

# Lampiran -A

Formulir Masukan



**PEMERINTAH PROVINSI KEPULAUAN BANGKA BELITUNG  
BADAN PERPUSTAKAAN DAN ARSIP DAERAH**

Jl. Jenderal Sudirman No. 8 ☎/☎ (0717) 436534

**PANGKALPINANG – 33129**

**DATA INSTANSI**

Kode Instansi	Nama Instansi	Alamat Instansi	Telp
I01	Kantor Bupati Bangka Selatan	Jalan Jendral Ahmad Yani No. 2. Toboali	(0717) 461216
I02	Kantor Bupati Bangka Barat	Komplek Perkantoran Bupati Bangka Barat	(0717) 435612
I03	Puskesmas Pangkal Balam	Jalan RE Martadinata. No. 12 Pangkal Balam	(0717) 498765
I04	Puskesmas Bukit Intan	Jalan Raskunda Bukit Intan.No 241. Pangkalpinang	(0717) 498765
I05	Kantor Walikota Pangkalpinang	Jalan Rasakunda Bukit Intan, Pangkalpinang	(0717) 435276

Pangkalpinang, 18 Januari 2010

Mengetahui,  
  
 (Kepala BPAD Prov. Kep. Babel)  
 KASIMIN, SH

Lampiran A-1

Data Instansi



**PEMERINTAH PROVINSI KEPULAUAN BANGKA BELITUNG  
BADAN PERPUSTAKAAN DAN ARSIP DAERAH**

Jl. Jenderal Sudirman No. 8 ☎/☎ (0717) 436534  
PANGKALPINANG – 33129

**DATA BAGIAN**

Kode Bagian	Nama	Jabatan
B001	Rasimin. SH	Kepala Badan
B002	Ir Andri Wahyono, MSc	Sekretaris
B003	Asnani, SE	Sub Bag Umum & Kepegawaian
B004	Hj Maryana, SH	Sub Bag Keuangan
B005	Eryza Dasni, S.S	Sub Bag Program
B006	Drs. Suyud	Bidang Pembinaan
B007	Muftaridi	Sub Bidang Pembinaan Kearsipan
B008	Drs. Wahyono, M.Si	Bidang Pengolahan dan pelestarian Arsip
B009	Dra. Rita Aryani, M.Si	Bidang Pengolahan & Pelestarian

Pangkalpinang, 18 Januari 2010

Mengetahui,



(Kepala BPAD Prov.Kep.Babel)

RASIMIN, SH

Lampiran A-2

Data Bagian



## DEWAN PERWAKILAN RAKYAT DAERAH PROVINSI KEPULAUAN BANGKA BELITUNG

Kompleks Perkantoran dan Pemukiman Terpadu Pemerintah Provinsi Kepulauan Bangka Belitung  
Telp. (0717) 433544, 433540, 433541, 433542 Fax. (0717) 433264

Nomor : 160.005/ 236 /DPRD/2009  
Sifat : Penting  
Lampiran : -  
Perihal : Undangan Rapat Panmus

Pangkalpinang, 22 April 2009  
Kepada  
Yth. Sdr/Sdri. Kepala Badan Perpustakaan  
& Arsip Daerah Prov. Kep. Bangka Belitung  
di  
PANGKALPINANG

Bersama ini dengan hormat kami mengundang kehadiran Saudara/Saudari dalam Rapat Panitia Musyawarah DPRD Provinsi Kepulauan Bangka Belitung yang akan dilaksanakan pada :

Hari/tanggal : Kamis, 30 April 2009  
Pukul : 15.00 WIB s.d. selesai  
Tempat : Ruang Rapat Panmus DPRD Provinsi Kepulauan Bangka Belitung  
Acara : I. Menyusun jadwal kegiatan DPRD Provinsi Kepulauan Bangka Belitung bulan Mei 2009,

Dengan agenda kegiatan sebagai berikut :

1. Intern Komisi, Fraksi, Badan Kehormatan, Panitia Legislasi,
  2. Intern Pansus Raperda Provinsi Kepulauan Bangka Belitung tentang RTRW Tahun 2006-2025.
  3. Intern Pansus Raperda Provinsi Kepulauan Bangka Belitung tentang Penyelenggaraan Kearsipan di Lingkungan Pemerintah Provinsi Kepulauan Bangka Belitung.
  4. Rapat Paripurna Pengambilan Keputusan Terhadap Raperda Provinsi Kepulauan Bangka Belitung tentang RTRW Provinsi Kepulauan Bangka Belitung Tahun 2006-2025.
  5. Rapat Paripurna Pengambilan Keputusan Terhadap Raperda Provinsi Kepulauan Bangka Belitung tentang Penyelenggaraan Kearsipan di Lingkungan Pemerintah Provinsi Kepulauan Bangka Belitung.
  6. Rapat Paripurna Penyampaian Laporan Hasil Reses I Masa Persidangan I Tahun Sidang 2009.
  7. Undangan Workshop Nasional dari Asosiasi DPRD Kota Seluruh Indonesia (ADEKSI) Tema "Perempuan dan Politik : Refleksi Keterwakilan Perempuan Pasca Pemilu 2009".
- II. Membahas surat masuk dan hal-hal lain yang dianggap penting.

Demikian untuk maklum, atas perhatian dan kehadirannya diucapkan terima kasih.

BPAD PROV. BAB
No. Pendaftaran :
Kode Klasifikasi :
Tgl. Terima :

WAKIL KETUA  
  
H. FARID EFFENDI, SH. MH

Lampiran A-3

Surat Masuk

NO URUT	TANGGAL TERIMA	DA	NO. SURAT	TANGGAL SURAT
01	17-06-08	Sekda Babel	303/240/ DPPKAD/2008	12-06-08
02		Badan Kepegawaian serah	800/09/BKD/ 2008	13-06-08
03		Bappeda Prov. Babel	050/358/BAPPEDA I/2008	16-06-08
04	08.6.08	PRSI NASIONAL PKA7	00730/087-01-1/ 1x/2008	31-12-2008
05	18-6-08	Asisten Sekretaris Daerah Bidang Administrasi	005/1911 DPPKAD /2008	17-10-2008
06	19-6-08	Diwas kelurahan	522/003/HW/VV/ 2008	19-6-08
07	23-06-08	Sekda Prov Babel	005/248/VII/08	20-6-08
08	28-06-08	Direktora Jenderal Pengabdian Masyarakat Kantor Wilayah I x Pangkalpinang	5/106/0007/08 118-009/2008	

