I. KUVURA NO KWITA KU MATUNGO

a) Guhabwa icyemezo cyo kwimura amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ushaka kwimura amatungo ayajyana mu kandi karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga itungo (ubwoko, umyaka, ibara, igitsina, etc.), nyiraryo, aho riva n'aho rijya, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyiraryo
4) **Inzira binyuramo**	Akarere gatanga impushya zo kwimura amatungo uyajyana mu kandi karere. Umurenge utanga impushya zo kwimura amatungo uyajyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho amatungo ari. Icyemezo cyo kwimura amatungo kiba kiriho amabwiriza agomba kubahirizwa.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amafaranga 1,500frw ku nka imwe na 500 ku ntama ihene n'ingurube.
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

b) Guhabwa icyemezo cyo gutwara ibikomoka ku matungo hagati mu gihugu

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gutwara ibikomoka ku matungo abijyana mu kandi karere
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Icyemezo cy'umurenge kiriho ibiranga ibikomoka ku matungo (ubwoko, ingano, etc.), nyirabyo, aho biva n'aho bijyanywe, uburyo bwo kuritwara (imodoka na plaque zayo) - Impapuro zishyuriweho amafaranga asabwa - Indangamuntu ya nyirabyo
4) **Inzira binyuramo**	Akarere gatanga impushya zo gutwara ibikomoka ku matungo ubijyana mu kandi karere. Umurenge utanga impushya zo gutwara ibikomoka ku matungo ubijyana mu wundi murenge w'ako karere. Ubisaba yerekana icyemezo yahawe n'umurenge w'aho bituruka. Icyemezo kiba kiriho amabwiriza agomba kubahirizwa. Ku mata, amakusanyirizo y'amata ahabwa icyangombwa kimara nibura umwaka. Ku nyama, icyangombwa gitangwa na koperative y'ibagiro

	yabiherewe urushya (inyama ziterwaho kashe ahenshi) kikaba aricyo giherwaho mu gutanga uruhushya rwo kuzitwara. Imodoka itwara ibikomoka ku matungo igomba kuba yujuje ibisabwa(Kuba ifite ibirinda inyama iyo bibaye ngombwa). Icyangombwa gitangirwa igihe gito kugirango ibitwawe bitangirika.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Kugirango umurenge uguhe icyemezo wishyura amafaranga ari hagati ya 1.500 Frw na 5.000 Frw
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

c) Guhabwa inama ku mushinga w'ubworozi

1) **Uhabwa iyi serivise**	Umuntu wese ubushaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Ibaruwa isobanura uko umushinga uteye, nyirawo, aho ukorerwa, etc.
4) **Inzira binyuramo**	Wandikira Akarere ugatanga ibisonuro ku mushinga ukeneyeho inama, aho uri n'andi makuru yose yafasha mu kukugira inama. Inama itangwa umaze gusurwa na veterineri w'akarere ari kumwe n'uwo umurenge.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Usurwa mu cyumweru kimwe umaze kwandika. Igisubizo ugihabwa mu minsi 4 nyuma yo gusurwa.

d) Kugura intanga

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Kwishyura amafaranga y'intanga muri BNR kuri konti ya RAB ukerekana aho wishyuriye
4) **Inzira binyuramo**	Intanga zitangwa ku giciro cya RAB. Ubisaba iyo amaze kuriha ashyikiriza muganga w'amatungo w'Akarere impapuro yishyuriyeho akajya kumuzanira intanga kuri RAB. Intanga Akareregafite zikoreshwa gusa ku nka zatanzwe na gahunda ya Girinka. Ufite uruhushya rwa RAB rwo gutera intanga nk'uwikorera ashobora kugurisha no guterera intanga umworozi.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Hishyurwa hakurikijwe agiciro cy'intanga
7) **Igihe itangirwa**	Ku minsi yagenwe n'Akarere

8) **Igihe ntarengwa**	Uwo munsi

e) Kugenzura inyama n'ibikomoka ku matungo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Usaba agomba yarahawe uburenganzira na RAB bwo gutwara no gucuruza ibikomoka ku matungo
4) **Inzira binyuramo**	Inyama zigenzurirwa ku ibagiro n'aho zicururizwa. Ku mata, buri kusanyirizo rigira veterineri waryo. Igenzura rikorwa n'Akarere gafatanyije n'imirenge hamwe n'abashinzwe isuku.
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Hacibwa ibihano iyo hari ibituhahirijwe
7) **Igihe itangirwa**	Ku minsi yo gusura yagenwe n'Akarere
8) **Igihe ntarengwa**	Ako kanya

