

**ƙungiyar kasar Japon mai
kula da hulɗar ƙasa da ƙasa**

**Ma'aikatar Ministan aikin
gona**

**Binciken dausayoyin yankin Sahel
a jamhuriyar Nijer**



**Littahen bada horo don jagoranci, tsarawa, aikatawa, bi sau-da-
ƙafa da ƙididdigar fasalin ci-gaban gari**

Don mahalarta

Disamba 2006

**ƙungiyar kasar Japon mai kula da tsanwon albarkatu(J-
Green)**

Wallafawa daga ƙungiyar ADA

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Gabatarwa

Wannan littahi an wallafa shi ne domin mambobin kwamitin ci-gaban gari wadanda ke halartar horon tsarawa, aikatawa da bi sau-da-ƙafar fasalin ci-gaban gari. Waɗannan mahalarta taron suna da nauyin horaswa da taimakawa sauran mambobin da suka zauna gida. Don haka wajibi ne gare su su iya watsa abubuwan da suka koya a wurin horon. Wannan littahin yana kumshe da hanyoyi da dubaru waɗanda za su sa mahalarta horon su watsa jigogin horon cikin auki.

Bayan gaisuwa ta al'ada, malami za ya gabatar da gurin taron wanda shi ne bada horo da taimakawa mambobin kwamitin ci-gaban gari don su iya tsarawa, aikatawa da kuma bi sau-da-ƙafar fasalin ci-gaban gari.

Bayan haka malami shi shinfida kalandar aiki tare da mambobin kwamitin ci-gaban gari don bada sakamakon horon da tsara fasalin ci-gaban gari.

Har-ila-yau wannan littahi zai kasance wani kayan aiki na musamman ga ma'aikatan da ke kula da ci gaban karkara cikin ayukkansu na bada shawara ga al'umma.

Gurorin wannan littahi

Wannan littahin horo bisa tsarawa, aikatawa da bi sau-da-ƙafar fasalin ci-gaban gari wani "guzuri ne abokin tahiya" da za ya ba kowane mahalarci horon damar bada bayani dalla-dalla a kan abubuwan da suka wakana a wurin taro.

Gurorin da suka rataya a kan wannan littahi su ne :

- Sauƙaƙa wa mahalarta horon gane ma'anonin kalmomi irin su :
 - Dogaro da kai,
 - Tsare – tsare,
 - Biya sau-da-ƙafa,
 - ƙididdiga,
 - tahiyyar da aiki (tattali),
 - farautar kayan aiki
- kawo sauƙi wajen gwajin kayan aikin da suka jibanci tsare-tsare, bi sau-da ƙafa da tahiyyar da aiki da kyau.

Jigon aiki na 1 : Gabatarwa bisa “dogaro da kai”

Malami za ya gabatar da kalmar “Dogaro da kai” ta hanyar nuna hoto na 1 shahi na 6 wanda ke nuna hadin farhi.

Malami za ya bada farhi akan cewa :

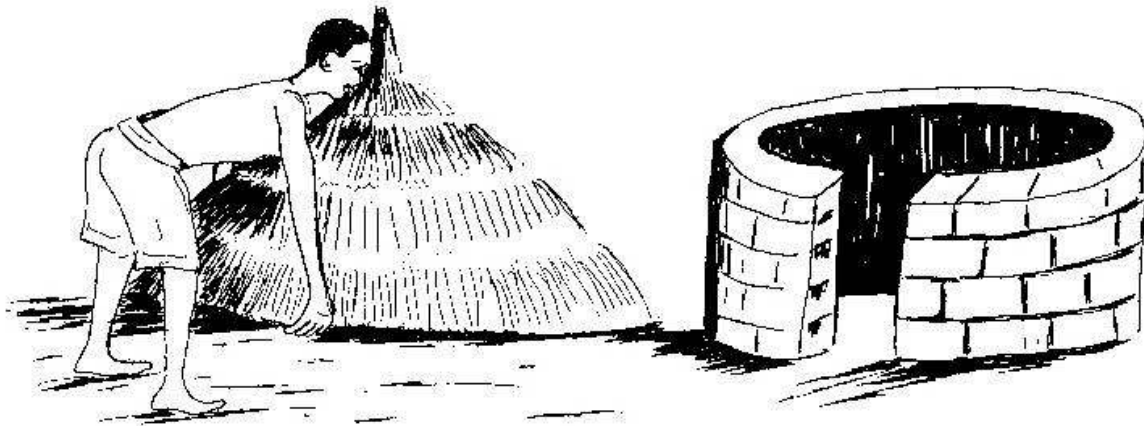
Ci-gaban gari ba ya yiyuwa sai da taimakon dukkan jama'ar gari. Mutane na iya aikin ba zata idan suka hada farhi da farhe, ma'ana idan suka hada farhinsu, kuɗinsu, kayan aikinsu da husa'arsu.

Sannan malami ya ci-gaba da bayani kamar haka :

Dogaro da kai wata hanya ce wadda mutanen da ke cikin wani hali na kaico za su zauna su tattauna irin halin da suke ciki, don gano musababin matsalolinsu. Ta haka ne za su kirkiro wasu ayukkan da za su aiwatar ta hanyar hada farhinsu da kayan aikinsu. Haka ne kuma za su yi na'am da hadurransu da ke tattare da cin nasara ko rishin cin nasarar ayukkan.

Malami ya gabatar da hoto na 2 (shahi na 7) wanda ke nuna sabuwar hanyar yin dogaro da kai. Malami ya ce : “In kidi ya canza, rawa ta canza”. A zamanin ga na yanzu, sai ka nemi na kanka kar takaici ya kashe ka. Kowane gungun al'umma ya kamata ta taka rawar yin dogaro da kai. Ta haka ne kurum za su samu canjin halayen rayuwarsu.

Hannu ɗaya ba ya ɗaukar ɗaki



Source: "Pour une pédagogie de l'autopromotion communautaire" Nouvelle édition pour les animateurs villageois. GRAAP -BP : 785 Bobodioulasso Burkina Faso, Janvier 1992



Hoto na 1



Source: "Pour une pédagogie de l'autopromotion communautaire" Nouvelle édition pour les animateurs villageois. GRAAP –BP : 785 Bobodioulasso Burkina Faso, Janvier 1992

Jigon aiki na 2 : Tsara fasalin ci-gaban gari

Malami ya gabatar da jigon aiki ta hanyar yin tambayoyi kamar haka :

1) Mi ake nuhi da fasalin ci-gaban gari ?

