



PT PAMA PERGADA NUSANTARA

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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, ..

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

- 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/Sec Pama site TOPB, Pating Lingsar.
- 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

Ian Pickup



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