-style-type: none"> <li>Irangamuntu y'umukuru w'umuryango.</li> <li>Icyemezo cy'uko atuye mu mudugudu.</li> </ul>	Iyi service ni ubuntu.	Umunsi umwe(1), igihe wujuje ibisabwa.
Gusaba icyemezo cy'uko umuntu yapfiriye ahatari kwa muganga.	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>Raporo y'Umudugudu</li> <li>Indangamuntu y'uwapfuye</li> <li>Abahamya batatu(3)</li> </ul>	Iyi service ni ubuntu.	Umunsi umwe(1), igihe ibisabwa byubahirijwe.
Gufasha abatishoboye	Umukozi ushinzwe imibereho myiza n'iterambere ry'ubukungu ku rwego rw'Akagali.	<ul style="list-style-type: none"> <li>Raporo y'umudugudu igaragaza imibereho ye.</li> </ul>	Iyi service ni ubuntu	Umunsi umwe(1), igihe ibisabwa byubahirijwe.
Kumenyesha uwaburanye adahari imyanzuro y'urukiko	Umunyamabanga Nshingwabikorwa w' Akagali	<ul style="list-style-type: none"> <li>Impapuro z'imyanzuro y'urubanza.</li> </ul>	Iyi service ni ubuntu	Iminsi irindwi (7) y'akazi, igihe ibisabwa byubahirijwe.

Gusinyisha inzandiko z'abahamagajwe n'inkiko	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>• Impapuro zitumira kwitaba urukiko</li> </ul>	Iyi service ni ubuntu	Uwo bireba agomba kubimenyeshwa mu gihe kitari munsi y' iminsi umunani( 8) y'akazi kugirango yitabe urukiko.
Icyemezo gisaba icyemezo cy'ubudakemwa mu mico no mu myifatire.	Umunyamabanga Nshingwabikorwa w'Akagali cyangwa Umukozi ushinzwe imibereho myiza n'iterambere ry'ubukungu ku rwego rw'Akagali.	<ul style="list-style-type: none"> <li>• Inyandiko y'umudugudu igaragaza ko umuturage yitabira gahunda za Leta.</li> <li>• Indangamuntu</li> </ul>	Iyi service itangirwa ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa
kwandikisha umwana utaravukiye kwa muganga	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>• Raporo y'Umudugudu</li> <li>• Indangamuntu y'umubyeyi .</li> <li>• Abahamya batatu(3)</li> </ul>	Iyi serivise ni Ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa
Icyemezo cy' uko warokotse Jenoside yakorewe Abatutsi	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>• Inyandiko ya komite ishinzwe abacitse kw'icumu rya Jenoside ya korewe abatutsi.</li> <li>• Ugomba kwitwaza indangamuntu.</li> </ul>	Iyi serivise ni Ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa
Icyemezo gihabwa umugore utwite udafite umugabo ushaka kujya kwipimisha kwa muganga.	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>• Raporo y'umuyobozi w'Umudugudu hamwe n'ibisobanuro by'Ushinzwe imibereho y'abaturage cyangwa abajyanama b'Ubuzima.</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa

Uruhushya rwo gushyingura uwitabye imana wapfiriye ahatari kwa muganga	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>Raporo y'umudugudu yemeza ko umuntu wapfuye yaratuye muri uwo mudugudu.</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa
Kwandukuzwa uwapfuye muri sisiteme y'ikorabuhanga ya "CRVS" igihe yaguhe ahatari kwa muganga.	Umunyamabanga Nshingwabikorwa w'Akagali	<ul style="list-style-type: none"> <li>Indangamuntu kuri hejuru y' imyaka 16 naho mugihe udafite irangamuntu bashingira ku ikayi y' Umudugudu cyangwa raporo yakozwe ikanasinywaho n'Umuyobozi w'Akagali.</li> </ul>	Iyi serivise ni ubuntu.	Umunsi umwe(1) iyo wujuje ibisabwa
Icyemezo cy'umutungo w'ubutaka utarabaruwe.	Umunyamabanga Nshingwabikorwa w'Akagali.	<ul style="list-style-type: none"> <li>Indangamuntu ye.</li> <li>Icyemeza inkomoko y'ubutaka.</li> <li>Kuzana fomu isinweho na komite y'ubutaka ku kagari.</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa
Gusaba icyemezo cyo gusura umuntu ufunze	Umunyamabanga Nshingwabikorwa w'Akagali.	<ul style="list-style-type: none"> <li>Inyandiko yemeza ko atuye mu mudugudu</li> <li>Indangamuntu</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa
Icyemezo cy'uko umuntu atuye	Umunyamabanga Nshingwabikorwa w'Akagali.	<ul style="list-style-type: none"> <li>Inyandiko y'umudugudu yemeza ko atuye</li> <li>Indangamuntu</li> </ul>	Iyi serivise ni ubuntu	Umunsi umwe(1) iyo wujuje ibisabwa

