



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 67 OF 2022

ABOUT

DISCIPLINE OF STATE CIVIL APPARATUS EMPLOYEES IN THE ENVIRONMENT
SUKOHARJO REGENCY GOVERNMENT

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that in order to implement the nation's ideals and realize the state's goals as stated in the preamble to the 1945 Constitution of the Republic of Indonesia, it is necessary to build a state civil apparatus that has integrity, is professional and is capable of providing public services for the community;

b. that in order to create civil servants who are reliable, professional, have high integrity and morals as government administrators who apply the principles of good governance, it is necessary to have disciplinary regulations for State Civil Service Employees which can be used as guidelines in enforcing discipline, so as to guarantee the maintenance of good governance. orderly and smooth implementation of duties for state civil servants;

c. that based on the provisions of Article 86 paragraph (2) of Law Number 5 of 2014 concerning State Civil Apparatus and Article 52 paragraph (1) of Government Regulation Number 49 of 2018 concerning Management of Government Employees with Work Agreements, Government Agencies are obliged to enforce discipline against Apparatus Employees State Civil Service;

d. that based on the considerations as intended in letters a, b, and c, it is necessary to stipulate a Regent's Regulation concerning Discipline of State Civil Service Employees within the Sukoharjo Regency Government;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang II Level Region by amending Law Number 13 of 1950 concerning the Establishment Regency Areas within the Province of Central Java (State Gazette of 1965 Number 53, Supplement to the State Gazette

Number 2757);

2. Law Number 5 of 2014 concerning State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to State Gazette of the Republic of Indonesia Number 5494);
3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette Republic of Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
4. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 concerning Amendments to Government Regulation Number 18 of 2016 concerning Apparatus Area

(State Gazette of the Republic of Indonesia 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);
5. Government Regulation Number 11 of 2017 concerning Management of Civil Servants (State Gazette of the Republic of Indonesia of 2017 Number 63, Supplement to State Gazette of the Republic of Indonesia Number 6037) as amended by Government Regulation Number 17 of 2020 concerning Amendments to
Government Regulation Number 11 of 2017 concerning Management of Civil Servants (State Gazette of the Republic of Indonesia of 2020 Number 68, Supplement to State Gazette of the Republic of Indonesia Number 6477);
6. Government Regulation Number 49 of 2018 concerning Management of Government Employees with Employment Agreements (State Gazette of the Republic of Indonesia of 2020 Number 224, Supplement to State Gazette of the Republic of Indonesia Number 6264);

7. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 6322);
8. Government Regulation Number 30 of 2019 concerning Performance Evaluation of Civil Servants (State Gazette of the Republic of Indonesia of 2019 Number 77, Supplement to State Gazette of the Republic of Indonesia Number 6340);
9. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline (State Gazette of the Republic of Indonesia of 2021 Number 202, Supplement to State Gazette of the Republic of Indonesia Number 6718);

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING DISCIPLINE OF STATE CIVIL APPARATUS EMPLOYEES IN THE SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. The Regent is the Regent of Sukoharjo.
3. Regional Government is the Regent as the organizing element of the Regional Government which leads the implementation of government affairs which are the authority of the Autonomous Region.
4. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in administering government affairs which fall under the authority of the Region.
5. State Civil Apparatus, hereinafter abbreviated as ASN, is a profession for civil servants and government employees with work agreements who work for government agencies.
6. State Civil Apparatus Employees, hereinafter referred to as ASN Employees, are civil servants and government employees with work agreements who are appointed by civil service development officials and assigned duties in a government position or entrusted with other state duties and are paid based on statutory regulations.
7. Civil servants, hereinafter abbreviated as PNS, are Indonesian citizens who meet certain requirements, appointed as ASN employees on a permanent basis by civil service development officials to occupy government positions.

8. Government employees with a work agreement, hereinafter abbreviated as PPPK, are Indonesian citizens who meet certain requirements, who are appointed based on a work agreement for a certain period of time in order to carry out government duties.
9. Immediate Supervisor is the superior official of an ASN employee.
10. Position is a position that indicates the duties, responsibilities, authority and rights of an ASN employee in an organizational unit.
11. High Leadership Positions, hereinafter abbreviated as JPT, are a group of high positions in government agencies.
12. Functional Positions, hereinafter abbreviated as JF, are a group of positions that contain functions and tasks related to functional services that are based on certain expertise and skills.
13. Functional Officials are ASN Employees who occupy them JF at a government agency.
14. Personnel Development Officer, hereinafter abbreviated as PPK, is an official who has the authority to determine the appointment, transfer and dismissal of ASN employees and develop ASN management in Government Agencies in accordance with the provisions of statutory regulations.
15. Officials with the Authority to Punish, hereinafter abbreviated as PyBM, are officials who are authorized to impose disciplinary penalties on ASN employees who commit disciplinary violations.
16. Entering work is a condition of carrying out duties well inside or outside the office.
17. Employee Performance Targets, hereinafter abbreviated as SKP, are performance plans and targets to be achieved by an ASN employee which must be achieved every year.
18. ASN Work Behavior is any behavior, attitude or action carried out by ASN Employees or not doing something that should be done in accordance with the provisions of laws and regulations.
19. Performance is the work result achieved by each ASN employee in the organization, work unit or work team in accordance with the SKP and Work Behavior.
20. ASN discipline is the ability of ASN to comply with obligations and avoid prohibitions specified in statutory regulations.
21. Disciplinary violations are any words, writings or actions of ASN employees who do not comply with their obligations and/or violate prohibitions on ASN disciplinary provisions, whether committed inside or outside working hours.
22. Disciplinary Punishment is a punishment imposed by PyBM on ASN Employees for violating disciplinary regulations.
23. Performance Allowance is an allowance given to ASN Employees whose amount is based on the results of the position evaluation and performance achievements of ASN Employees.

24. Service clothing is a uniform worn to show ASN identity when carrying out duties.
25. Entering work is a condition of carrying out duties well inside or outside the office.
26. Administrative efforts are a resolution process disputes pursued by ASN employees who are dissatisfied with PPK decisions or official decisions.
27. Objections are Administrative Measures taken by ASN Employees who are dissatisfied with the PPK Decision other than dismissal as a Civil Servant or other than terminating their work agreement as PPPK and Administrative Measures taken by ASN Employees who are dissatisfied with the Official's Decision.
28. Administrative Appeals are Administrative Efforts taken by ASN Employees who are dissatisfied with the PPK Decision regarding dismissal as a Civil Servant or termination of their work agreement as PPPK.
29. The State Civil Apparatus Advisory Body, hereinafter abbreviated to BPASN, is the body that has the authority to receive, examine and make decisions on Administrative Appeals.
30. Work Unit is the work unit of the immediate superior as the place where the relevant ASN carries out tasks within the organization.
31. Negative impacts are impacts that cause a decline in dignity, image, trust, good name, and/or interfere with the smooth implementation of the duties of the Work Unit, agency, and/or government/state.

