**x e l S e k r u l e b a #**

**(saeqsperto momsaxurebis Sesaxeb)**

**q. Tbilisi -------------- 2019 w.**

**muxli 1. zogadi debulebebi**

erTis mxriv,ssip \_ levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuro **(SemdgomSi - mimwodebeli**) administraciis (departamenti) ufrosis Tamar melaSvilis saxiT (romelic moqmedebs ssip levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuros ufrosis 2014 wlis 23 ivnisis #114$20 brZanebis safuZvelze), da meores mxriv, ------------------**(SemdgomSi – Semsyidveli)** -------------------------------, saqarTvelos kanonis saxelmwifo Sesyidvebis Sesaxeb pirveli muxlis me-31 punqtis, “t” qvepunqtis safuZvelze, vdebT winamdebare xelSekrulebas Semdegze:

**muxli 2. xelSekrulebis regulirebis samarTlebrivi safuZveli**

mxareTa Soris saxelSekrulebo urTierTobebi ZiriTadad regulirdeba saqarTvelos samoqalaqo kodeqsis 629-e-633-e, 636-e-638-e, 642-e-645-e, 647-e-649-e muxlebiT; ,,sajaro samarTlis iuridiuli piri s- levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuros momsaxurebis tarifebis damtkicebis Sesaxeb” saqarTvelos mTavrobis 2012 wlis 08 maisis #171 dadgenilebiT damtkicebuli tarifebiT; `ssip – levan samxaraulis saxelobis sasamarTlo eqspertizis erovnul biuroSi daCqarebuli saeqsperto momsaxurebis saxeobebis da saeqsperto momsaxurebis vadis gamoyenebis wesis damtkicebis Sesaxeb~ biuros ufrosis 2017 wlis 10 maisis #86$3 brZanebis safuZvelze (SemdgomSi- brZaneba), agreTve am xelSekrulebiT. aRsaniSnavia, rom saxelmwifo Sesyidvebis Sesaxeb saqarTvelos kanonis pirveli muxlis me-31 punqtis, “t” qvepunqtis Tanaxmad miTiTebuli kanoni ar vrceldeba Semsyidveli organizaciis mier sasamarTlo eqspertizis erovnuli biuros momsaxurebis saxelmwifo Sesyidvaze.

**muxli 3. xelSekrulebis sagani**

xelSekrulebisa da moqmedi kanonmdeblobis Sesabamisad, `ssip – levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuros debulebis damtkicebis Sesaxeb~ saqarTvelos mTavrobis 2010 wlis 20 agvistos #255 dadgenilebiT damtkicebuli debulebiT gansazRvruli saeqsperto momsaxurebis gaweva, eqspertis daskvnis an aqtis daskvnis Sedgenis SeuZleblobis Sesaxeb gacema.

**muxli 4. saeqsperto momsaxurebis vada**

1. mimwodebeli saeqsperto kvlevas/gamokvlevas iwyebs Semsyidvelis mier mimwodeblisaTvis saWiro masalis/obieqtis warmodgenis dRidan. Ddaskvna/aqti daskvnis Sedgenis SeuZleblobis Sesaxeb gaicema 30 samuSao dRis vadaSi.

2. im SemTxvevaSi Tu saeqsperto momsaxureba iTvaliswinebs biuros teritoriis gareT arsebuli sakvlevi obieqtis daTvalierebas/kvlevas da nimuSis aRebas, saeqsperto momsaxurebis vadis aTvla iwyeba Semsyidvelis momarTvis dRidan 30 samuSao dRis vadaSi.

3. saeqsperto kvlevis sirTulidan da specifikidan gamomdinare, saeqsperto momsaxurebis aucilebeli gonivruli vada vrceldeba saqarTvelos mTavrobis 2012 wlis 08 maisis N171 dadgenilebiT damtkicebuli biuros momsaxurebis tarifebis #148, 375-378, 380, 381, 392-398 kodebiT gaTvaliswinebul saeqsperto momsaxurebaze.

**muxli 5. xelSekrulebis fasi da angariSsworebis wesi**

1. xelSekrulebiT gansazRvruli samuSaos Rirebuleba saorientaciod ganisazRvreba ----------------------(----------- aTasi) laris odenobiT saqarTvelos mTavrobis 2012 wlis 08 maisis #171 dadgenilebiT damtkicebuli ssip \_ levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuros momsaxurebis tarifebis Tanaxmad, faqtobrivad Sesrulebuli samuSaos moculobis Sesabamisad.

