( نموذج انهاء مهمة موظف/ة )

(يعبئ النموذج بعد انتهاء المهمة )

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **بيانات المنتدب** | **الاسم** | **..................................................** | | | | **الرقم الوظيفي** | **.........................** | **جهة العمل** | **...............................** | | **المسمى الوظيفي** | | **......................................** | | | **المرتبة** | **..........................................................................** | | | | **المهمة** | **مكان الانتداب** | | | | | **تاريخ بداية الانتداب** | | **تاريخ نهاية الانتداب** | | | **.............................................................** | | | | | **.......................................** | | **.............................................** | | | **مدة الانتداب** | | | **مهمة الانتداب** | | | | **نوع الانتداب داخلي / خارجي** | | | **............................** | | | | **............................................................................** | | | **............................................** | |   **- هل تم تامين وسيلة السفر ؟ نعم**  **لا**  **- هل تم تامين السكن والطعام او احدهما** ؟ **نعم  لا** |
| **البيانات الموضحة عالية صحيحه وعلى مسؤوليتي .**   |  |  | | --- | --- | | **الاسم** | **.........................................................................** | | **التوقيع** |  | | **التاريخ** | **.........................................................................** | |

**الرئيس المباشر**

**الوظيفة: ....................................................**



**التوقيع:**

**التاريخ:** **....................................................**