## UMUSOZO

### **1.Uburyo butangwaho inama bwakoreshwa mu kumenyesha abaturage ibijyanye n'imbonerahamwe ya Serivise zitangwa n'inzego z'ibanze zigize Umujyi wa Kigali**

Nta gushidikanya ko uburyo bwiza bwo guhanahana amakuru ari imwe mu buryo ntagereranywa buteza imbere imiyoborere myiza mu Gihugu 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'imikoranire nta makemwa iri hagati y'abaturage kuko basangira kandi bagahanahana amakuru ya ngombwa ndetse hakanabaho uburyo bwo gutanga ibyifuzo kubyo abaturage bifuzwa byanozwa.

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 nimeronumero N° 04/2013 of 08/02/2013 riteganyaga uburyo bwo gutanga amakuru mu ngingo yaryo ya kabiri ivuga ku bijyanye n'uburenganzira bwo kubona no guhabwa amakuru igira iti "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'iz'abikorera birebwa 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 zihigiye gushyira mu bikorwa politike yo kwegereza abaturage Ubuyobozi n'ubushobozi yemejwe mu kwezi kwa Ugushyirahamwe mu mwaka wa 2021 uko yakabaye kuko ishyira umuturage ku isonga y'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 n'inzego z'ibanze zawo. Ubwo buryo bujyanye kandi na gahunda ya leta yo guteza imbere ikoranabuhanga mu rwego rwo kwihutisha amakuru n'ihanahana ryayo munzego zose zitanga Serivise zaba iza leta cyangwa iz'abikorera.

#### **I. Guhanahana amakuru hagati y'abantu ubwabo**

Ubu ni uburyo busanzweho bwo guhanahana amakuru gahati y'abantu baganira barebana. Muri ubu buryo, abaganira biciye mu biganiriro, bahana umwanya wo kungurana ibitekerezo ku ngingo baganiraho bityo inzego z'ibanze kuva ku Mujyi wa Kigali kugeza ku Kagali ndetse hanagendewe ku budasa bw'abanyarwanda, Umudugudu n'Isibo byakwifashishwa kugira ngo amakuru ajyanye n'imbonerahamwe ya serivise abashe gukwirakwizwa, guhanahana no kugezwa ku baturage benshi mu gihe gito gishoboka.

Bumwe muburyo busanzwe bukoreshwa kandi bwatanze umusaruro mwiza ni ubu bukurikira:

- Inteko z'Abaturage ni uburyo bushingiye ku budasa no kwishakamo ibisubizo aho, abaturage bahura kaganira n'abayobozi babo ku nzego z'Ubuyobozi bubegereye mu nzego z'ibanze. Ubu buryo byagaragaye butanga umusaruro muguhana no kugeza amakuru vuba kubaturage bakanungurana ibitekerezo n'abayobozi babo ari nabo babaha Serivise.
- Umuganda ni uburyo bw'umwihariko ukanaba ubudasa bw'abanyarwanda mu rwego rwo kwishakamo ibisubizo aho abaturage batuye hamwe bahura n'abayobozi babo mu byiciro byose bakagira ibikorwa by'amaboko bakora mu rwego rwo kwiteza imbere badategereje aki'imihana. Ubu nabwo ni uburto bwiza bwakoreshwa mu guhanahana amakuru no gukwirakwiza iyi mbonerahamwe ya Serivise y'Umujyi wa Kigali n'inzego z'ibanze zawo.
- Inama Njyanama ni urwego ruteganywa n'itegeko ruhagarariye kandi rutorwa n'abaturage mu nzego zitandukanye z'ibanze kuva ku mudugudu kugera ku Murenge cyane ko zifatirwamo ibyemezo. Uru rwego narwo rukorana kandi rukagira umwanya uhagije wo kuganira no kungurana ibitekerezo mu nama zitandukanye bakora, bityo nabwo bwaba uburyo bwiza bwo gusakaza iyi mbonerahamwe ya Serivise zitangwa n'Umujyi wa Kigali n'inzego z'ibanze zawo.
- Umugoroba w'ababyeyi ni uburyo nyarwanda nabwo bwo kwishakamo ibisubizo bwashyizeho na leta y'U Rwanda mu rwego rwo kongera umuhate, imikorere n'imikoranire myiza ikwiye no kuganira ku bibazo byugarije umuryango nyarwanda harimo ibibazo by'amakimbirane mu muryango n'imishinga y'iterambere ryawo no kubishakira ibisubizo.
- Inama y'Umudugudu nabwo ni uburyo bwa Kinyarwanda bushingiye ku mwihariko wacu wo kwishakamo ibisubizo bukaba bwaba bumwe muburyo bwiza bwanatanga umusaruro witezweho wo gusakaza no kugeza amakuru vuba ajyanye n'imbonerahamwe ya Serivise zitangwa n'Umujyi wa Kigali n'inzego z'ibanze zawo. Ubu buryo bw'inama usanga akenshi bukorwa nibura rimwe mu kwezi bugamije kuganira no gukemura ibibazo by'umuryango nyarwanda.
- Gusakaza imbonerahamwe ya Serivise imanikwa ahahurira abantu benshi nkaho abagenzi bategera imodoka n'ahandi nko ku isoko, kwa muganga, ibiro bya leta, ibya abikorera n'ahandi nkaho. Ibi nabyo ni uburyo bwiza bwatanga umusaruro kuko Umujyi wa Kigali n'inzego z'ibanze ziwugize usanga ahanini ibi bikorwa byose bihari kandi hahurira abantu benshi bityo byatuma abahahurira bose, bamenya ayo makuru ajyanye na serivise zitangwa
- Gusura abaturage ni kenshi abayobozi batandukanye mu nzego zose z'ibanze bagira ibiganiro no gusura abaturage aho batuye hagamijwe kungurana ibitekerezo no gukemura amakimbirane, iyi nayo yaba inzira yatanga umusaruro mu guhanahana amakuru no kuyasakaza hagati y'abayobozi n'abaturage hamijwe gutanga serivise nziza kandi inoze.
- Ukwezi kwahariwe Imiyoborere myiza: Ni gahunda itegurwa n'inzego z'ibanze igamije kwegera abaturage mu midugudu aho batuye mu rwego rwo gukemura ibibazo bafite cyane cyane ibijyanye n'amakimbirane ashingiye ku muryango, ubukene, ubutaka.... ndetse muri iyi gahunda ni nabwo inzego z'ibanze zifasha abaturage bashaka gusezerana mu rwego rwo guca amakimbirane kimwe n'izindi gahunda za Leta. Aha naho, ni uburyo bwiza bwo gusobanurira abaturage ibijyanye n'iyi mbonerahamwe ya serivise zitangwa n'inzego z'ibanze.