2. Semsyidveli gaecno zemoaRniSnuli dadgenilebiT gaTvaliswinebuli Sesabamisi saeqsperto an specialuri samuSaoebis Rirebulebas (rasac adasturebs xelSekrulebaze xelmoweriT). mxareTa Soris angariSsworeba warmoebs naRdi an unaRdo angariSsworebis formiT, eqspertis mier eqspertis daskvnaze xelmoweris Sesrulebisa da SemsyidvelisaTvis saTanado wesiT (mokle satelefono SetyobinebiT an sxvagvari wesiT) eqspertis daskvnis momzadebis Sesaxeb informaciis miwodebidan 10 sabanko dRis ganmavlobaSi.

3. Semsyidveli mis mier Sedgenil sagadasaxado dokumentebSi miuTiTebs mimwodeblis mier gamowerili sagadasaxado angariSfaqturis nomers (angariSfaqturebis nomrebs) romlis mixedviTac Semsyidveli gadaricxavs gaweuli momsaxurebis Rirebulebis safasurs. am mizniT Semsyidvelis mier Tavisi momsaxure bankisaTvis wardgenil sagadasaxado davalebis grafaSi: “gadaxdis daniSnuleba”, unda iyos miTiTebuli mimwodeblis mier gamowerili sagadasaxado angariSfaqturis nomeri (angariSfaqturebis nomrebi), romlis mixedviTac xdeba fuladi Tanxis gadaricxva.

**muxli 6. mxareTa ufleba-movaleobebi**

**1. Semsyidveli valdebulia:**

a) droulad da keTilsindisierad Seasrulos xelSekrulebiT nakisri valdebulebebi;

b) xeli Seuwyos mimwodebels am xelSekrulebiT gaTvaliswinebuli samuSaos SesrulebaSi;

g) srulyofili saxiT warmoadginos saeqsperto samuSaos Sesasruleblad saWiro masalebi an/da uzrunvelyos eqspertis an specialistis daSveba obieqtze.

**2. Semsyidveli uflebamosilia:**

moiTxovos mimwodeblisagan xelSekrulebiT nakisri valdebulebebis drouli, xarisxiani da jerovani Sesruleba.

**3. mimwodebeli valdebulia:**

a) Semsyidvelis werilobiTi momarTvis safuZvelze gauwios „sajaro samarTlis iuridiuli piris – levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuros damtkicebis Sesaxeb~ saqarTvelos mTavrobis 2010 wlis 20 agvistos #255 dadgenilebiT damtkicebuli saeqsperto momsaxureba;

b)  saeqsperto kvlevis Casatareblad saWiro masalebi miiRos da Caibaros kanoniT dadgenili wesiT;

g) xarisxianad Seasrulos am xelSekrulebiT nakisri samuSao me-4 muxliT gaTvaliswinebul vadaSi;

d) gadasces Semsyidvels saeqsperto samuSao (daskvna) miReba-Cabarebis aqtis gaformebisa da sagadasaxado angariS-faqturis gadacemis (maT Soris eleqtronuli formiT) Semdeg;

e) Semsyidvelis mier sakvlevi masalis/obieqtis warmoudgenlobis an arasrulad warmodgenis SemTxvevaSi, Semsyidvelis momarTvidan 5 samuSao dRis vadaSi moiTxovos saWiro masala/obieqti;

v) moTxovna saWiro masalis/obieqtis warmodgenaze ganaxorcielos: werilobiTi formiT; telefoniT (satelefono saubari eqspertis mier dadasturebul unda iqnes Sesabamisi oqmis SedgeniT); eleqtronuli fostiT an faqsiT (teqnikuri saSualebiT mowodebuli dadasturebiT an Sesabamisi oqmis SedgeniT);

z) Tu saeqsperto momsaxureba iTvaliswinebs biuros teritoriis gareT arsebuli gamosakvlevi obieqtis daTvalierebas/kvlevas/nimuSis aRebas, mimwodebeli valdebulia kvlevis dawyebidan gonivrul vadaSi SeuTanxmos Semsyidvels obieqtis daTvalierebis/kvlevis/nimuSis aRebis TariRi da dro.

T) xelSekrulebiT gansazRvrul vadaSi saeqsperto momsaxurebis Sesrulebis SeuZleblobis SemTxvevaSi, biuros ufrosis brZanebis safuZvelze gaagrZelos saeqsperto momsaxurebis vada.

i) Sesabamisi departamentis xelmZRvaneli valdebulia am muxlis `T~ qvepunqtiT gaTvaliswinebuli vadis gagrZelebis Sesaxeb dauyovnebliv acnobos Semsyidvels: werilobiTi formiT; telefoniT (satelefono saubari dadasturebul unda iqnes Sesabamisi oqmis SedgeniT); eleqtronuli fostiT an faqsiT (teqnikuri saSualebiT mowodebuli dadasturebiT an Sesabamisi oqmis SedgeniT).

k) daicvas gamokvlevis Sesrulebis (saeqsperto kvlevis) safuZvelze miRebuli informaciis konfidencialuroba.