CHAPTER II

PURPOSE AND OBJECTIVES

Section 2

This Regent's Regulation is intended as a guideline in enforcing discipline for ASN employees in the Region.

Article 3

This Regent's Regulation aims to:

- a. provide certainty in the process of handling the imposition of Disciplinary Punishments for ASN Employees who are proven to have committed disciplinary violations; And
- b. ensure the maintenance of rules and regulations in the smooth implementation of duties in order to realize the professionalism of ASN employees.

CHAPTER III
OBLIGATIONS AND PROHIBITIONS

Part One
General

Article 4

ASN employees consist of:

- a. civil servants; And
- b. PPPK.

The second part
Obligation

Article 5

Every ASN is required to:

- a. be completely loyal and obedient to Pancasila, the 1945 Constitution of the Republic of Indonesia, the Unitary State of the Republic of Indonesia, and the Government;
- b. maintain national unity and unity;
- c. implement policies formulated by authorized government officials;
- d. comply with the provisions of laws and regulations;
- e. carry out official duties with full devotion, honesty, awareness and responsibility;
- f. demonstrate integrity and exemplary attitudes, behavior, words and actions towards everyone, both inside and outside the service;
- g. keep position secrets and can only disclose office secrets in accordance with the provisions of statutory regulations; And
- h. willing to be placed throughout the territory of the Unitary State Republic of Indonesia.

Article 6

- (1) Apart from fulfilling the obligations as intended in Article 5, ASN employees are required to:
 - a. attend and take the ASN oath/promise;
 - b. attend and take the oath/promise of office;
 - c. prioritize the interests of the state and region rather than personal, individual and/or group interests;
 - d. report immediately to his superiors if he knows of anything that could endanger state security or harm state finances;
 - e. report assets to authorized officials in accordance with statutory provisions;
 - f. come to work and comply with working hours provisions;

- g. use and maintain state property and the Region as well as possible;
 - h. refuse all forms of gifts related to duties and functions except income in accordance with statutory provisions;
 - i. report immediately to his superiors if he knows of anything that could endanger or harm the state or regional government, especially in the security, financial and material sectors;
 - j. wear official clothing in accordance with statutory provisions;
 - k. comply with marriage and divorce provisions in accordance with civil servant regulations;
 - l. implement the employee code of ethics and code of conduct ASN;
 - m. achieve annual performance of at least a good predicate;
 - n. provide the best possible service to the community; And
 - o. comply with official regulations established by authorized officials.
- (2) Apart from fulfilling the obligations as intended in paragraph (1), superiors are obliged to provide opportunities for subordinates to develop competence in accordance with the provisions of statutory regulations.

Part Three Prohibition of ASN

Article 7

- (1) Every ASN employee is prohibited from:
- a. abuse authority, duties and/or responsibilities;
 - b. be an intermediary to obtain personal and/or other people's benefits by using the authority of other people who are suspected of having a conflict of interest with their position;
 - c. become an employee or work for another country;
 - d. working for international institutions or organizations without permission or without being assigned by PPK;
 - e. work for foreign companies, foreign consultants, or foreign non-governmental organizations unless assigned by PPK;
 - f. illegally owning, selling, buying, pawning, renting or lending movable or immovable goods, documents or securities belonging to the Region;
 - g. making levies outside the provisions;
 - h. carry out activities that are detrimental to the State and Area;
 - i. obstructing the performance of official duties;

- j. receiving gifts related to position and/or work;
 - k. asking for something related to the position;
 - l. taking action or not taking action that could result in harm to those served;
 - m. become a member and/or administrator of a political party;
 - n. provide support to candidates for President/Vice President, candidates for Regent/Deputy Regent, candidates for Members of the People's Representative Council, candidates for Members of the Regional Representative Council, or candidates for Members of the Regional People's Representative Council by:
 - 1. join the campaign;
 - 2. become a campaign participant using party attributes or ASN employee attributes;
 - 3. as a campaign participant by mobilizing Other ASN employees;
 - 4. as a campaign participant by using Regional facilities;
 - 5. make decisions and/or actions that are beneficial or detrimental to one of the candidates during the campaign period;
 - 6. holding activities that lead to bias towards one of the candidates before, during and after the campaign period including meetings, invitations, appeals, appeals or giving goods to ASN employees, colleagues in their work units, family members and the community; and/or
 - 7. provide a letter of support accompanied by a photocopy of the Population Identification Card or residence certificate in accordance with the provisions of the laws and regulations.
 - o. joining a prohibited organization or activities related to radicalism; And
 - p. carrying out joint activities with superiors, colleagues, or other people inside or outside the work environment with the aim of personal, group or other party gain, which directly or indirectly harms the Region.
- (2) Apart from the prohibition as intended in paragraph (1), superiors are prohibited from acting arbitrarily towards subordinates.

CHAPTER IV

DISCIPLINARY PUNISHMENT

Part One General

Article 8

- (1) To ensure the maintenance of order in the smooth implementation of their duties, ASN employees are required to comply with ASN employee discipline.

- (2) Regional apparatus are obliged to enforce discipline against ASN employees and carry out various efforts to improve discipline.
- (3) ASN employees who do not comply with the obligations as intended in Article 5 and Article 6 as well as the prohibitions as intended in Article 7 are subject to Disciplinary Punishment.

The second part
Level and Type of Disciplinary Punishment

Article 9

- (1) The level of disciplinary punishment for ASN employees consists of:
 - a. Light Disciplinary Punishment;
 - b. Moderate Disciplinary Punishment; and
 - c. Severe disciplinary punishment.
- (2) Types of light disciplinary punishment as referred to in paragraph (1) letter a consist of:
 - a. verbal warning;
 - b. written warning; And
 - c. written statement of dissatisfaction.
- (3) Types of moderate disciplinary punishment as referred to in paragraph (1) letter b for civil servants consist of:
 - a. performance allowance cut by 25% (twenty five percent) for 6 (six) months;
 - b. performance allowance cut by 25% (twenty five percent) for 9 (nine) months; And
 - c. performance allowance cut by 25% (twenty five percent) for 12 (twelve) months.
- (4) Types of moderate disciplinary punishment as referred to in paragraph (1) letter b for PPPK consist of:
 - a. postponement of periodic salary increases for 1 (one) year; And
 - b. reduction to a lower level group for 1 (one) year.
- (5) Types of severe disciplinary punishment as referred to in paragraph (1) letter c for civil servants consist of:
 - a. demotion to lower level for 12 (twelve) months;
 - b. release from office to office executor for 12 (twelve) months; And
 - c. honorable dismissal is not above own request as a civil servant.
- (6) Types of severe disciplinary punishment as referred to in paragraph (1) letter c for PPPK consist of:
 - a. termination of the Employment Agreement relationship with respect;

- b. respectful termination of the Employment Agreement not at one's own request; And
- c. termination of the Employment Agreement relationship is not with respect.

