

# NATIONAL CONSTRUCTION INDUSTRY COUNCIL (NCIC) SERVICE CHARTER

## KAYEZGERO KA KAGWILIRO KITHU KA NTCHITO

### Wupu wa NCIC wukurayizga:

- Kugwira ntchito mwa ntchindi, kweneso mwakowwira wanthu wose
- Kuzgora ma telefoni ghake mwaluwiro nakupereka mazgolo pambere pandajumphe ma minisi 10
  - Kowwira wanthu wose mwaluwiro usange wafika ku ma ofesi ghithu
  - Kufika ku ma ungoro panyengo yake, kweneso mwakwenelera
- Kumanyiska mwaluwiro wanthu wose para ma ungoro ghatondeka, panyake kusinthika
- Kuzgora makalata pambere pandajumphe madazi ghankhonde ghakugwilira ntchito, nakuwamanyiska mwaluwiro usange pakukhumbika nyengo yakusazgirapo
  - Kulemba marango, kweneso ndondomeko zinyake zose mu Gazette yaboma, kweneso pa makina ghake gha pa Website

	NTCHITO IZO TIKUCHITA	VYAKUYENEREZGA	MTENGO	UTALI WA NYENGO YAKUGWILIRA NTCHITO
<b>1</b>	<b>KULEMBESKA KAMPANI ZA VYAKUZENGAZENGA</b>			
i	Kusandasanda makalata ghakulembeskerera Kuwananyiska zgoro kufuma ku NCIC	<ul style="list-style-type: none"> <li>• Kupereka ma fomu ghakulembeskerera ghakulembeskerera makora</li> <li>• Kuzomerezga kuti NCIC yizakayendere kampani yinu</li> <li>• Kukhara na nthowa zakukhwaskirana (telefoni, adiresi ya ku post office, navinyakhe vyantheura)</li> <li>• Kulipira ndarama yakupangira kasandasanda makalata ghakulembeskerera</li> </ul>	Ndarama zakulipira zikupambanapambana mwakulingana na karasi ya kampani iyo mukurembeska	Madazi 38 ghakugwilira ntchito, panji kucheperako
ii	Kupereka satifiketi kwa kampani izo zarembeska	<ul style="list-style-type: none"> <li>• Kuwa na karata yakumuzomerezgani kurembeska kampani yakufumira ku NCIC</li> <li>• Kulipira ndalama yakurembeskerera</li> </ul>	Ndarama zakulipira zikupambanapambana mwakulingana na karasi ya kampani iyo mukurembeska	Madazi 14 ghakugwilira ntchito, panji kucheperako
iii	Kuperekaso ma satifiketi agho ghaleka kugwira ntchito	<ul style="list-style-type: none"> <li>• Satifiketi ya msonkho (Tax Clearance Certificate)</li> <li>• Ma satifiketi gha ku mawupu gha nkhwantha za ntchito</li> <li>• Kulipira ndarama za pachirimika</li> </ul>	Ndarama zakulipira zikupambanapambana mwakulingana na karasi ya kampani iyo mukurembeska	Ora limoza
iv	Kumanyiska wanthu vya mndandanda wa makampani ghose agho ghalembeska - Kupereka usange munthu wapempha	• Kupempha ku wupu wa NCIC	Kwambura kulipira	• Para munthu wapempha – nyengo yeneyiyo
		• Kuwa na mwaWi wa intaneti	Kwambura kulipira	• Pa Website – Kamoza pa mwezi