Lampiran A-4  
Agenda Surat Masuk

PERIHAL SURAT	DISAMPAIKAN KEPADA	KETERANGAN
Biaya Operasional Re-organisasi Prov. Kep. Babel	Ka. Badan	
Pemberitahuan PNS yang dilantik	Ka. Badan	
Penyampaian Usulan Program /Keg. Th 2009	Ka. Badan	
Penjampaian Surat Pengesahan Daftar Isian Pelaksanaan Anggaran sementara tahun 2008.	Ka. Badan.	
Undanguan.	Ka. Badan.	
Pemberitahuan	Ka. Badan	
Penunjukan Narasumber penyusunan uraian Tugas	Ka. Badan	
Penyampaian Peraturan dan Edaran Dirjen perbendaharaan No-Per-15/PR/2008 dan No:KE 22/PR/2008 dt. 5 Juni 2008.	Ka. Badan	





NO URUT	TANGGAL TERIMA	DISAMPAIKAN KEPADA	NO. SURAT	TANGGAL SURAT
01		Biro Umum & Perencanaan	0452/01/BPAD/ VI/2008	16-06-08
02.	18.6-08	<del>Konviti ke Bidang Perencanaan</del> Pangkat pinang.		
02	18-6-08	Kep. Biro Organisasi Setda Prov Kep. Babel.	061/02/BPAD/ VI/08	
03	- " -	Setara Kep Biro Umum dan Perencanaan Setda Prov. Kep. Babel.	027/03/BPAD/ VI/08	
04	- " -	Kep BAPEDA dan Statistik Prov Kep Babel.	050/04/BPAD/ VI/2008	
05		Gub Kep BABEL.	050/05/BPAD/ VI/2008	
06		Gubernur kap. Babel	050 050/06/BPAD/ VI/2008	20-06-08
07		Kepala Kpegawaias Daerah prov. Babel	813/07/BPAD/ VI/08	20-06-08
08		Kepala Sattar prov. Babel	041/08/BPAD/ VI/08	20-06-08
09.		Dinas Pemasaran, Pengeloa keuangan & Aset daerah prov	010/10/BPAD/ VI/08	25-06-08
10		Kepala Bappeda prov	050/09/BPAD/ VI/08	23-06-08

Lampitan A-5  
Agenda Surat Keluar



PERIHAL SURAT	DARI	KETERANGAN
SP. 1. Rencana Kebutuhan Barang Unit Badan Perpustakaan & Arsip Daerah Prov. Kep. Babel	Ka. Badan	
Usulan koreksi struktur organisasi	Ka. Badan BPAD	
Usulan kebutuhan tambahan	"	
Usulan Rencana Kegiatan 74 2009 (APBD) dan DIPA 2009 (APBN)	"	B961
Permohonan lokasi kantor Badan Perpustakaan & Arsip Daerah	"	
Penyampaian Nama? Pengguna anggaran & sudahlahar pengluaran Badan Perpustakaan & Arsip Daerah	Ka. Badan BPAD	032
Usulan pengisian jabatan kosong & staf	Ka. Badan BPAD	
Sumbangan Buku / material perbiblis di lokasi perpustakaan	Ka. Badan BPAD	
pengantar Dokumen Pelaksanaan Anggaran APBD 2008	Ka. Badan	
Usulan APBD 2009	Ka. Badan	





# Lampiran -B

Formulir Keluaran

 PEMERINTAH PROVINSI KEPULAUAN BANGKA BELITUNG BADAN PERPUSTAKAAN DAN ARSIP DAERAH Jalan Jendral Sudirman No.8 Telp. ( 0717 ) 436534	
LEMBAR DISPOSISI	
Surat dari : DPRD Prov. Babel No.Surat : 160.DOS/276/DPRD/03 Tanggal : 22/4/2009	Diterima tgl : 29/4/2009 No.Agenda : 263 Sifat : <input type="checkbox"/> Biasa <input type="checkbox"/> segera <input checked="" type="checkbox"/> Penting <input type="checkbox"/> Rahasia
Perihal <u>Ubangan Papat par mus</u>	
Diteruskan kepada <input checked="" type="checkbox"/> Sekretaris <input type="checkbox"/> Tanggapan dan saran <input type="checkbox"/> File disimpan <input type="checkbox"/> Ka.Bid Pembinaan Perpustakaan dan Kearsipan <input type="checkbox"/> Proses lebih lanjut <input type="checkbox"/> ..... <input type="checkbox"/> Kabid.Pengelolaan dan pelestarian Perpustakaan <input type="checkbox"/> Koordinasi <input checked="" type="checkbox"/> Kabid.Pengelolaan dan pelestarian Arsip <input type="checkbox"/> Konfirmasikan	
Disposisi Ka.Badan : <i>walibi saya ditandatangani.</i> 	
Disposisi Eselon III : <i>→ Teruskan ke P. Wahyuono            bern. jurnal Pembinaan            Draft, Laporan Kearsipan..</i> <i>29/4/09</i>	

Lampiran B-1

Disposisi



**PEMERINTAH PROVINSI KEPULAUAN BANGKA BELITUNG  
BADAN PERPUSTAKAAN DAN ARSIP DAERAH**

Jl. Jenderal Sudirman No. 8 ☎/☎ (0717) 436534  
PANGKALPINANG – 33129

Pangkalpinang, 28 Oktober 2009

Nomor	: 045 / 470 / BPAD / 2009	Kepada	
Sifat	: Biasa	Yth. Sekretaris DPRD	
Lampiran	: -	Provinsi Kepulauan Bangka Belitung	
Perihal	: <b>Penyerahan Citra Bangka Belitung dalam Arsip</b>	di -	PANGKALPINANG

Sehubungan dengan penyerahan Citra Bangka Belitung dalam Arsip dari Arsip Nasional RI kepada Gubernur Kepulauan Bangka Belitung, maka kami mohon penyerahan tersebut dimasukkan pada saat acara terakhir Sidang Paripurna DPRD yang bertepatan dengan Hari Ulang Tahun Provinsi Kepulauan Bangka Belitung pada tanggal 21 November 2009.

Demikian atas bantuan dan kerjasamanya diucapkan terima kasih.

