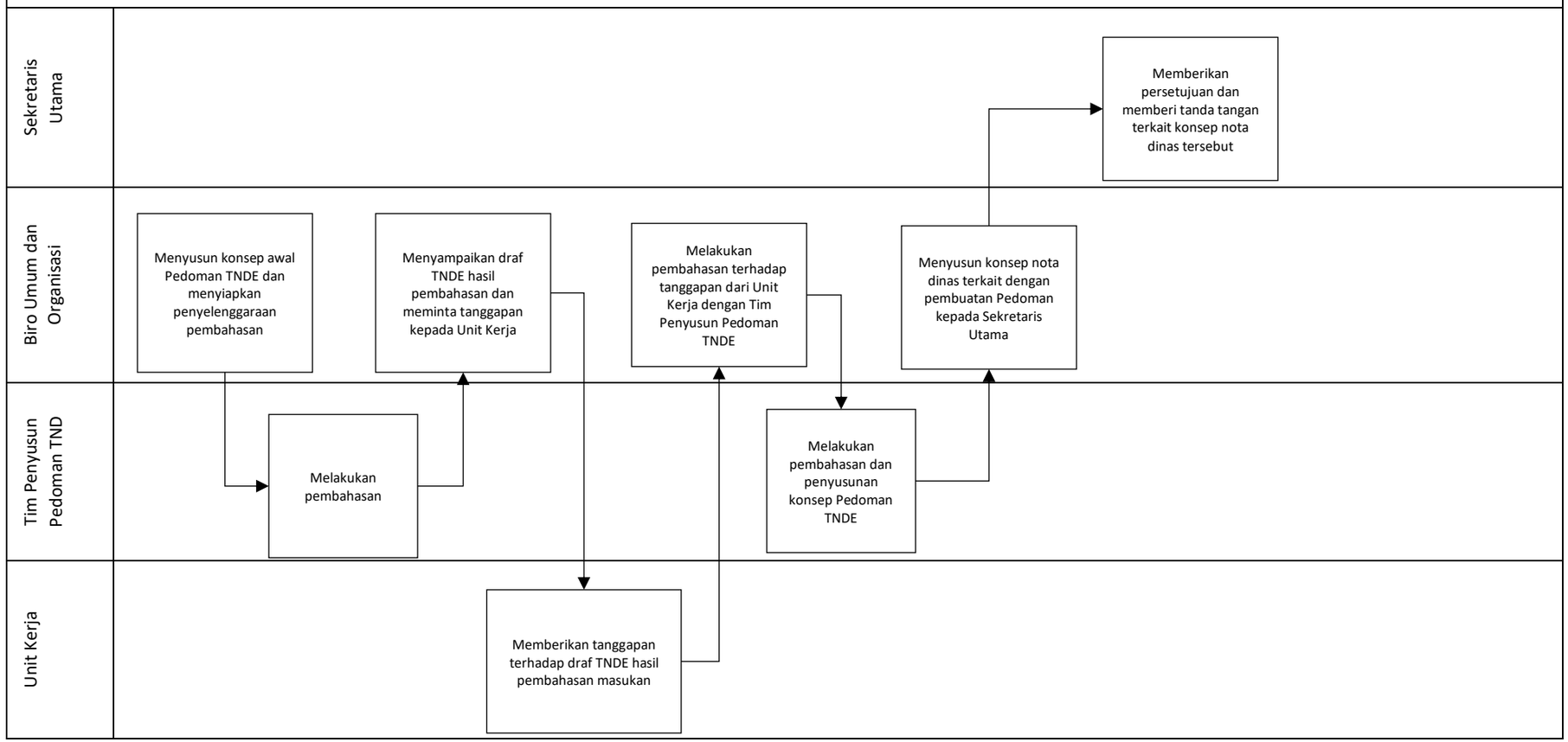BPTN-11.02.CFM.03 Penyusunan Pedoman TNDE (Tata Naskah Dinas Elektronik)