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|   | **KARTU KETERANGAN KEHADIRAN** |
|   | Nama |  | : |   |   |   |   |   |   |
|   | Jabatan |  | : |   |   |   |   |   |   |
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| **TIDAK HADIR (DINAS)** |
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| **TIDAK HADIR (NON DINAS)** |
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| **TIDAK HADIR (NON DINAS)** |
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**SURAT KETERANGAN ATASAN LANGSUNG**

**BAGI PEGAWAI YANG TIDAK BERADA DITEMPAT TUGAS**

**TANPA ALASAN YANG SAH**

Yang bertanda tangan di bawah ini :

Nama :

NIP :

Pangkat/ Gol :

Jabatan :

Unit Kerja :

Dengan ini menerangkan bahwa pegawai :

Nama :

NIP :

Pangkat/ Gol :

Jabatan :

Unit Kerja :

Tidak berada ditempat tugas tanpa alasan yang sah/ tanpa izin pada hari ………………………., tanggal ……………………………………..,antara pukul ………. s.d ……… wib.

Demikian surat keterangan ini dibuat dengan sebenar-benarnya untuk diketahui dan dipergunakan sebagaimana mestinya.

 Semarang, …………………….

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 NIP.