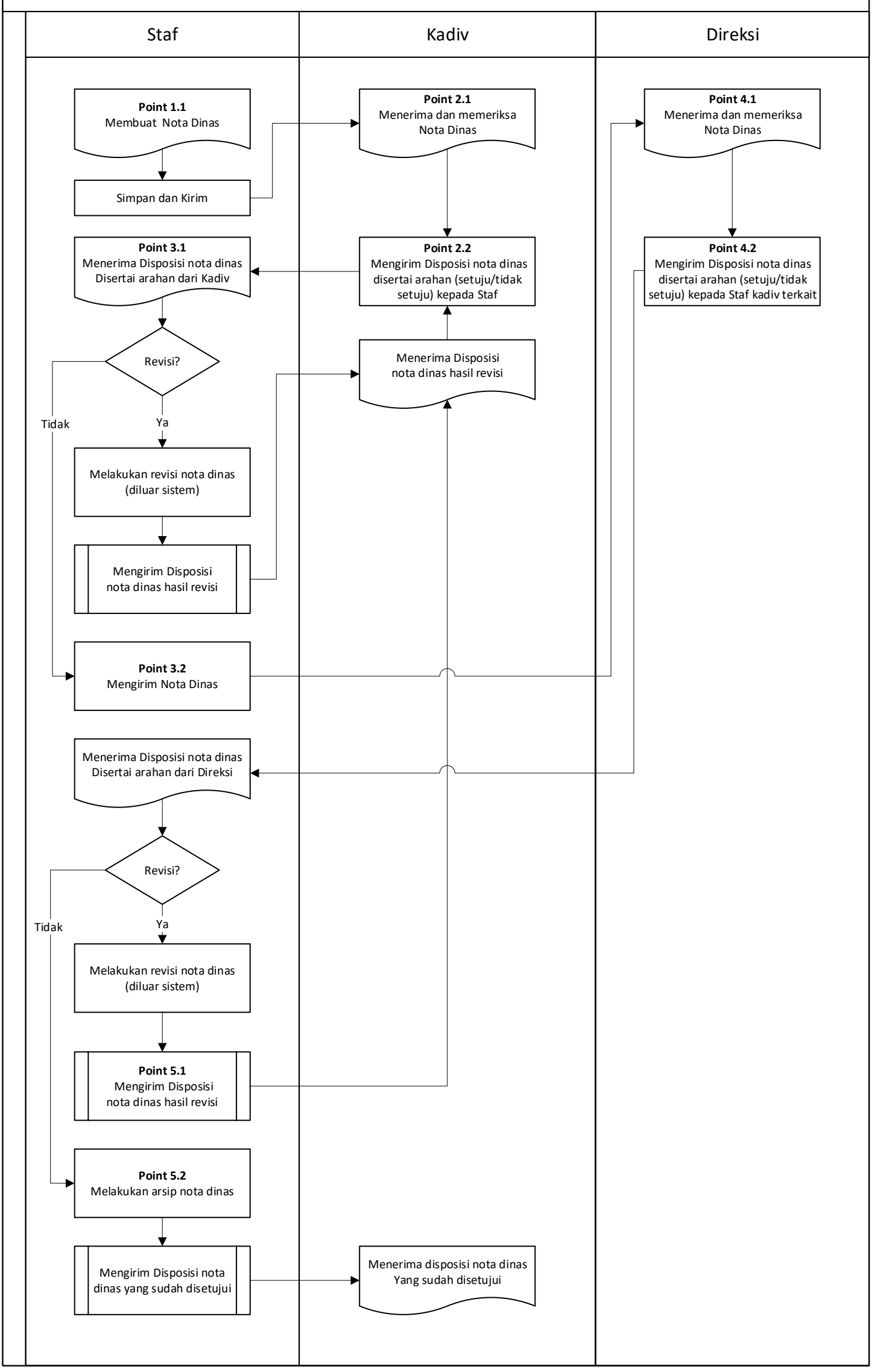Prosedur Administrasi Nota Dinas