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| **Edited by** | **I'm counting on.** |
| **Ali Sawy al, Qahtani** | **Fahd Abdullah Al,Haqbani** |

**Goal**

**APPLYING FOR A SECONDMENT**

**Beneficiary**

functionary

**Reference**

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

**Definitions and shortcuts**

APA:Personnel Management

P:Procedure

**Attached documents**

**APA-F-01-03**

**Completion time 3 days**

**The degree of confidentiality of the procedure is normal.**

 **Explain the steps**

1. Filling out the assignment application form with the task termination form simultaneously and the APA-F-01-03 assignment application form (the beneficiary of the service).

2. The approval of the holder of the authority to the assignment (the beneficiary of the service).

3. (Financial link) i.e. booking the amount of the assignment from the Department of Finance (the beneficiary of the service).

4. Issuing a mandate decision through the Ward system (the beneficiary of the service).

5. Provide the mandate authority with a form of decision for briefing (beneficiary of the service).

6. The Department of Personnel Affairs maintains a full-fledged transaction with the (mandate) file (the beneficiary of the service).

7. Send the full origin of the transaction to the department of salaries and expenses to complete the disbursement of financial dues (beneficiary of the service).