Part Three
Offenses and Types of Punishment
Paragraph 1
Violation of Obligations

Article 10

Light disciplinary penalties as referred to in Article 9 paragraph (1) letter a are imposed on ASN employees who violate obligations that have a negative impact on the work unit in the form of:

- a. implement policies determined by authorized government officials as intended in Article 5 letter c;
 - b. comply with the provisions of laws and regulations as intended in Article 5 letter d;
 - c. carry out official duties with full dedication, awareness and responsibility as intended in Article 5 letter e;
 - d. demonstrate integrity and exemplary behavior in attitudes, behavior, speech and actions towards everyone, both inside and outside the service as intended in Article 5 letter f;
 - e. keep position secrets and can only disclose office secrets in accordance with the provisions of the laws and regulations as intended in Article 5 letter g;
 - f. willing to be placed throughout the territory of the Unitary State of the Republic of Indonesia as intended in Article 5 letter h;
 - g. prioritize the interests of the Region rather than the interests of oneself, a person, and/or group as intended in Article 6 paragraph (1) letter c;
 - h. does not fulfill the requirements for entering work and complying with the provisions on working hours as intended in Article 6 paragraph (1) letter f with the following conditions:
 - 1. verbal warning for ASN employees who are absent from work without a valid reason cumulatively for 3 (three) working days in 1 year;
 - 2. written warning for ASN employees who are absent from work without a valid reason cumulatively for 4 (four) to 6 (six) working days in 1 year;
- And

3. Written statement of dissatisfaction for employees
ASN who are absent from work without a valid reason
cumulatively for 7 (seven) to 10 (ten) working days in 1 year.

- i. use and maintain Regional property as well as possible as intended in Article 6 paragraph (1) letter g;
- j. refuse all forms of gifts related to duties and functions except income in accordance with the provisions of the laws and regulations as intended in Article 6 paragraph (1) letter h;
- k. report immediately to his superiors if he knows of anything that could endanger or harm the state or regional government, especially in the security, financial and material sectors as intended in Article 6 paragraph (1) letter i;
- l. wear official clothing in accordance with statutory provisions as referred to in Article 6 paragraph (1) letter j;
- m. implement the employee code of ethics and code of conduct ASN as intended in Article 6 paragraph (1) letter l;
- n. achieve annual performance of at least a good predicate as intended in Article 6 paragraph (1) letter m;
- o. provide the best possible service to the community as intended in Article 6 paragraph (1) letter n; And
- p. comply with official regulations stipulated by authorized officials as intended in Article 6 paragraph (1) letter o.

Article 11

Moderate disciplinary penalties as referred to in Article 9 paragraph (1) letter b are imposed on ASN employees who violate obligations that have a negative impact on the regional apparatus concerned in the form of:

- a. maintain national unity and integrity as intended in Article 5 letter b;
- b. implement policies formulated by authorized government officials, as intended in Article 5 letter c;
- c. comply with the provisions of laws and regulations as intended in Article 5 letter d;
- d. carry out official duties with full devotion, awareness and responsibility as intended in Article 5 letter e;

- e. demonstrate integrity and exemplary behavior in attitudes, behavior, speech and actions towards everyone, both inside and outside the service as intended in Article 5 letter f;
- f. keep position secrets and can only disclose office secrets in accordance with the provisions of the laws and regulations as intended in Article 5 letter g;
- g. willing to be placed throughout the territory of the Unitary State of the Republic of Indonesia as intended in Article 5 letter h;
- h. attend and take the Employee oath/promise ASN as intended in Article 6 paragraph (1) letter a;
- i. attend and take the oath/promise of office as intended in Article 6 paragraph (1) letter b.
- j. prioritize the interests of the Region rather than the interests of oneself, a person, and/or group as intended in Article 6 paragraph (1) letter c;
- k. report immediately to his superiors if he learns of anything that could endanger state security or harm state finances, as intended in Article 6 paragraph (1) letter d;
- l. report assets to authorized officials in accordance with the provisions of laws and regulations, as intended in Article 6 paragraph (1) letter e;
- m. comply with the provisions on marriage and divorce in accordance with civil servant regulations, as intended in Article 6 paragraph (1) letter k;
- n. does not fulfill the requirements for entering work and complying with the provisions on working hours as intended in Article 6 paragraph (1) letter f with the following conditions:
 - 1. performance allowance cut by 25% (twenty five percent) for 6 (six) months for civil servants who are absent from work without a valid reason for 11 (eleven) to 13 (thirteen) working days in 1 (one) year;
 - 2. reduction in performance allowances of 25% (twenty five percent) for 9 (nine) months for civil servants who are absent from work without a valid reason for 14 (fourteen) to 16 (sixteen) working days in 1 (one) year;
 - 3. performance allowance cut by 25% (twenty five percent) for 12 (twelve) months for civil servants who are absent from work without a valid reason for 17 (seventeen) to 20 (twenty) working days in 1 (one)) year;

4. Postponement of periodic salary increases for 1 (one) year for PPPK who are absent from work without a valid reason for 11 (eleven) to 15 (fifteen) working days in 1 (one) year;
And
5. Demotion to a lower level for 1 (one) year for PPPK who are absent from work without a valid reason for 16 (sixteen) to 27 (twenty seven) working days

in 1 (one) year.

- o. use and maintain state and regional property as well as possible, as intended in Article 6 paragraph (1) letter g;
- p. refuse all forms of gifts related to duties and functions except income in accordance with the provisions of statutory regulations, as intended in Article 6 paragraph (1) letter h;
- q. report immediately to his superiors if he finds out there is something that could endanger or harm the state or regional government, especially in the areas of security, finance and material
as intended in Article 6 paragraph (1) letter i;
- r. wear official clothing in accordance with statutory provisions as referred to in Article 6 paragraph (1) letter j;
- s. comply with marriage and divorce provisions in accordance with civil servant provisions as intended in Article 6 paragraph (1) letter k;
- t. implement the employee code of ethics and code of conduct ASN, as intended in Article 6 paragraph (1) letter l;
- u. achieve a performance score of at least good value, as intended in article 6 paragraph (1) letter m;
- v. provide the best possible service to the community as intended in Article 5 paragraph (1) letter n; And
- w. comply with official regulations stipulated by authorized officials as intended in Article 5 paragraph (1) letter e.

