

# LEMBAR DISPOSISI KEPALA MUSEUM NASIONAL

☐ Rahasia

☐ Penting

☐ Biasa

☐ Segera

☐ Amat Segera

No./Tgl. Agenda :

No./Tgl.

Asal Surat

10/2-15

Mrs. Shobana Kartik

Murthy

Perihal : Kunjungan the Military Attache  
Corp Spouse's Association, ISI 08/2-15, Jan 10<sup>00</sup>

## DISPOSISI KEPALA

☐

Bagian Tata Usaha

☐

Bidang Pengkajian dan Pengumpulan

☐

Bidang Perawatan dan Pengawetan

☐

Bidang Penyajian dan Publikasi

☐

Bidang Kemitraan dan Promosi

☐

Bidang Registrasi dan Dokumentasi

☐

Sekretariat

☐
☐

CATATAN :

## ISI DISPOSISI

☐

Ajukan Pendapat / Saran

☐

Laporan / Laporkan

☐

Setuju / ACC

☐

Adakan Pengecekan / Cek

☐

Siapkan Jawaban / Konsep

☐

Agar Diselesaikan

☐

Bahas Bersama / Adakan Rapat

☐

Tik / Copy / Gandakan

☐

Hubungi

Paraf :

Tanggal :

Telah direkam dalam komputer tanggal :

Kode Komputer :

***Mrs Shobana Kartik Murthy***  
***Social Coordinator, MILAT Spouses' Committee***

The Director  
Museum Nasional Indonesia  
Jl Medan Merdeka Barat  
Jakarta Pusat.

The Military Attaché Corps Spouses' Association is planning a visit to the 'Museum Nasional Indonesia' from **10 am to 12 noon on Wednesday 18 Feb 2015.**

The Visit is aimed at providing these diplomats, from all over the world an insight into the rich heritage and varied culture of Indonesia. I would, therefore, request you to please facilitate the necessary arrangements for the conduct of the visit, including organising of multilingual guides from the Indonesian Heritage Society.

For coordination of all activities related to this visit, please direct your staff to communicate with me directly. My contact details are as under:-

***Mrs Shobana Kartik Murthy***  
***Email: shobanakmurthy@gmail.com***  
***HP: 082110323135***

Thanking you,

Jakarta  
10 Feb 2015

Yours Sincerely

*Shobana K Murthy*