**4.**  **mimwodebeli uflebamosilia:**

a) moiTxovos Semsyidvelisgan xelSekrulebiT nakisri valdebulebebis drouli da jerovani Sesruleba;

b) Semsyidvelis mier 10 samuSao dReSi, saeqsperto momsaxurebisTvis aucilebeli obieqtis/ masalis warmoudgenlobis/arasrulad warmodgenis SemTxvevaSi, Seadginos aqti daskvnis Sedgenis SeuZleblobis Sesaxeb an Sewyvitos eqspertizis warmoeba.

**muxli 7. mxareTa pasuxismgebloba**

1. mxareebi pasuxs ageben maT mier xelSekrulebiT nakisri valdebulebebis Seusruleblobis, an arajerovani SesrulebisaTvis, agreTve xelSekrulebis calmxrivad moSlis SemTxvevaSi, an sakuTari nebiT xelSekrulebidan gasvlisas, Tu am qmedebam meore mxares miayena materialuri ziani.

2. Tu Semsyidveli uars acxadebs mimwodeblis mier Catarebuli samuSaos gagrZelebaze an momzadebuli saeqsperto daskvnis miRebaze, igi ar Tavisufldeba xelSekrulebiT gansazRvruli Sesrulebuli kvlevis safasuris gadaxdisagan

3. am xelSekrulebiT gaTvaliswinebuli me-5 muxlis me-3 punqtis darRvevisaTvis Semsyidvel mxares daekisreba erTjeradi sajarimo sanqciis saxiT mimwodeblis sasargeblod gaweuli konkretuli saeqsperto momsaxurebis Rirebulebis safasuris 3%.

**muxli 8. xelSekrulebis moqmedebis vada**

1. xelSekrulebis dadebis TariRad CaiTvleba orive mxaris mier xelSekrulebis xelmoweris dRe.

2. dakveTis moqmedebis vada aiTvleba Semsyidveli mxaris mier mimwodeblisaTvis yvela saWiro dokumentaciis gadacemis meore dRidan.

3. winamdebare CarCo xelSekruleba moqmedebs 2019 wlis 31 dekembramde. amasTan xelSekruleba inarCunebs iuridiul Zalas mxareebisTvis im periodamde, vidre mxareebi srulad ar Seasruleben am xelSekrulebiT nakisr valdebulebebs.

**muxli 9. xelSekrulebis Sewyveta**

1. mxareebs SeuZliaT urTierTSeTanxmebiT, ormxrivad Sewyviton winamdebare xelSekruleba misi moqmedebis nebismier etapze.

2. mxareebs ufleba aqvT calmxrivad Sewyviton xelSekruleba misi moqmedebis nebismier etapze an uari ganacxadon xelSekrulebiT nakisri valdebulebebis Sesrulebaze, saqarTvelos samoqalaqo kodeqsiT dadgenili wesis dacviT, Tu meore mxare ar asrulebs am xelSekrulebiT masze dakisrebul movaleobas.

3. Semsyidvelis mier gonivrul vadaSi gaweuli saeqsperto momsaxurebis Rirebulebis safasuris gadauxdelobis SemTxvevaSi mimwodebels gaaCnia ufleba calmxrivad Sewyvitos winamdebare xelSekruleba.

**muxli 10. xelSekrulebaSi cvlilebebis Setana**

1. winamdebare xelSekrulebis pirobebis, maT Soris Secvla dauSvebelia, Tu am cvlilebebis Sedegad izrdeba xelSekrulebis saerTo Rirebuleba an uaresdeba xelSekrulebis pirobebi Semsyidveli mxarisaTvis, garda saqarTvelos samoqalaqo kodeqsis 398-e muxliT gaTvaliswinebuli SemTxvevebisa. am xelSekrulebaSi Seva cvlileba da damateba agreTve im SemTxvevaSi Tu Seicvleba saqarTvelos mTavrobis 2012 wlis 08 maisis #171 dadgenilebiT damtkicebul sasamarTlo eqspertizis erovnuli biuros momsaxurebis tarifebi. xelSekrulebis pirobebis gadasinjva (xelSekrulebis calkeuli pirobebis Secvla, gauqmeba) SeiZleba ganxorcieldes mxolod werilobiTi formiT saqarTvelos samoqalaqo kodeqsiT dadgenili wesiT.