Article 12

Severe disciplinary penalties as referred to in Article 9 paragraph (1) letter c are imposed on ASN employees who violate obligations that have a negative impact on the Regional and/or State Government in the form of:

- a. completely loyal and obedient to Pancasila and the 1945 Constitution of the Republic of Indonesia, the Unitary State of the Republic of Indonesia,
and the Government as intended in Article 5 letter a;

- b. maintain national unity and integrity, as intended in Article 5 letter b;
- c. implement policies formulated by authorized government officials, as intended in Article 5 letter c;
- d. comply with the provisions of laws and regulations as intended in Article 5 letter d;
- e. carry out official duties with full dedication, awareness and responsibility as intended in Article 5 letter e;
- f. demonstrate integrity and exemplary behavior in attitudes, behavior, speech and actions towards everyone, both inside and outside the service as intended in Article 5 letter f;
- g. keep position secrets and can only disclose office secrets in accordance with the provisions of the laws and regulations as intended in Article 5 letter g;
- h. willing to be placed throughout the territory of the Unitary State of the Republic of Indonesia as intended in Article 5 letter h;
- i. prioritize the interests of the Region rather than the interests of oneself, a person, and/or group as intended in Article 6 paragraph (1) letter c;
- j. report immediately to his superiors if he learns of anything that could endanger state security or harm state finances, as intended in Article 6 paragraph (1) letter d;
- k. report assets to authorized officials in accordance with the provisions of the laws and regulations as intended in Article 6 paragraph (1) letter e;
- l. Civil servants who do not fulfill the requirements for entering work and comply with the provisions on working hours as intended in Article 6 paragraph (1) letter f with the following conditions:
 - 1. reduction of position to a lower level for 12 (twelve) months for civil servants who are absent from work without a valid reason for 21 (twenty one) to 24 (twenty four) working days in the current 1 (one) year;
 - 2. release from his/her acting position for 12 (twelve) months for civil servants who are absent from work without a valid reason for 25 (twenty five) to 27 (twenty seven) working days in the current 1 (one) year; And

3. honorable dismissal not at your own request as a civil servant for civil servants who are absent from work without a valid reason for 28 (twenty eight) working days or more in the current 1 (one) year) and are absent continuously for 10 (ten) days without a valid reason.

m. PPPKs who do not fulfill the conditions for entering work and comply with the provisions on working hours as intended in Article 6 paragraph (1) letter f will have their employment agreement terminated with respect and not at their own request for PPPKs who do not come to work without a valid reason.

continuously for 10 (ten) working days and being absent from work without a valid reason cumulatively for more than 28 (twenty eight) working days within 1 (one) current year;

n. use and maintain state and regional property as well as possible, as intended in Article 6 paragraph (1) letter g;

o. refuse all forms of gifts related to duties and functions except income in accordance with the provisions of statutory regulations, as intended in Article 6 paragraph (1) letter h;

p. report immediately to his superiors if he knows of anything that could endanger or harm the state or regional government, especially in the security, financial and material sectors as intended in Article 6 paragraph (1) letter i;

q. comply with marriage and divorce provisions in accordance with civil servant provisions as intended in Article 6 paragraph (1) letter k;

r. implement the employee code of ethics and code of conduct ASN, as intended in Article 6 paragraph (1) letter l;

s. achieve annual performance of at least a good predicate, as intended in article 6 paragraph (1) letter m;

t. provide the best possible service to the community as intended in Article 6 paragraph (1) letter n; And

u. comply with official regulations stipulated by authorized officials as intended in Article 6 paragraph (1) letter o.

Paragraph 2
Violation of Prohibitions

Article 13

Light disciplinary penalties as referred to in Article 9 paragraph (1) letter a are imposed on ASN employees who violate prohibitions that have a negative impact on the work unit in the form of;

- a. abuse authority, duties and/or responsibilities, as intended in Article 7 paragraph (1) letter a;
- b. illegally possess, sell, buy, pawn, rent or lend movable or immovable goods, documents or securities belonging to the Region as intended in Article 7 paragraph (1) letter f;
- c. carry out activities that are detrimental to the state and regions as intended in Article 7 paragraph (1) letter h;
- d. obstruct the carrying out of official duties, as intended in Article 6 paragraph (1) letter i; And
- e. acting arbitrarily against subordinates as intended in Article 7 paragraph (2).

Article 14

Moderate disciplinary penalties as referred to in Article 9 paragraph (1) letter b are imposed on ASN employees who violate prohibitions that have a negative impact on the regional apparatus concerned in the form of:

- a. abuse of authority, duties and/or responsibilities, as intended in Article 7 paragraph (1) letter a;
- b. illegally possess, sell, buy, pawn, rent or lend movable or immovable goods, documents or securities belonging to the Region as intended in Article 7 paragraph (1) letter f;
- c. make levies outside the provisions as intended in Article 7 paragraph (1) letter g;
- d. carry out activities that are detrimental to the state and regions as intended in Article 7 paragraph (1) letter h;
- e. obstruct the carrying out of official duties, as intended in Article 7 paragraph (1) letter i;

- f. taking action or not taking action that could result in harm to those being served, as intended in Article 7 paragraph (1) letter l;
- g. provide support to candidates for President/Vice President, candidates for Regent/Deputy Regent, candidate for Member of the People's Representative Council, candidate for Member of the Regional Representative Council, or candidate for Member of the Regional People's Representative Council by becoming a campaign participant using party attributes or PPPK attributes as intended in the article 7 paragraph (1) letter n number 2; and
- h. acting arbitrarily against subordinates as intended in Article 7 paragraph (2).

Article 15

Severe disciplinary penalties as referred to in Article 9 paragraph (1) letter c are imposed on ASN employees who violate prohibitions that have a negative impact on regional and/or state governments:

- a. abuse of authority, duties and/or responsibilities, as intended in Article 7 paragraph (1) letter a;
- b. act as an intermediary to obtain personal and/or other person's benefits by using the authority of another person who is suspected of having a conflict of interest with the position, as intended in Article 7 letter b;
- c. become an employee or work for another country, as intended in Article 7 paragraph (1) letter c;
- d. working for international institutions or organizations without permission or without being assigned by PPK, as intended in Article 7 paragraph (1) letter d;
- e. work for a foreign company, foreign consultant, or foreign non-governmental organization unless assigned by PPK, as intended in Article 7 paragraph (1) letter e;
- f. illegally possess, sell, buy, pawn, rent or lend movable or immovable goods, documents or securities belonging to the Region, as intended in Article 7 paragraph (1) letter f;
- g. make levies outside the provisions, as intended in Article 7 letter g;
- h. carry out activities that are detrimental to the state as intended in Article 7 paragraph (1) letter h;
- i. obstruct the carrying out of official duties, ~~Articles~~ as intended in Article 7 paragraph (1) letter i;

