|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SURAT TUGAS**  Nomor :… | | | | | | | | | | |
| I. | DASAR | : | ${dasar} | | | | | | | |
|  |  |  |  | | |  |  |  | | |
| II. | DIPERINTAHKAN KEPADA | : | (Daftar Nama Terlampir) | | | | | | | |
|  |  |  |  |  | | | | | | |
| III. | ISI PERINTAH | : | ${isi} | | | | | | | |
|  |  |  |  | | |  | | | | |
| IV. | LAIN-LAIN | : | ${lain} | | | | | | | |
| V. | PERINTAH SELESAI |  |  | | |  | | | | |
|  | | | | | Dikeluarkan di | | | | : | ${dikeluarkan} |
|  | | | | | Pada Tanggal | | | | : | ${bulan} ${tahun} |
|  | | | | | SEKRETARIS BADAN | | | | | |
|  | | | | | PENGELOLA TRANSPORTASI JABODETABEK  ${plh} | | | | | |
|  | | | | |  | | | | | |
|  | | | | | ${namapejabat} | | | | | |
|  | | | | | ${pangkatpejabat} | | | | | |
| NIP. ${nippejabat} | | | | | |
|  | | | | | |
| Tembusan : | | | | |  | | | | | |
| ${tembusan} | | | | |  | | | | | |

Laporan Surat Tugas Sekretaris

Badan Pengelola Transportasi Jabodetabek

Nomor :

Tanggal :

DAFTAR NAMA PESERTA

( NAMA KGIATAN )

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **NAMA** | **NIP** | **JABATAN** |
|  |  |  |  |
|  |  |  |  |