|  |  |
| --- | --- |
| **PERSONEL BİLGİLERİ** */**PERSONNEL INFORMATION* | |
| **Ad Soyad** */ Name Surname* |  |
| **Unvan** */ Title* |  |
| **Birim** */ Unit* |  |
| **Devir Nedeni** */ Reason for Transfer* |  |
| **Tarih** */ Date* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DEVİR-TESLİM** */ TRANSFER-HANDOVER* | | | | | |
| **Ana Sorumluluklar**  *Main Duties* | | | **Devredilecek Kişi; Ad-Soyad ve İmza**  *Receiving Party; Name-Surname and Signature* | | |
|  | | |  | | |
| **Dosyalar**  *Files* | | | **Devredilecek Kişi; Ad-Soyad ve İmza**  *Receiving Party; Name-Surname and Signature* | | |
|  | | |  | | |
| **E-posta Hesabı**  *E-mail Account* | | | **Devredilecek Kişi; Ad-Soyad ve İmza**  *Receiving Party; Name-Surname and Signature* | | |
|  | | |  | | |
| **Şifreler**  *Passwords* | | | **Devredilecek Kişi; Ad-Soyad ve İmza**  *Receiving Party; Name-Surname and Signature* | | |
|  | | |  | | |
| **Devam Eden Projeler**  *Ongoing Projects* | | | **Devredilecek Kişi; Ad-Soyad ve İmza**  *Receiving Party; Name-Surname and Signature* | | |
|  | | |  | | |
| **Dolap Anahtarları**  *Locker Keys* | | | **Devredilecek Kişi; Ad-Soyad ve İmza**  *Receiving Party; Name-Surname and Signature* | | |
|  | | |  | | |
| **ONAY** */ APPROVAL* | | | | | |
| **DEVREDEN PERSONEL**  *TRANSFERRING PERSONNEL*  **\_\_\_/\_\_\_/\_\_\_\_\_\_** | **BİRİM YÖNETİCİSİ**  *UNIT MANAGER*  **\_\_\_/\_\_\_/\_\_\_\_\_\_** | **İNSAN KAYNAKLARI**  *HUMAN RESOURCES*  **\_\_\_/\_\_\_/\_\_\_\_\_\_** | | **GENEL SEKRETER YARDIMCISI**  *DEPUTY SECRETARY GENERAL*  **\_\_\_/\_\_\_/\_\_\_\_\_\_** | **GENEL SEKRETER**  *SECRETARY GENERAL*  **\_\_\_/\_\_\_/\_\_\_\_\_\_** |