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

**Goal**

**MAKE A CANCELLATION REQUEST**

**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- Issuing a decision to cancel the deduction for the employee

(Beneficiary of the service).

2- The decision is indicated and submitted to the holder of the authority by the Director of Personnel Affairs (beneficiary of the service).

3. The decision is signed by the Dean of Human Resources or his deputy (beneficiary of the service).

4- Export the decision and provide the competent and relevant administration with a form of it (the beneficiary of the service).