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

**Goal**

DEPORTATION ALLOWANCE DISBURSEMENT PROCEDURE

**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**

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**Completion time 3 days**

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

**Explain the steps**

1. A letter from the authority directly informing the employee of the work and requesting his dismissal (the beneficiary of the service).

2. Ensure that the deportation allowance is disbursed and that the transfer or appointment was made on the basis of the interest of the work and the desire of the university (the beneficiary of the service).

3. Issuing a decision to pay the deportation allowance to the employee (the beneficiary of the service).