






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	Reporting for duty for new appointed staff
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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	Universiti Islam Sultan Sharif Ali (UNISSA)	Doc. No.: SOP-ADMIN-011
	PROCEDURES MANUAL	Rev. No.: 00
Section:	ADMINISTRATION SECTION	Effective Date: 28 th September 2022
Subject:	REPORTING FOR DUTY FOR NEW APPOINTED STAFF	Page No.: 3 of 6

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This procedure manual will help all staff in understanding the procedure of processing Reporting for duty for new appointed staff

1.1 Purpose

To ensure that the Reporting for duty for new appointed staff is process is organized

1.2 Scope

This scope of this manual is to ensure that Reporting for duty for new appointed staff follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Acting Registrar	To sign letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty To check and amend draft a letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty
Assistant Registrar Administration	To sign letter to new staff informing that UNISSA take note that he/she already report to duty To check and amend draft a letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty To check and amend draft a letter to new staff informing that UNISSA take note that he/she already report to duty
Acting Registrar Confidential clerk	Preparing instruction minute
Office Assistant	To open personal file for the new staff To draft a letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty To draft a letter to new staff informing that UNISSA take note that he/she already report to duty
New appointed staff	To send a letter to Acting Registrar through head of section

2 Definitions and Abbreviations

2.1 Definitions

Reporting for duty for new appointed staff

It is platform for Reporting for duty for new appointed staff

2.2 Abbreviations

	Reporting for duty for new appointed staff
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3 Procedure Details



Activity	Details	Responsible Person	Documented Information	Duration
<pre> graph TD Start([Start]) --> WriteLetter[Write letter] WriteLetter --> Signature[Signature & Comment] Signature --> Submit[Submit] Submit --> Receive[Receive reporting duty] Receive --> Processing[Processing instruction minute] Processing --> A((A)) A --> Drafting[Drafting letter] Drafting --> End[] </pre>	1. Reporting to duty			
	1.1 Writing a letter to Registrar through respective head of section	New appointed staff		1-3 days
	1.2 Head of Section signature and comment	Head of Section		
	2. Submission of letter			
	2.1 Submit letter of reporting duty to Registrar	Respective section clerk		
	2.2 Preparing despatch			
	3 Receiving reporting duty letter			
	3.1 Receive reporting duty letter	Registrar Confidential clerk		
	4. Processing report to duty Staff			
	4.1 Preparing Minute instruction Minute	Registrar Confidential clerk		1- 4 days
	4.2 Receive Instruction minute from Registrar	Assistant Registrar Administration		
	4.3 Minute to office assistant to prepare draft a letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty and letter to new staff informing that UNISSA take note that he/she already report to duty	Assistant Registrar Administration		
	4.4 To draft a letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty To draft a letter to new staff informing that UNISSA take note that he/she already report to duty	Office Assistant		



<p>Check letter</p>	<p>4.5 To check and amend draft a letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty To check and amend draft a letter to new staff informing that UNISSA take note that he/she already report to duty</p>	<p>Assistant Registrar Administration</p>		
<p>Sign letter</p>	<p>4.6 To sign letter to Permanent Secretary (Higher Education) informing that new staff appoint has report to duty To sign letter to new staff informing that UNISSA take note that he/she already report to duty</p>	<p>Registrar</p>		
<p>Make copy and distribute file and Open file</p>	<p>4.7 To open personal file for the new appoint staff and distribute original and copy to officer/staff and department concern</p>	<p>Assistant Registrar Administration</p>		
<p>End</p>		<p>Office Assistant</p>		

4 References