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TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION

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Workflow Process Chart

DECLARATION of PROPERTY WORKFLOW PROCESS

Responsible Legislation/Documents

In case of new appointment, dismissal or resignation, a new Property Declaration Declaration must be filled out within one month.

*All Employee

If there is a change in assets exceeding 5 times the monthly net salary, a new Asset Declaration Declaration must be filled out within one month.

*All Employee

*657 Civil Servants law
*3628 In Goods Declaration Presence, Bribery and Fighting Corruption law

The Property Declaration Declaration must be filled out by the end of February at the latest for years ending in 0 and 5.

*All Employee

The goods declaration form is filled out and signed by the relevant personnel, placed in a sealed envelope and the name of the relevant person is written.

*Goods In your notification Found Employee

*Goods Declaration Form

The Property Declaration Form, signed by the relevant personnel and prepared in a sealed envelope, is delivered to the clerical/personnel affairs department to be forwarded to the Personnel Department.

*Goods In your notification Found Employee
*Writing and Human resources staff

*Goods Declaration Form
*Cover Letter