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| **Edited by** | **Adopted from** |
| **Abdullah Al, Heif** | **Tired intruder** |

Name and signature

**Goal**

 Export of letters and transactions

**Application area**

 Deanship of Faculty and Staff Affairs

**Reference**

Higher Education Council system and universities regulations

 Regulations and regulations of the Ministry of Human Resources and Social Development

University Council decisions

**Definitions and shortcuts**

 AR:Human Resources Relations Management

P:Procedure

**Amendments**

**Attached documents**

**Explain the steps**

1. The transaction is exported from the competent administration and then referred to the department of relations with the deanship

2. If the transaction is not indexed, it is returned to its source.

3. The transaction is entered into the electronic system and has a number issued.

4. It is sent by electronic system to the concerned party.

5. The transaction receipt statement is printed if necessary.

6. It is sent to the designated entity, whether inside or outside the deanship, and if the transaction is urgent, it is sent by fax or e-mail.

7. If the concerned party is inside the deanship, then by the reporter, if it is paper.

8. If it is outside the deanship it is sent electronically.

9. If it is for the feminist section through their reporter.

10. If it is out of the way out, then by Saudi Post.