REPUBLIKA Y'U RWANDA

MINISITERI Y'UBUTEGETSI BW'IGIHUGU

INYANDIKO NGENDERWAHO MU MITANGIRE YA SERIVISI FATIZO *KU KAGARI K'UMUJYI MUTO*

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Ijambo ry'Ibanze

Gutanga serivisi zinoze mu Nzego z'Ibanze ni ingenzi mu gushimangira imiyoborere myiza no gushyira mu bikorwa ingamba zikubiye muri gahunda y'imbaturabukungu (EDPRSII). Ibyo bizatuma kandi tugera ku bikubiye mu Icyerekezo 2020 u Rwanda rwihaye.

Ndashimira ubushake n'umuhate byaranze abayobozi b'Inzego z'Ibanze mu itegurwa ry'iyi nyandiko ngenderwaho mu mitangire ya serivisi fatizo mu nzego bayobora, kandi ndabashishikariza kuzabyubahiriza nk'uko ari bo babyishyiriyeho.
Nshimishijwe rero no kubagezaho iyi nyandiko igaragaza serivisi fatizo zitangwa n'inzego z'ibanze mu Rwanda. Ikoze mu buryo bworoshye twizera ko buzafasha koroshya imitangire ya serivisi mu Nzego z'Ibanze.

Leta y'u Rwanda ishishikajwe n'iterambere ndetse n'imitangire ya serivisi zinoze kandi zijyanye n'umwihariko wa buri rwego na buri hantu. Iyi nyandiko irareba by'umwihariko Inzego z'Imitegekere y'Igihugu zegerejwe abaturage zirimo Akarere, Umurenge n'Akagari. Izi nzego ni zo zigira uruhare rw'ibanze mu gutanga serivisi zinogeye abaturage no mu gushyira mu bikorwa gahunda za Leta uko zakabaye.

Gushyira ku mugaragaro iyi nyandiko ifite imbonerahamwe ya serivisi fatizo ni intambwe ikomeye mu byerekeye kugaragariza abaturage ibibakorerwa mu Nzego z'Ibanze. Twizeye ko iyi mbonerahamwe izafasha izo nzego gutanga serivisi zihuse, zinoze kandi, zubahirije igihe giteganywa.

Muri urwo rwego, iyi mbonerahamwe ikubiyemo amakuru yose ajyanye na serivisi zitangwa n'Inzego z'Ibanze. Kuri buri serivisi, igaragaza umukozi uyishinzwe, ibisabwa, ikiguzi, ndetse n'igihe ntarengwa cyo kuba igisubizo cyabonetse. Bityo rero, iki ni igikoresho kiyobora abashinzwe gutanga serivisi mu Nzego z'Ibanze ndetse n'abazisaba.

Twizeye ko kubahiriza ibikubiye muri iyi nyandiko bizarushaho gutuma Inzego z'Ibanze zibasha gutanga serivisi nziza zinogeye abaturage ndetse zikarushaho kubagaragariza ibyo bakorerwa.

Turashishikariza inzego bireba gukurikirana uburyo ibikubiye muri iyi nyandiko byubahirizwa kandi turabasaba gukora ibishoboka byose kugira ngo abaturage babisobanurirwe neza. Ubufatanye hagati y'abayobozi n'abaturage ni bwo buzatugeza ku miyoborere myiza n'iterambere twifuza.

KABONEKA Francis
Minisitiri w'Ubutegetsi bw'Igihugu

Ubunyamabanga Nshingwabikorwa

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
1.	**GUSABA ICYEMEZO CY'ABASABA URUSHUSHYA RWO KUJYA MU MAHANGA**	**Ku bantu bakuru** • Kwishyura amafaranga 1,200 kuri konti y'Akarere • Ifoto imwe y'amabara ifite inyuma h'umweru • Kwerekana Irangamuntu cyangwa icyemezo gitangwa n'Umurenge cy'uko yabuze **Ku bana bari munsi y'imyaka 16** • Icyemezo cy'amavuko • Icyemezo cy'uko ababyeyi bashakanye • Kopi y'indangamuntu z'ababyeyi	1.200 Frw	Uwo munsi
2.	**KWAKIRA NO GUKEMURIRWA IKIBAZO**	• Ikibazo kibanza gushyikirizwa Umudugudu • Iyo kidakemutse. Ubuyobozi bw'Umudugudu bwandika uko byagenze mu "ikayi y'Umuturage", bukacyohereza ku Kagari. • Cyakora iyo ari ikibazo cyihutirwa cyangwa kijyanye n'umutekano, Akagari kagikemura ako kanya	Ntayo	Biterwa n'uko ikibazo giteye, iriko iyo bishoboka gikemurwa uwo munsi

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3.	**Gutanga icyemezo gisaba gutererwa kashe mpuruza ku manza za Gacaca**	Inyandiko mvugo y'urubanza	Ntayo	Ariko iyo amakuru abonetse, ntibigomba kurenza ibyumweru bibiri (2)
4.	**Kurangirizwa urubanza n'izindi mpapuro ziriho kashe mpuruza**	Impapuro z'imyanzuro y'urubanza ziriho kashe mpuruza	Ntayo	Imyanzuro y'urubanza imenyeshwa urundi ruhande mu gihe kitarenze icyumweru,igashyirwa mu bikorwa n'Umunyamabanga Nshingwabikorwa w'Akagari mu gihe kitarenze iminsi cumi n'itanu (15) uhereye igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).
5.	**Icyemezo cy'abashaka kwiyandikisha gusaba indangamuntu bwa mbere**	Inyandiko yerekana itariki y'amavuko	Ntayo	Uwo munsi