Malami ya bar mutane su bada amsa sannan ya bada bayani cewa :

Fasalin ci-gaban gari wani makami ne na tattarawa, haɗa ƙarhi da ƙarhe na wata al'umma don aiwatar da wasu ayukkan da za su sa a samo bakin zaren walwale ko kiyaye tsanantar matsaloli.

2) Don mi kwamitin ci-gaban gari ke buƙatar fasalin ci-gaban gari ?



Malami ya bar mutane su bada amsa sannan ya bada bayani cewa :



Akwai matsaloli da yawa cikin gari. Yana da matuƙar wuya a ciyo kansu gaba ɗaya ba tare da an yi cikakken nazari ba. Fasalin ci-gaban gari na kawo tsari da haskaka dubarun da za a bi, albarkatu na wajen kuɗi, kayan aiki da ƙarhin damtsen da za a farauto don kwarar da matsalolin da aka gano. A taƙaice don kawo haske ne a kan « wa » « abin da za a yi » « saboda mi », « da wane hali », « ta ƙaƙa », « yaushe » da kuma « cikin wane lokaci ».



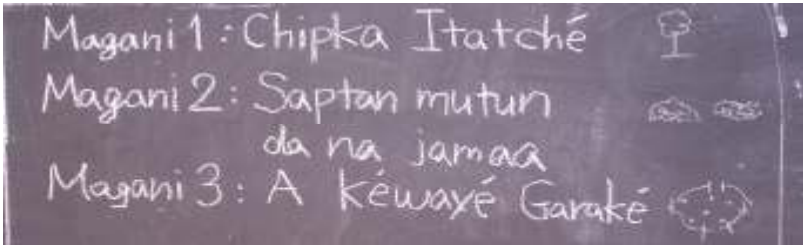
Yana sa a san alaƙar da ke akwai tsakanin halin rishin tabbat da ake ciki da kuma halin rayuwar da ake buƙatar cimma.

A ƙarshe malami ya tahiyyar da mahawarar shimfiɗa tsarin fasalin ci-gaban gari ta hanyar bin waɗannan hanyoyin :

Tsarin fasalta gari



	Matakai	Irin taro
	<p><u>Mataki na 1</u> : Sanar da hakumar galgajiya da sauran mambobin biron kwamitin ci-gaban gari a kan gurorin da horon ya kumsa.</p>	<p>Taron biron kwamitin ci-gaban gari tare da hakumar galgajiya.</p>
	<p><u>Mataki na 2</u> : Waye kai bisa "dogaro da kai" da amfanin fasalin ci-gaban gari lokacin zaman taron babbar majalisa tare da shimfiɗa kalandar aiki.</p> <p>A karshen zaman taron babbar majalisa, za a nemi kalkasuwa ruƙuni-ruƙuni, (mata, matasa, makiyaya, manoma, masu aikin hannu da sauransu) domin a yi nazarin ayukkan da aka ci nasara kansu da kuma matsalolin da aka ci karo da su. Adadin mutanen da kowane ruƙuni zai kumsa ba ya zarce 15 ba.</p>	

	Mata kai	Irin taro
	<p data-bbox="987 228 1753 296">Mataki na 3 : Tattara matsaloli cikin rukunoni ta hanyar zaman taron babbar majalisa.</p> <p data-bbox="987 328 1753 397">1) Gano ayukkan da aka ci-nasara kansu waƙanda aka aikata da kuɗaɗen gari a cikin rukunoni.</p> <p data-bbox="987 429 1753 497">A rubuta ayukkan da aka ci nasara kansu na kowane rukuni a babban allo ko a ƙasa yadda ya kamata.</p> <p data-bbox="987 529 1753 598">2) Gano matsaloli da hihita su (mahi tsanani zuwa maras tsanani) ta hanyar amfani da alamomi a cikin rukunoni.</p> <p data-bbox="987 630 1753 699">Matsalolin da rukunoni suka gano za a rubuta su a kan layi guda tamkar hanya.</p>	<p data-bbox="1783 228 2056 296">Zaman taron babbar majalisa na 2</p>
	<p data-bbox="987 727 1753 828">Mataki na 4 : Gabatar da nasarori da matsaloli a binaɗ jama'a. A zana nasarorin kowane rukuni bisa babban allo ko ga ƙasa.</p> <p data-bbox="987 860 1753 992">A zana matsalolin da kowane rukuni ya huddo bisa layi guda tamkar hanya. Bayan kowane rukuni ya gabatar da aikinshi, wani mamba na wani rukuni za ya maimaitawa don ganin in kowa ya fahimci abin da rukunin ke nuhi.</p>	<p data-bbox="1783 727 2056 796">Zaman taron babbar majalisa na 2</p>

	Mata kai	Irin taro
	<p>Mataki na 5 : Jeranta ko hihita matsaloli. Kowane mahalarcin taron babbar majalisa zai samu dan dutsi 3 a misalce (ko takarda ko kwaya 3) da za ya aza daidai matsalar da yake ganin ta hi kamari ga gari (kowace matsala dan dutsi 1). Jan hankali : Adadin yan duwatsu ko na kwaya ya danganta da adadin matsalolin da mutanen gari ke bukatar jerantawa ko hihitawa. Don gano matsalolin da suka hi kamari, za a rilga duwatsun. Mambobin biron kwamitin ci-gaban gari za su bayyana yawan kuri'un kowace matsala.</p>	<p>Zaman taron babbar majalisa na 2</p>
	<p>Mataki na 6 : Nazarin matsalolin da mambobin kwamitin ci-gaban gari suka hihita.</p> <ol style="list-style-type: none"> 1) Gano mihimman dalilai da illolin matsalolin (duba hoto na 3 da na 4) 2) Gano maganin matsalolin a barkatai. 	<p>Taron biron kwamitin ci-gaban gari</p>
	<p>Mataki na 7: Jeranta ko hihita maganin matsalolin waɗanda mambobin biron ci-gaban gari suka yi. (duba hoto na 5)</p> <p>A zaɓi ayukkan da mutanen gari ke iya aikatawa su da kansu, ba tare da neman taimako ba.</p> <p>A rubuta maganin matsalolin masu hihiko don tsara fasalin ci-gaban gari.</p>	<p>Taron biron kwamitin ci-gaban gari</p>

