**11. PENULISAN SURAT TUGAS**

**SURAT TUGAS**

Nomor : ..........................

|  |  |  |
| --- | --- | --- |
| Pertimbangan | : | 1. mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm 2. mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm |
| Dasar | : | 1. mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm 2. mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm |
| **MENUGASKAN :** | | |
| Kepada | : | 1. Nama : mmmmmmmmmmmmmmmmmmmmmmmmmmmmm   Jabatan : mmmmmmmmmmmmmmmmmmmmmmmmmmmmm  NTA : mmmmmmmmmmmmmmmmmmmmmmmmmmmmm   1. Nama : mmmmmmmmmmmmmmmmmmmmmmmmmmmmm   Jabatan : mmmmmmmmmmmmmmmmmmmmmmmmmmmmm  NTA : mmmmmmmmmmmmmmmmmmmmmmmmmmmmm |
| Untuk | : | mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm |
| Lain-lain | : | mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm |

Di Keluarkan di ............................

Pada tanggal, 00 ................... 20.....

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

**13. PENULISAN SURAT EDARAN**

......................... , 00 ................ 20.....

Nomor : /170201-A

Klasifikasi :

Lampiran :

Perihal : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Kepada Yth

Ketua Majelis Pembimbing Gugusdepan

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

di xxxxxxxxxxxxxxxxx

**SURAT EDARAN**

Salam Pramuka,

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Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**14. PENULISAN SURAT**

......................... , 00 ................ 20.....

Nomor : /170201-A

Klasifikasi :

Lampiran :

Perihal : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Kepada Yth

Ketua Majelis Pembimbing Gugusdepan

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

di xxxxxxxxxxxxxxxxx

Salam Pramuka,

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**15. PENULISAN SURAT KETERANGAN**

**SURAT KETERANGAN**

Nomor : .................................

1. Yang bertanda tangan dibawah ini :
2. Nama : mmmmmmmmmmmmmmmmmmmmmmmmm
3. Jabatan : mmmmmmmmmmmmmmmmmmmmmmmmm
4. NTA : mmmmmmmmmmmmmmmmmmmmmmmmm

Dengan ini menerangkan bahwa :

1. Nama : mmmmmmmmmmmmmmmmmmmmmmmmm
2. Jabatan : mmmmmmmmmmmmmmmmmmmmmmmmm
3. NTA : mmmmmmmmmmmmmmmmmmmmmmmmm
4. Umur : mmmmmmmmmmmmmmmmmmmmmmmmm
5. Pekerjaan : mmmmmmmmmmmmmmmmmmmmmmmmm
6. Alamat : mmmmmmmmmmmmmmmmmmmmmmmmm

Maksud : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

1. Berhubung maksud yang bersangkutan, dimohon agar yang berwenang memberikan bantuan yang diperlukan.
2. Demikian surat keterangan ini dibuat untuk dipergunakan seperlunya.

......................... , 00 ................ 20.....

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**16. PENULISAN SURAT PERJALANAN DINAS**

**SURAT PERJALANAN DINAS**

Nomor : .................................

Ketua Kwartir Ranting ................................... Gerakan Pramuka,

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Nama** | **Jabatan** | **Keterangan** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Maksud perjalanan :

Mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Dikeluarkan di ................. , 00 ................ 20.....

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

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| --- | --- | --- | --- | --- | --- | --- |
| Tgl | Datang | |  | Tgl | Kembali | |
| Di | Cap/  Tanda Tangan |  | Di | Cap/  Tanda Tangan |
|  |  |  |  |  |  |  |

**17. PENULISAN SURAT KUASA**

**SURAT KUASA**

Nomor : .................................

Yang bertanda tangan dibawah ini :

1. Nama : mmmmmmmmmmmmmmmmmmmmmmmmm
2. Jabatan : mmmmmmmmmmmmmmmmmmmmmmmmm
3. NTA : mmmmmmmmmmmmmmmmmmmmmmmmm

Memberi Kuasa

Kepada :

1. Nama : mmmmmmmmmmmmmmmmmmmmmmmmm
2. Jabatan : mmmmmmmmmmmmmmmmmmmmmmmmm
3. NTA : mmmmmmmmmmmmmmmmmmmmmmmmm

Untuk : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Demikian surat kuasa ini dibuat untuk dipergunakan sebagaimana mestina.

......................... , 00 ................ 20.....

|  |  |
| --- | --- |
| Yang diberi kuasa  Nama Jabatan    NTA : 00000000000000 | Yang memberi kuasa  Nama Jabatan    NTA : 00000000000000 |

**18. PENULISAN SURAT PENGANTAR**

......................... , 00 ................ 20.....

Nomor :

Klasifikasi :

Kepada Yth

Ketua mmmmmmmmmmmmmm

mmmmmmmmmmmmmmmmmm

di xxxxxxxxxxxxxxxxx

**SURAT PENGANTAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Isi Surat** | **Jumlah** | **Keterangan** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

Kwartir Ranting Gerakan Pramuka

Kecamatan.....................................

Sekretaris,

NTA : 00000000000000

**19. PENULISAN SURAT UNDANGAN**

......................... , 00 ................ 20.....

UNDANGAN

Nomor :

Kepada Yth

mmmmmmmmmmmmmmmmmmmm

mmmmmmmmmmmmmmmmmmmm

di xxxxxxxxxxxxxxxxx

Salam Pramuka,

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Hari, tanggal : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Pukul : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Tempat : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Acara : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Pimpinan : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**20. PENULISAN NOTA DINAS**

NOTA DINAS

Nomor : ...................... / 00-A

Kepada Yth : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Dari : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Lampiran : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Perihal : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Salam Pramuka,

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Sekretaris,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**21. PENULISAN SURAT PANGGILAN**

......................... , 00 ................ 20.....

Nomor :

Klasifikasi :

Lampiran :

Perihal : Panggilan

Kepada Yth

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

di xxxxxxxxxxxxxxxxx

Salam Pramuka,

Dengan ini kami meminta kedatangan saudara ................. di Sekretariat Kwartir Ranting Gerakan Pramuka ..............., mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

mmmmmmmmmmmmmmm pada

Hari, tanggal : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Pukul : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Menghadap : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Untuk mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

mmmmmmmmmmmmmmmmmmm

Demikian kami sampaikan, atas perhatiannya diucapkan terima kasih.

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**22. PENULISAN SURAT REKOMENDASI**

REKOMENDASI

Nomor : ............................

TENTANG

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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

1. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
3. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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......................... , 00 ................ 20.....

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000

**20. PENULISAN TELAAHAN STAF**

TELAAHAN STAF

Kepada : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Dari : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Tanggal : MMMMMMMMMMMMMMMMM

Nomor : MMMMMMMMMMMMMMMMM

Sifat : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Lampiran : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

Perihal : mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm

|  |  |  |
| --- | --- | --- |
| 1. Pokok Persoalan | : | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| 1. Pra Anggaran | : | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| 1. Fakta dan data yang berpengaruh terhadap persoalan, | | |
|  | : | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| 1. Pembahasan/ analisis | : | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| 1. Kesimpulan | : | Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |
| 1. Saran | : | xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |

......................... , 00 ................ 20.....

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Sekretaris/Ketua Bidang,

NTA : 00000000000000

Tembusan Yth :

1. xxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxx

**19. PENULISAN PENGUMUMAN**

PENGUMUMAN

Nomor : ...............................................

TENTANG

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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1. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Dikeluarkan di ................

Pada tanggal ...............................

Kwartir Ranting Gerakan Pramuka

Kecamatan .....................................

Ketua,

NTA : 00000000000000