

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

LEGAL BASIS: 1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System 2. Law of the Republic of Indonesia Number 12 of 2003 concerning Higher Education 3. P ruleRepublic of Indonesia Government No. 4 of 2014 concerning the implementation of higher education and the management of higher education institutions. 4. Regulation of the Minister of Research, Technology and Higher Education number 44 of 2015 concerning National Higher Education Standards.	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
LINKAGES :	EQUIPMENT GEAR :
WARNING:	RECORDING AND DATA COLLECTION:
Execution of mail delivery	ListBMN acceptance.

WORK PROCEDURES

NO.	DOCUMENT	EXECUTOR	TIME	OUTPUT
a. Preparation				
1	Received that letter will be sent	staff	2 minutes	That letter will be sent
2	Provide letterhead envelope paper for mailing	staff	2 minutes	Envelope
3	Provide expedition book for proof of delivery	staff	2 minutes	Expedition book
b. Implementation				
1	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
2	note on the outgoing mail agenda	staff	2 minutes	Mail Agenda
3	Enter on an envelope that has been given a destination address.	staff	2 minutes	Ready letter sent
4	Direct to the letter carrier recorded in the expedition book	staff	2 minutes	
5	Sending letters to the work units and the intended agencies	staff	30 minutes	Letter arrived at the destination
6	Deliver archive of letters along with their recapitulation to Archivists for archives	staff	20 minutes	Recap mail delivery status

Workflow

SHIPPING OUT LETTER		
General Affairs and Finance Subdivision Staff	Letter Receiving Unit	Archivist