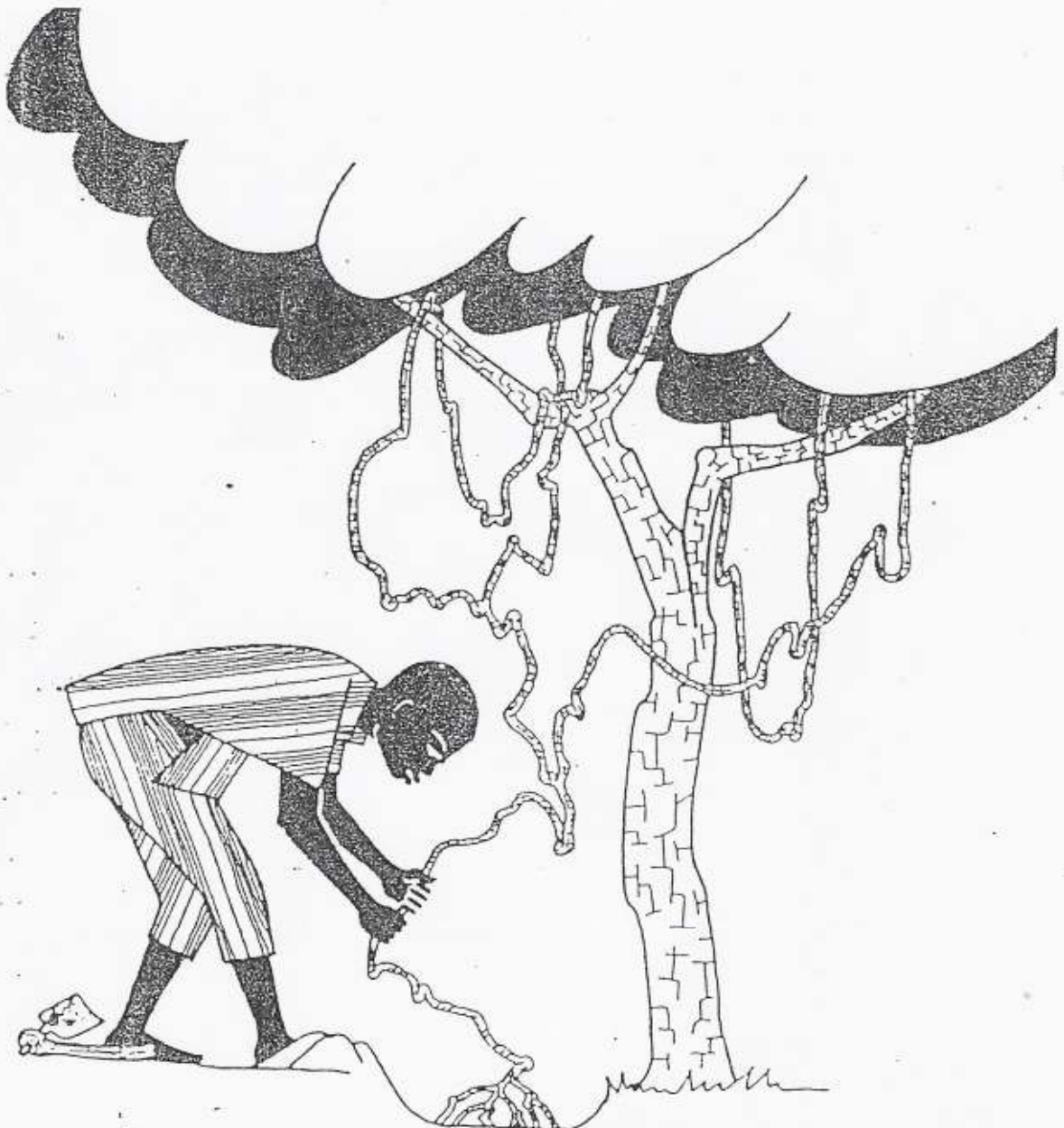
	<p><u>Mataki na 8</u> : Shimfiɗa fasalin tsarin ci-gaban gari daga biron kwamitin ci-gaban gari.</p> <p>Kowane babban aiki za a kalkasa shi a kananan ayukka tare da kayyade lokaci, kuɗin da za a saka, mai saka jarin, waɗanda ke shugabantar ayukkan da waɗanda ke da nauyin bin ayukkan sau-da-kafa.</p>	<p>Taron biron kwamitin ci-gaban gari</p>
	<p><u>Mataki na 9</u> : Amincewar fasalin ci-gaban gari daga taron babbar majalisa.</p> <p>Wato ana nuhin :</p> <ul style="list-style-type: none"> → Gabatar da fasalin ci-gaban gari → Tattara ra'ayin mutanen gari → Cin-gyara idan da halin yin haka → Sannan amincewa da fasalin ci-gaban gari. 	<p>Zaman taron babbar majalisa na 3</p>

	Mataakai	Irin taro
	<p><u>Mataki na 10</u> : Farautar albarkatun cikin gida na mutane, kuɗi da kayan aiki.</p> <p>Albarkatun cikin gida sun haɗa da kaɗhin damtse, kuɗi da kayan aiki waɗanda mutanen gari za su ba kwamitin ci-gaban gari don samun sukunin tahiyar da mihimman ayukka.</p>	<p>Taron biron kwamitin ci-gaban gari da na babbar majalisa</p>
	<p><u>Mataki na 11</u> : Aikatawa</p> <p>Wajibi ne ga dukkan jama'ar gari ta kawo gudummuwarta wajen gudanar da ayukkan fasalin ci-gaban gari.</p>	
		

