

1.0. PURPOSE

This procedure is intended as a guideline for the process of proposing transfers / transfers to and from UNESA for teaching staff and education personnel.

2.0. SCOPE

This procedure describes the implementation of the process of proposing incoming and outgoing transfers starting from receiving a transfer request to notification of SK retrieval and assignment letter.

3.0. REFERENCES

3.1. ASN Law no. 5 of 2014 concerning ASN

3.2. PP No.11 of 2017 concerning ASN Management

3.3. Ministry of National Education Secretary General Circular Letter No. 32370/A4.6/KP/2007

3.4. Rector Regulation No.3 of 2020 concerning Unesa's Internal Quality Assurance System

4.0. DEFINITION

4.1. Transfer is moving work outside or entering an agency.

4.2. SKP is Employee Performance Targets, namely a list containing the results of the assessment of the work implementation of a State Civil Apparatus within a period of 1 year made by the appraisal official.

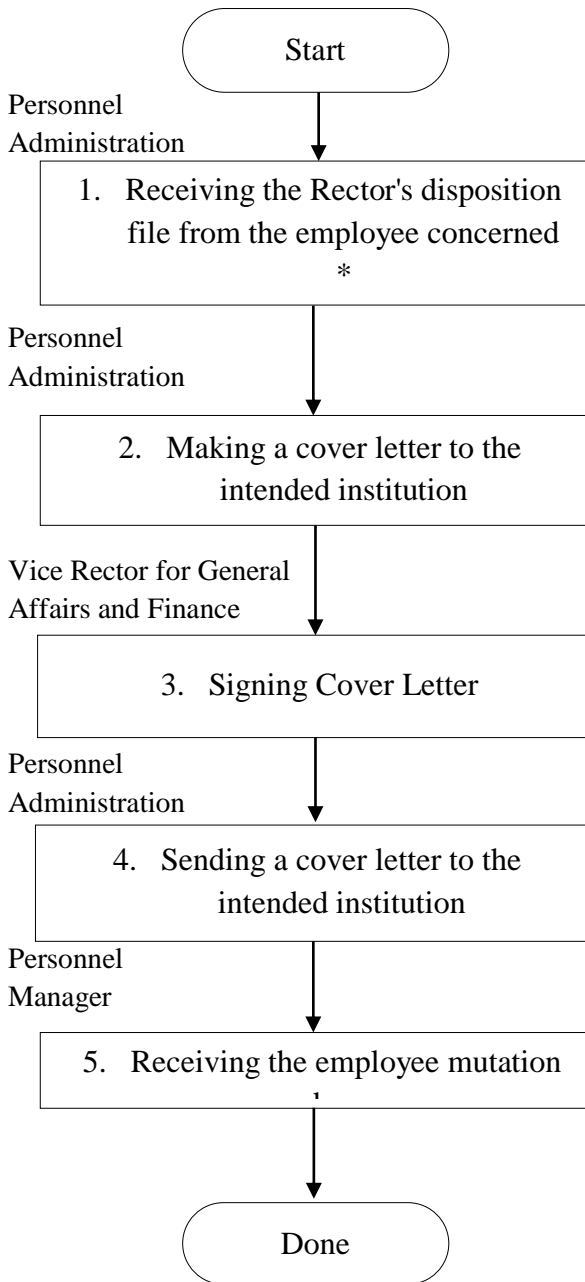
4.3. ASN is the State Civil Apparatus.

5.0. PROVISION

5.1. Decree of the Mutation Decree from the Kemenristekdikti Bureau

6.0. PROCEDURE DETAIL

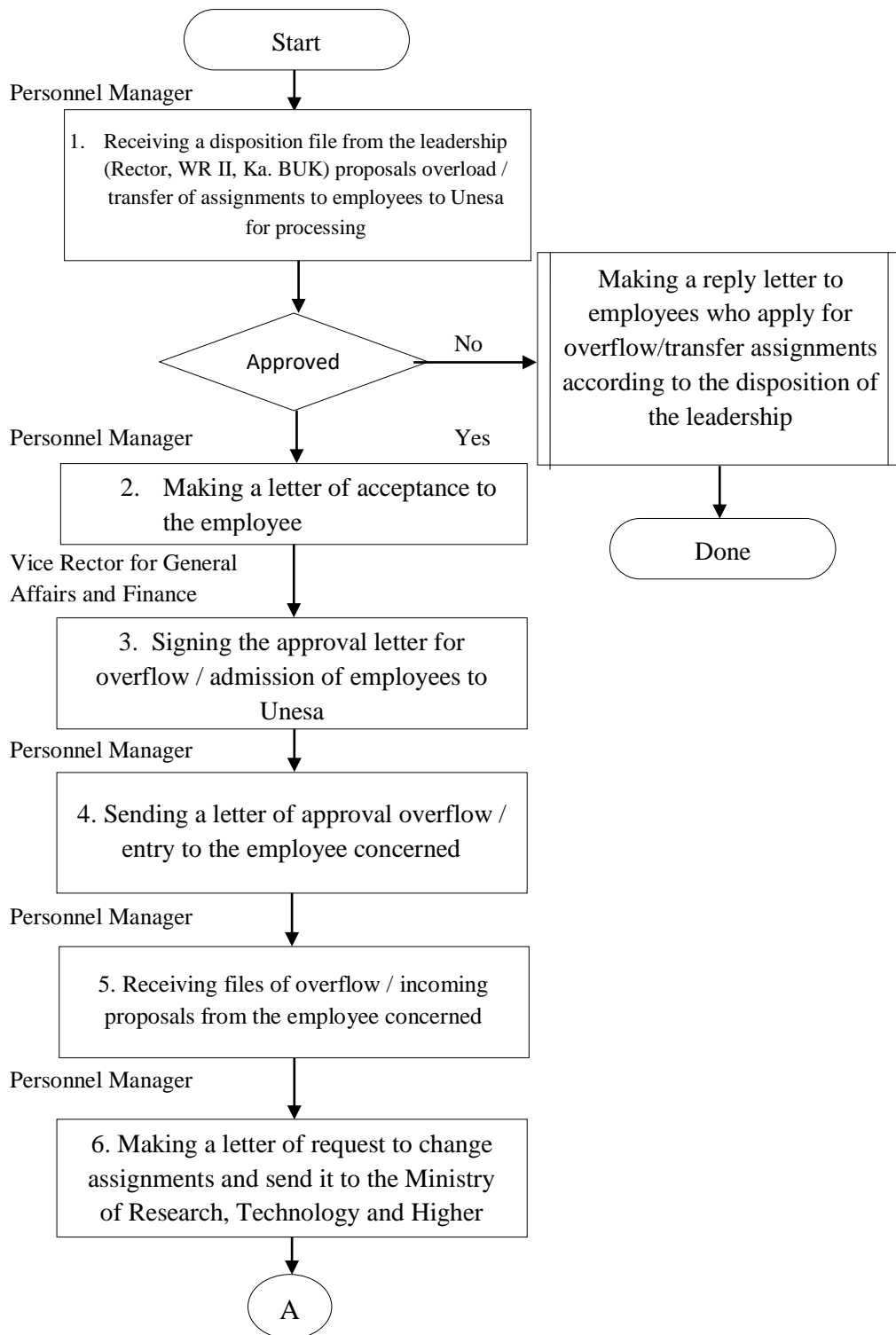
6.1. PROCESS OF MOVING (EXIT) EDUCATORS & TEACHING STAFF



