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

**Goal**

**CONDUCTING A MAIL DISTRIBUTOR BONUS**

**Beneficiary**

functionary

**Reference**

 Regulations and regulations of the Ministry of Education - University Council Law - 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**

0

**Completion time 3 days**

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

 **Explain the steps**

1. Send a letter from the relevant authority to the Department of Personnel stating that mail (the beneficiary of the service) is being brought and distributed.

2. (Financial Link) i.e. booking the amount of the mail distributor's bonus from the Department of Finance

 (Beneficiary of the service).

3. Issuing a decision to reward the mail distributor (beneficiary of the service).

4. Provide the relevant authority with a picture of the decision-making mail distributor for briefing (beneficiary of the service).

5. The Department of Personnel affairs retains a full-fledged transaction with the file (post distributor bonus) (beneficiary of the service).

6. 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).