

NATIONAL AUDIT OFFICE.

OFFICE YA KAWUNIWUNI WA CHUMA NDI ANTCHITO MDZIKO

MALAMULO A UFULU WA OLEMBEDWA NTCHITO

NAO idapatsidwa mphamvu ndi boma pa kawuniwuni wa ndalama, katundu ndi kupereka chitsimikizo pa kalondolondo wa chuma mosabisa powonetsa ukadaulo pakagwiritsidwe ntchito ka ndalama ndi katundu kwa onse m'dziko kupyolera mu ukatswiri ndi mu kawuniwuni wa ntchito yawo

No.	Ntchito Yomwe Timachita	ZOFUNIKIRA MBALI ZONSE ZIWIRI		Mtengo wake	Pa nthawi yomwe mungathazidwe
		Udindo Wathu	Udindo Wanu		
1	Pofunsira	Kuthandiza onse ofuna thandizo.	kufika pa malo ofunsira kuti muthandizidwe.	Ulere	Mphindi Khumi (10 Mins)
2	Kawuniwuni woyambilira pa ndalama zolandira munthu akapuma kapena akamwalira pa ntchito.	<ul style="list-style-type: none"> Kuthandizira pakuika mkaundula ofunikira zoyenera zonse pakupuma wa ntchito ya boma kapena akamwalira wa ntchito yaboma zimachitika muchipinda cholembedwa 12 pakhomo. Dongoloso ndi lakuti oyambirira kufika ndiwo amakhala oyambirira kuthandizidwa. Nthawi yomweyo amene ali ndi udindo owoonetsetsa kuti zabwere kuchokera m'maunduna, nthambi and mabungwe aboma amkhala pa ntchito yokoza mwadongosolo la kuti oyambirira kufika ndiye athandizidwe mu chipinda cholembedwa 34 pakhomo. 	<p>Aliyense payekha komanso okuthandizani atsimikize kuti mafayelo a onse olembedwa ntchito ali ndi uthenga ofunika kawuniwuni asanayambe kuchitika monga;</p> <ul style="list-style-type: none"> Nambala yanu yapantchito. PSR 19: Kalata yokuyitanani kudzayamba ntchito. Kalata yotsimikiza kuti mwalembedwa ntchito. Makalata onse osonyeza kukwezedwa pa ntchito. PRS 36 (Kupuma kovomerezeka) PSR 37 (Kulandira ndalama za womwalira) Kapena PSR 41 (Kupuma kosamutsidwa). Mbiri ya ntchito yanu / yawo. Kalata yofotokoza za imfa. Makalata / mafomu onse ofotokoza za ntchito yanu / yawo, olembedwa pa makina a kompyuta. 	Ulere	Mphindi Makumi Awiri (20 Mins)
3	<ul style="list-style-type: none"> Kawuniwuni wa za chuma mu ma unduna, nthambi ndi ma bungwe a boma. 	<ul style="list-style-type: none"> Timatumiza kalata yagwirizano momwe muli fundo za m'mene takagwirire ntchito ya kawuniwuni m'mabuku a iwo tifuna kukawunika. Kuonetsetse kuti ndondomeko zonse ndi kuchita kawuniwuni mwadongosolo lake. Kumalizitsa ndi kutumiza kalata yofotokonza zotsatila zakawuniwuni ndikuti akulukulu a m'maunduna, thambi ndi mabungwe aboma afotokonzere bwino pa zomwe zapezeka kuti sizilibwino. 	<ul style="list-style-type: none"> Kukonza ndi kutumizira za ndogoso la mmene chuma chagwiritsidwira ntchito tisadayambe kawuniwuni wathu. 	Ulere	Mkati mwa miyezi iwiri chikatha chaka cha ntchito
			<ul style="list-style-type: none"> Mabuku onse olembedwa mmene chuma chayendera akhale pamalo panthawi yake mosavuta kuwapeza. 	Ulere	Miyezi itatu (3 Months)
			<ul style="list-style-type: none"> Lembani ndemanga zanu monga momwen inu mudziwira za m'mene zotsatila zakawuniwuni, pogwirizana nazo kapena kutsutsana nazo mogwirizana ndi maumboni omvomerezeka kukhala mbali imodzi yazotsalitla zalembedwa mchikalatacho. 		Zichitike mkati mwa masiku nkhumu ndi mphambu zinai (14 days) atatha kawuniwuni
			Palibe	Ulere	Mkati mwa masiku nkhumu ndi mphambu zinai (14 days) kalata yomwe maganizo awo italandiridwa