**KEPALA BADAN  
PERPUSTAKAAN DAN KEARSIPAN DAERAH  
PROVINSI KEPULAUAN BANGKA BELITUNG**

  
RASMUN, SH  
PEMBINA TK.I  
NIP. 19530721 198503 1004

Tembusan :  
Yth. Gubernur Kepulauan Bangka Belitung

Lampiran B-2

Surat Keluar

# Lampiran -C

Listing Program

## Listing Program

```

# Modul #
=====
Global con As New ADODB.Connection
Global rs As New ADODB.Recordset
Global rsi As New ADODB.Recordset
Global rsd As New ADODB.Recordset
Global rsm As New ADODB.Recordset
Global rsqd As New ADODB.Recordset
Global rssk As New ADODB.Recordset
Global rsq As New ADODB.Recordset
Sub buka()
Set con = New ADODB.Connection
con.CursorLocation = adUseClient
con.Open "provider =msdatashape;data provider =" & "microsoft.jet.oledb.4.0;data source =
" & App.Path & "\database.mdb;"
End Sub
# Menu Utama #


---


Private Sub CDS_Click()
CDI.Show vbModal
End Sub
Private Sub mcsk_Click()
csrtk.Show vbModal
End Sub
Private Sub medb_Click()
bagian.Show vbModal
End Sub
Private Sub medi_Click()
Instansi.Show vbModal
End Sub
Private Sub mclsk_Click()
clsk.Show vbModal
End Sub
Private Sub mclsm_Click()
clsm.Show vbModal
End Sub
Private Sub medd_Click()
disposisi.Show vbModal
End Sub
Private Sub mesk_Click()
suratkeluar.Show vbModal
End Sub
Private Sub mesm_Click()
suratmasuk.Show vbModal
End Sub

```

### # Entry Data Bagian #

---

```

Sub bersih()
Text1.Text = ""
Text2.Text = ""
End Sub
Sub tampil()
Set rs = New ADODB.Recordset
rs.Open "select * from Bagian", con, adOpenDynamic, adLockOptimistic
rs.Sort = "Kd_Bagian asc"
Set DataGrid1.DataSource = rs
bagian
End Sub
Sub bagian()
DataGrid1.Columns(0).Caption = "Kode Bagian"
DataGrid1.Columns(1).Caption = "Nama Bagian"
DataGrid1.Columns(0).Width = 2000
End Sub
Private Sub Command1_Click()
Text1.Text = ""
Text2.Text = ""
Text1.Enabled = True
Text1.SetFocus
tampil
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
End Sub

Private Sub DataGrid1_Click()
On Error Resume Next
Text1.Text = DataGrid1.Columns![0]
Text2.Text = DataGrid1.Columns![1]

Text1.Enabled = False
Command2.Enabled = False
Command4.Enabled = True
Command3.Enabled = True
End Sub
Private Sub Form_Load()
buka
Set rs = New ADODB.Recordset
rs.Open "select * from Bagian", con, adOpenDynamic, adLockOptimistic
Command1.Enabled = True
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False

```



```

tampil
End Sub

Private Sub Command3_Click()
Set rs = New ADODB.Recordset
rs.Open "select * from Bagian where Kd_Bagian = " & Text1.Text & "", con,
adOpenDynamic, adLockOptimistic
If MsgBox("Apakah Data ini Ingin Dihapus ?", vbYesNo) = vbYes Then
con.Execute "delete * from Bagian " & " where Kd_Bagian=" & Text1 & ""
bersih
End If
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
tampil
Command1.SetFocus
End Sub
Private Sub Command5_Click()
Unload Me
End Sub
Private Sub Command2_Click()
Dim X As String
con.BeginTrans
X = "select * from Bagian" & " where Kd_Bagian = " & Text1.Text & ""
Set rs = con.Execute(X)
If Not rs.EOF Then
MsgBox "Nip Sudah Ada", vbInformation, "Pesan"
Text1.SetFocus
ElseIf Text1.Text = "" Then
MsgBox "Kode Bagian Belum Diisi"
Text1.SetFocus
ElseIf Text2.Text = "" Then
MsgBox "Nama Bagian Belum Diisi"
Text2.SetFocus
Else
X = "insert into Bagian(Kd_Bagian,Nm_Bagian)" & " values(" & Text1.Text & "," &
Text2.Text & ")"
con.Execute (X)
bersih
Command2.Enabled = False
Command1.SetFocus
End If
tampil
con.CommitTrans
End Sub
Private Sub Text1_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Text2.SetFocus
End If

```

End Sub

Private Sub Text1\_LostFocus()

Dim X As String

X = "select \* from Bagian " & " where Kd\_Bagian=" & Text1.Text & ""

Set rs = con.Execute(X)

If Not rs.EOF Then

Text1.Text = rs.Fields("Kd\_Bagian")

Text2.Text = rs.Fields("Nm\_Bagian")

Text1.Enabled = False

Command3.Enabled = True

Command4.Enabled = True

Else

Command2.Enabled = True

End If

End Sub

Private Sub Text2\_KeyPress(KeyAscii As Integer)

If KeyAscii = 13 Then

Command2.Enabled = True

Command2.SetFocus

End If

End Sub

Private Sub Command4\_Click()

con.Execute " Update Bagian set Nm\_Bagian=" & Text2.Text & "" & " Where Kd\_Bagian=" & Text1.Text & ""

MsgBox "Data Telah Diubah", vbInformation, "Pesan"

bersih

Command2.Enabled = False

Command3.Enabled = False

Command4.Enabled = False

Command1.SetFocus

tampil

End Sub

# Entry Data Instansi #

Sub bersih()

Text1.Text = ""

Text2.Text = ""

Text3.Text = ""

Text4.Text = ""

End Sub

Sub tampil()

Set rs = New ADODB.Recordset

rs.Open "select \* from Instansi", con, adOpenDynamic, adLockOptimistic

rs.Sort = "Kd\_inst Asc"

Set DataGrid1.DataSource = rs

Instansi

```

End Sub
Sub Instansi()
DataGrid1.Columns(0).Caption = "Kode Instansi"
DataGrid1.Columns(1).Caption = "Nama Instansi"
DataGrid1.Columns(2).Caption = "Alamat"
DataGrid1.Columns(3).Caption = "Telp"
DataGrid1.Columns(0).Width = 1500
DataGrid1.Columns(0).AllowSizing = False
DataGrid1.Columns(1).AllowSizing = False
DataGrid1.Columns(2).AllowSizing = False
DataGrid1.Columns(3).AllowSizing = False
End Sub

Private Sub Command1_Click()
bersih
Text1.Enabled = True
Text1.SetFocus
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
tampil
End Sub

Private Sub DataGrid1_Click()
Text1.Text = DataGrid1.Columns![0]
Text2.Text = DataGrid1.Columns![1]
Text3.Text = DataGrid1.Columns![2]
Text4.Text = DataGrid1.Columns![3]
Text1.Enabled = False
Command4.Enabled = True
Command3.Enabled = True
End Sub
Private Sub Form_Load()
buka
Set rs = New ADODB.Recordset
rs.Open "select * from Instansi", con, adOpenDynamic, adLockOptimistic
tampil
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
End Sub

Private Sub Command3_Click()
Set rs = New ADODB.Recordset
rs.Open "select * from Instansi where Kd_inst ='" & Text1.Text & "'", con, adOpenDynamic,
adLockOptimistic
If MsgBox("Apakah Data ini Ingin Dihapus ?", vbYesNo) = vbYes Then
con.Execute "delete * from Instansi " & " where Kd_inst='" & Text1 & "'"
bersih