f) Icyangombwa cyo kuroba

1) **Uhabwa iyi serivise**	Koperative y'uburobyi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	- Kuba ufite cyangombwa cya koperative y'uburobyi - Gukoresha inshundura z'uburoyi zabigenewe kuri buri bwoko bw'amafi - Kwerekana aho uburobyi kukorerwa - Kuba ufite ubwishingizi (assurance) - Kuba abakozi bari muri mitiweri - Kugira amakoti yo kogana (gillet de sauvetage)
4) **Inzira binyuramo**	Icyangombwa gitangwa na RAB. Akarere gakora igenzura kakaba ari ko gasabira abarobyi muri RAB. Kuroba bikorwa muri koperative. Igenzura rikorwa n'Akarere, polisi bari hamwe na umukozi wa RAB mu karere ufite uburobyi mu nshingano ze
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Gahunda ya buri mwaka
8) **Igihe ntarengwa**	Icyumweru 1

g) Gupima ubuzima bw'amatungo

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuvuzi bw'amatungo
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Umworozi yegera veterineri w'Akarere cyangwa Umurenge. Umworozi ahuzwa na laburatwari ya RAB, bagafata ibipimo.

5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru 1

II. UBUHINZI N'UMUTUNGO KAMERE

a) Guhabwa inyongeramusaruro

1) **Uhabwa iyi serivise**	Abahinzi bagize itsinda
2) **Umukozi ubishinzwe**	Umukozi w'akarere ushinzwe ubuhinzi
3) **Ibisabwa**	Kuba mu itsinda rigomba guhinga igihingwa cyatoranijwe
4) **Inzira binyuramo**	Inyongeramusaruro zitangwa n'abikorera ku giti cyabo (agrodealers) babiherewe uruhushya. Hari abazitumiza mu mahanga batoranijwe na MINAGRI bahawe uturere bagomba kuzitangamo. Ba Agrodealers nibo bazidandaza ku bahizi (umwe kuri buri murenge). Abahizi bibumbira mu itsinda rya Twigiremuhinzi ari 15-20 babifashijwemo n'Akagari Socio-economic Development Officer (SEDO) n'abakangurambaga b'ubuhinzi ku mudugudu. Akagari kegeranya urutonde rw'abahinzi rukoherezwa ku murenge. urutonde ruhabwa „agrodealer" hariho inyongeramusaruro n'imbuto izakenerwa. Hakoreshwa „nkunganire" mu gufata inyongeramusaruro
5) **Izindi nzego unyuramo**	RAB
6) **Amafaranga yishyurwa**	Inyongeramusaruro zishyarwa n'umuhinzi 50% by'agaciro kazo. Ku mbuto umuhinzi atanga 25%. Amafaranga ahabwa agrodealer
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi kwa „agrodealer"

b) Guhabwa ubufasha ku mushinga w'ubuhinzi

1) **Uhabwa iyi serivise**	Umuhizi wese ubishaka
2) **Umukozi ubishinzwe**	Umukozi ushinzwe ubuhinzi
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Umuhinzi akora umushinga, yarangiza akaza ku karere bakamugira inama y'aho yakura ubufasha mu kuwushyira mu bikorwa. Umushinga usurwa n'Umukozi ushinzwe ubuhinzi akamugira inama akurikije uko asanze ibintu bihagaze.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00

8) **Igihe ntarengwa**	Uwo munsi

c) Gusaba uruhushya rwo gucukura kariyeri

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba n'umutungo kemere
3) **Ibisabwa**	Kuri kariyeri iri munsi ya 5 ha: - Ibaruwa isaba yandikiwe akarere bikamenyeshwa ku murenge - Ikarita y'aho ikirombe kiri - Inyandiko y'umushinga irambuye - Inyandiko irambuye isobanura uko hazabungwabungwa ibidukikije - Kuba atabereyemo umwenda RRA - Uruhushya rumara imyaka 5
4) **Inzira binyuramo**	Umunyamabanga nshingwabikorwa w'umurenge asaba impapuro Uruhushya rwo kurambagiza n'ubushakashatsi. Nyuma y'ubushakashatsi, ibisubizo byohereza muri Minisiteri ishinzwe mine na kariyeri Ibyo kujyana ku murenge: Ibaruwa yandikiwe umunyamabanga nshingwabikorwa w'umurenge, ikarita y'aho uzakorera yakozwe kandi yemejwe n'inzobere, imbanzirizamushinga, uburyo bwo kurinda aho hantu n'ibidukikije, n'aho uherereye. Iyo ikibanza giherereye mu karere kamwe, wandikira umunyamabanga nshingwabikorwa w'umurenge gihererereyemo, nawe akabimenyesha Akarere. Idosiye yawe ishyikirizwa MINIRENA.
5) **Izindi nzego unyuramo**	MINIRENA
6) **Amafaranga yishyurwa**	1. Kwishyura 50,000 Frw y'uruhushya rwo gucukura kariyeri igamije ubucuruzi, 2. Kwishyura 200,000frw ashyirwa mu isanduku ya Leta
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru 1