Exemple d'une page de cahier de caisse (Page nouvelle chaque début de mois) <i>page 1</i>						Mataakai	Irin taro																																																												
<table border="1"> <thead> <tr> <th>N°</th> <th>Date</th> <th>LIBELLE</th> <th>Entree</th> <th>Sortie</th> <th>Solde</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5/11/06</td> <td>Versement cotisations</td> <td>1 900^F</td> <td></td> <td>1 900^F</td> </tr> <tr> <td>2</td> <td>12/11/06</td> <td>Versement cotisations</td> <td>500^F</td> <td></td> <td>2 200^F</td> </tr> <tr> <td>3</td> <td>19/11/06</td> <td>Versement cotisations</td> <td>1 000^F</td> <td></td> <td>3 200^F</td> </tr> <tr> <td>4</td> <td>20/11/06</td> <td>Achat un cahier + un bic</td> <td></td> <td>400^F</td> <td>2 800^F</td> </tr> <tr> <td>5</td> <td>26/11/06</td> <td>Versement cotisations</td> <td>1 000^F</td> <td></td> <td>3 800^F</td> </tr> <tr> <td>6</td> <td>30/11/06</td> <td>Versement cotisations</td> <td>2 800^F</td> <td></td> <td>6 600^F</td> </tr> <tr> <td>7</td> <td>"</td> <td>Achat d'un robinet en plâtr</td> <td></td> <td>5 000^F</td> <td>1 600^F</td> </tr> <tr> <td>8</td> <td>"</td> <td>Achat de 10 balais</td> <td></td> <td>1 000^F</td> <td>600^F</td> </tr> <tr> <td>9</td> <td>"</td> <td>Don de El Hadj Maiti Koudoh</td> <td>10 000^F</td> <td></td> <td>10 600^F</td> </tr> </tbody> </table>						N°	Date	LIBELLE	Entree	Sortie	Solde	1	5/11/06	Versement cotisations	1 900 ^F		1 900 ^F	2	12/11/06	Versement cotisations	500 ^F		2 200 ^F	3	19/11/06	Versement cotisations	1 000 ^F		3 200 ^F	4	20/11/06	Achat un cahier + un bic		400 ^F	2 800 ^F	5	26/11/06	Versement cotisations	1 000 ^F		3 800 ^F	6	30/11/06	Versement cotisations	2 800 ^F		6 600 ^F	7	"	Achat d'un robinet en plâtr		5 000 ^F	1 600 ^F	8	"	Achat de 10 balais		1 000 ^F	600 ^F	9	"	Don de El Hadj Maiti Koudoh	10 000 ^F		10 600 ^F	Mataki na 12 : Lissahi ko kididdigar kaddarori.	-
N°	Date	LIBELLE	Entree	Sortie	Solde																																																														
1	5/11/06	Versement cotisations	1 900 ^F		1 900 ^F																																																														
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						Mataki na 13 : Biyar ayukkan fasalin ci-gaban gari sau-da-ƙafa	Taron biron kwamitin ci-gaban gari																																																												
<p>Biya sau-da-ƙafa na ba biron kwamitin ci-gaban gari damar gani da ido (so 1 ko so 2 a wata) matsayi ko halin da ayukkan fasalin ci-gaban gari ke ciki.</p>																																																																			
						Mataki na 14 : Gabatar da sakamakon kididdigar shekara ta ayukkan fasalin ci-gaban gari a lokacin zaman taron babbar majalisar gari.																																																													

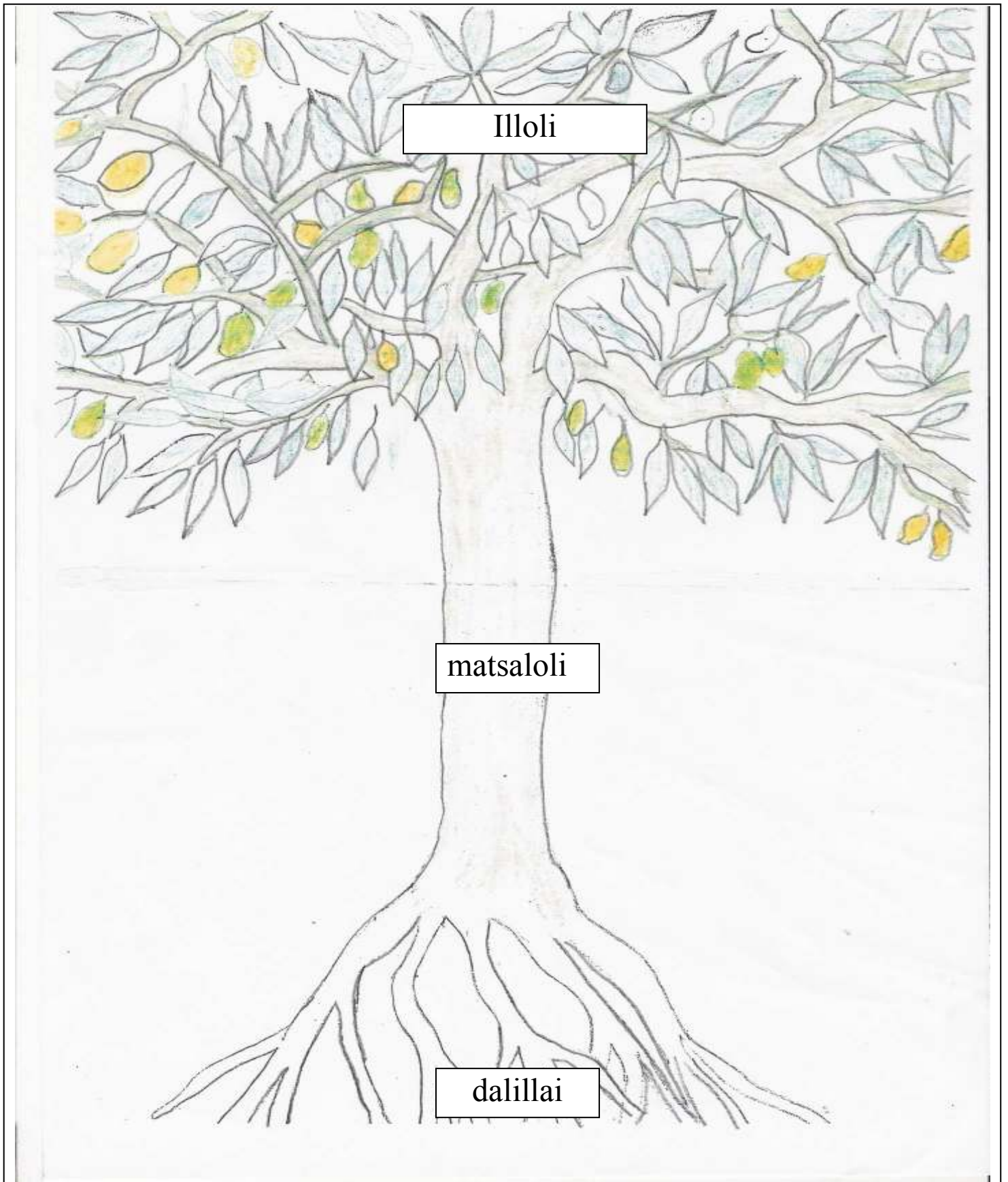
Misali na takardar fasalin ci-gaban gari

