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

**Goal**

**OUTGOING MAIL PROCEDURE**

**Beneficiary**

functionary

**Reference**

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

**Definitions and shortcuts**

APA:Personnel Management

P:Procedure

**Attached documents**

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**Completion time 1 days**

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

**Explain the steps**

1- Receiving transactions on paper from the competent employee and exporting them electronically to the competent authority and preserving the origin of the transaction (the beneficiary of the procedure).