**LAPORAN KETERSEDIAAN BERKAS PERKARA PERMOHONAN ${NAMA\_SATKER}**

**${ALAMAT\_SATKER}**

|  |  |
| --- | --- |
| Periode | **:** ${TANGGAL\_AWAL} s/d ${TANGGAL\_AKHIR} |
| Jumlah | **:** ${TOTAL\_DATA} |
| Total | **:** ${TOTAL\_MASUK\_BERKAS} Masuk arsip ${TOTAL\_BELUM\_ARSIP} Belum masuk arsip |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Perkara** | | **Tanggal** | | | | | **Penetapan** | |
| **Nomor** | **Jenis** | **Daftar** | **Putus** | **Selisih>** | **Arsip** | **Diterima Meja 3** | **Mejelis** | **PP** |
| ${no} | ${nomor\_perkara} | ${jenis\_perkara} | ${tgl\_daftar} | ${tgl\_putus} | ${selisih} | ${tgl\_arsip} | ${tgl\_diterima} | ${majelis} | ${panitera} |

|  |
| --- |
| ${tgl\_hari\_laporan}  Mengetahui |
| ${pejabat} |
|  |
| ${penandatangan} |
| NIP. ${nip\_penandatangan} |