lamba	Manyan ayukka	Kananan ayukka	Shugabannin tahiyar da aiki	Shugabannin bi sau-da-kafar	Lokaci	Kudfi	Mai zuba jari
1	Tsabtar gari	1. waye kan al'umma 2. shirya ayukkan tsabtace gari : - kowace macce ta kawo tsintsiya - A sayi helu 2 - A yi aron helu 4 - A sayi kwando 1 - A aron kwando 2 - A sayi manjagara 1 - A yi aron manjagara 3 - A nemo ruwa - A nemo goro.	Kowace anguwa namiji 1 da macce 1 Malam Ibrahim wakili da Malama Fatsima magatakardar kwamitin ci-gaban gari Macce 4 (kowace anguwa macce 1)	Mai kula da bi sau-da-kafar ayukkan kiwon lahiya na kwamitin ci-gaban gari.	So 1 a duk wata 3 wato so 4 a shekara	Ladar dan maba : 500 F x 4 = 2.000 F helu : 2.500 x 2 = 5000 F kwando : 25.000 x1 = 25.000 F manjagara : 2.500 x 1 = 2.500 F goro : 2.000 F jimilla : 36.500F	Cikaro – cikaron mutanen gari
2							
	jimilla					Babbar jimilla : 197.500F CFA	Adadin magidanta : 500 197.500 = 500 kowane mutum zai bada 395 F CFA

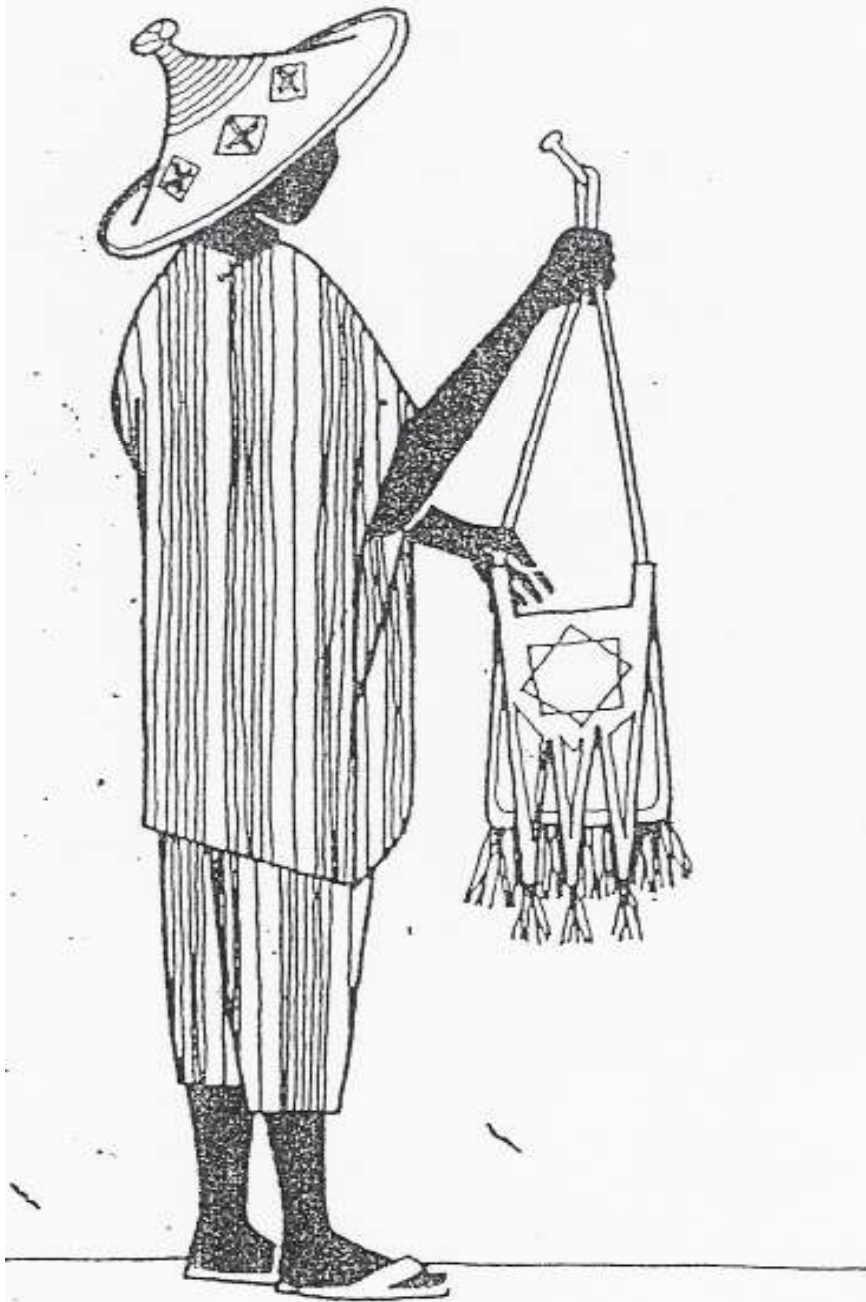


Si tu coupes un bout de liane sans arracher les racines, elle continue à s'étendre.

Image N° 3



Hoto na 4



**Inda hannu ke kai nan
ake rataye albai**

**On accroche son sac là où la main
peut l'atteindre.**

Hoto na 5

Jigon aiki na 3 : Tsara taro da kulawa da labaru

Malami ya yi tambayoyi kamar haka :

1) Taro iri nawa ne ?

Amsoshi: Taron babbar majalisa, taron biro, taron sanarwa, taron waye kai, taron bada horo.

2) Wa ke gayyata da jagorancin ire-iren waɗannan taro ?

Amsa: Shugaban biron kwamitin ci-gaban gari, babban magatakarda ko kuma duk wani mutumen da ya samu izini daga biro.

3) Waɗanne irin kyawawan halaye ne suka kamaci cikakken majagorancin taro ?

Amsa:

- Neman fahimtar ra'ayoyin waɗansu ;
- darajjanta ra'ayoyin kowa ;
- Sauraron kowa ;
- Yin tambayoyi don kawo haske ;
- Neman daidaiton ra'ayi.

4) Wa ke tsara taro, a wane lokaci kuma kaƙa ?

Amsa : Ya kamata mambobin biron kwamitin ci-gaban gari su riƙa haɗuwa kahin kowane taron babbar majalisa don tsara taron. Yin haka na sa a kayyade :

- Abubuwan da za a tattauna
- Wurin yin taron
- Rana da lokacin yin taron
- Mahalarta
- Tanadin kayan yin taro : ya kamata a ɗauki dukkan matakan da suka dace don shirya taron da kyau : tsaida wurin yin taro, tanadin kujeru da sauransu.