```

```

End If
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
Command1.SetFocus
tampil
End Sub

```

```

Private Sub Command5_Click()
Unload Me
End Sub

```

```

Private Sub Command2_Click()
Dim X As String
con.BeginTrans
X = "select * from Instansi" & " where Kd_inst=" & Text1.Text & ""
Set rs = con.Execute(X)
If Not rs.EOF Then
MsgBox "Kode Instansi Sudah Ada"
Text1.SetFocus
ElseIf Text1.Text = "" Then
MsgBox "Kode Instansi Belum Diisi"
Text1.SetFocus
ElseIf Text2.Text = "" Then
MsgBox "Nama Instansi Belum Diisi"
Text2.SetFocus
ElseIf Text3.Text = "" Then
MsgBox "Alamat Belum Diisi"
Text3.SetFocus
ElseIf Text4.Text = "" Then
MsgBox "Telpon Belum Diisi"
Text4.SetFocus
Else
X = "insert into Instansi(Kd_inst,Nm_inst,Almt_inst,Telp_inst)" & " values(" & Text1.Text &
", " & Text2.Text & ", " & Text3.Text & ", " & Text4.Text & ")"
con.Execute (X)
bersih
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
Command1.SetFocus
End If
tampil
con.CommitTrans
End Sub

```

```

Private Sub text3_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Text4.SetFocus

```

```
End If
End Sub
```

```
Private Sub Text1_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Text2.SetFocus
End If
End Sub
```

```
Private Sub Text1_LostFocus()
Dim X As String
X = "select * from Instansi" & " where Kd_inst='" & Text1.Text & "'"
Set rs = con.Execute(X)
If Not rs.EOF Then
Text1.Text = rs.Fields("Kd_inst")
Text2.Text = rs.Fields("Nm_inst")
Text3.Text = rs.Fields("Almt_inst")
Text4.Text = rs.Fields("Telp_inst")
```

```
tkdinst.Enabled = False
Command3.Enabled = True
Command4.Enabled = True
Else
Command2.Enabled = True
End If
End Sub
```

```
Private Sub Text2_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Text3.SetFocus
End If
End Sub
```

```
Private Sub Text4_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Command2.SetFocus
End If
End Sub
```

```
Private Sub Command4_Click()
con.Execute "Update Instansi set Nm_inst='" & Text2.Text & "',Almt_inst='" & Text3.Text &
"',Telp_inst='" & Text4.Text & "'" & "where Kd_inst='" & Text1.Text & "'"
MsgBox "Data Telah Diubah", vbInformation, "Pesan"
bersih
Command2.Enabled = False
Command3.Enabled = False
Command4.Enabled = False
Command1.Enabled = True
Command1.SetFocus
```

```
tampil
End Sub
```

```
# Entry Surat Masuk #
```

---

```
Sub bersih()
tnoagdsm.Text = ""
tkdinst.Text = ""
tnminst.Text = ""
talmt.Text = ""
ttlp = ""
tnosm.Text = ""
tlampiran.Text = ""
tperihal.Text = ""
End Sub
```

```
Sub tampil()
Set rsi = New ADODB.Recordset
rsi.Open "select * from Instansi", con, adOpenDynamic, adLockOptimistic
rsi.Sort = "Kd_inst asc"
Set dg.DataSource = rsi
End Sub
```

```
Private Sub b_Click()
bersih
tnoagdsm.SetFocus
tkdinst.Enabled = True
tnminst.Enabled = True
talmt.Enabled = True
End Sub
```

```
Sub Instansi()
dg.Columns(0).Caption = "Kode Instansi"
dg.Columns(1).Caption = "Nama Instansi"
dg.Columns(2).Caption = "Alamat"
dg.Columns(3).Caption = "Telp"
"DataGrid1.Columns(0).Width = 1500
dg.Columns(0).AllowSizing = False
dg.Columns(1).AllowSizing = False
dg.Columns(2).AllowSizing = False
dg.Columns(3).AllowSizing = False
End Sub
```

```
Private Sub dg_Click()
tkdinst.Text = dg.Columns![0]
tnminst.Text = dg.Columns![1]
talmt.Text = dg.Columns![2]
ttlp.Text = dg.Columns![3]
tkdinst.Enabled = False
```



```

tnminst.Enabled = False
talmt.Enabled = False
s.Enabled = True
End Sub

```

```

Private Sub dtagdsm_KeyDown(KeyCode As Integer, Shift As Integer)
If KeyCode = 13 Then tnosm.SetFocus
End Sub

```

```

Private Sub dtgsm_KeyDown(KeyCode As Integer, Shift As Integer)
If KeyCode = 13 Then tlampiran.SetFocus
End Sub

```

```

Private Sub Form_Load()
buka
Set rs = New ADODB.Recordset
rs.Open "select * from SM", con, adOpenDynamic, adLockOptimistic

Set rsi = New ADODB.Recordset
rsi.Open "select * from instansi", con, adOpenDynamic, adLockOptimistic

```

```

s.Enabled = False
tampil
Otomatis
Instansi
dtagdsm = Format(Now, "dd-mm-yyyy")
End Sub

```

```

Private Sub k_Click()
Unload Me
End Sub

```

```

Private Sub s_Click()
Dim X As String
con.BeginTrans
X = "select * from SM" & " where No_Agdsm = '" & tnoagdsm & "'"
Set rs = con.Execute(X)
If Not rs.EOF Then
MsgBox "No Agenda Surat Masuk Sudah ada", vbInformation, "PESAN"
tnoagdsm.Text = ""
tnoagdsm.SetFocus
Else
X = "insert into SM(No_Agdsm,Tgl_Agdsm,No_SM,Tgl_SM,sipat,Perihal_SM,Kd_inst)" &
"values('" & tnoagdsm & "','" & dtagdsm & "','" & tnosm & "','" & dtgsm & "','" & tlampiran &
"','" & tperihal & "','" & tkdinst & "'"")"
con.Execute (X)
End If
bersih
con.CommitTrans

