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

**Goal**

FILE RECEIPT AND DELIVERY 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**

**APA-F-01-08**

**Completion time 1 days**

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

**Explain the steps**

1. Provide information to complete related transactions or hand over the file if required to the relevant department (beneficiary of the service).

2. The presence of a competent officer from the relevant department and the request for the file of an employee or faculty member (beneficiary of the service).

3. Inquire about the employee's name via computer to see the employee's information and file number (the beneficiary of the service).

4. Extracting the file of the employee or faculty member from the archive device based on his file number (the beneficiary of the service).

5. Inform the employee of the information about the file or hand it over to the employee if necessary (the beneficiary of the service).

6. Register the file recipient's data with the file form on the date of receipt and delivery (as each file has a special form with which the file transaction is recorded) the APA-F-01-08 file receipt and delivery form .