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

**Goal**

TRANSFER FROM THE UNIVERSITY

**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. A letter was received to the Deanship requesting approval for the transfer of employee services from the university (the beneficiary of the service).

2. Addressing his employer about the possibility of dispensing with his services (the beneficiary of the service).

3. Issuing a letter approving the transfer of the services of the employee (beneficiary of the service).

4. A letter is received directly from the employee from the transferees (the beneficiary of the service).

5. Issuing a decision to fold a restriction on the employee to transfer his services (the beneficiary of the service).

6. Send the employee's file to the relevant authority while retaining a picture of him (the beneficiary of the service).