

Human Resources Directorate

Historical English translation of an older Turkish document. This is not a current service commitment or application guide. Staffing, contact details, requirements and completion times may have changed. Confirm everything with the relevant unit before acting.

Original Turkish PDF: <https://totm.inonu.edu.tr/dosyalar/file/9.pdf>

Personnel and correspondence services

SERVICE	SOURCE REQUIREMENT / PROCESS	STATED TIME
Receipt of official correspondence and petitions	Submit petition.	Same day
Response to official correspondence	Official correspondence.	1 month
Assignments	Personal petition and assignment letters.	Same day
Separation from employment	Petition; includes retirement, death, resignation or termination.	1 month
Transfers	Petition.	1 month
Leave	Application and processing.	15 minutes
Administrative investigations	Petition, record and conclusion.	2 months
Reports	Form and covering letter.	1–5 days
Card-controlled door access	Petition for card activation.	15 minutes

Historical contacts in the original

Historical first contact: Sıddık GÜL, Human Resources Director, 0422 341 06 60–70 ext. 2009, siddik.gul@inonu.edu.tr. Historical second contact: Dr. Lecturer Hacı Bayram BERKTAŞ, Deputy Chief Physician, ext. 1604, bayram.berktas@inonu.edu.tr.

Translation prepared 27 September 2026 for archival reference. In case of any difference, consult the linked Turkish original. For present-day procedures, contact the relevant hospital unit.