

REKAP / HARI JENIS PELAYANAN ADMINISTRASI SURAT MENYURAT  
DI KANTOR CAMAT BATANG KAPAS  
TAHUN 2025

| NO | JENIS SURAT                                     | BULAN / HARI / TANGGAL |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | TOTAL/<br>BULAN |
|----|-------------------------------------------------|------------------------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------|
|    |                                                 | JANUARI                |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                 |
|    |                                                 | K                      | J | S | S  | R  | K  | J  | S  | S  | R  | K  | J  | S  | S  | R  | K  | J  | K  | J  |                 |
|    |                                                 | 2                      | 3 | 6 | 7  | 8  | 9  | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 30 | 31 |                 |
| 1  | Surat Keterangan Catatan kriminal ( SKCK )      | -                      | - | 4 | 15 | 6  | 5  | 3  | 2  | 3  | 1  | 3  | 4  | 6  | 6  | 6  | 4  | 1  | 9  | 3  | 81              |
| 2  | Surat Keterangan Miskin ( SKM )                 | -                      | - | 2 | 4  | 5  | 3  | 9  | 8  | 11 | 4  | 13 | 10 | 6  | 12 | 2  | 4  | 8  | 10 | 5  | 116             |
| 3  | Surat Keterangan Usaha ( SKU )                  | -                      | - | - | 1  | -  | 2  | -  | 3  | 3  | 1  | 1  | 6  | 4  | 3  | 2  | 2  | 1  | 2  | 2  | 33              |
| 4  | Surat Keterangan Bersih Diri ( SKBD )           | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | 1  | -  | -  | -  | -  | -  | -  | 1               |
| 5  | Surat Keterangan Bersih Lingkungan ( SKBL )     | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -               |
| 6  | Surat Keterangan meninggal dunia ( SKMD )       | -                      | - | - | 1  | 1  | 1  | 1  | -  | -  | 2  | -  | -  | 3  | -  | -  | 1  | -  | 7  | 3  | 20              |
| 7  | Surat Keterangan ahli waris ( SKAW )            | -                      | - | - | 1  | -  | -  | -  | -  | -  | -  | -  | -  | 1  | -  | -  | -  | -  | -  | -  | 2               |
| 8  | Surat Keterangan Penghasilan orang tua (SKPOT)  | -                      | - | 1 | -  | -  | -  | -  | 1  | -  | -  | -  | -  | -  | -  | -  | -  | 1  | 2  | -  | 5               |
| 9  | Surat Keterangan Belum pernah menikah ( SKBPM ) | -                      | - | 1 | -  | -  | -  | -  | -  | 1  | -  | 1  | -  | -  | -  | -  | -  | -  | -  | -  | 3               |
| 10 | Surat Keterangan Janda ( SKJ )                  | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | 1  | -  | -  | 1               |
| 11 | Surat Izin Mendirikan Bangunan                  | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -               |
| 12 | Surat Izin Keramaian                            | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -               |
| 13 | Surat Urusan pertanahan                         | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -               |
| 14 | Surat Dispensasi pernikahan                     | -                      | - | - | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -  | -               |
|    | TOTAL/HARI                                      | 0                      | 0 | 8 | 22 | 12 | 11 | 13 | 14 | 18 | 8  | 18 | 20 | 21 | 21 | 10 | 11 | 12 | 30 | 13 | 262             |

BATANG KAPAS, 31 Januari .2025



DIKETAHUI OLEH  
CAMAT BATANG KAPAS

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