

IBIGENDERWAHO MU GUTEGURA RAPORO Y'UMWAKA Y'ABATANGA SERIVISI Z'ISUKU

Raporo yuzuye igomba kuba igizwe n'ibi bikurikira:

A. Ibaruwa itanga raporo

B. Urupapuro rubanza rwerekana:

- ✓ Ikirangantego cy'utanga serivisi, amazina n'aho abarizwa
- ✓ Inyito: Raporo y'umwaka wa 2015 (Raporo itangwa ni iyo kuva mu kwa mbere kugeza mu kwa cumi n'abiri)
- ✓ Itariki raporo itangiweho (Itariki ntarengwa yo gutanga raporo y'umwaka ni iya 31 Werurwe)

C. Raporo mu rwego rwa tekiniki

Aha utanga serivisi agaragaza ibikorwa yakoze n'uburyo byakozwemo. Iki gice kibanda cyane kuri ibi bikurikira:

- ✓ Serivisi z'isuku atanga (gukora isuku mu nyubako, gutunganya no kwita ku busitani, gusukura imihanda,.....)
- ✓ Umubare w'abakozi bose b'utanga serivisi: Abakozi bo mu biro (Administrative staff) ni bangahe, abakozi ba tekiniki (technical staff including supervisors and cleaners) ni bangahe?
- ✓ Amakuru ku masezerano yo gukora isuku (ari amasezerano akiriho ndetse n'ayarangiye mu gihe gitangirwa raporo. Raporo kandi igomba kugaragaza neza itariki, ukwezi n'umwaka buri masezerano yatangiye n'igihe azarangirira/yarangiye)

Umufatabuguzi	Igihe cy'amasezerano		Umubare w'abakozi	Agaciro k'amasezerano (kugaragaza niba hakubiyemo imisoro)
	Kuva	Kugera		
1.				
2.				
3.				

4.				
5.				
.....				

✓ Uburyo bukoreshwa mu kurinda no kurengera ubuzima n'umutekano w'abakozi :

1. Guhugura abakozi (abashya ndetse n'abasanze mu kazi)

Amahugurwa (Icyo bahuguwemo)	Umubare w'abahuguwe	Izina ry'ikigo/ umuntu wahuguye abakozi

2. Imyambaro n'ibikoresho birinda abakozi mu kazi

Imyambaro/ibikoresho	Umubare w'abakozi bafiye iyo myambaro/ibikoresho
1.	
2.	
3.	
4.	
5.	

3. Ubwishingizi bwo kwivuza bukoreshwa

Ubwoko bw'ubwishingizi	Umubare w'abakozi bafite ubwo bwishingizi

4. Umubare w'abakozi bishyurirwa umusanzu w'ubwiteganyirize bw'abakozi (RSSB):
(Omekaho ilisiti y'abo bakozi n'icyemezo cyo kutabamo umwenda bitangwa na RSSB)
5. Ubundi buryo bukoreshwa mu kwirinda no gukumira impanuka

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- ✓ Ibibazo byagaraye hagati y'ikigo (utanga serivisi z'isuku) n'abafatabuguzi n'uburyo byakemuwe

Ubwoko bw'ibibazo	Ibibazo byakiriwe	Ibyakemutse	Ibitarakemutse	Icyo ubivugaho

D. Raporo ku mikoreshereze y'imari n'umutungo

Iyi itanga amakuru ku mikoreshereze y'imari mu gihe gitangirwa raporo kandi igomba kuba ihuye n'itangwa ku kigo cy'igihugu cy'imisoro n'amahoro. Iki gice cya raporo kigizwe nibi bikurikira.

- Ifoto y'umutungo
- Konti y'itubya n'itubura mutungo
- Urutonde rw'ibikoresho biramba n'ubwisazure bwabyo
- Inyandiko isobanura imikoreshereze y'imari

E. Imbogamizi n'ingamba zafashwe

Iki gice kigaragaza imbogamizi mwahuye nazo mu kazi n'ingamba mwafashe mu kuzikemura

Imbogamizi	Ingamba zafashwe

E. Ibyifuzo (Icyo musaba Urwego Ngenzuramikorere)

1.
2.
3.
4.
5.

N.B:

- Buri rupapuro rwa raporo rugomba kuba rusinyeho kandi ruteweho kashi,
- Raporo igomba kuba ikoze nk'agatabo, impapuro zose zifatanyije.