- j. receive gifts related to position and/or work, as intended in Article 7 paragraph (1) letter j;
- k. ask for something related to the position,
as intended in Article 7 paragraph (1) letter k;
- l. taking action or not taking action that could result in harm to
those being served, as intended in Article 7 paragraph (1) letter
l;
- m. become a member and/or administrator of a political party,
as intended in Article 7 paragraph (1) letter m;
- n. provide support to candidates for President/Vice President,
candidates for Regent/Deputy Regent, candidates for Members
of the People's Representative Council, candidates for Members
of the Regional Representative Council, or candidates for
Members of the Regional People's Representative Council as
intended in article 7 paragraph (1) letter n number 3, number
4 , number 5, number 6, and number 7;
- o. joining a prohibited organization or activities related to radicalism
as intended in Article 7 paragraph (1) letter o;
- p. Disrespectful termination of the employment agreement for
PPPK who commits the following actions:
 - 1. perverting Pancasila and the 1945 Constitution of the
Republic of Indonesia;
 - 2. become a member and/or administrator of a political party,
as intended in Article 7 paragraph (1) letter m;
 - 3. proven to be part of a prohibited organization or activities
related to radicalism, as intended in Article 7 paragraph (1)
letter o; And
 - 4. be sentenced to imprisonment or imprisonment based on a
court decision which has permanent legal force for
committing a crime of office or a crime related to the
position and/or a general crime.
- q. carrying out joint activities with superiors, colleagues, or other
people inside or outside the work environment with the aim of
personal, group or other party gain which directly or indirectly
harms the Region,

as intended in Article 7 paragraph (1) letter p.

Part Four
PyBM

Article 16

PyBM consists of:

- a. PPK;
- b. Middle High Leadership Officials or other officials
equivalent;
- c. Primary High Leadership Officials or other officials
equivalent;
- d. Administrator Officer or other equivalent Official; And
- e. Supervisory Officer or other equivalent official.

Article 17

(1) PPK determines the imposition of Disciplinary Punishments for:

- a. Middle High Leadership Officials and Functional Officials at the Main Expert level in their environment, for light, medium and heavy Disciplinary Punishments in the form of demotion to a lower level position for 12 (twelve) months and release from their position to an Executive Position for 12 (twelve) months;
- b. Primary High Leadership Officials in their environment, for moderate and severe types of Disciplinary Punishment; And
- c. ASN employees for severe types of disciplinary punishment.

(2) Middle High Leadership Officials, Leadership Officials The Pratama High School and Administrator Officials determine the imposition of Disciplinary Punishments for:

- a. ASN employees who occupy positions 2 (two) levels below for moderate disciplinary punishment; And
- b. ASN employees who occupy positions 1 (one) level below are subject to light disciplinary punishment.

(3) The Supervisory Officer determines the imposition of Disciplinary Punishment for ASN Employees for a light type of Disciplinary Punishment.

Article 18

Primary High Leadership Officials, Administrator Officials, Supervisory Officials, or other equivalent officials, who lead Work Unit units, have the authority to impose light and moderate Disciplinary Punishments on ASN Employees who occupy Functional Positions at the Skills level in their environment.

Part Five
PyBM Obligations

Article 19

- (1) PyBM as intended in Article 16, is obliged to impose Disciplinary Punishments on ASN Employees who violates obligations and/or prohibitions.
- (2) In the event that PyBM as intended in paragraph (1) does not impose disciplinary penalties on employees ASN who committed a Disciplinary Violation, PyBM was sentenced to Disciplinary Punishment by his superior.
- (3) In the event that the PyBM as intended in paragraph (1) does not impose a Disciplinary Punishment appropriate to the Disciplinary Violation committed by the ASN Employee, then the PyBM will be sentenced to a heavier Disciplinary Penalty.
- (4) Disciplinary penalties as intended in paragraph (2) and paragraph (3) are imposed after going through an examination process.
- (5) Superiors as referred to in paragraph (2), also impose disciplinary penalties on ASN employees who commits Disciplinary Violations.

Part Six
Procedures for Inspection, Dropping and Delivery
Disciplinary Punishment Decisions

Article 20

- (1) Before carrying out the disciplinary punishment as intended in Article 9, the direct superior is obliged to carry out an examination of ASN employees who are suspected of violating the obligations as intended in Article 5, Article 6 and/or the prohibition as intended in Article 7.
- (2) Direct superiors who do not summon and examine civil servants suspected of committing Disciplinary Violations, and/or report the results of the examination to the Official with the Authority to Punish are subject to Disciplinary Punishment which is heavier.
- (3) Before carrying out the inspection as intended in paragraph (1), the direct superior is obliged to issue and deliver a summons for inspection to the ASN employee no later than 7 (seven) working days before the inspection date.

- (4) The direct superior in conducting an inspection is based on an Order to Carry Out an Inspection by the Head of the relevant Regional Apparatus.
- (5) The format for the Order to Carry Out an Examination as intended in paragraph (3) is listed in Appendix I which is an inseparable part of this Regent's Regulation.
- (6) In the event that the ASN Employee does not attend the examination as intended in paragraph (1), he/she is immediately obliged to issue and the superior deliver a second examination summons to the ASN Employee no later than 7 (seven) working days from the date the examination is supposed to be carried out.
- (4) In the event that an ASN employee does not attend the examination as intended in paragraph (3), PyBM imposes a disciplinary penalty based on existing evidence and information without carrying out an examination.
- (5) The format of the summons as intended in paragraph (2) is listed in Appendix II which is an inseparable part of this Regent's Regulation.

Article 21

- (1) Examination as intended in Article 20 paragraph (1) is carried out in private, only known to and attended by the ASN employee being examined and their immediate superior. The examination can be carried out in person or virtually.
- (2) ASN employees who are questioned because they are suspected of committing a disciplinary violation are obliged to answer all questions asked by their direct superior.
- (3) If the ASN employee being questioned does not want to answer questions, then the person concerned is deemed to have admitted the Disciplinary Violation of which he is accused.
- (4) If necessary, to obtain more complete information and in an effort to guarantee objectivity in the examination, the direct superior can request information from other parties related to ASN Employee Disciplinary Violations.

Article 22

- (1) The results of the examination as intended in Article 21 paragraph (1) must be stated in the form of an inspection report.
- (2) The format of the minutes as intended in paragraph (1) is listed in Appendix III which is an inseparable part of this Regent's Regulation.

- (3) The inspection report as intended in paragraph (1) must be signed by the direct superior and the ASN employee being examined.
- (4) In the event that the ASN employee being examined is not willing to sign the inspection report as intended in paragraph (1), the inspection report is sufficient to be signed by the direct superior, providing a note that the employee

The ASN who was examined was not willing to sign the inspection report and this was still used as the basis for imposing a penalty Discipline.

- (5) The inspection report is used as the basis for a decision on Disciplinary Punishment which must state the Disciplinary Violation committed by the ASN Employee concerned.
- (6) ASN employees who are examined have the right to receive a photocopy of the inspection report as intended in paragraph (1).

Article 23

The direct superior, inspection team, or PyBM can request information from other parties in the investigation of alleged Disciplinary Violations.