```

```

b.SetFocus
s.Enabled = False
End Sub

```

```

Private Sub tkdinst_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Dim X As String
X = "select * from instansi where Kd_inst='" & tkdinst & "'"
Set rsi = con.Execute(X)
If Not rsi.EOF Then
tkdinst.Text = rsi.Fields("Kd_inst")
tnminst.Text = rsi.Fields("Nm_inst")
talmt.Text = rsi.Fields("Almt_inst")
ttlp.Text = rsi.Fields("Telp_inst")
End If
tkdinst.Enabled = False
tnminst.Enabled = False
talmt.Enabled = False
s.Enabled = True
s.SetFocus
End If
End Sub

```

```

Private Sub tlampiran_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
tperihal.SetFocus
End If
End Sub

```

```

Private Sub tnoagdsm_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
dtagdsm.SetFocus
End If
End Sub
Private Sub tnoagdsm_LostFocus()
Dim a As String
a = "select * from SM where No_Agdsm='" & tnoagdsm & "'"
Set rs = con.Execute(a)
If Not rs.EOF Then
MsgBox "No. Agenda Surat Masuk Sudah Ada", vbInformation, "PESAN"
tnoagdsm.Text = ""
tnoagdsm.SetFocus
End If
End Sub

```

```

Private Sub tnosm_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
dtgsm.SetFocus
End If

```

End Sub

Private Sub tperihal\_KeyPress(KeyAscii As Integer)

If KeyAscii = 13 Then

tkdinst.SetFocus

End If

End Sub

Sub Otomatis()

Set setrekot = New ADODB.Recordset

setrekot.Open "select \* from SM ", con

tnoagdsm = Trim(str(setrekot.RecordCount + 1))

If Len(LTrim(tnoagdsm)) = 4 Then

tnoagdsm = "M" + tnoagdsm

ElseIf Len(LTrim(tnoagdsm)) = 2 Then

tnoagdsm = "M0" + tnoagdsm

ElseIf Len(LTrim(tnoagdsm)) = 1 Then

tnoagdsm = "M00" + tnoagdsm

End If

End Sub

# Entry Data Data Disposisi #

---

Sub bersih()

tkd.Text = ""

casm.Text = ""

tasm.Text = ""

tnsm.Text = ""

ttsm.Text = ""

ts.Text = ""

tpsm.Text = ""

cki.Text = ""

tni.Text = ""

ckb.Text = ""

tnb.Text = ""

tp.Text = ""

tkd.Enabled = True

End Sub

Private Sub b\_Click()

bersih

t.Enabled = False

b.Enabled = False

s.Enabled = False

MS.Clear

MS.Rows = 2

tkd.SetFocus

End Sub

Private Sub casm\_Change()

Set rsm = New ADODB.Recordset

rsm.Open "select \* from SM where No\_Agdsm="" & casm & """, con

```

If Not rsm.EOF Then
tasm = rsm("Tgl_Agdsm")
tnsm = rsm("No_SM")
ttsm = rsm("Tgl_SM")
ts = rsm("sipat")
tpsm = rsm("Perihal_SM")
cki = rsm("Kd_inst")
End If
End Sub

```

```

Private Sub casm_Click()
Dim s As String
s = "select * from SM" & " where No_Agdsm =" & casm & """"
Set rsm = con.Execute(s)
If Not rsm.EOF Then
tasm = rsm("Tgl_Agdsm")
tnsm = rsm("No_SM")
ttsm = rsm("Tgl_SM")
ts = rsm("sipat")
tpsm = rsm("Perihal_SM")
cki = rsm("Kd_inst")
End If
End Sub

```

```

Private Sub casm_GotFocus()
Dim str As String
str = casm.Text
Set rsm = New ADODB.Recordset
rsm.Open "select * from SM order by No_Agdsm", con, adOpenDynamic,
adLockBatchOptimistic
If rsm.RecordCount <> 0 Then
    casm.Clear
    rsm.MoveFirst
    While Not rsm.EOF
        casm.AddItem (rsm!No_Agdsm)
    rsm.MoveNext
    Wend
Else
    casm.Clear
End If
casm.Text = str
str = ""
End Sub

```

```

Private Sub ckb_Click()
Dim s As String
s = "select * from bagian" & " where Kd_Bagian =" & ckb & """"
Set rs = con.Execute(s)

```

```

If Not rs.EOF Then
tnb.Text = rs.Fields("Nm_Bagian")
End If
End Sub

```

```

Private Sub ckb_GotFocus()
Dim str As String
str = ckb.Text
Set rs = New ADODB.Recordset
rs.Open "select * from bagian order by Kd_Bagian", con, adOpenDynamic,
adLockBatchOptimistic
If rs.RecordCount <> 0 Then
    ckb.Clear
    rs.MoveFirst
    While Not rs.EOF
        ckb.AddItem (rs!Kd_Bagian)
    rs.MoveNext
    Wend
Else
    ckb.Clear
End If
ckb.Text = str
str = ""
End Sub

```

```

Private Sub cki_Click()
Dim s As String
s = "select * from Instansi" & " where Kd_inst ='" & cki & "'"
Set rsi = con.Execute(s)
If Not rsi.EOF Then
tni.Text = rsi.Fields("Nm_inst")
End If
End Sub

```

```

Private Sub cki_GotFocus()
Dim str As String
str = cki.Text
Set rsi = New ADODB.Recordset
rsi.Open "select * from Instansi order by Kd_inst", con, adOpenDynamic,
adLockBatchOptimistic
If rsi.RecordCount <> 0 Then
    cki.Clear
    rsi.MoveFirst
    While Not rsi.EOF
        cki.AddItem (rsi!Kd_inst)
    rsi.MoveNext
    Wend
Else
    cki.Clear

