UBUREZI

a) Gusaba uruhushya rwo gufungura ikigo cy'amashuri

1) **Uhabwa iyi serivise**	Umuntu wese ushaka gushyiraho ishuri ryigenga
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu karere
3) **Ibisabwa**	Inyandiko ibisaba yemejwe n'Umurenge Inyandiko y'umushinga irambuye Ibikorwaremezo(Inyubako yawe cyangwa wakodesheje), Ibikoresho, ibitabo, abarimu n'ibindi...
4) **Inzira binyuramo**	Wandikira Umuyobozi w'Akarere ugasobanura umushinga wawe. Inyandiko igomba kuba iriho umukono w'umurenge (sous couvert) w'aho ishuri rizakorera, kandi igaherekezwa n'inyandiko irambuye y'umushinga ubwawo. Umushinga w'Ishuri usurwa n'umukozi ushinzwe uburezi ku karere. Raporo y'isura ishyikirizwa Nyobozi y'Akarere kugirango iyisuzume, ikazashyirwa ku murungo w'ibyigwa n'inama njyanama y'akarere. Inama njyanama niyo itanga icyemezo cy'agateganyo iyo ibisabwa byubahirijwe, umwanzuro wa nyuma ugatangwa na REB cyangwa WDA (Itegeko rigenga amashuri y'incuce, abanza, n'ayisumbuye ryo muri 2012. Iteka rya Perezida ryo muri 2009, art 21).
5) **Izindi nzego unyuramo**	Umurenge, REB cyangwa WDA
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Mu mezi atatu (kugirango inama njyanama y'Akarere ibisuzume)

a) Gusaba guhindurirwa ikigo cy'ishuri

1) **Uhabwa iyi serivise**	Umunyeshuri wese wiga mu ishuri rya Leta
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu karere
3) **Ibisabwa**	Ibaruwa isaba yometseho ikigo wifuza kujyaho ko gifite uwo mwanya Inyemezamanota y'ikigo wigamo
4) **Inzira binyuramo**	Wandikira Akarere usobanura impamvu ushaka guhindura ikiga ugatanga indangamanota wahawe n'aho wigaga (amashuri yisumbuye). Ku mashuri abanza ubisaba ajya kubisab ku ishuri ashaka kwimukiramo.
5) **Izindi nzego unyuramo**	Indangamanota y'ishuri wigagamo n'ishuri wifuza kwimurirwamo
6) **Amafaranga yishyurwa**	Ntayo

7) **Igihe itangirwa**	Umwaka w'amashuri urangiye (amezi abiri mbere y'uko undi utangira, mu kwa 11-12) niho abasaba guhindurirwa ikigo babisaba, mu masaha y'akazi.
8) **Igihe ntarengwa**	Ukwezi kumwe

b) Gusaba akazi k'ubwarimu

1) **Uhabwa iyi serivise**	Ubikeneye wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu karere
3) **Ibisabwa**	- Urwandiko rubisaba - Impamyabumenyi iriho umukono wa noteri - Ifishi yujuje ya Komisiyo y'abakozi ba Leta
4) **Inzira binyuramo**	Wandikira Akarere, ugatanga kopi y'impamyabumenyi iriho umukono wa noteri, ukuzuza ifishi ya komisiyo y'abakozi ba Leta.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Umwaka wose, mu minsi y'akazi
8) **Igihe ntarengwa**	Icyumweru kimwe kugeza ku kwezi

c) Gusaba inkunga y'uburezi

1) **Uhabwa iyi serivise**	Ubikeneye wese
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi
3) **Ibisabwa**	- Urwandiko rubisaba ruriho umukono w'Umurenge - Icyemezo cy'uko utishoboye - Indangamanota yatanzwe n'ishuri wigamo
4) **Inzira binyuramo**	Wandikira akarere, Umurenge ukagusinyira sous-couvert. Utanga icyemezo cy'uko utishoboye n'indangamanota
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru kimwe

a) Icyemezo cyo kuba warize gusoma no kwandika

1) **Uhabwa iyi serivise**	Utanga amahugurwa (ONG, Koperative, etc.)
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi
3) **Ibisabwa**	Urwandiko rusaba Urutonde rw'abantu barangije amahugurwa yo gusoma no kwandika

4) **Inzira binyuramo**	Akarere kamenyeshwa n'umurenge cyangwa akagari igihe amahugurwa yo gusoma no kwandika atangiye. Iyo arangiye, utanga amahugurwa yo gusomano kwandika yandikira akarere agatanga urutonde rw'abarangije amahugurwa. Akarere kabandikira ibyemezo.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugera 17h00
8) **Igihe ntarengwa**	Icyumweru kimwe

a) Kwakira abakeneye amakuru kw'ibarurishamibare ry'uburezi

1) **Uhabwa iyi serivise**	Umuntu wese ukeneye amakuru y'ibarurishamibare ku burezi
2) **Umukozi ubishinzwe**	Umukozi ushinzwe uburezi mu Karere
3) **Ibisabwa**	Ibaruwa isaba yanditswe n'ikigo isabira uwo muntu amakuru y'ibarurishamibare ku burezi
4) **Inzira binyuramo**	Imibare ku burezi ikusanywa buri mwaka mu mashuri: igitsina, ababana n'ubumuga, ibikoresho, etc. Imibare itangwa hakurije ibyasabwe.
5) **Izindi nzego unyuramo**	Ntazo
6) **Amafaranga yishyurwa**	Ntayo
7) **Igihe itangirwa**	Mu minsi y'akazi kuva 7h00 kugeza 17h00
8) **Igihe ntarengwa**	Ako kanya