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6.	**Gusaba icyemezo cy'uko umuntu ari ingaragu**	• Abantu batatu babihamya mu nyandiko imbere y'Umunyamabanga nshingwabikorwa w'Akagari • Ibi kandi bishobora no gukorerwa imbere y'Umuyobozi w'Umudugudu akabisinyira	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
7.	**Gushyirwa ku rutonde rw'abatishoboye**	Kuba uri mu cyiciro cya mbere cy'Ubudehe. Ku badafite icyiciro, cyangwa bashyizwe mu cyiciro kitari cyo, Inama y'Umudugudu iraterana ikemeza icyiciro cyabo	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
8.	**Icyemezo cy'uko umuntu yapfuye**	• Ikayi y'Umuturage yanditswemo n'Ubuyobozi bw'Umudugudu buhamya ayo makuru; • Inyandiko yo kwa muganga ku muntu utapfiriye mu rugo	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
9.	**Gufasha abatishoboye mu buryo butandukanye**	Kuba uri mu cyiciro cya mbere cy'Ubudehe	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
10.	**Icyemezo cyemerera umuntu kubaka no gusana**	• Icyemezo cy'ubutaka • Raporo y'Akagari y'isura ry'ikibanza cyangwa inzu igomba gusanwa	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe

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11.	**Icyemezo cy'uko umuntu yabuze ibyangombwa n'izindi mpapuro**	Ikayi y'Umuturage yanditswemo n'Ubuyobozi bw'Umudugudu bubihamya	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
12.	**Kumenyesha uwaburanye adahari imyanzuro y'urukiko**	Impapuro z'imyanzuro y'urubanza	Ntayo	Mu munsi 10
13.	**Gusinyisha inzandiko z'abahamagajwe n'inkiko**	Impapuro zitumira kwitaba urukiko	Ntayo	Imunsi 8 mbere yo kwitaba mu rukiko
14.	**Icyemezo cy'amavuko**	• Ikayi y'Umuturage yanditsemo amakuru yatanzwe n'Ubuyobozi bw'Umudugudu • Inyandiko ya muganga ku bana batavukiye mu rugo • Icyemezo cy'urukiko ku bana batigeze bandikishwa mu biro by'irangamimerere	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
15.	**Icyemezo gihesha icyangombwa cy'umutungo**	• Ikayi y'Umuturage yanditsemo amakuru yatanzwe n'Ubuyobozi bw'Umudugudu • Indangamuntu	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe

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16.	**Icyemezo cy'uwarokotse jenoside**	•Icyemezo cya komite y'abarokotse jenoside mu kagari •Indangamuntu	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
17.	**Icyemezo cy'irangamimerere nyuma yo gutandukana n'uwo bashakanye**	•Kopi y'Icyangombwa kimuranga (Indangamuntu cyangwa Pasiporo) •Kopi y'imyanzuro y'urukiko irebana n'ubutane iriho kashe mpuruza •Abantu batatu (3) bahamya mu nyandiko imbere y'Umunyamabanga Nshingwabikorwa ko yongeye cyangwa atongeye gushaka	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
18.	**Icyemezo cy'ubupfakazi (attestation de veuvage**	•Indangamuntu •Ikayi y'umuturage yanditsemo amakuru yatanzwe n'ubuyobozi bw'Umudugudu •Icyemezo cy'urupfu rw'uwo bari barashakanye •Abantu batatu (3) babihamya mu nyandiko imbere y'Umunyamabanga Nshingwabikorwa	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
19.	**Icyemezo cy'uko utuye mu kagari**	•Ikayi y'umudugudu itanga amakuru •Indangamuntu	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
20.	**Icyemezo cy'umwirondoro (attestation d'identite complete)**	•Indangamuntu •Ku bafite imyaka 16 batarabona irangamuntu hashingirwa ku ikayi y'Umuturage yanditsemo amakuru yatanzwe n'Ubuyobozi bw'Umudugudu	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
21.	**ICYEMEZO CY'USABA UBURENGANZIRA BWO KUBAKA MU MUDUGUDU**	• Icyangombwa cy'Ubutaka • Kuba aho ushaka kubaka haragenewe umudugudu	Ntayo	Uwo munsi
22.	**ICYEMEZO CY'UKO UTAFASHE IBYANGOMBWA BY'UBUTAKA BYA BURUNDU**	• Icyemezo cy'agateganyo gihabwa uwabaruriwe ubutaka	Ntayo	Uwo munsi

Icapiro

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Ugushyingo 2015

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Amafoto
GIZ/Claudia Wiens

Imbonerahamwe zihinnye za serivisi zateguwe na Minisiteri y'Ubutegetsi bw'Igihugu ku nkunga ya gahunda y'ikigo cy'Ubudajye gitsura amajyambere igamije gushyigikira politiki yo kwegereza ubuyobozi abaturage n'imiyoborere myiza (GIZ/Decentralisation and Good Governance Program).