REPUBULIKA Y'U RWANDA

MINISITERI Y'UBUTEGETSI BW'IGIHUGU

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

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DEUTSCHE ZUSAMMENARBEIT

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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 URUHUSHYA RWO KUJYA MU MAHANGA**	**Ku bantu bakuru** • kuzana inyemeza bwishyu y’amafaranga asabwa • 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**	• Ikayi y’umuturage yanditswemo n’ubuyobozi bw’Umudugudu	Ntayo	Biterwa n’uko ikibazo giteye, ariko 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	Bisaba gushakisha amakuru
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'Umunyabanga Nshingwabikorwa w'Akagari mu gihe kitarenze iminsi cumi n'itanu (15) kuva ku igihe urundi ruhande rwabimenyesherejwe. Gushyira mu bikorwa imyanzuro y'urubanza ntibishobora kurenza amezi atatu (3).
5.	**ICYEMEZO CY'ABASHAKA KWIYANDIKISHA GUSABA INDANGAMUNTU BWA MBERE**	Icyemezo cy'amavuko	Ntayo	Uwo munsi

NO	SERIVISI	IBISABWA	AMAFARANGA YISHYURWA	IGIHE NTARENGWA
6.	**GUSABA ICYEMEZO GIHESHA UMUNTU KUBONA ICYEMEZO CY'UKO ARI INGARAGU**	Abagabo batatu babihamya mu nyandiko imbere y' Umunyamabanga Nshingwabikorwa w'Akagari	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	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
8.	**GUSABA ICYEMEZO CY'UKO UMUNTU YAPFUYE**	Icyemezo cya muganga kibihamya	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
9.	**GUFASHA ABATISHOBOYE MU BURYO BUTANDUKANYE**	•Kuba uri mu cyiciro cya mbere cy'ubudehe •Kuba ubufasha buhari	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
10.	**ICYEMEZO CYO KUBAKA NO GUSANA**	Icyemezo cy'ubutaka	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe

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11.	**ICYEMEZO CY'UKO UMUNTU YABUZE IBYANGOMBWA N'IZINDI MPAPURO**	Ikayi y'umuturage	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	Iminsi 8 mbere yo kwitaba mu rukiko
14.	**ICYEMEZO GIHESHA ICYANGOMBWA CY'AMAVUKO**	• Ikayi y'umuturage yanditswemo n'ubuyobozi umudugudu • Irangamuntu	Ntayo	Uwo munsi iyo ibisabwa byose byubahirijwe
15.	**ICYEMEZO GIHESHA ICYANGOMBWA CY'UMUTUNGO**	• Ikayi y'umuturage yanditswemo n'ubuyobozi bw'Umudugudu • Irangamuntu	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**	• 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'umuturage yanditswemo n'ubuyobozi umudugudu • 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

Byakozwe na

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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).