

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

UGUSHYINGO 2012

ISHINGIRO N'IKIGAMIJWE N'IYI NYANDIKO KU RWEGO RW'AKAGARI

Iyi nyandiko ishingiyeye ku ihame ryo gutanga serivisi nziza, ku baturage ku rwego rw'Akagari. Akagari ni rumwe mu nzego z'imitegekere y'Igihugu cy'u Rwanda¹. Inshingano z'Akagari zigenwa n' Iteka rya Perezida N°28/01 ryo ku wa 6 Nyakanga 2009 rihindura kandi ryuzuza iteka rya Perezida N° 57/01 ryo kuwa 15/10/2006 rigena inshingano, imiterere n'imikorere by'Umudugudu, iby'Akagari n'iby'Umurenge.

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

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

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

¹ Iteka rya Perezida N°28/01 ryo ku wa 6 Nyakanga 2009 rihindura kandi ryuzuza iteka rya Perezida N° 57/01 ryo kuwa 15/10/2006 rigena inshingano, imiterere n'imikorere by'Umudugudu, iby'Akagari n'iby'Umurenge.

SERIVISI ZIHABWA ABATURAGE KU RWEGO RW'AKAGARI

No.	Serivisi	Ibisabwa kugira ngo itangwe	Igihe ntarengwa	Ubishinzwe	Uburyo amenyeshya ko atishimiye serivisi
1	<i>Gusaba icyemezo cyabasaba uruhushya rw'abajya mu mahanga</i>	<ul style="list-style-type: none"> • <i>Kopi y'indangamuntu</i> • <i>Kugaragaza inyemezabwishyu</i> • <i>Amafoto 2 magufi;</i> • <i>Ku mwana ufite munsu y'imyaka 16, azana icyemezo cy'amavuko gitangirwa ku Murenge</i> 	<i>Iyi serivisi ntirenza iminsi ibiri</i>	<i>Umunyamabanga nshingwabikorwa w'Akagari</i>	<i>Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge</i>
2	<i>Gusaba icyemezo cy'ubuguzi</i>	<p><i>Kugana ubuyobozi bw'akagari hagaragazwa ibi bikurikira:</i></p> <ul style="list-style-type: none"> • <i>Ibyangombwa byerekana ko umutungo ugurishije ko ari uwawe (Icyemezo cy'Ubutaka/umutungo);</i> • <i>Amasezerano y'ubugure asinyweho n'impande zombi kandi yasinweho n'ababifitiye ububasha (Uwo bashakanye, abana n'abandi bafite uburenganzira kuri uwo mutungo cyangwa ariho</i> 	<i>Iyi serivisi ntirenza iminsi ibiri</i>	<i>Umunyamabanga nshingwabikorwa w'Akagari</i>	<i>Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge</i>

		<p><i>umukono wa notaire ;</i></p> <ul style="list-style-type: none"> • <i>Kopi y'indangamuntu y'impande zombi (Ugura n'ugurisha)</i> 			
3	<i>Gukemurirwa ikibazo</i>	<ul style="list-style-type: none"> • <i>Gukemurirwa ikibazo ni ubuntu;</i> • <i>Kugana ubuyobozi bw'Akagari hagaragazwa imiterere y'Ikibazo;</i> • <i>Kugaragaza ikayi y'ibibazo yerekana uko Umudugudu wagikemuye</i> 	<i>Iyi serivisi ntirenza iminsi ibiri(2)</i>	<i>Umunyamabanga nshingwabikorwa w'Akagari</i>	<i>Kwandikira Umunyamabanga Nshingwabikorwa w'Umurenge</i>
5	<i>Kurangirizwa urubanza n'izindi nyandiko ziriho kasha mpuruza</i>	<ul style="list-style-type: none"> • <i>Kurangirizwa urubanza ni Ubuntu.</i> • <i>Kwandikira Umuhesha w'inkiko utari uw'umwuga ku kagari umusaba kukurangiriza urubanza;</i> • <i>Gushyikiriza Umuhesha w'inkiko utari uw'umwuga ku kagari icyemezo cy'urukiko cy'umwimerere kiriho kashi mpuruza cyangwa izindi nyandiko ziriho kashi mpuruza</i> 	<i>Bitarenze amezi atatu</i>	<i>Umuhesha w'Inkiko utari uw'Umwuga ku Kagari</i>	<ul style="list-style-type: none"> • <i>Iyo atishimiye uburyo yacyiriwe n'Umuhesha w'Inkiko utari uw'Umwuga ku kagari, agana Umunyamabanga Nshingwabikorwa w'Umurenge.</i> • <i>Iyo atishimiye imirangirize y'urubanza ashobora kugana Inzu z'Ubufasha mu by'amategeko cyangwa urukiko</i>

					<i>rwaruciye ku rwego rwa nyuma</i>
6	<i>Gusaba icyemezo gisimbura indangamuntu by'agateganyo</i>	<ul style="list-style-type: none"> • Kugaragaza icyemezo cy'uko yataye indangamuntu gitangwa na Polisi y'Igihugu; • Kugaragaza inyemezabwishyu; • Kwitwaza amafoto 2 magufi; • Ku bana bagejeje igihe cyo gufata indangamuntu, bitwaza icyemezo cy'amavuko n'inyemezabwishyu 	<i>Bitarenze iminsi itatu</i>	<i>Umunyamabanga Nshingwabikorwa w'Akagari</i>	<i>Kugana Umunyamabanga Nshingwabikorwa w'Umurenge</i>
7	<i>Gusaba icyemezo gihisha umuntu kubona icyemezo cy'uko ari ingaragu</i>	<ul style="list-style-type: none"> • Kopi y'indangamuntu y'usaba; • Kuzana abaturanyi batatu bamuzi ko atigeze ashyingirwa cg yaratandukanye n'uwo bashakanye, umupfakazi 	<i>Biraenze iminsi 2</i>	<i>Umunyamabanga Nshingwabikorwa w'Akagari</i>	<i>Kugana Umunyamabanga Nshingwabikorwa w'Umurenge</i>
8	<i>Gusaba icyemezo gihisha umuntu icyemezo cy'ingwate</i>	<ul style="list-style-type: none"> • Kugaragaza inyandiko ya Banki cyangwa n'ibindi bigo by'imari; • Kugaragaza inyemezabwishyu 	<i>Bitarenze iminsi 2</i>	<i>Umunyamabanga Nshingwabikorwa w'Akagari</i>	<i>Kugana Umunyamabanga Nshingwabikorwa w'Umurenge</i>

IBINDI BIGOMBA KWITABWAHO

1. Inama Njyanama n'Ubunyamabanga Nshingwabikorwa by'Akagari bafite inshigano zo gushishikariza abaturage ko guhabwa serivisi ari uburenganzira bwabo, bikaba n'inshingano z'Ubuyobozi kuyitanga neza
2. Nta muyobozi wemerewe gusaba ibindi bitateganijwe bisabwa uhabwa serivisi muri iyi nyandiko;
3. Buri Munyamabanga Nshingwabikorwa w'Akagari asabwe kandi kumanika iyi nyandiko ahagenewe gushyirwa amatangazo ;
4. Ubunyamabanga Nshingwabikorwa bw'Akagari busabwe gusobanurira abaturage ko Umudugudu ari urwego rw'Ubukangurambaga atari urutanga serivisi.