Pour le DGJ → SDGJ pour classt

U.D

INYANDIKO-MVUGO Y'INAMA YAHUJE ABAKOZI
B'UBUYOBOZI BUKURU BW'AMAKOPERATIVE KU
ITALIKI 7 MATA 1986.

Umuyobozi mukuru wa za Koperative Milita MBATEYE Thomas niwe wali ayoboye iyo nama yali iteraniwemo n'abakozi bose.
Ayitangiza yabwiye abakozi ayobora ko agirango abagezeho ibintu bimwe na bimwe byagezweho n'inama zo kuwa 24.3.86 no kuwa 4.4.86 zali ziteraniwemo n'abakuru b'imilimo muli Ministeri.
Ibyagezweho akaba ali ibi bikulikira:

1. Iminsi yo gukora ibintu bimwe na bimwe

Kugirango umuntu wo hanze utumiwe muli Ministeri abone igihe cyo kwitegura natwe dutegure icyo tuzamubwira,ilyo tumira ligomba gukorwa mu minsi nibura cumi n'ibili (12 jours) ku bali i Kigali na cumi n'itanu (15 jours) mu ayandi ma Prefegitura.

Kwandika amabaruwa byo bigomba gufata iminsi itali hejuru y'itandatu. Uwandikisha imashini (dactylographe) agashyiraho kandi inyuguti ziranga amazina ye (initiales) kugirango ashobore kumenyekana.

2. Kwibutsa Abakozi icyo bashinzwe

Akazi kanditse (attributions) kagarukira ku rwego rwa chef de bureau. Aliko buli wese agomba kugira programu ye nk'uko inama yo kuwa 31 Ukuboza 1985 yali yabisabye.
Ntabwo umukozi agomba kuva mu rugo aje kwaka akazi, agomba kuza azi icyo agomba gutangilirahe. Abali mu nama basanze nk'uko Umuyobozi mukuru yali abibabwiye hakwiye kujya hakorwa ihugurwa (formation Interne) abakozi bakajya bahura nk'umunsi umwe nyuma ya saa sita. Ibyo bikazatuma nibura bavuga ururimi rumwe ku byerekeye imilimo bashinzwe yo guteza imbere za Koperative. Aha Umuyobozi mukuru yamenyesheje ko ingendo akora zamweretse ko Abakozi ba P.L.C.S na Bureau Contrôle badakora kandi batumva bimwe muli Comptabilité. Kandi ibyo ntibikwiye.
Ibyo by'ihugurwa kugirango bishoboke hagomba ibarura ly'ibyangombwa (uzahugurwa n'icyo azahugurwamo). Ibyo byashinzwe abakozi bakulikira : MUHUTU Gabriël, MUGABO J. Pierre, HITIMANA Boniface, na KALISONI Rose

3. Kubahiliza akazi

Ku byerekeye kubahiliza akazi,Milita MBATEYE yamenyesheje abakozi ko Ministeri yasabye ko buli muntu aba "responsable" kugirango yiheshe agaciro n'akazi ke karusheho gutungana.

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Umukozi agomba gukora akazi kuko aliko kaba kamuzanye. Birababaje kubona umuntu adakora akazi ke akabuza nabo bakorana gukora.
Urugero rwatanzwe ni urw'umukozi wakwilirwa asakuza, ejo yabisanga kuli bulletin de signalement agataka ngo baramwanga kandi nawe azi ko abikora.

IBYIFUZO N'IBIBAZO

1. Gusobanura amabwiliza

Dosiye zimwe na zimwe zigera ku bagomba kuzikora ubona nta mabwiliza ahagije aliho. Ibyo bigatuma batumva neza icyo bayakoraho.
Umuyobozi Mukuru yasabye abakuru b'Imilimo kujya basobanulira abakozi babo bihagije kandi buli wese agomba gukora dosiye ayitayeho, akumva ko niyo chef de Bureau atahaba iyo dosiye yayereka n'inzego zo hejuru.
Gukora umuntu ahushura ngo chef azabikosora ntabwo byali bikwiye.

2. Classement itunganye

Secrétariat ifite amadosiye menshi ibitse, n'abaza kuyarebamo ni benshi. Niyo mpamvu yagombye kugira classement itunganye, ntusange urwandiko rwo muli 84 ruli hejuru y'urwo muli 86.
Secrétariat isabwa gukora inventaire nyayo kubulyo umuntu areba muli dosiye ikamwereka uko ibintu byagiye bikulikirana.
Abakozi bashinzwe kubika amadosiye (classement) basabwe kwiga neza ubulyo bunononsoye bwo kubikora. No gutira hakaboneka ubulyo bwiza bwo gukorana na DIRPLAN kuko mu byerekeye za Koperative usanga igongana na Secrétariat.

3. Gukorana na "Gestion des Crédits "

Inama yasanze hali hakwiye umuntu umwe wo gukorana na Gestion (correspondant) kugira ngo akajagari ko kubaho.
Kandi kubera programu yihaliye y'uyu mwaka, hagakorwa inventaire y'ibintu bikenewe noneho gestion igakora "Commande spéciale" y'Ubuyobozi bukuru bw'Amakoperative.

4. Kontroli

Abakozi bajya mu butumwa hanze bahura n'ibintu binyuranya (contradictions) n'ibyo bo bazi kandi bakoresha bitewe n'Imilyango n'ibigo bigira uruhare mu makoperative (IWACU, CSC.........).
Bagomba rero kujya babyandika bakazabikoranya noneho hakajyibwa impaka ku bulyo haboneka umwanzuro utanga imikorere ihuje.

Kuli iyi ngingo, Umuyobozi mukuru yasabye abajya mu butumwa ko bajya babanza kubutegura mu kubagasoma dosiye ya Koperative.

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Niba ugiye gusura Koperative (Contrôle) banza urebe ko ali Koperative koko. Ubasabe registre y'Abanyamulyango, amakarita, urebe ko bakora inama, urebe n'ibindi byose birebana n'Amahame-remezo ya Koperative.

Milita Mbateye yasoje iyi ngingo yibutsa ko kujya muli Mission atali ukujya kuzana ibibazo. Hali ibibazo umuntu yakemulirayo ibinaniranye bigashyikilizwa abakuru aliko haliho na "propositions de solutions".

Inama yarangije imilimo yayo Saa tanu n'iminota 25. Isozwa na Prezida wayo asaba abakozi kongera discipline no kubahiliza ibyavuzwe byose.

Umwanditsi:

MUGABO J. Pierre

Prezida w'Inama :

MBATEYE Thomas