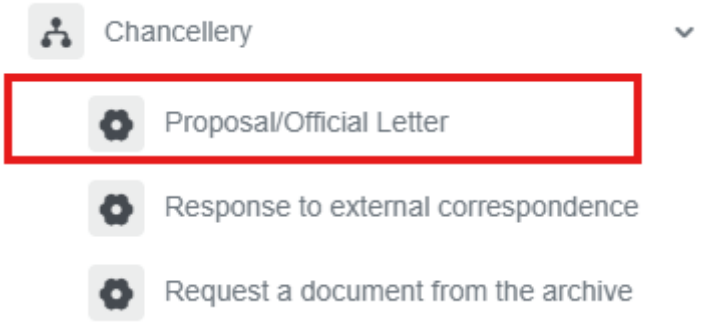
Proposal/Official Letter

Process purpose and use cases:
This process is used for submitting proposals or sending official letters within the organization. It is typically applied in the following cases:

- Submitting a proposal to the organization's management
- Approving internal documents
- Exchanging official correspondence with other structural units

How can I initiate the Proposal/Official Letter process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Chancellery** → **Proposal/Official Letter** process**.**



2.

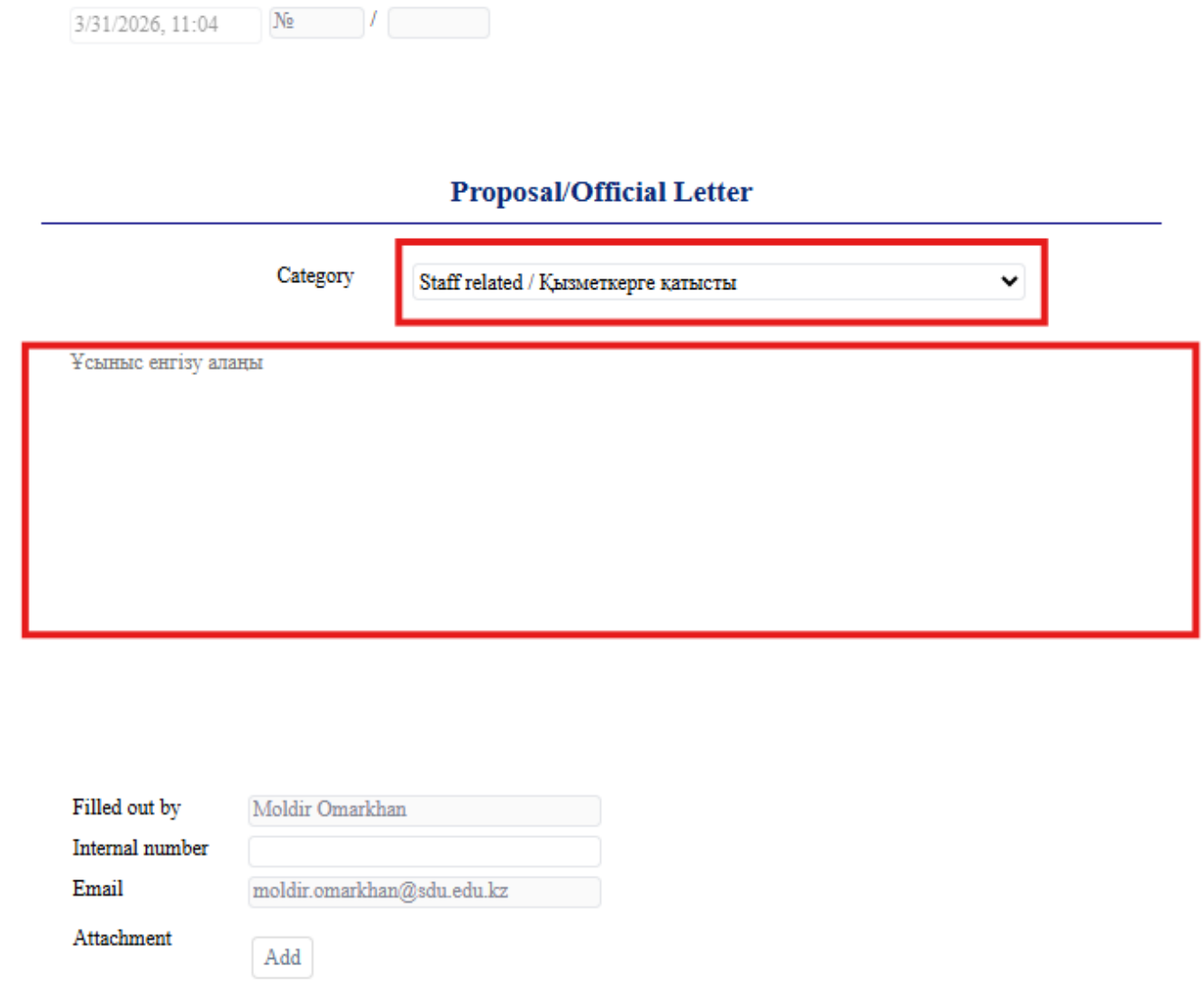
1) First of all, user need to select the category of official letter. Categories are : **(Staff related or other).**