5) Ta ina ya kamata a soma taro ?

Amsa : Wani mamba na biro wanda ya samu izinin jagorancin taron shi ke buɗa taron. A gabatar da gurin taron tare da kulawa da karanta takardar ƙarshen tsohon taro da kuma karatun da za a tattauna ta bakin wani mamban da ya samu izinin yin haka.

6) Wa ke jagorancin taron kuma ta kaƙa ake jagorancin ?

Amsa : Shugaban taro shi ke jagorancin taron, ya bada magana ga mahalarta tare da neman kawo kyakkyawar gudummuwarsu, kulawa da mahawara daga kauce ma hanya, kulawa da ɗaukar mataƙai dangance da kowace mahawara da kuma la'akari da cewa lalle magatakarda yana rubuta abubuwan da aka tattauna kansu sau-da-kaƙa.

7) Wa ke ruhe taro kuma ta kaƙa ake ruhe taron ?

Amsa : Shugaban taro shi ke taƙaice dukkan matakan da aka ɗauka tare da wakiltar wani mutun don biya sau-da-kaƙa, ya tabbatar da cewa kowa ya yi na'am da abin da aka tsaida, ya kula da tsaida ranar taro mai zuwa, ya kula da rubuta sakamakon ƙarshen taro daga magatakardan da aka zaɓa.

Malami ya nuna takardar rubuta sakamakon ƙarshen taro kamar haka :

Takardar sakamakon karshen taron babbar majalisa

Jamhuriyar Nijar
Jahar Tawa
Gundumar.....
Karamar hukumar.....
Garin.....

Rana Wata : Shekara :
Aka gudanar da taron babbar majalisa.

Waɗanda suka halarci taron su ne (a dubi jerin sunayensu a rataye)

Wannan taron babbar majalisa ya samu jagorancin malam :

.....
Magatakardan taron shi ne malam :.....

Abubuwan da aka tattauna kan su su ne :

1. Nazarin shawarorin ko matakan da aka d'auka can baya
2.
3.

Sauran batutuwa

.....
.....
.....

Gudanar da taron babbar majalisa
(Takaicewar mahawarorin da aka yi)

1.
.....
Matakan da aka d'auka :
.....
Shugabannin aikatawa :.....
2.
.....
Matakan da aka d'auka :
.....
Shugabannin aikatawa :.....
3.
.....
Matakan da aka d'auka :
.....
Shugabannin aikatawa :.....

Ranar taron babbar majalisa mai zuwa :.....

Sa hannun wakilin babbar majalisa :
Shugaba

Sa hannun magatakarda

Jigon aiki na 4 : Farautar kayan aiki

Mihimman kayan aikin gudanar da ayukkan fasalin ci-gaban gari sukan iya hitowa daga :

- Karo – karon mambobin kwamitin ci-gaban gari wanda taron babbar majalisa ya tsaida yawanshi ;
- Karo-karon da suka jibanci aiwatar da wasu ayukkan fasalin ci-gaban gari ;
- Cikaro-cikaron ganin dama na mambobin kwamitin ci-gaban gari;
- Gudummuwar mai buƙatar yin haka ;
- Gudummuwar yan asalin garin ;
- Gudummuwar ƙungiyoyin cikin gida (matasa, mata, manoma, makiyaya, masu aikin hannu, da sauransu...)
- Tarar da taron babbar majalisa ya aza wa mambobin kwamitin ci-gaban gari ;
- Kaddarori ko arziki iri-iri na musamman waɗanda aka amince da su kamar su : tambola, kafe-kafe da raye-raye, neman taimako, lacca, da sauransu.
- yunkurin kafa wani asusun gari ta hanyar ribar da wasu ƙungiyoyi ke badawa (idan akwai su).
- Gonakin tarayya waɗanda ake nomawa don zuba ma asusun kwamitin ci-gaban-gari.

Jigon aiki na 5 : Bin ayukkan fasalin ci-gaban gari sau-da kafa

Malami ya nuna hoto na 6, mai nuna manoma 2 (shahi na 22) da kuma takardar bin ayukkan fasalin ci-gaban gari sau-da-kafa (dubi shahi na 24).

Kalmar “bi sau-da-kafa” na nuhin : zuraido kowane lokaci, tunani da kuma cin-gyara. Don haka, bayan shinfida fasalin ci-gaban gari, abinda ke biyo baya shi ne aikatawa ko aiwatawa. Wannan matakin shi ne na aikata ayukkan da aka tsaida cikin fasalin ci-gaban gari a zahiri. Wajibi ne a bi sau-da-kafa tahiyar da ayukkan fasalin gari saboda shi ke sawar a gano lokaci zuwa lokaci halin da ayukkan ke ciki don kawo gyaran huska idan da bukatar yin haka.

Bayan haka malami ya gabatar da hoto na 7 wato na madubi (shahi na23) tare da takardar kididdigar ayukkan fasalin ci-gaban gari ta shekara zuwa shekara (shahi na 25).

Kalmar kididdiga na nuhin kwatanta sakamakon da aka samu da abinda aka yi harsashe. Tana nuhin gano nasarori da cikasko don kawo gyaran huska. **Kenan wajibi ne ga mutanen gari su waiwayi baya don an ce “waiwaye adon tahiya”. A duba, a yi nazari sannan a dubi alƙibla guda.**

