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| **Edited by** | **I'm counting on.** |
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**Goal**

**OFF-DUTY COMMISSIONING**

**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-01-02**

**Completion time 3 days**

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

 **Explain the steps**

1. Fill out the form for commissioning work outside of official working time with an off-duty application form APA-F-01-02(beneficiary of the service).

2. The authority's approval to commission work outside the official working time (the beneficiary of the.

3. (Financial link) i.e. booking the amount of assignment. work outside the official working time of the Department of Finance (beneficiary of the service).

4. Issuing a decision to commission work outside official working time through a resource system (beneficiary of the.

5. Provide the relevant authority with a form of decision. to send a mission to manage the personnel (the beneficiary of the service).

6. The Department of Personnel affairs maintains a full-fledged file (off-duty) (beneficiary of the.

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.