2) According to the category the new templates will be opened.

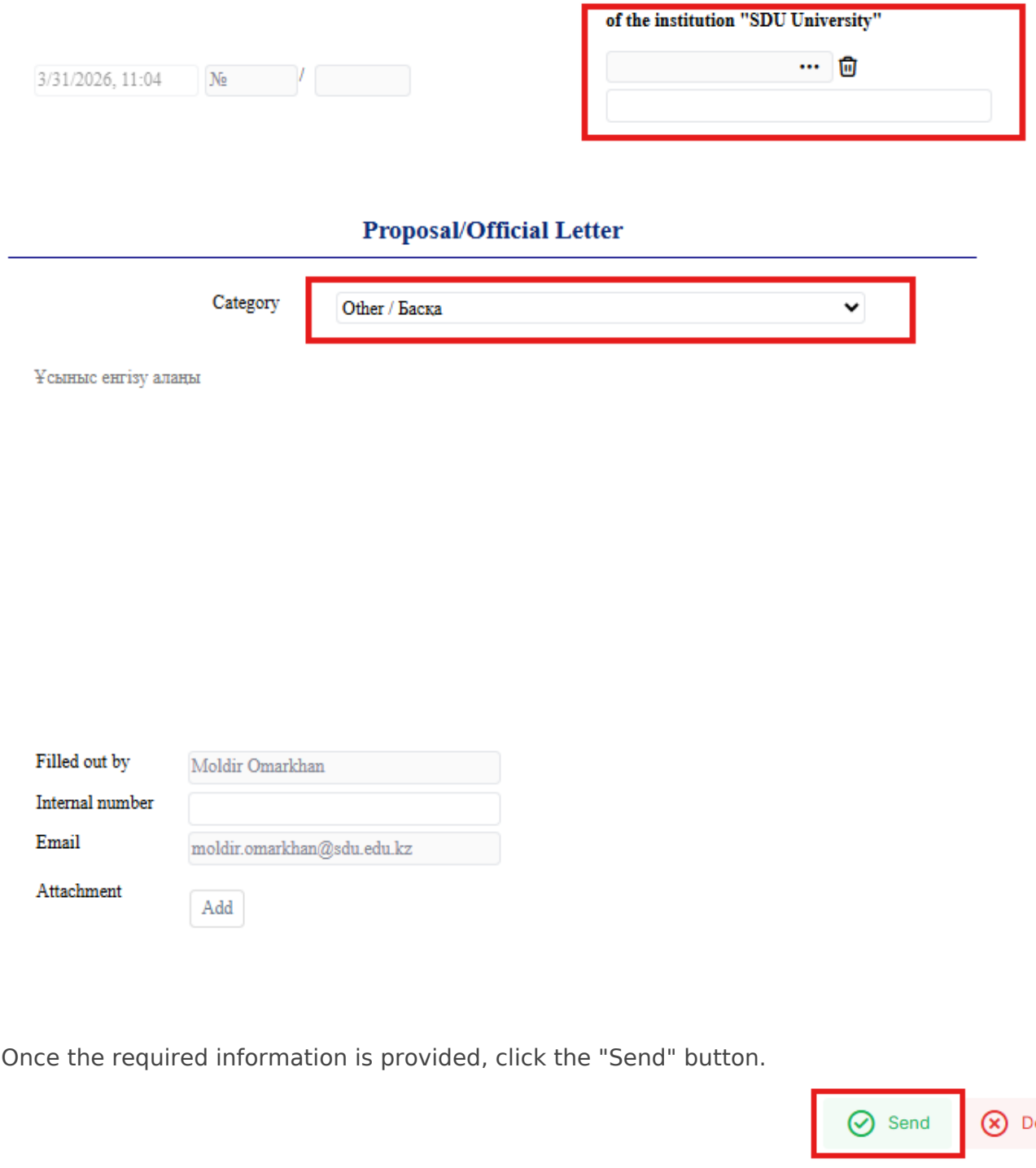
Note: Staff related letters will be automatically directed to the responsible person.