```

```

End If
cki.Text = str
str = ""
End Sub

Private Sub cki_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
ckb.SetFocus
End If
End Sub

Private Sub Dd_KeyDown(KeyCode As Integer, Shift As Integer)
If KeyCode = 13 Then
casm.SetFocus
End If
End Sub

Private Sub Form_Load()
buka
Otomatis
MS.FormatString = "Kode Bagian | Nama Bagian | Perintah |"
End Sub

Private Sub k_Click()
Unload Me
End Sub

Private Sub s_Click()
If tkd = "" Then
MsgBox "No. Disposisi Belum Diisi", vbInformation, "PESAN"
tkd.SetFocus
ElseIf Dd.Value = "" Then
MsgBox "Tanggal Disposisi Belum Diisi", vbInformation, "PESAN"
Dd.SetFocus
Else
Set rs = New ADODB.Recordset
rs.Open "select * from Bagian where Kd_Bagian=" & Ckd & "", con, adOpenKeyset,
adLockOptimistic
Set rsd = New ADODB.Recordset
rsd.Open "select * from Disposisi where Kd_Disposisi=" & tkd & "", con, adOpenKeyset,
adLockOptimistic
brs = MS.Row
MS.TextMatrix(brs, 1) = ckb.Text
MS.TextMatrix(brs, 2) = tnb.Text
MS.TextMatrix(brs, 3) = tp.Text

con.Execute "insert into Disposisi(Kd_Disposisi,Tgl_Disposisi,No_Agdsm)" & " values(" & tkd
& "," & Dd.Value & "," & casm & ")"
With MS

```



```

simpan = 1
Do While simpan < 30
  If .TextMatrix(simpan, 1) = "" Then
    Exit Do
  Else
    con.Execute " insert into Disposisi_Detail values( '" & tkd & "','" & .TextMatrix(simpan, 0)
& "','" & .TextMatrix(simpan, 2) & "'" )"
    simpan = simpan + 1
  End If
Loop
  ckb.Text = ""
  tnb.Text = ""
  tp.Text = ""
  MsgBox " Data anda sudah tersimpan", vbInformation, "Pesan"
  MS.Clear
  MS.Rows = 2
  MS.FormatString = "Kode Bagian | Nama Bagian | Perintah |"
End With
bersih
b.Enabled = False
s.Enabled = False
End If
End Sub

Private Sub t_Click()
  brs = MS.Row
  MS.Rows = MS.Rows + 1
  MS.TextMatrix(brs, 0) = ckb.Text
  MS.TextMatrix(brs, 1) = tnb.Text
  MS.TextMatrix(brs, 2) = tp.Text
  MS.Row = MS.Row + 1

  ckb = ""
  tnb = ""
  tp = ""
  ckb.SetFocus
  s.Enabled = True
  b.Enabled = True
End Sub

Private Sub cki_Change()
  Set rsi = New ADODB.Recordset
  rsi.Open "select * from Instansi where Kd_inst='" & cki & "'", con
  If Not rsi.EOF Then
    tni = rsi("Nm_inst")
  End If
End Sub

Private Sub ckd_KeyPress(KeyAscii As Integer)

```

```

If KeyAscii = 13 Then
Dd.SetFocus
End If
End Sub

```

```

Private Sub ckd_LostFocus()
Dim X As String
X = "select * from Disposisi" & " where Kd_Disposisi =" & Ckd & ""
Set rsd = con.Execute(X)
If Not rsi.EOF Then
MsgBox "Data Sudah Ada", vbInformation, "Pesan"
Ckd.SetFocus
End If
End Sub

```

```

Private Sub tkd_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
Dd.SetFocus
End If
End Sub

```

```

Private Sub tp_Change()
t.Enabled = True
End Sub

```

```

Private Sub tp_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
t.SetFocus
End If
End Sub

```

```

Private Sub ckb_Change()
Set rs = New ADODB.Recordset
rs.Open "select * from Bagian where Kd_Bagian=" & ckb & "", con
If Not rs.EOF Then
tnb = rs("Nm_Bagian")
End If
End Sub

```

```

Private Sub ckb_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
tp.SetFocus
End If
End Sub

```

```

Private Sub casm_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
cki.SetFocus
End If

```

```

End Sub
Sub Otomatis()
Set setrekot = New ADODB.Recordset
setrekot.Open "select * from Disposisi ", con
tkd = Trim(str(setrekot.RecordCount + 1))
If Len(LTrim(tkd)) = 4 Then
    tkd = "K" + tkd
ElseIf Len(LTrim(tkd)) = 2 Then
    tkd = "K0" + tkd
ElseIf Len(LTrim(tkd)) = 1 Then
    tkd = "K00" + tkd

End If
End Sub
# Cetak Disposisi #


---


Dim rs As New ADODB.Recordset
Dim rsq As New ADODB.Recordset
Private Sub c_Click()
CLDI.ReportFileName = "" & App.Path & "\DISPOS.rpt "
msf = "{q.Kd_Disposisi} = " & C1.Text & ""
CLDI.SelectionFormula = msf
CLDI.WindowState = crptMaximized
CLDI.RetrieveDataFiles
CLDI.Action = 1
End Sub
Private Sub C1_Click()
X = "select * from Disposisi " & " where Kd_Disposisi=" & C1.Text & ""
Set rs = con.Execute(X)
End Sub
Private Sub Form_Load()
buka
d
End Sub

Sub d()
Set rs = con.Execute("select distinct Kd_Disposisi from q")
Do While Not rs.EOF
C1.AddItem (rs.Fields(0).Value)
rs.MoveNext
Loop
End Sub

Private Sub k_Click()
Unload Me
End Sub
# Entry Surat Keluar #


---


Sub bersih()

```

```

tnoagdsk = ""
tnosk = ""
tlamp = ""
thal = ""
ckb = ""
tnb = ""
cki = ""
tnminst = ""
talm = ""
ttelp = ""
End Sub

```

```

Private Sub b_Click()
bersih
tnoagdsk.SetFocus
s.Enabled = False
End Sub

```

```

Private Sub ckb_Change()
Set rs = New ADODB.Recordset
rs.Open "select * from Bagian where Kd_Bagian="" & ckb & """, con
If Not rs.EOF Then
tnb = rs("Nm_Bagian")
End If
End Sub

```

```

Private Sub ckb_Click()
Dim s As String
s = "select * from bagian" & " where Kd_Bagian ="" & ckb & ""
Set rs = con.Execute(s)
If Not rs.EOF Then
tnb.Text = rs.Fields("Nm_Bagian")
End If
End Sub

```

```

Private Sub ckb_GotFocus()
Dim str As String
str = ckb.Text
Set rs = New ADODB.Recordset
rs.Open "select * from bagian order by Kd_Bagian", con, adOpenDynamic,
adLockBatchOptimistic
If rs.RecordCount <> 0 Then
ckb.Clear
rs.MoveFirst
While Not rs.EOF
ckb.AddItem (rs!Kd_Bagian)
rs.MoveNext
Wend
Else

