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

**Goal**

**MAKING A STANDING COMMITTEE BONUS 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. Send a letter from the relevant body to the standing committees to the holder of the authority (beneficiary of the service)

2. Approval of standing committees by the holder of authority (beneficiary of the service)

3. (Financial link) i.e. booking the amount of the bonus of standing committees from the Department of Finance (beneficiary of the service)

4. Issuing a decision to reward the Standing Committee (beneficiary of the service)

5. Provide the relevant authority with a form of decision to be rewarded by the Standing Committee for briefing (beneficiary of the service)

6. The Department of Personnel affairs maintains a full-fledged file (committee bonus) (beneficiary of the service)

7. 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).