d) Gusaba inama ku bijyanye n'ibidukikije (ibishanga, ukoreshwa ry'ubutaka, mine, kariyeri, etc.)

1) **Uhabwa iyi serivise**	Umuntu wese ubikeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe Ibidukikije
3) **Ibisabwa**	Ntabyo
4) **Inzira binyuramo**	Uhamagara umukozi ubishinzwe cyangwa ukaza ku karere ugasobanura uko ikibazo giteye
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi

III. AMASHYAMBA

a) Gutanga uburenganzira bwo gusarura ishyamba => Hegitari 2

1) **Uhabwa iyi serivise**	Umuntu ufite ishyamba rya hegitari 2 kuzamura
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba mu karere
3) **Ibisabwa**	Urwandiko rusaba Icyangombwa cy'ubutaka Ku mashyamba ari munsi ya 5 ha Akarere gatanga inama gusa ku buryo bwo gusarura. Ku biti bidashibuka, usarura agaragaza aho azakura ingemwe zo kongera gutera ishyamba, uruhushya rumara amezi 3
4) **Inzira binyuramo**	Nyir'ishyamba asaba uburenganzira bwo gusarura ishyamba mu nyandiko. Umukozi w'akarere ushinzwe amashyamba aramusura. Iyo ishyamba rigejeje igihe cyo gusarurwa kandi amabwiriza yose yubahirijwe, hazuzwa ifishi yabigenewe uruhushya rugatanga. Iyo ari ibiti byaguzwe, wuzuza ifishi yabigenewe ku kagari igasinywaho n'umunyamabanga Nshingwabikorwa w'Akagari n'abagabo babibonye. Iyo fishi niyo iherekeza inyandiko isaba uruhushya rwo kubisarura. Nyir'ishyamba agomba kurindira imyaka ibiri iyo muri metero 20 hari irindi shyamba ryahasaruwe, nubwo ryaba ari iry'undi, kugirango amashyamba adatemerwa rimwe mu gace kamwe.
5) **Izindi nzego unyuramo**	Umurenge
6) **Amafaranga yishyurwa**	1. kwishyura biciye ku Irembo amafaranga 1500 ya serivisi, 2. kwishyura biciye ku Irembo amaf 10,000 y'amahoro yo

	gusarura ishyamba,
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi nyuma yo gusurwa

b) Guhabwa uburenganzira bwo gutwara ibikomoka ku mashyamba

1) **Uhabwa iyi serivise**	Umuntu wese ubukeneye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba
3) **Ibisabwa**	- Ubisaba agomba kuba afite icyangombwa cyo gusarura. - Uruhushya rutangwa hakurikije ingano y'ibisarurwa. Iyo ari bike, uruhushya rutangwa ku rugendo rumwe gusa - Uruhushya rumara ukwezi 1 kandi rugakoreshwa gusa ku bikomoka ku mashyamba rwatangiwe byonyine. - Usaba agomba kuba afite ipatanti y'ubucuruzi
4) **Inzira binyuramo**	Uburenganzira bwerekeye ibicuruzwa bigaragarizwa ku cyangombwa Uwaguze niwe usaba ucyemezo cyo gutwara ibikomoka ku mashyamba.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	1.000 Frw kuri toni no kuva 1500 frw y'uruhushya yishyurwa kuri konti y'Akarere
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi nyuma yo gusura ikibanza

c) Gusaba ingemwe z'ibiti

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye ingemwe cyangwa ufite ishyamba riteye
2) **Umukozi ubishinzwe**	Umukozi ushinzwe amashyamba
3) **Ibisabwa**	- Hakurikizwa gahunda y'amashyamba y'Akarere - Ku mashyamba y'abantu ku giti cyabo, ingemwe urazisaba zaboneka ukaziterera
4) **Inzira binyuramo**	Urutonde rwakorewe ku mudugudu rukemezwa n'akagari n'umurenge. Zitangirwa ubuntu
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Uwo munsi