## **II. Gushishikariza no gukorana n'ibigo ntaramakuru/ntangazamakuru**

U Rwanda ni Igihugu giteza imbere itangazamakuru kandi rikaba ryisanzuye mu gutangaza no gutara amakuru akanabasha kugera kuri benshi. By'Umwihariko, hashingiwe ku iterambere rya murandasi, ibinyamakuru byinshi harimo ibyandika ku nyandiko hari ibitangazamakuru bikorerera kuri interineti byifashishije murandasi n'ikoranabuhanga.

Itangazamakuru nk'Ubuyobozi bwa kane, ningombwa ko bwagira uruhare mu kubaka Igihugu bunagira uruhare mu gutangaza no gusakaza amakuru ajyanye na Serivise zitangwa mu nzego z'ibanze kandi bakanakurikirana ko byubahirizwa ibikubiyemo byose no gufasha gutanga ibitekerezo by'abaturage kuko ibyinshi bikurikirwa n'abaturage benshi.

Aha twavuga nka tereviziyo, radiyo zitandukanye zaba iza leta n'iz'abikorera, ibitangazamakuru bikorera kuri interineti bikoresha ikoranabuhanga na murandasi. Kubera umumaro wa radiyo na tereviziyo mu gusakaza amakuru no kugera kuri rubanda vuba, Umujyi wa Kigali n'inzego z'ibanze zawo zagirana ubufatanye busesuye nabyo bagirana ibiganiro binyuzwa ku bitangazamakuru twavuze.

### **III. Ikoranabuhanga (Website)**

Umujyi wa Kigali n'inzego z'ibanze ziwugize nibura Akarere, byose bifite umurongo wa murandasi w'ikoranabuhanga usanzwe unyuzwaho amakuru agamije gusakaza amakuru kuri rubanda, bityo izi mbuga zashyirwaho mu buryo bw'ikoranabuhanga imbonerahamwe za Serivise aho abaturage bashobora kubimenyeshwa mu buryo bwihuse kandi budahenze by'umwihariko bworoshye nko mu Mujyi wa Kigali aho usanga abahatuye benshi bakoresha ikoranabuhanga rya murandasi na telefoni zigezweho.

### **V. Filimi ngufi mbarankuru**

Umujyi wa Kigali n'inzego z'ibanze zawugize, byashoboka ko zikoreye hamwe zategura filimi mbarankuru ngufiya ziri hagati y'iminota ibiri n'itanu zikubiyemo itangwa rya Serivise. Ubu buryo busakazwa vuba kandi bukagera kuri benshi mu gihe gito kuko abatuye Umujyi abenshi bafite telefoni zikoreshwa ikoranabuhanga n'uburyo bugezweho bwo guhererekanya inkuru nkizi ngufi byihuse kandi byoroshye.