	<ul style="list-style-type: none"> <li>- Kuwika mndandanda pa website ya NCIC</li> <li>- Kupereka mndandanda kwa Anduna</li> <li>- Kuwika mu nyuzipepara, kweneso mu <i>Gazette</i></li> </ul>	<ul style="list-style-type: none"> <li>• Kuwa na mwaŵi wa ofesi ya Anduna</li> </ul>	Kwambura kulipira	<ul style="list-style-type: none"> <li>• Kupereka ku ofesi ya Anduna - kamoza pa miyezi yitatu yiliyose</li> </ul>
		<ul style="list-style-type: none"> <li>• Kuwa na mwaŵi wa nyuzipepara panyake Gazette</li> </ul>	Kwambura kulipira	<ul style="list-style-type: none"> <li>• Kuwika mu nyuzipepara panyake mu Gazette - kamoza pa chirimika</li> </ul>
<b>2</b>	<b>KUMAZGA MADANDAWULO</b>			
i	Kuzomerezga kuti tapokera madandawulo	<ul style="list-style-type: none"> <li>• Kupereka dandaulo kwizira mu karata panyake fomu yakuperekerera madandawulo</li> </ul>	Kwambura kulipira	Madazi ghankhonde ghakugwilira ntchito, panji kucheperako
ii	Kupereka zgoro pa madandawulo agho tapokera	Paliye chilichose	Kwambura kulipira	Madazi 14 ghakugwilira ntchito, panji kucheperako
<b>3</b>	<b>KWERUZGA MPHINDANO</b>			
i	Kweruzga mphindano	<ul style="list-style-type: none"> <li>• Kupempha wupu wa NCIC kuti wowwirepo kweruzga mphindano pakulemba karata ku NCIC</li> <li>• Kukhala na mwaŵi wa maungano panyake vidumbirano</li> </ul>	Kwambura kulipira	Madazi ghakupambanapambana na umo mphindano yiliri
<b>4</b>	<b>KUPEREKAPO MAHARA GHA KAZENGERO KA VINTHU</b>			
i	Kupereka mahara gha kazengero ka vinthu vyakupambanapambana	<ul style="list-style-type: none"> <li>• Kupempha ku NCIC kuti yiperekepo mahara ghake</li> </ul>	Kwambura kulipira	<ul style="list-style-type: none"> <li>• Kwizira pa telefoni – nyengo yeneyiyo</li> <li>• Karata ya pa kompyuta (Email) – madazi ghatatu panyake kucheperako</li> <li>• Karata – madazi ghankhonde, panyake kucheperako</li> </ul>
<b>5</b>	<b>KUKHWIMISKA MARANGO</b>			
i	Kupanga kasandasanda wakuti NCIC yizomerezgeso kuti ntchito iyo yikayimiska ya kuzengazenga yiyambeso	<ul style="list-style-type: none"> <li>• Kutumizga pempho ku NCIC</li> <li>• Kutumizga ukaboni wakuwoneska kuti mwafiska vyose ivyo vikachitiska kuti ntchito yiyime</li> </ul>	Malipiro ghake ghakupambanapambana	Madazi ghankhonde, panyake kucheperako
<b>6</b>	<b>KULEMBESKA MA PROJEKITI GHOSE GHA VYA KUZENGAZENGA</b>			
i	Kulembeska ma Projekiti	<ul style="list-style-type: none"> <li>- Kupereka ku NCIC vyose vyakukhwaskana na projekiti kwizira mu ma fomu, panyake karata</li> </ul>	Kwambura kulipira	Madazi ghatatu, panyake kucheperako
<b>7</b>	<b>KUCHITISKA MASAMBIRO GHAKUPAMBANAPAMBANA GHA VYA KUZENGAZENGA</b>			
i	Masambiro gha ŵamisiri ŵakuzengazenga (Foremanship)	<ul style="list-style-type: none"> <li>• Kupereka makarata ghakufumbira malo gha masambiro</li> <li>• Kukwera viringwa vyakusangira malo gha masambiro</li> </ul>	<ul style="list-style-type: none"> <li>• Masambiro ghakukhalira kwenekuko ku NCIC – K350, 000</li> <li>• Masambiro ghakuchita kuyendera – K300, 000</li> </ul>	Chirimika chimoza

		<ul style="list-style-type: none"> <li>• Kurembeska kuti mwambepo kusambira</li> <li>• Kulipira ndalama za masambiro (fees)</li> </ul>		
ii	Masambiro gha madazi ghachoko (Short Courses)	<ul style="list-style-type: none"> <li>• Kupereka makarata ghakufumbira masambiro</li> <li>• Kulipira ndalama za masambiro (fees)</li> </ul>	Malipiro ghake ghakupambanapambana	Sabata yimoza
iii	Masambiro ghakusazgirapo unkhwantha pa ntchito	<ul style="list-style-type: none"> <li>• Kupereka makarata ghakufumbira masambiro</li> <li>• Kulipira ndalama za masambiro (fees)</li> </ul>	Malipiro ghake ghakupambanapambana	Sabata yimoza
iv	Masambiro gha aŵo ŵakukhumba kulembeska kampani za vyakuzengazenga	<ul style="list-style-type: none"> <li>• Kupereka makarata ghakufumbira masambiro</li> <li>• Kulipira ndalama za masambiro (fees)</li> </ul>	K10, 000	Dazi limoza
v	Masambiro ghakuchita kupempheka mwapadera	<ul style="list-style-type: none"> <li>• Kupempha ku wupu wa NCIC kuti mukukhumba masambiro ghapadera</li> <li>• Kuzomerezga ku ivyo NCIC yimuphalireninge kuti muchite</li> <li>• Kulipira ndalama za masambiro (fees)</li> </ul>	Malipiro ghake ghakupambanapambana	Nyengo yake yikupambanapambana kwakuyana na masambiro
<b>8</b>	<b>KUZGORA MAFUMBO GHINU GHAKUPAMBANAPAMBANA</b>			
i	Kuzgora ivyo ŵanthu ŵakufumba mwa chisanisani	<ul style="list-style-type: none"> <li>• Kutumizga pempho</li> </ul>	Kwambura kulipira	<ul style="list-style-type: none"> <li>• Kuzgora telefoni – kwambura kujumpha miniti yimoza</li> <li>• Kalata ya pa kompyuta (Email) – madazi ghatatu ghakugwilira ntchito</li> <li>• Makalata – madazi ghankhonde ghakugwilira ntchito</li> </ul>
ii	Kovwira ŵalendo awo ŵafika ku ma ofesi gha NCIC	<ul style="list-style-type: none"> <li>• Pakwenera kuŵa kukoleranako kweneso kupulikiska kwa ŵalendo</li> </ul>	Kwambura kulipira	Ma minisi ghankhonde, panyake kucheperako

### NDISE ŴAKUJIPEREKA, KWENESO ŴAKULIMBIKIRA PAKUGWIRA NTCHITO

Kuti mutovwire pakagwiliro kithu ka ntchito, kweneso kuti timutumikireni makora, tikupempha ŵanthu ŵose kuti ŵatichombolenge palipose apo tindamutumikireni makora; kweneso kutichiska apo tamutumikirani mwakuyenelera. Chitani nthaura pakugwiriska ntchito nthowa izi:

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