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3) If user will select category "Other", it's mandatory to select the Rector or Vice-rector to whom will be written letter..

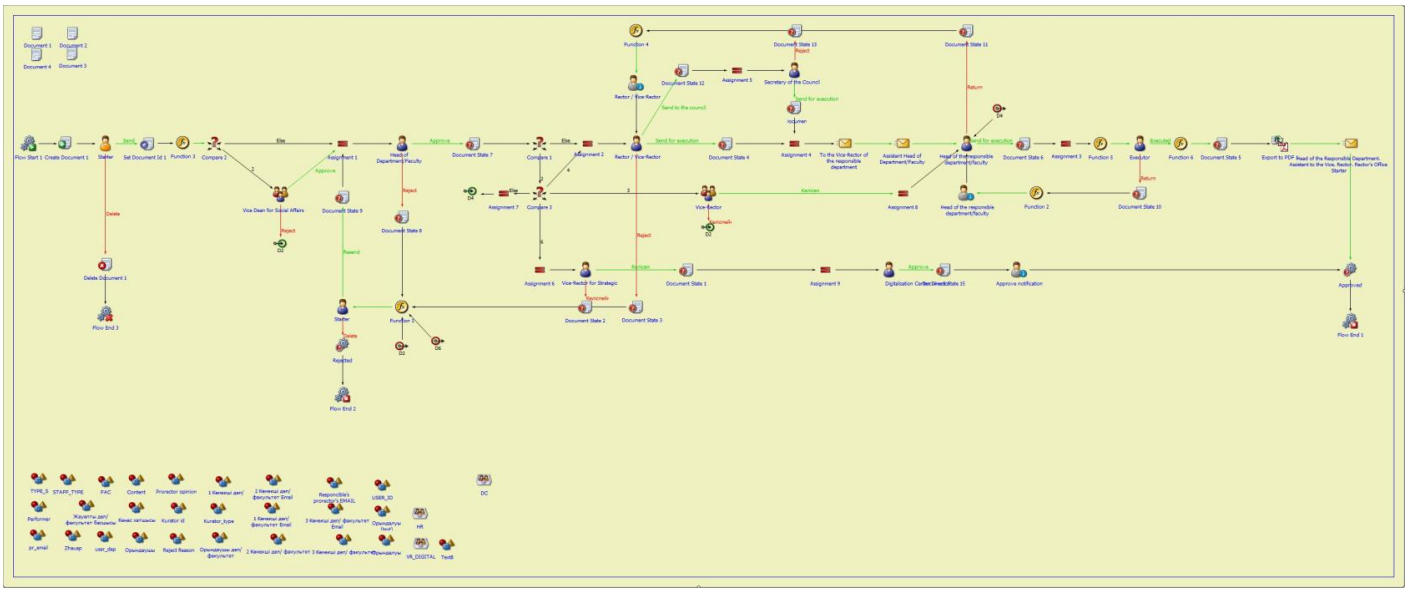


3. Once the required information is provided, click the "Send" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

Revision #9
Created 2025-02-25 10:14:33 UTC by Shynar Toktar
Updated 2026-03-31 06:23:17 UTC by Moldir Omarkhan