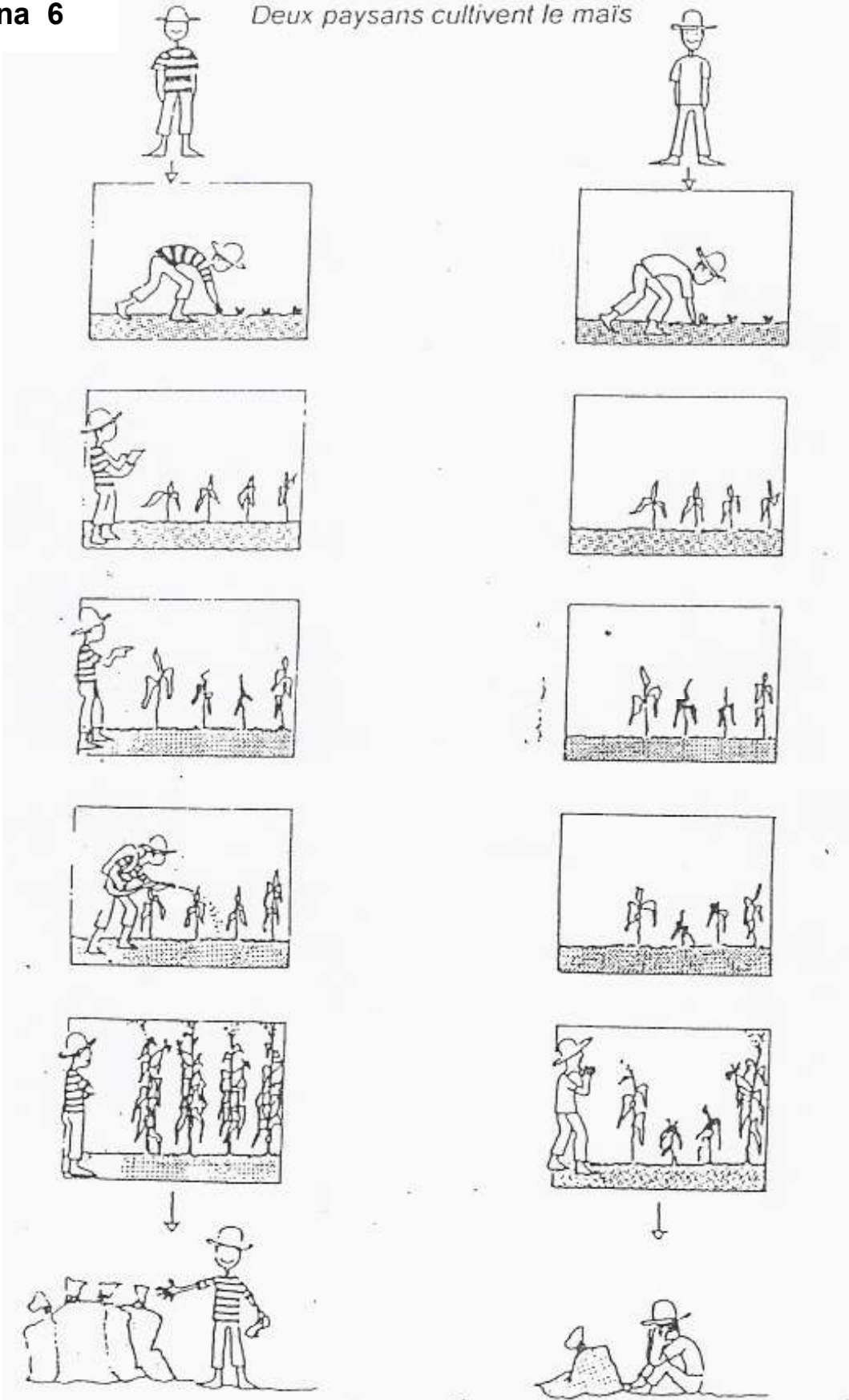
Yaushe ya dace a kididdige aiki ?

- A tsakkiyar shekara (kididdigar rabin shekara) ;
- A karshen shekara;
- Lokacin da wata matsala ta kawo cikasko ga gudanar da aiki.

Manoma masara su 2

Hoto na 6

Deux paysans cultivent le maïs



Source : "Pour une pédagogie de l'autopromotion communautaire" Nouvelle édition pour les animateurs villageois. GRAAP -BP : 785 Bobodioulasso Burkina Faso, Janvier 1992



Hoto na 7

Source : "Pour une pédagogie de l'autopromotion communautaire" Nouvelle édition pour les animateurs villageois. GRAAP -BP : 785 Bobodioulasso Burkina Faso, Janvier 1992

Misali na takardar bin ayukkan fasalin ci-gaban gari sau-da-kafa

Manyan ayukka	Kananan ayukka	Lokaci	Ranar bi sau-da-kafa	Ayukkan da aka yi a wata	Ayukkan da ba a aikata ba	Mutanen da abin ya shafa		Matsalolin da aka karo da su	Karin bayani
						Maza	Mata		
Gina katangar laka ga rijiyar gari	1. Buga dan birgi 2000	Janairu da Fabarairu 2006	30 ga Janairu 2006	Buga dan birgi 1000	Buga dan birgi 1000	6	0	Rishin ma'aikata	A kara waye kan jama'a ga aikin taimakon juna da bada himma ga aiki.
			28 ga Fabarairu 2006	Buga dan birgi 1000	Babu	15	10	Babu	Ayukka na tahiya daidai. Mata sun kawo ruwan buga birgi.
	2. Jidar dan birgi 2000	Maris da Afirilu 2006	5 ga Mayu 2006	An jido dan birgi 2000	Babu	15	0	Babu	Ayukka na gudana yadda ya kamata.
			30 ga Mayu 2006	An gina katangar	Babu	100	50	Babu	An aikata ayukkan da aka yi harsashen a yi 100 bisa 100 kuma cikin lokaci.
	3. Gina katanga	Mayu 2006							

Misali na takardar kididdigar shekara na ayukkan fasalin ci-gaban gari

Lamba	Lokaci	Ayukkan da aka tanadi a yi	Kananan ayukkan da aka aikata	Kudin da aka saka ga aikin			Gudummuwar karhin damtse ko ta kayan aiki	Bambanci	Karin bayani	
				Riyasin farko	Wadanda aka kashe	bambanci				
1	2 ga Janairu zuwa 4 ga Disamba 2005	Girka akwatin magani na kwamitin ci-gaban gari Kudi: 10.000 F	Sayen : Nibakin da 300 Aspirin da 200 Parasetamol da 200 Kotrim da 100 Hidrojen kwalba 1 Pénisilin 3 % kwali 1 Tetrasikilin 1% kwali 2 Auduga dunkule 1 Danƙon ruhe kurji pake 1 Bandeji : dunkule 2	2000 F 2000 F 2000 F 1330 F 250 F 250 F 300 F 600 F 1100 F 170 F Jimila 10.000F	1500F 1000F 1000F 1330F 250F 250F 300F 600F 1100F 170F Jimila 7.500 F			Wani kahinta ya bada kyautar akwati Kudinshi : 5000 F	Babu	- An yi ma mambobi maganin farko wanda ya taimaka musu kwaran gaske. - A karfafa irin wannan aiki don kowa ya yaba. - wasu magungunna ba su da tsada kamar yadda aka yi zato.
2	Juli da Agusta 2005	Dashen itacen mangwaro 13 Lemu 12 Kudi : 10.100F	Sayen : 5 mangwaro 5 Lemu 3 Danga 8 Ginar ramu Dashe	6500 F 3600 F - Jimila : 10.100F	2500F 900F 4000F - - Jimila : 7.400F			Mambobin biro su 15 suka yi dashen Kiyashen kudin : (10.000F)	mangwaro 8 da lemu 9	- Ba mu samu karbo cikaron shekara ba. Jika 10 kadai muka samu shi ya sa ba a da itace da yawa ba. - wadanda aka ba shugabanci sun cika aikinsu.