2. xelSekrulebaSi yoveli cvlilebis Setana warmoadgens garigebas da saWiroebs werilobiT formas, romelsac xels aweren mxareebi.

3. xelSekrulebaSi Setanili cvlileba warmoadgens xelSekrulebis ganuyofel nawils.

**muxli 11. davis gadawyveta**

mxareebi xelSekrulebidan gamomdinare warmoSobil davebs wyveten urTierTSeTanxmebiT, xolo SeuTanxmeblobis SemTxvevaSi davebis gadasawyvetad mimarTaven saerTo sasamarTlos saqarTvelos samoqalaqo saproceso kodeqsiT dadgenili wesiT.

**muxli 12. fors maJori**

1. mxareebi Tavisufldebian xelSekrulebiT nakisri valdebulebebis SeusruleblobiT meore mxarisaTvis miyenebuli yovelgvari zianis anazRaurebisagan, Tu es gamowveulia fors-maJoruli situaciiT.

2. fors-maJoruli garemoebebis dadgomis SemTxvevaSi im mxarem, romlisTvisac SeuZlebeli xdeba nakisri valdebulebebis Sesruleba, dauyovnebliv unda gaugzavnos meore mxares werilobiTi Setyobineba aseTi garemoebebis dadgomis da maTi gamomwvevi mizezebis Sesaxeb araugvianes 10 kalendaruli dRisa. Tu Setyobinebis gamgzavni mxare ar miiRebs meore mxarisagan werilobiT pasuxs, igi Tavisi Sexedulebisamebr, mizanSewonilobisa da SesaZleblobis mixedviT agrZelebs xelSekrulebiT nakisri valdebulebebis Sesrulebas da cdilobs gamonaxos valdebulebis Sesrulebis iseTi alternatiuli xerxebi, romlebic damoukidebeli iqnebian fors-maJoruli garemoebebis zegavlenisagan.

 **muxli 13. sxva pirobebi**

1. Semsyidveli mxare valdebulia mimwodeblisagan daskvnis Cabarebis momentSi Caibaros mimwodeblisagan (anu gaitanos daskvnis waRebasTan erTad) nivTmtkiceba (warmodgenili gamosakvlevi obieqti). am pirobis Seusruleblobis SemTxvevaSi Semsyidvels ar gadaecema eqspertis daskvna (aqti daskvnis Sedgenis SeuZleblobis Sesaxeb). im SemTxvevaSi Tu Semsyidveli ar Seasrulebs am pirobas nivTmtkicebis gatanis Taobaze, mimwodebeli inarCunebs uflebas 15 dRis Semdgom TviTon warudginos Semsyidvels nivTmtkiceba.

2. xelSekruleba Sedgenilia ორ pirad da ორივე pirs gaaCnia Tanabari iuridiuli Zala.

3. SemTxvevebi, romlebic ar aris gaTvaliswinebuli winamdebare xelSekrulebiT mowesrigdeba saqarTvelos samoqalaqo kodeqsiT dadgenili wesiT.

4. daCqarebuli saeqsperto momsaxurebis SemTxvevaSi vadebis aTvla ganisazRvreba `ssip – levan samxaraulis saxelobis sasamarTlo eqspertizis erovnul biuroSi daCqarebuli saeqsperto momsaxurebis saxeobebis da saeqsperto momsaxurebis vadis gamoyenebis wesis damtkicebis Sesaxeb biuros ufrosis 2017 wlis 10 maisis #86$3 brZanebis Sesabamisad.

5. xelSekrulebas danarTis saxiT erTvis biuros ufrosis 2017 wlis 10 maisis #86$3 brZaneba - `ssip – levan samxaraulis saxelobis sasamarTlo eqspertizis erovnul biuroSi daCqarebuli saeqsperto momsaxurebis saxeobebis da saeqsperto momsaxurebis vadis gamoyenebis wesis damtkicebis Sesaxeb~ (brZanebaSi Setanili yoveli cvlilebis Sesaxeb Semsyidvels ecnobeba damatebiT).

  **mxareTa rekvizitebi:**

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| --- | --- |
|  mimwodebeli: ssip levan samxaraulis saxelobis sasamarTlo eqspertizis erovnuli biuro sabanko rekvizitebi: მიმღები ბანკი : სახელმწიფო ხაზინა მიმღების დასახელება: ხაზინის ერთიანი ანგარიში ბანკის კოდი:TRESGE22 მიმღების ანგარიში/სახაზინო კოდი:707767126 s/k: 204852089  ------------------------------------------ administraciis (departamenti) ufrosi  Tamar melaSvili |  Semsyidveli: |