* 1. Files include:

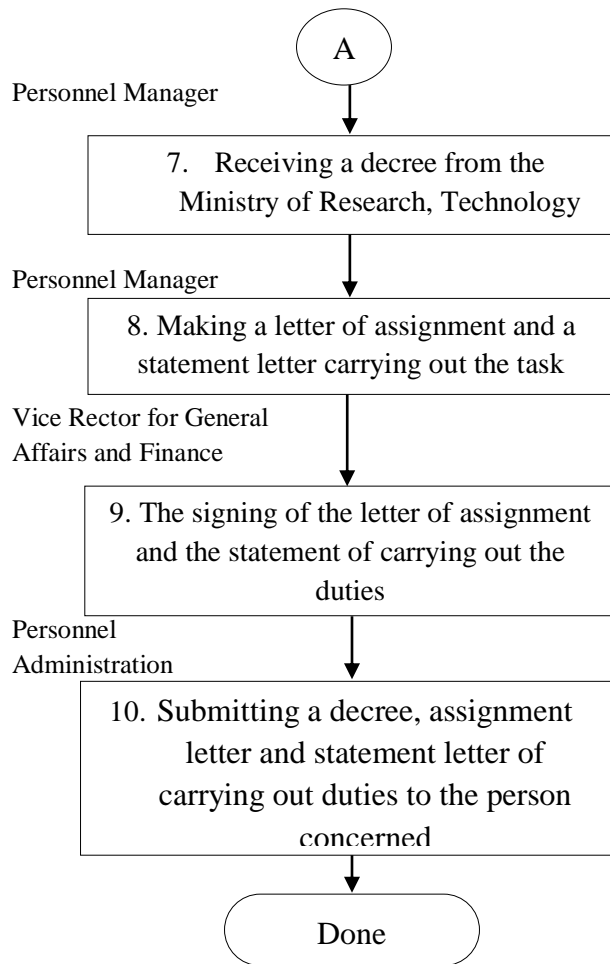
- The letter of request to move concerned
- Condition statement letter
- A letter of willingness to receive from the head of the intended institution
- Color photograph 4x6 cm in size
- Curriculum Vitae
- Photocopy / valid copy:
 - a. CPNS SK, PNS appointment and last rank
 - b. Functional Position Decree
 - c. Latest diplomas and transcripts
 - d. SKP for the last two years
 - e. NIP / Karpeg conversion
 - f. Karis / Karsu

6.2. PROPOSED PROCESS OF OVERVIEW (ENTERING) EDUCATORS & EDUCATION MANPOWER



* 1. The files sent include:

- The letter of request to move concerned
- Letter of approval / permission to release from the university (qualification is required)
- Conduite statement letter
- Letter of willingness to receive from Unesa leadership
- Color photograph 4x6 cm in size
- Curriculum Vitae
- Photocopy / valid copy:
 - a. CPNS SK, PNS appointment and last rank
 - b. Functional Position Decree
 - c. Latest diplomas and transcripts
 - d. SKP for the last two years
 - e. NIP / Karpeg conversion
 - f. Karis / Karsu



7.0. RECORDING LIST

- 7.1. Decree on Moving from the HR Bureau of the Ministry of Research, Technology and Higher Education
- 7.2. Letter of assignment
- 7.3. Statement of carrying out duties
- 7.4. Release Approval Letter
- 7.5. Transfer Approval Letter

8.0. NOTE OF CHANGES

- 8.1. REV.0, 25 October 2012: Documents starting from scratch (no changes)
- 8.2. REV.01, 20 September 2017: Changes in adding references, process flow, names and titles
- 8.3. REV.02, 6 March 2020, references, name and title, process flow, conditions, files