SERING CONAN ALSO OF THE SERIES OF THE SERIE	POB number	UPNVJ/POB/FH-TU/024
UNIVERSITAS PEMBANGUNAN NASIONAL "VETERANS" JAKARTA FACULTY OF LAW	Manufactu re Date	8 March 2018
UNIVERSITAS PEMBANGUNAN NASIONAL	Revision date	-
	Effective Date	9 March 2018
	Endorsed by	Dean
FACULTY OF LAW		
		DWI DESI YAYI TARINA, SH, MH.
THAT PART	Title SOP	SHIPPING OUT LETTER

LEG 1.	SAL BASIS: Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System Law of the Republic of Indonesia Number 12 of 2003 concerning Higher Education	EXECUTOR QUALIFICATIONS: 1. Understand guidelines and instructions regarding the procedures for sending outgoing letters within the Faculty of Law UPN "Veteran" Jakarta 2. Understand DUTIES AND RESPONSIBILITIES 3. Understand outgoing mailing procedures
3.	P ruleRepublic of Indonesia Government No. 4 of 2014 concerning the implementation of higher education and the management of higher education institutions. Regulation of the Minister of Research, Technology and Higher Education number 44 of 2015 concerning National Higher Education Standards.	
LIN	KAGES:	EQUIPMENT GEAR :
		1.
WAI	RNING:	RECORDING AND DATA COLLECTION:
Exec	cution of mail delivery	ListBMN acceptance.

WORK PROCEDURES

NO.	DOCUMENT	EXECUTOR	TIME	OUTPUT
	a. Preparation			
1	Received that letterwill be sent	staff	2 minutes	That letterwill be sent
	Provide letterhead envelope paper for mailing	staff	2 minutes	Envelope
	Provide expedition book for proof of delivery	staff	2 minutes	Expedition book
	b.Implementation			
	Give the number, classification code, date and year of manufacture of the letter	staff	2 minutes	Number, classification code, date and year of manufacture of the letter
	notedon the outgoing mail agenda	staff	2 minutes	Mail Agenda
	Enteron an envelope that has been given a destination address.	staff	2 minutes	Ready lettersent
	Directto the letter carrier recorded in the expedition book	staff	2 minutes	
	Sending letters to the work units and the intended agencies	staff	30 minutes	Letterarrived at the destination
	Deliverarchive of letters along with their recapitulation to Archivists for archives	staff	20 minutes	Recapmail delivery status

Workflow

SHIPPING OUT LETTER					
General Affairs and Finance Subdivision Staff	Letter Receiving Unit	Archivist			
Receive mailwhich will sent Provide mailing envelopes	• –				
Providebook expedition					
 Give number, code classification,date and year of writing 					
Schedule letters go out					
 Put on the envelope which has been given an envelope 	. Bossins soull	Keepfiles			
* notedon books expedition	 Receive mail Sign proof of delivery / expedition book 	along recapitulation			
recipient of the letter/address letter					