```

```

    ckb.Clear
End If
ckb.Text = str
str = ""
End Sub

```

```

Private Sub ckb_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
cki.SetFocus
End If
End Sub

```

```

Private Sub cki_Change()
Set rsi = New ADODB.Recordset
rsi.Open "select * from Instansi where Kd_inst='" & cki & "'", con
If Not rsi.EOF Then
tnminst = rsi("Nm_inst")
talmt = rsi("Almt_inst")
ttelp = rsi("Telp_inst")
End If
End Sub

```

```

Private Sub cki_Click()
Dim s As String
s = "select * from Instansi" & " where Kd_inst ='" & cki & "'"
Set rsi = con.Execute(s)
If Not rsi.EOF Then
tnminst.Text = rsi.Fields("Nm_inst")
talm = rsi("Almt_inst")
ttelp = rsi("Telp_inst")
End If
End Sub

```

```

Private Sub cki_GotFocus()
Dim str As String
str = cki.Text
Set rsi = New ADODB.Recordset
rsi.Open "select * from Instansi order by Kd_inst", con, adOpenDynamic,
adLockBatchOptimistic
If rsi.RecordCount <> 0 Then
cki.Clear
rsi.MoveFirst
While Not rsi.EOF
cki.AddItem (rsi!Kd_inst)
rsi.MoveNext
Wend
Else
cki.Clear
End If

```

```
cki.Text = str
str = ""
End Sub
```

```
Private Sub cki_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
s.SetFocus
End If
End Sub
```

```
Private Sub dtgagdsk_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
tnosk.SetFocus
End If
End Sub
```

```
Private Sub dtgsk_KeyPress(KeyAscii As Integer)
If KeyCode = 13 Then
tlamp.SetFocus
End If
End Sub
```

```
Private Sub Form_Load()
buka
Set rssk = New ADODB.Recordset
rssk.Open "select * from SK", con, adOpenDynamic, adLockOptimistic
Set rsi = New ADODB.Recordset
rsi.Open "select * from instansi", con, adOpenDynamic, adLockOptimistic
Set rs = New ADODB.Recordset
rs.Open "select * from bagian", con, adOpenDynamic, adLockOptimistic
s.Enabled = False
dtgagdsk = Format(Now, "dd-mm-yyyy")
dtgsk = Format(Now, "dd-mm-yyyy")
Otomatis
End Sub
```

```
Private Sub k_Click()
Unload Me
End Sub
```

```
Private Sub s_Click()
Dim X As String
con.BeginTrans
X = "select * from SK" & " where No_Agdsk = " & tnoagdsk & ""
Set rssk = con.Execute(X)
If Not rssk.EOF Then
MsgBox "No Agenda Surat Keluar Sudah ada", vbInformation, "PESAN"
tnoagdsk.Text = ""
tnoagdsk.SetFocus
```

```

ElseIf tnoagdsk.Text = "" Then
MsgBox "No Agenda Belum Diisi"
tnoagdsk.SetFocus
ElseIf ckb.Text = "" Then
MsgBox "Kode Bagian Belum Diisi"
ckb.SetFocus
ElseIf cki.Text = "" Then
MsgBox "Kode Instansi Belum Diisi"
cki.SetFocus
Else
X = "insert into
SK(No_Agdsk,Tgl_Agdsk,No_SK,Tgl_SK,Sipat,Perihal_SK,Kd_Bagian,Kd_Inst)" & "values('" &
tnoagdsk & "','" & dtgagdsk & "','" & tnosk & "','" & dtgsk & "','" & tlamp & "','" & thal & "','" &
ckb & "','" & cki & "')"
con.Execute (X)
End If
bersih
con.CommitTrans
b.SetFocus
s.Enabled = False
End Sub

```

```

Private Sub thal_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
ckb.SetFocus
End If
End Sub

```

```

Private Sub tlamp_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
thal.SetFocus
End If
End Sub

```

```

Private Sub tnoagdsk_Change()
s.Enabled = True
End Sub

```

```

Private Sub tnoagdsk_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
dtgagdsk.SetFocus
s.Enabled = True
End If
End Sub

```

```

Private Sub tnosk_KeyPress(KeyAscii As Integer)
If KeyAscii = 13 Then
dtgsk.SetFocus
End If

```

```

End Sub
Sub Otomatis()
Set setrekot = New ADODB.Recordset
setrekot.Open "select * from SK ", con
tnoagdsk = Trim(str(setrekot.RecordCount + 1))
If Len(LTrim(tnoagdsk)) = 4 Then
    tnoagdsk = "A" + tnoagdsk
ElseIf Len(LTrim(tnoagdsk)) = 2 Then
    tnoagdsk = "A0" + tnoagdsk
ElseIf Len(LTrim(tnoagdsk)) = 1 Then
    tnoagdsk = "A00" + tnoagdsk

End If
End Sub
# Cetak Surat Keluar #


---


Private Sub c_Click()
cr.ReportFileName = "" & App.Path & "\srtkeluar.rpt "
msf = "{qcsk.No_SK} = " & Combo1.Text & ""
cr.SelectionFormula = msf
cr.WindowState = crptMaximized
cr.RetrieveDataFiles
cr.Action = 1
End Sub

Private Sub Combo1_Click()
X = "select * from SK " & " where No_SK=" & Combo1.Text & ""
Set rssk = con.Execute(X)
End Sub

Private Sub Form_Load()
buka
d
End Sub

Sub d()
Set rssk = con.Execute("select distinct No_SK from qcsk")
Do While Not rssk.EOF
Combo1.AddItem (rssk.Fields(0).Value)
rssk.MoveNext
Loop
End Sub

Private Sub k_Click()
Unload Me
End Sub
# Cetak Laporan Surat Masuk#


---


Private Sub c_Click()
rsm.Filter = "Tgl_Agdsm>=" & da.Value & " AND Tgl_Agdsm<=" & dr.Value & ""

```



```

crlap.ReportFileName = "" & App.Path & "\lsm.rpt"
crlap.SelectionFormula = "{SM.Tgl_Agdsm}>=#" & Format(da.Value, "M/D/YY") & "# AND
{SM.Tgl_Agdsm}<=#" & Format(dr.Value, "M/D/YY") & "#"
crlap.Formulas(1) = "ta=" & Format(da.Value, "DD/MM/YYYY") & ""
crlap.Formulas(2) = "tr=" & Format(dr.Value, "DD/MM/YYYY") & ""
crlap.WindowState = crptMaximized
crlap.RetrieveDataFiles
crlap.Action = 1
End Sub