Article 24

- (1) For the smooth running of the examination, ASN who is suspected of committing a Disciplinary Violation and is likely to be sentenced to severe Disciplinary Punishment, may be temporarily released from his/her duties by the immediate superior since the person concerned is being examined.
- (2) Temporary release from his/her duties as intended in paragraph (1) is valid until a decision on Disciplinary Punishment is determined.
- (3) As long as the ASN employee as referred to in paragraph (1) is temporarily released from his/her official duties, a daily executive officer is appointed.
- (4) ASN employees who are temporarily released from their official duties as referred to in paragraph (1) are still given their employment rights in accordance with the provisions of statutory regulations.
- (5) In the event that a direct superior as intended in paragraph (1) is not available, then a higher official will be temporarily released from his/her duties.

Article 25

- (1) Based on the minutes of the examination results as intended in Article 22 paragraph (1), the superior immediately prepares and submits a Report on the Results of the Disciplinary Violation Inspection to PyBM.
- (2) The report on the results of the Disciplinary Violation examination as intended in paragraph (1) is used as a basis for consideration for PyBM in imposing Disciplinary Punishments on ASN Employees.
- (3) If based on the results of an examination carried out by the direct superior of the ASN employee concerned, it is suspected that he has committed a serious disciplinary violation, the superior will immediately report hierarchically to the PPK or other appointed official accompanied by an inspection report to form an inspection team.
- (4) In the event that the immediate superior is in the position of PyBM, then:
 - a. the report on the results of the Disciplinary Violation examination as intended in paragraph (1) does not need to be prepared; And
 - b. the examination report is used as a basis for consideration for imposing a sentence Discipline.
- (5) The format for the Disciplinary Violation Examination Results Report as intended in paragraph (1) is listed in Appendix IV which is an inseparable part of this Regent's Regulation.

Article 26

- (1) The inspection team as intended in Article 25 paragraph (3) can be established in the event that there is a Disciplinary Violation which carries a moderate penalty.
- (2) An inspection team must be formed in the event of a Disciplinary Violation which carries a serious penalty.
- (3) The authority to form an inspection team as intended in paragraph (1) is carried out by the PPK/other appointed official.
- (4) The format for the formation of the Examination Team as intended in paragraph (1) is listed in Appendix V which is an inseparable part of this Regent's regulation.
- (5) The inspection team as intended in paragraph (1) consists of direct superiors, supervisory elements and personnel elements.

- (6) Apart from the elements as intended in paragraph (3), the inspection team may involve other appointed officials.
- (7) The composition of the inspection team consists of:
 - a. 1 (one) Chairman and member;
 - b. 1 (one) Secretary and member; and c. minimum 1 (one) member.

Article 27

- (1) ASN employees who based on the results of the examination are proven to have committed several Disciplinary Violations, can only be sentenced to one penalty
The toughest discipline after considering all Disciplinary Violations committed.
- (2) An ASN employee who has been sentenced to Disciplinary Punishment and then commits a Disciplinary Violation of the same nature, will be sentenced to a Disciplinary Penalty that is heavier than the last Disciplinary Penalty that was imposed, except for the Disciplinary Violation of not coming to work and complying with working hours carried out in a different year .
- (3) ASN employees cannot be sentenced to 2 (two) or more Disciplinary Punishments for 1 (one) Disciplinary Violation.

Article 28

- (1) Every disciplinary penalty imposed is determined by a PyBM decision.
- (2) In the decision to impose Disciplinary Punishments as intended in paragraph (1) the Disciplinary Violation committed by the ASN Employee must be stated.
concerned.
- (3) The decision to impose Disciplinary Punishments as intended in paragraph (1) is conveyed behind closed doors by PyBM to the relevant ASN Employee and a copy is sent to the relevant agency official.
- (4) Submission of the decision to impose punishment
Discipline as intended in paragraph (1) is carried out no later than 14 (fourteen) working days after the decision is made.
- (5) In the case of ASN employees who are sentenced to punishment
Discipline is not present at the time of delivery of the decision to impose a Disciplinary Punishment, the decision is sent to the person concerned via the last address known and registered at the agency.

- (6) The Disciplinary Punishment Decision takes effect on the 15th (fifteenth) day after the Disciplinary Punishment decision is received.
- (7) The format for the decision to impose Disciplinary Punishments as referred to in paragraph (1) is listed in Appendix VI which is an inseparable part of this Regent's Regulation.

Article 29

- (1) Disciplinary Punishment Decisions must be documented by the Personnel Management Officer at the relevant Agency.
- (2) The Disciplinary Punishment decision document as intended in paragraph (1) is used as one of the assessment materials in the development of the ASN Employee concerned.

CHAPTER V

ADMINISTRATIVE MEASURES

Article 30

- (1) ASN employees who are dissatisfied with the PPK Decision or Official Decision can submit an Effort Administrative.
- (2) Administrative efforts as intended in paragraph (1) consist of administrative objections and appeals.
- (3) Administrative Appeals as intended in paragraph (1) are carried out in accordance with the provisions of laws and regulations governing Administrative Efforts and BPASN.

Article 31

- (1) ASN employees who submit objections or Administrative Appeals are not given periodic salary increases until a decision has been made that has permanent legal force.
- (2) ASN employees who submit administrative appeals salaries are paid as long as they receive permission from the PPK.

- (3) The permit as intended in paragraph (2) is submitted by the ASN employee directly to the PPK.
- (4) PPK gives permission or does not give permission as intended in paragraph (2) by considering the impact of the work environment.
- (5) If the PyBM decision is canceled then the Employee The ASN concerned may be considered for periodic salary increases in accordance with statutory provisions.
- (6) ASN employees who are in the process of being investigated because they are suspected of committing a Disciplinary Violation or are currently applying for administrative measures cannot be approved to move Regional Apparatus.

CHAPTER VI TRANSITIONAL PROVISIONS

Article 32

- (1) The provisions on the level and type of moderate Disciplinary Punishment as intended in Article 9 paragraph (3) and paragraph (4) in this Regent's Regulation shall apply after the Government Regulation concerning Salaries and Allowances for ASN Employees comes into force.
- (2) Prior to the enactment of the Government Regulation concerning Salaries and Benefits for ASN Employees as referred to in paragraph (1), the provisions for disciplinary penalties as regulated in Article 7 paragraph (3) of Government Regulation Number 53 of 2010 concerning Civil Servant Discipline apply.
- (3) Provisions for the level and type of moderate Disciplinary Punishment for PPPK before receiving Additional Employee Income based on statutory regulations the following provisions apply:
 - a. salary cut of 10% (ten percent) for 6 (six) months; And
 - b. salary reduction of 10% (ten percent) for 9 (six) months.