An tara : 14.900 F CFA

Kiyashin kayan aiki da karhin damtse : 15.000 F

Jigon aiki na 6 : Tattalin kuɗi da ƙaddarori

Aikin lissahi wani mihimmin makami ne na tahiyar da aikin kwamitin ci-gaban gari. Wannan na ba mambobin biro sukunin adanon arzikin jama'a wurin da ba gara.

Mi ya kamata a tanada don haskaka zirga-zirgar kuɗi ?

- Ana rajista duk wata zirga-zirgar kuɗi cikin takardun ajiya.
- Ana adana takardun shaida (ka biya, takardar odar kaya, takardarsayen kaya ko na kawo kaya) cikin kundin takardun shaida
- Cika takardar asusu (shiga, fita, saura)
- Cika kundin cikaro-cikaro na mambobi
- Cika kundin ajiyar kaya
- Cika kundin gudummuwar kaya
- Gabatar da rahoton lissahi (so ɗaya a wata) da kuma ƙarshen shekara
 - Ga mambobin biron kwamitin ci-gaban gari (don ɗaukar matakai)
 - Ga sauran mutanen gari lokacin taron babbar majalisa (don amincewa da ɗaukar matakai).

Biron kwamitin ci-gaban gari na aiki da kundaye iri-iri.

1) Misali na takardar asusu :

Rana	Dalili	Lamba	Shiga	Hita	Saura
12- 01- 07	Cikaro – cikaron mambobi	001	12500		12500
14- 01-07	Gudummuwar yan asulin gari	002	50000		62500
25- 01- 07	Sayen itacen dashe	003		42250	20250
	Jimillar wata		62500	42250	20250
	Saura na wata da za a sake rubutawa a gaba				20250

Rana	Dalili	Lamba	shiga	Hita	Saura
	Tsohon lissahi				20250
05-02- 07	Sayen helu	004		5000	15250
11- 02- 07	Kuɗin mata (taron jaha)	005		1500	13750
	Jimillar wata			6500	13750
	Sauran da za a sake rubutawa a gaba				13750

2) Misali na kundin cikaro - cikaro

lamba	Rana	sunaye	Yawan kuɗi	Karin bayani
1	03/01/07	Hamidu Abdu	500F	Cikaro 01/07
2	03/01/07	Halimatu Usaini	500F	Cikaro 12/06
3	04/01/07	Ma'azu Liman	500F	Cikaro 12/06
4	04/01/07	Hasan Adamu	500F	Cikaro 12/06

5	06/01/07	Aisa Idrisa	500F	Cikaro 01/07
6	07/01/07	Umbaru Ibrahim	500F	Cikaro 01/07
7	10/01/07	Haruna Sani	500F	Cikaro 01/07
8	15/01/07	Mamman Sani	1000F	Cikaro 12/06 da 01/07
9	16/01/07	Garba Abdulahi	500F	Cikaro 12/06
10	17/01/07	Zara Sumana	500F	Cikaro 01/07
11	20/01/07	Salamatu Isa	500F	Cikaro 01/07
12	25/01/07	Maryama Ali	500F	Cikaro 01/07
Jimillar sauyawa shahi na gaba			6 500F	

3) Misali na kundin ajiyar kaya

Kundin ajiyar kaya na kwamitin ci-gaban garin

Irin kayan : taki

Irin ma'auni : buhu dan kilo 50

Rana	Dalili	Shiga	Hita	saura
01/01/07	Gudummuwar yan asalin gari	120		120
02/01/07	Rabon taki		50	70
11/01/07	Rabon taki		25	45
31/01/07	Rabon taki		15	30
Jimillar wata		120	90	30
Sauran wata da za a sauyawa a shahi na gaba				30

4) Misali na takardar kiyasta aikin hannu

takardar kiyasta aikin hannu na kwamitin ci-gaban garin

aikin : Dashen itace

Lamba	Rana	Sunaye	Type de tâches	Estimation de la contribution en FCFA
1	03/01/07	Hamidu Abdu	Ginar ramu	500F
2	03/01/07	Halimatu Usaini	Ginar ramu	500F
3	04/01/07	Ma'azu Liman	Ginar ramu	500F
4	04/01/07	Hasan Adamu	Ginar ramu	500F
5	06/01/07	Aisa Idrisa	Ginar ramu	500F
6	07/01/07	Umbaru Ibrahim	Ginar ramu	500F
7	10/01/07	Haruna Sani	daukar itace	500F
8	15/01/07	Maman Sani	daukar itace	500F
9	16/01/07	Garba Abdulahi	daukar itace	500F
10	17/01/07	Zara Sumana	daukar itace	500F
11	20/01/07	Salamatu Isa	daukar ruwa	500F
12	25/01/07	Maryama Ali	daukar ruwa	500F
13				
Jimillar da za a juya a shahin gaba				6000F

5) Misali na takardar gudummuwar kayan aiki

Takardar gudummuwar kayan aiki na kwamitin ci-gaban garin

Aikin : dashen itace

lamba	rana	Sunaye	Irin gudummuwar da aka kawo	Kiyashin gudummuwar a kudance
1	03/01/07	Hamidu Abdu	Bokitin ban ruwa 5	10000F
2	03/01/07	Halimatu Usaini	Kwanon hura 1	500F
3	04/01/07	Ma'azu Liman	Tanon ruwa 2	1000F
4	04/01/07	Hasan Adamu	Tanon ruwa 2	1000F
5	06/01/07	Aisa Idrisa	Kwanon hura 1	500F
6				
7				
Jimillar da za a juya a gaba				13000F

Jan hankali :

- 1) Ya kasance tun farko dukkan kundaye ko takardu an zane su kuma an yi musu lambobi. A jeranta lambobi daga sama zuwa fasa daga hagu. Kowane shahin takarda zai kasance da sa hannun shugaban kwamitin ci-gaban gari.
- 2) Ya kamata a soma aikin kowane sabon wata ga sabon shahi.
- 3) Ana sake rubuta jimillar shahi ga shahi na gaba.
- 4) A zuba cikaro – cikaro ko gudummuwa cikin asusu duk lokacin da suka shigo.