DGJ → SDGJ pour classt.

DIRECTION GENERALE DU
MOUVEMENT COOPERATIF
C/o MIJEUCOOP
B.P. 1044 KIGALI.-

INYANDIKO-MVUGO Y'INAMA YAHUJE ABAKOZI B'UBUYOBOZI BUKURU BW'AMAKOPERATIVE KU ITALIKI YA 16 MUTARAMA 1986.-

Inama yatangiye saa munani n'iminota makumyabili n'itanu (14 H 25'); iyobowe n'Umuyobozi Mukuru wa za Koperative muli Ministeri y'Urubyiruko no Gutsura za Koperative, Milita MBATEYE Tomasi.

Ku murongo w'ibyigwa hali ibi bikulikira :

- Ibyo buli mukozi ashinzwe (attributions).
- Programu muli 1986.
- Ibinyuranye (Divers).

Atangira inama, Umuyobozi Mukuru yibukije ko ku italiki ya 31 Ukuboza 1985 yagize ikiganiro n'abakozi bali bahali.
Icyo kiganiro cyali kigamije kwifulizanya umwaka muhire no kurebera hamwe ibyakozwe.
Muli icyo kiganiro hagaragaye ko akazi kose kagenze neza nk'uko byavuzwe n'umwe wavugiye abakozi.
Aliko yongeyeho ko ikitaragenze neza ali imikoreshereze y'imodoka. Ibyo bikaba byaragaragaye mu gihe cy'imvura iyo abategetsi bataha bagasiga abakozi babo ku kazi. Yifuje ko igihe nk'icyo imodoka zajya zigeza abantu aho bisi zihagarara.
Muli iki kibazo abali mu nama bemeranyije ko icyo kibazo kizigwa neza kikabazwa mu nama ya selire.

Ku byerekeye imodoka, Umubozi Mukuru yasabye abakozi ko bazajya bavuga programu bararanye igomba imodoka kugirango programu zishobora guhuzwa zihuzwe. Yababwiye, arangiza, ko kugirango umwaka ube mwiza umuntu agomba kugira ubuzima bwiza no kubana n'abandi neza. Akaba abibifulije.

1. Imilimo ya buli mukozi :

Mu nama abakuru b'imilimo (chefs de service) bagize taliki ya 30 n'iya 31 Ukuboza 1985 bashyizeho ibyo buli mukozi agomba gukora. Mbere yuko inama yo kuwa 16 Mutarama 1986 itangira, buli mukozi yali afite inyandiko-mvugo y'iyo nama ya mbere.
Diregiteri Jenerali yasabye ufite ikibazo ko yabaza ahereye ku byanditse muli iyo nyandiko.
Hafi abakozi bose bumvaga neza akazi bashinzwe, habajijwe ibibazo byerekeye ikoreshwa ly'imashini.

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Abali mu nama bumvikana ko : nta muntu ugomba gukoresha imashini bitali mu kazi ahabwa muli iyo nyandiko, nta mwanditsi ugomba kwandika ibintu byo ku ruhande kandi ibinyuze mu nzira bitegereje.
Ku banditsi (dactylographes) basanzwe hiyongereyeho MUKAMITALI Marie-Claire uzakora nk'abandi na MUKABASEBYA Césarie uzakora akazi koroheje ka P.L.C.S.

Abakozi bo mu biro bishinzwe "Formation" bamaze kugaragaza ko akazi kabo ali kenshi cyane, Diregiteri Jenerali yabemereye gukura umukozi umwe mu bashya mu Biro bishinzwe "Contrôle" akamubaha kugirango akazi karusheho gutungana.

2. <u>Programu mu mwaka w'i 1986</u> :

Koperative zigomba kurushaho kwifashisha abakozi bazili hafi bityo "tournées" zikagabanuka.
Abashinzwe kuzishakira amasoko no kwiga amadosiye yazo yaka inguzanyo bakarushaho kubikora neza kandi vuba.