CHAPTER VII

CLOSING

Article 33

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo
on December 29, 2022

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo
on December 29, 2022

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2022 NUMBER 67

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed

TEGUH PRAMONO, SH, MH

Level I Supervisor
NIP. 19710429 199803 1 003

SECRET

ORDER FOR EXAMINATION NUMBER:

- Head of Regional Apparatus

Name

NIP

Dear Copy:

- 1.
- 2.

*) Write down the disciplinary violations allegedly committed by the PPPK employee in question

REGENT SUKOHARJO,

Signed.

ETIK SURYANI

SECRET

OF THE SUMMONING LETTER I/II *)

NUMBER :

- Name
- NIP

Dear Copy:

1. ; and
2.

*) Cross the unnecessary ones.

**) Write down the disciplinary violations allegedly committed by the PPPK in question.

REGENT SUKOHARJO,

Signed.

ETIK SURYANI

APPENDIX III
SUKOHARJO REGENCY REGULATIONS
NUMBER 67 OF 2022
ABOUT
DISCIPLINE OF STATE CIVIL EMPLOYEES IN
DISTRICT GOVERNMENT ENVIRONMENT
SUKOHARJO

POLICE INVESTIGATION REPORT

CONFIDENTIAL
POLICE INVESTIGATION REPORT

On this day, date, month I/respective, year.....
Examining Team *):

1. NIP :
name :
Rank:.....
Position:

2. Name :
NIP :
Rank:.....
Position:

3. etc.

based on the authority vested in me/Order*).....
has carried out checks on:
Name :
:
Rank NIP:
Position :
Work unit :
because the person concerned is suspected of having violated the provisions of Article
letters, numbers, Government Regulations, paragraph, Number 94 of 2021
Civil Servant Discipline.

1. Question:.....
Answer :.....

2. Question:.....
Answer:.....
3. etc.

Thus, this Audit Minutes has been prepared so that it can be used properly.

.....,

Checked:	Examining Officer/Inspection Team *)
Name :	1. Name :
NIP :	NIP :
Signature :	Signature :
	2. Name :
	NIP :
	Signature :

*) Cross the unnecessary ones

REGENT SUKOHARJO,

Signed.

ETIK SURYANI

APPENDIX IV
SUKOHARJO REGENCY REGULATIONS
NUMBER 67 OF 2022
ABOUT
DISCIPLINE OF STATE CIVIL EMPLOYEES IN
DISTRICT GOVERNMENT ENVIRONMENT
SUKOHARJO

FORMAT OF REPORT ON INVESTIGATION RESULTS FOR DISCIPLINE VIOLATIONS

To
Dear
In

CONFIDENTIAL

It is hereby reported with respect, that based on the results of the inspection on the day,
date, month I/Inspection Team *) have, year,
carried out an inspection of:

Name :
NIP :
Rank :
Position :
Work unit :

Based on the inspection results, we can report as follows:

- a. Form of violation b. Time :
c. Place d. :
Aggravating factors: :
1.
2.
e. Mitigating factors:
1.
2.
f. Impact of actions :
1.
2.

1. The person concerned is proven to have committed a disciplinary violation, so
it is recommended that he be sentenced to disciplinary punishment..... ..

2. The authority to impose Disciplinary Punishments on the PPPK mentioned above is the authority..... **)

In connection with this matter, a Minutes of Examination of the PPPK concerned will be submitted to be used in determining the decision to impose Disciplinary Punishments.

This is conveyed to be used properly.

Who reports
(Direct supervisor/Head of the Examination Team),

NAME
NUMBER.....

Dear Copy:

- 1.; And
- 2.

*) Cross the unnecessary ones.
**) Fill in according to the official who has the authority to punish.

REGENT SUKOHARJO,

Signed.

ETIK SURYANI

APPENDIX V
SUKOHARJO REGENCY REGULATIONS
NUMBER 67 OF 2022
ABOUT
DISCIPLINE OF STATE CIVIL EMPLOYEES IN
DISTRICT GOVERNMENT ENVIRONMENT
SUKOHARJO

FORMAT FOR FORMING AN INVESTIGATION TEAM

CONFIDENTIAL
FORMATION OF AN INVESTIGATION TEAM
NUMBER :

- 1. Based on allegations of disciplinary violations committed by Mr., NIP....., rank....., position....., then an examination needs to be carried out.
- 2. Considering that the threat of punishment is in the form of moderate or severe disciplinary punishment, it is necessary to form an Examination Team consisting of:
 - a. Direct supervisor
 - Name :.....
 - NIP :.....
 - Rank:.....
 - Position:.....
 - b. Supervision element
 - Name :.....
 - :.....
 - Rank NIP:.....
 - Position:.....
 - c. Staffing elements
 - Name :.....
 - NIP :.....
 - Rank:.....
 - Position:.....
 - d. Other appointed officials
 - Name :.....
 - :.....
 - Rank NIP:.....
 - Position:.....

3. This is to be implemented as it should be.

.....,
PPK/appointed official..... *)

Name.....
NIP

Dear Copy:

- 1. ; and
- 2.

*) Cross the unnecessary ones.

REGENT SUKOHARJO,

Signed.

ETIK SURYANI

APPENDIX VI
 SUKOHARJO REGENCY REGULATIONS
 NUMBER 67 OF 2022
 ABOUT
 DISCIPLINE OF STATE CIVIL EMPLOYEES IN
 DISTRICT GOVERNMENT ENVIRONMENT
 SUKOHARJO

FORMAT OF DECISION TO IMPOSE DISCIPLINARY PUNISHMENT

a. Verbal Reprimand

DECISION.....
 NUMBER.....
*)

Considering:

- a. that based on the results of the examination, Mr., NIP.
 has been proven to have committed acts in the form
 of.....
- b. that this act constitutes a violation of the provisions of Article letter,
 number, paragraph, Government Regulation Number 94 of 2021;
,
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary
 Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it
 is necessary to stipulate a Decision regarding the Imposition of
 Disciplinary Punishments for Oral Reprimands;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant
 Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning
 Implementing Regulations of Government Regulation Number 94 of
 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:

FIRST: Imposing Disciplinary Punishment in the form of an Oral Warning to:

Name :
NIP :
Rank :
Position :
Work Unit :
because the person concerned on, has committed an act that
violates the provisions of Article letters, numbers, Government
Regulations , verse....., Number 94 of 2021

SECOND: This decision comes into effect on the 15th (fifteenth) working day from the
date the PPPK concerned receives the decision or the 15th (fifteenth)
working day from the date the Disciplinary Punishment decision is
received which is sent to the PPPK address concerned.

THIRD : This decision is conveyed to the person concerned
to be implemented properly.

Determined in.....
On.....
..... *)

NAME.....
NIP.....