```

```

Private Sub Form_Load()
buka
Set rsm = New ADODB.Recordset
rsm.Open "select * from SM", con, adOpenDynamic, adLockOptimistic
da = Format(Now, "dd/mm/yyyy")
dr = Format(Now, "dd/mm/yyyy")
End Sub

```

```

Private Sub k_Click()
Unload Me
End Sub

```

# Cetak Laporan Surat Keluar#

---

```

Private Sub c_Click()
cr.ReportFileName = "" & App.Path & "\srtkeluar.rpt "
msf = "{qcsk.No_SK} = " & Combo1.Text & ""
cr.SelectionFormula = msf
cr.WindowState = crptMaximized
cr.RetrieveDataFiles
cr.Action = 1
End Sub

```

```

Private Sub Combo1_Click()
X = "select * from SK " & " where No_SK=" & Combo1.Text & ""
Set rssk = con.Execute(X)
End Sub

```

```

Private Sub Form_Load()
buka
d
End Sub

```

```
Sub d()  
Set rssk = con.Execute("select distinct No_SK from qcsk")  
Do While Not rssk.EOF  
Combo1.AddItem (rssk.Fields(0).Value)  
rssk.MoveNext  
Loop  
End Sub
```

```
Private Sub k_Click()  
Unload Me  
End Sub
```



**BADAN PERPUSTAKAAN dan ARSIP DAERAH**  
**PROV. KEP. BABEL**

---

---

Pangkalpinang 22/06/2007

Nomor : 123/pmi/12/2010  
Sifat : pribadi  
Perihal : undangan

Kepada Yth,  
KANTOR BUPATI BANGKA BARAT  
Di-  
KOMPLEK PERKANTORAN BUPATI BABAR

Sehubungan dengan surat yang kami terima dari KANTOR BUPATI BANGKA BARAT , tentang perihal diatas, maka kami Pimpinan Badan Perpustakaan dan Arsip Daerah memberikan izin kepada bagian KELOMPOK JABATAN FUNGSIONAL untuk melaksanakan penhal tersebut.

Pangkalpinang 15/01/2010

Kepala BPAD PROV. KEP. BABEL

Lampiran D-2  
Surat Keluar

**BADAN PERPUSTAKAAN dan ARSIP DAERAH**  
**PROV. KEP. BABEL**

**LAPORAN SURAT MASUK**

Periode: S/d

No.Ag dsk	TglAgdsk	No.Surat masuk	TglSurat masuk	Sipat	Perihal	Nama Inst	Alamat	Telp
A001	123/I/PL.301/33/2010	123/I/PL.301/33/2010	14/01/2010	penting	Undangan	PMI	Jl.ican saleh	07171 34567
A002	462/I/PL.123/89/2010	462/I/PL.123/89/2010	15/01/2010	penting	undangan	TAGANA	Pkp	07172 345

Pangkalpinang, DD/MM/YYYY

Kepala BPAD PROV .KEP.BABEL

Lampiran D-3  
Laporan Surat Masuk

**BADAN PERPUSTAKAAN dan ARSIP DAERAH**  
**PROV. KEP. BABEL**

LAPORAN SURAT Keluar

Periode: S/d

TglAg dsk	No.Agd sk	No.Sur at keluar	TglSurat keluar	Sipat	Perihal	Nama Inst	Alamat	Nama bagian
22/06 /2009	A001	123/P M	22/06/200 9	Pribadi	Undangan	Kantor bupati bangka barat	KOMPLEK PERKANTORAN BUPATI BABAR	KELOMPOK JABATAN FUNGSIONAL
15/01 /2010	A002	567/BP	15/01/201 0	Biasa	Permintaan dana	Kantor bupati bangka selatan	JL. JENDRAL AHMAD YANI NO.2.TOBOALI	KEPALA BADAN

Pangkalpinang, DD/MM/YYYY

Kepala BPAD PROV .KEP.BABEL

Lampiran D-4  
Laporan Surat Keluar








# Lampiran -D

Berita Acara

**LEMBAR BERITA ACARA KONSULTASI DOSEN PEMBIMBING KKP**  
**Akademi Manajemen Informatika dan Komputer – Atma Luhur**

Nama Instansi KKP	BADAN PERPUSTAKAAN DAN ARSIP DAERAH
Alamat Instansi	JL. JEND. SUDIRMAN NO.8 PANGKALPINANG
Dosen Pembimbing	ELLY YANUARTI, S. KOM

NO	NIM	NAMA
1.	0722300032	FERNA DEWI
2.		
3.		

No	Tanggal	Materi yang dikonsultasikan	Paraf Dosen		
			Mhs 1	Mhs 2	Mhs 3
1	28 Oktober 2009	Proses Bisnis			
2	03 November 2009	Activity Diagram			
3	11 November 2009	Class Diagram			
4	25 November 2009	BAB I - BAB IV			
5	09 Desember 2009	BAB IV			
6	16 Desember 2009	Class Diagram			
7	12 Januari 2010	Program			
8					
9					
10					
11					
12					
13					
14					
15					

Mahasiswa di atas telah melakukan bimbingan dengan jumlah materi yang telah mencukupi untuk disidangkan.

Pangkalpinang,  
Dosen Pembimbing KKP

  
ELLY YANUARTI, S. KOM

Lampiran E-1  
Berita Acara Dari Pembimbing Praktek KKP



**LEMBAR BERITA ACARA KUNJUNGAN KKP**  
**Akademi Manajemen Informatika dan Komputer – Atma Luhur**

Nama Instansi KKP	BADAN PERPUSTAKAAN DAN ARSIP DAERAH
Alamat Instansi	JL. JEND. SUDIRMAN NO.8 PANGKALPINANG
Pembimbing Praktek	ELLY YANUARTI, S. KOM

NO	NIM	NAMA
1.	0722300032	FERNA DEWI
2.		
3.		

No	Tanggal	Materi yang dikonsultasikan	Paraf Dosen		
			Mhs 1	Mhs 2	Mhs 3
1	28/10/09	Proses pengunaan Email	/		
2	03/11/09	Proses Bisnis di Kantor	/		
3	11/11/2009	Spesifikasi Hardware	/		
4	05/11/2009	Spesifikasi Software	/		
5	09/12/2009	Saluran Organisasi	/		
6	12/01/2010	Pengambilan Dokumen	/		
7					
8					
9					
10					
11					
12					
13					
14					
15					

Mahasiswa di atas telah melakukan bimbingan dengan jumlah materi yang telah mencukupi untuk disidangkan.



Lampiran E-2  
Berita Acara Dari Instansi