		Perekani maganizo anu ku zonse zomwe zafotokozedwa ndi akuluakulu a bungwe lanu polemba kalata.	Ulere	Mkati mwa masiku 14 mutalandira kalata kuchoka kwa akulu a bungwe lani	
<ul style="list-style-type: none"> • Ntchito zachitukuko zomwe boma likugwira mothandizidwa ndi mabungwe ena othandiza pa chuma and zithandizo zina • Ndalama zochokera ku thumba lakati laboma ndi mabungwe a boma. 	Palibe.	<ul style="list-style-type: none"> • Pa ntchito ya zitukuko zomwe ziripo: myenera kukonza mabungwe okhazikika: kutumizira za ndogosolo la mmene chuma chagwiritsidwira ntchito ndipo mufunse ku Nthambi ya kawuniwuni wa ndalama ndi zina (NAO) kuti ikachite kawuniwuniyo. • Pa ntchito ya zitukuko zatsopano: Adziwitseni a Nthambi ya Kawuniwuni wa ndalama ndi ntchito zina (NAO) powalembera za kukhazikitsidwa kwa ntchito ya chitukuko ya tsopano ndi kutsatila njira zamomwe kawuniwuni woyenerera pantchitoyi monga talembe pamwambapa. 	Ulere	Pasanathe miyezi itatu (3 Months) chikatha chaka chantchito	
	Muyankhe polemba, kupereka cholinga, nthawi komanso makonzedwe a gulu lopanga kawuniwuni.	Palibe		Ulere	Mkati mwa masiku atatu (3 Days)
	Konzetserani ndi kuyamba kugwira ntchito ya kawuniwuni.	Gwirani ntchito yonse mothandizana popereka mabuku onse ofunika pa ntchito ya kawuniwuni wa za chuma.		Ulere	Masabata anayi (4 Weeks)
	Perekani kalata kwa akuluakulu oyendetsa bungwe	Palibe		Ulere	Masabata awiri (2Weeks)
	Palibe.	Perekani maganizo ndikuyankha mfundo zoperekedwa mukalata yochokera kwa akulu a bungwe		Ulere	Masabata awiri (2Weeks)
4	Kawuniwuni momwe ntchito yayendera molinga ndi muyeso wa za chuma chagwiritsidwa.	<p>Kukonza njira za kawuniwuni</p> <ul style="list-style-type: none"> • Kukhala ndi tchelu poonetsetsa kuti palibe zobvuta pantchito iti iwunikidwe. • Ndipo kuuwunika koyambirira kuchitike zisanifike pamponda chimera. 	Mogwirizana kupereka mapepala a zonse zoyenera ndi ma uthenga ofunikira	Ulere	Miyezi itatu (3Weeks)
	Kuonetsetse kuti ndondomeko zonse ndi kuchita kawuniwuni mwadongosolo lake.	<ul style="list-style-type: none"> • Kukambirana ndi kugwirizana njira ya kafukufuku / kawuniwuni • Mogwirizana kupereka uthenga ndi zones zoyeneleza 		Ulere	Miyezi isanu ndi imodzi (6 Months)
		Lembani ndemanga zanu monga momwen inu mudziwira za m'mene zotsatila zakawuniwuni, pogwirizana nazo kapena kutsutsana nazo mogwirizana ndi maumboni omvomerezeka kukhala mbali imodzi yazotsalitla zalembedwa mchikalatacho		Ulere	Mwezi umodzi 1 Month
	Kumalizitsa ndi kutumiza kalata yofotokozedwa zotsatila zakawuniwuni ndikuti akulukulu a m'maunduna, thambi ndi mabungwe aboma	Palibe		Ulere	Miyezi iwiri 2 Months

		afotokonzere bwino pa zomwe zapezeka kuti sizilibwino.			
5	Kawuniwuni wa chuma pamene pa pezeka kuti ndalama kapena katundu zidakazidwa mwachinyengo zikadzidwa kumene ndi kupeza maumboni wake.	Payenera kukhala kufulumiza pofufuza kuti chachitika ndi chiyani kuti kusakazidwa kwa ndalama ndi katundu mwachinyengo kapena kubedwa kwandalama ndi katundu kwachitika bwanji. Ndipo kawuniwuni achitike mwaukatswiri ndimozama potengala ndi kukula kwa ntchito imeneyi monga mwa nkhani yake.	Akuluakulu a maunduna, nthambi ndi mabungwe adwiwitse nsanga mwachimvekere a Nthambi yakawuniwuni (NAO) zamomwe kusakazidwa mwachinyengo kapena kubedwa kwandalama kapena katundu kwachitika	Ulere	Kuyambira miyezi itatu mpaka khumi ndi iwiri (3 – 12 Months)

“KUDZIPEREKA KUGWIRA NTCHITO MOLEMEKEZA UFULU WANU”

Thandizo lonse loperekedwa mosemphana ndi mbendera zalembedwa m'mwambazi kapena ogwira ntchito aliyense yemwe sadzatsatira malamulo a ntchito yathu mulembere ku:

The Auditor General, National Audit Office, P.O Box 30045, Lilongwe 3.

Office location: Convention Drive, City Centre

Phone: +265 (1) 770 700

Website: www.nao.gov.mw

Public Complaints Standing Committee (Ombudsman),

“NDI UFULU WANU KUFUNSA KUTI MUTHANDIZIDWE MOYENERA”