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

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| **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* |
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| **Devam Eden Projeler** *Ongoing Projects* | **Devredilecek Kişi; Ad-Soyad ve İmza** *Receiving Party; Name-Surname and Signature* |
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| **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***\_\_\_/\_\_\_/\_\_\_\_\_\_** |