Kuli iyi ngingo, Umuyobozi Mukuru yasabye buli mukozi ko yakora ka programu mu kazi ke hanyuma akagasuzuma hamwe nabo bakorana. Bityo hakaba programu twese duhuliyeho.
Yibukije kandi buli wese ko agomba kuba "responsable", asaba ko urusaku mu biro rwagabanuka kuko rutuma hatabaho itandukanilizo ly'abakozi n'abantu bazerera muli "Quartier Commercial".
Urwo rusaku rukaba rwabera urugero rubi abantu bo hanze bazi ko dukora mu biro.
Iyi ngingo yasojwe humvikanye ko buli mukozi agomba gukora nk'uwikorerera kandi usohotse agasiga avuze aho agiye.

3. <u>Ibinyuranye (divers)</u> :

a) <u>Ihererekanya ly'amadosiye</u>

Inama yasanze ilyo hererekanya ligomba kurushaho kwihuta. Kandi Umukuru (chef de service) agasobanura neza impamvu yafashe uruhande uru n'uru. Abakozi bakagabanya udupapuro duto bashyira ku madosiye, hasabwa ko uwa mbere yajya akoresha urupapuro ruhagije abandi bakabona aho bandika.

b) "<u>Rédaction</u>"

Ku byerekeye kwandika nk'ibaruwa cyangwa se ikindi, Diregiteri Jenerali yasabye ko gukora bya "Nyirarureshwa" byavaho umuntu agakora ikintu agishyizeho umutima akagisoma mbere yo kugitanga, akagiha impamvu (objet) nk'uko Ministri yabyifuje mu nama yo kuwa 15 Mutarama 1986. Anibutsa ko uko umuntu akora akazi ashinzwe ali byo bizamuhesha agaciro nk'uko tubyigishwa na Manifeste ya Muvoma yacu.

c) Risiturune mu makoperative

Muli iyi nama, hagaragaye ko muli uyu mwaka ali ngombwa gushimisha abanyamulyango.

Ingorane zagaragaye ni izi :

- abanyamulyango benshi : aha rero hagomba amakarita kugirango risiturune zitangwe. Izo karita zili mu nzira zo kuboneka.
- Kontabilite : amakoperative menshi ntakora kontabilite, ibyo bikaba byatera ingorane mu mibalire y'izo risiturune.

Aho abanyamulyango ali benshi, bagera kuli komini yose, baba baranditswe hakulikijwe za segiteri. Itangwa ly'izo risiturune lishobora nalyo gukulikiza izo segiteri.

Akanama kashyizweho kagomba kwiga ibyerekeye izo risiturune kasabwe kwihutisha imilimo yako. Hali aho izo risiturune zitangwa gashobora rero kureba uko bikorwa umuntu akaba yabiheraho.

Izo risiturune akamaro kazo ni ugukundisha abanyamulyango koperative yabo na bo bakumva ko hali icyo barusha abatayilimo.

d) Irushanwa mu makoperative (concours coopératif)

- Uko lizagenda : Amakoperative aziyandikisha kwa Ankadereri wa Perefegitura. Akore akanama ko kujonjora noneho yohereze lisiti ya za koperative zishobora gusurwa koko.
- Ingingo z'irushanwa (critères) : zizanononsorwa n'akanama kagomba kujyaho mu maguru mashya.
  Aha abantu bamwe bibajije niba hazarushanwa koperative dufitiye dosiye gusa cyangwa n'izindi zaba zikora neza.
  Inama yasanze koperative yose ikora neza yagombye kuba ifite dosiye yayo muli Ministeri bityo ikaba ikulikije amategeko.

Inama yarangije imilimo yayo saa kumi n'iminota icumi (16 H 10'), Milita MBATEYE Tomasi ashimira abakozi ubwitonzi bayikulikiranye n'uko bazitangira ibyayivugiwemo.

Umwanditsi:

MUGABO Jean-Pierre

Prezida:

MBATEYE Thomas