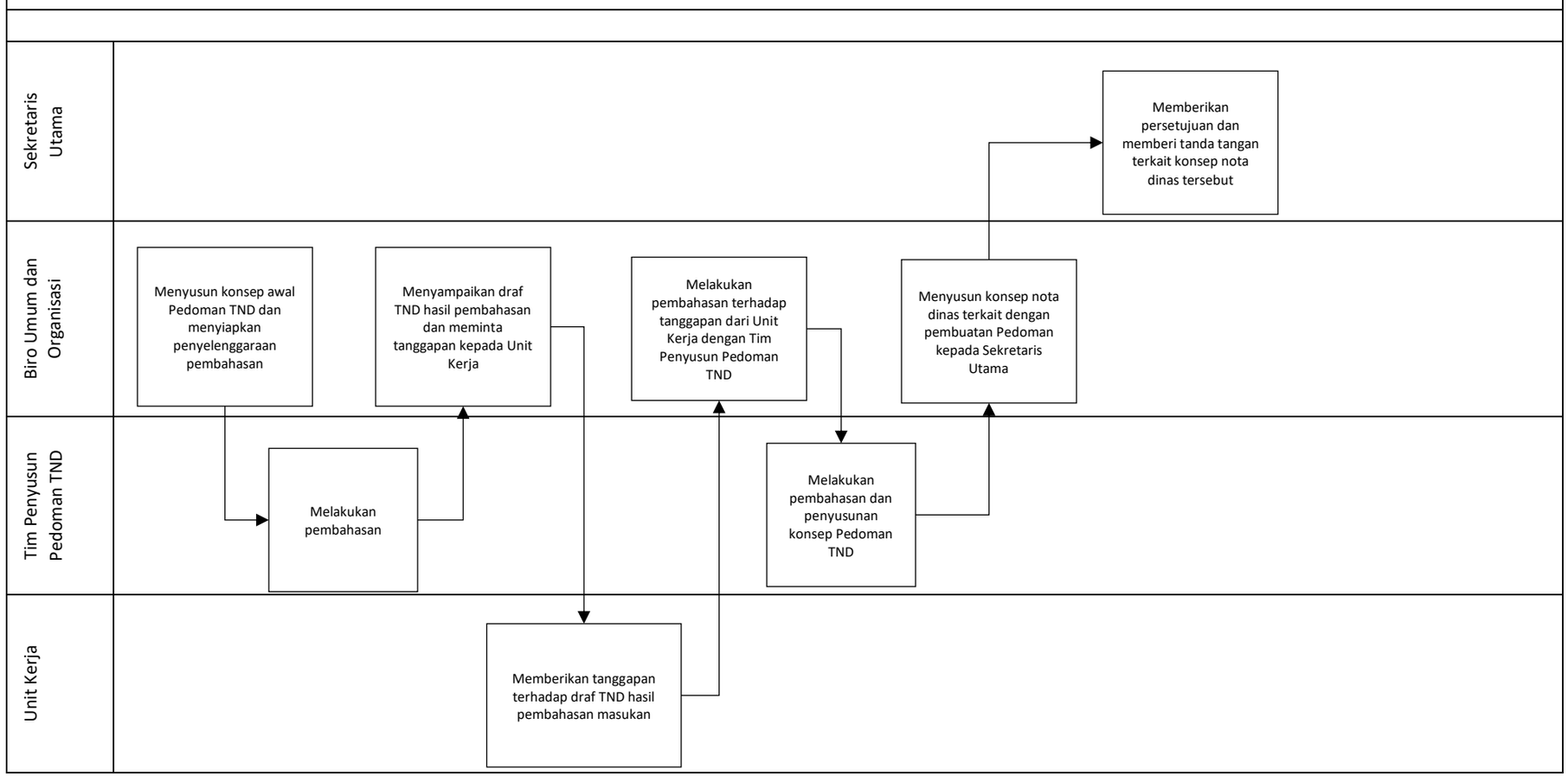BPTN-11.02.CFM.02 Penyusunan Pedoman TND (Tata Naskah Dinas)