Izi nkuru ngufi mbarankuru kandi zanashyirwa ku mbuga nkoranyambaga zitandukanye zawo (facebook, tweeter, whatsapp, youtube no kwifashisha za tereviziyo rutura zigiyeye zimanitse hirya no hino zo kwamamaza) kuburyo ubutumwa bugera ku baturage byihuse kandi n'abafatanyabikorwa benshi babikora.

### **VI. Imbuga nkoranyambaga**

Imbugankoranyambaga ni bumwe mu buryo uyu muni budashidikanywaho gusakaza no gukwirakwiza amakuru mu buryo bwihuse kandi bworoheye abenshi mu batuye Umujyi wa Kigali n'inzego z'ibanze zawo. Bityo imbugankoranyambaga z'Umujyi wa Kigali n'iz'inzego z'ibanze zawo zose zakwifashishwa mu gusakaza no kugeza ku baturage iyi mbonerahamwe ya serivise.

### **VII. Amarushanwa n'ibiganiro mpaka bitandukanye "Public talks & Debates"**

Ibiganiro mpaka n'amarushanwa atandukanye yategurwa mu bigo bitandukanye nibura bya kaminuza n'ibyisumbuye, bityo abanyeshuri bakaba na bamwe musaba Serivise bakamenyeshwa ayo makuru kandi byagaragaye ko byihutisha amakuru cyane ku rubyiruko ari narwo rwinshi.

### **VIII. Amatangazo agenewe ibitangazamakuru n'abanyamakuru**

Umujyi wa Kigali n'inzego z'ibanze zawo zose, zakorera hamwe mu gutegura ibiganiro cyangwa amatangazo agenewe ibitangazamakuru n'abanyamakuru batandukanye mu Rwanda no hanze mu rwego rwo gusakaza no kwihutisha amakuru ajyanye n'imbonerahamwe ya Serivise agera kuri benshi mu buryo bwihuse.

Mu gusoza, abafatanyabikorwa bantandukanye b'Umujyi wa Kigali n'inzego z'ibanze zawo bagira uruhare rukomeye mu gusakaza no kwamamaza iyi mbonerahamwe ya serivise zitangwa ku baturage

kuko nabyo biri munshingano zabo. Bityo ni inshingano z'Umujyi wa Kigali gukangurira abafatanyabikorwa gusakaza no gushyira mu bikorwa ibikubiye muri iyi nyandiko y'imbonerahamwe ya serivise. Ikindi kandi abafatanyabikorwa nabo basabwa gushyiraho uburyo muri gahunda z'ibikorwa zabo uko bakurikirana ishyingira mu bikorwa ry'iyi gahunda babigizemo uruhare.

### **Ubundi buryo bwakwifashishwa:**

- Gutegura umunsi wo kwegera no kwakira abaturage “Open days”: Ubu buryo bwatanze umusaruro mu rwego rw'imiyoborere myiza bityo byanashoboka ko Umujyi wa Kigali uteguye ingengo y'imari yakwifashishwa muri ibi bikorwa byanaba uburyo bumwe bw'ingenzi bwatuma imbonerahamwe ya serivise igezwa ku baturage benshi byoroshye.
- Gukoresha uburyo bw'ikoranabuhanga: Buri kigo cya leta gisanganywe uburyo bw'ikoranabuhanga mu kwakira inyandiko zandikiwe Ubuyobozi, bityo ubu buryo nabwo bwafasha mu kwihutisha serivise aho umuturage inyandiko ye yakiriwe n'Ubuyobozi yacishwa kuri imeri cyangwa yakwakirwa n'Ubunyamaganga rusange igahita igera ku mukazi ako kanya ndetse n'umukuriye nawe akabona ubutumwa bw'inyandiko yakiriwe. Bigatuma gusubizwa k'umuturage byihutishwa kandi buri wese akazabazwa inshingano no gukorera mu mucyo kuko ubu buryo bwajya butanga ubutumwa bugufi bwibutsa cyangwa butanga impuruza ko igihe cyo gusubiza cyangwa gutanga serivise ku muturage cyageze (E-Tracking System)
- Kugabanya inzira inyandiko z'umuturage zicishwamo: Byagaragaye ko bimwe mu bigo n'inzego za leta bigira inzira ndende kugira ngo ibaruwa yateguwe n'umukazi w'umutekinisiye mu ishamba izabashe kwigwa no gusinywa n'umuyobozi kurundi rwego rwisumbuye bifata umwanya muremure kubera uruhererekane icamo.

Twajya inama ko nzira y'uruhererekane yagabanywa kuburyo ibaruwa y'igisubizo cy'umuturage iva kuwayiteguye (Umutekiniye mu ishamba) 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.