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## EXTERNAL MEMO

No : 18/ENG/EM/09/006

Kepada : Site Manager PT. Gelar Gatalama site TOPB  
Dari : Engineering Department  
Tanggal : 1 Februari 2009  
Hal : **Perubahan Jadwal Rapat Koordinasi**

Dengan hormat, ..

Bersema surat ini kami menginformasikan kepada seluruh sub kontraktor pada pekerjaan infrastruktur tambang Pama distrik TOPB (port, culvert, bridge, dan CPP), hal-hal sebagai berikut :

1. Sehubungan dengan belum berjalannya rapat koordinasi antara pihak Pama dengan pihak sub kontraktor, maka dilakukan pemindahan jadwal rapat koordinasi yang semula dijadwalkan dilaksanakan setiap hari Jumat, pukul 14.00 WIB, menjadi:
  - Hari : Senin
  - Waktu : 14.00 WIB
  - Tempat : Meeting Room O/EOc Pama site TOPB, Paring Labang.
2. Penyerahan Laporan Mingguan dilakukan pada saat Rapat Koordinasi dan apabila terjadi keterlambatan penyerahan Laporan Mingguan, maka akan kami tegap pada periode tersebut tidak ada program dari sub kontraktor yang bersangkutan.

Demikian informasi yang diberikan untuk diindaklanjuti.

Hormat kami,

  
**Kukuh Barandi S**  
Engineering Dept. Head

Cc : Adhag Sudaryat ( Project Manager)  
File

# Ace Memo External Esis

**ML Yell**



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