Dear Copy:

- 1.;
- 2. Deputy for Personnel Information Systems at the State Civil Service Agency at
Jakarta; And
- 3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

b. Written Warning

DECISION.....
NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination, Mr., NIP. has been proven to have committed acts in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter, number, paragraph, Government Regulation Number 94 of 2021,,
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to stipulate a decision regarding the imposition of written warning disciplinary penalties;

Remember :

- 1. Law Number 5 of 2014 concerning State Civil Apparatus;
- 2. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;
- 3.
- 4. State Civil Service Agency Regulation Number 6 of 2022 concerning Implementing Regulations of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:

FIRST: Imposing a disciplinary penalty in the form of a written warning to:

Name :.....
NIP :.....
Rank :.....
Position :.....
Work Unit :.....

because the person concerned on, has committed an act that violates the provisions of Article letters, numbers, Government Regulations , verse...., Number 94 of 2021

SECOND: This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.

THIRD : This decision is conveyed to the person concerned to be implemented properly.

Determined in.....
On.....
..... *)

NAME.....
NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

c. Written Statement of Dissatisfaction

DECISION.....

NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination, Mr., NIP. has been proven to have committed acts in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter, number, paragraph, Government Regulation Number 94 of,
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to determine a Decision regarding the Imposition of Disciplinary Punishments;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning Implementing Regulations of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:

FIRST: Imposing Disciplinary Punishment in the form of an Oral Warning to:

Name :.....

NIP :.....

Rank :.....

Position :.....

Work Unit :.....

because the person concerned on, has committed an act that violates the provisions of Article letters, numbers, Government Regulations , verse....., Number 94 of 2021

SECOND: This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received.

THIRD : This decision is conveyed to the person concerned sent to the relevant PPPK address.
to be implemented properly.

Determined in.....
On.....
..... *)

NAME.....
NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

d. Performance Allowance Cut by 25% for 9 months

DECISION.....

NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination, Mr., NIP. has been proven to have committed acts in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter, number, paragraph, Government Regulation Number 94 of,
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to stipulate a Decision regarding the Imposition of Disciplinary Punishments with Reduction of Performance Allowances by 25% (twenty five percent) for 9 (nine) months;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning Implementing Regulations of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:
FIRST

: Imposing disciplinary punishment in the form of cutting Performance Allowance of 25% (twenty five percent) for 9 (nine) months to:

Name :.....
NIP :.....
Rank :.....
Position :.....
Work Unit :.....

because the person concerned on, has committed an act that violates the provisions of Article letters, numbers, Government Regulations , verse....., Number 94 of 2021.

- SECOND : Starting from the date, month year, your performance allowance. deducted by IDR. (.....), to Rp. (.....), and starting from the date, month of year, the performance allowance is returned to reperformance allowance.
- THIRD : This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.
- FOURTH: This decision is conveyed to the person concerned to be implemented as appropriate.

Determined in.....
 On.....
 *)

NAME.....
 NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

**) Fill in as needed.

e. Performance Allowance Cut by 25% for 12 months

DECISION.....

NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination, Mr., NIP. has been proven to have committed acts in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter, number, paragraph, Government Regulation Number 94 of,
- c.;
- d. that to enforce discipline, it is necessary to impose disciplinary punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to stipulate a decision regarding the imposition of written warning disciplinary penalties;

Remember :

- 1. Law Number 5 of 2014 concerning State Civil Apparatus;
- 2. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;
- 3.
- 4. State Civil Service Agency Regulation Number 6 of 2022 concerning Implementing Regulations of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:
FIRST

: Imposing disciplinary punishment in the form of cutting Performance Allowance of 25% (twenty five percent) for 12 (twelve) months to:

Name :
NIP :
Rank :
Position :
Work Unit :

because the person concerned on, has committed an act that violates the provisions of Article letters, numbers, Government Regulations , verse...., Number 94 of 2021.

- SECOND : Starting from the date, month year, your performance allowance. deducted by IDR. (.....), to Rp. (.....), and starting from the date, month of year, the performance allowance is returned to reperformance allowance.
- THIRD : This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.
- THIRD : This decision is conveyed to the person concerned to be implemented properly.

Determined in.....
 On.....
 *)

NAME.....
 NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

**) Other officials deemed necessary.

f. Demotion to a lower level position for 12 (twelve) months.

DECISION.....

NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination by the examining team, Mr., NIP. has been proven to have committed acts in the form of;
- b. that this act constitutes a violation of the provisions of Article letter, number, paragraph, Government Regulation Number 94 of,
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to stipulate a decision regarding the imposition of a disciplinary penalty for demotion to a lower level for 12 (twelve) months;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning Implementing Regulations of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:
FIRST

: Imposing disciplinary punishment in the form of demotion
Lower Level for 12 (twelve) months to:

Name :
NIP :
Rank :
Position :
Work Unit :

because the person concerned on, has committed an act that violates the provisions of Article letters, numbers, Government Regulations , verse...., Number 94 of 2021

SECOND

: Starting from the date, year of Br.month..... who previously held the position of was demoted to the position of

THIRD : Upon demotion, the employment rights of Mr.
adjusted to the latest position.

FOURTH: Appointment to a new position in the context of demotion to a lower level position, is determined by a separate decision in accordance with the provisions of statutory regulations.

FIFTH : This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.

SIXTH: This decision is conveyed to the person concerned to be implemented as appropriate.

Determined in.....
On.....
..... *)

NAME.....
NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

- g. Exemption from Position to Acting Position for 12 (two twelve) months.

DECISION.....
NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination team, Mr.
....., NIP. has been proven to have committed the act
in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter,
number,, paragraph, ~~2021~~ Government Regulation Number 94 of
2021;
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary
Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d,
it is necessary to stipulate a Decree regarding the Imposition of
Disciplinary Punishment on Removal from his/her Position to an
Executive Position for 12 (twelve) months;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant
Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning
Implementing Regulations of Government Regulation Number 94 of
2021 concerning Civil Servant Discipline;

DECIDE:

Determine:
FIRST

: Imposing Disciplinary Punishment in the form of Release from
His position will be an executive position for 12 (twelve) months for:

Name :
NIP :
Rank :
Position :
Work Unit :

because the person concerned on, has committed an act that
violates the provisions of Article letters, numbers, Government
Regulations , verse...., Number 94 of 2021

SECOND : Starting from the date, year of Br.month..... who originally held the position of was demoted to the position of executive.

THIRD : Upon release from this position, the employment rights of Mr. adjusted to the latest position.

FOURTH: Appointment to a new position in the context of release from a position to become an executive position, is determined by a separate decision in accordance with the provisions of statutory regulations.

FIFTH : This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.

SIXTH: This decision is conveyed to the person concerned to be implemented as appropriate.

Determined in.....
On.....
..... *)

NAME.....
NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

h. Respectful Dismissal Not at Your Own Request As ASN

DECISION.....
NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination team, Mr., NIP. has been proven to have committed the act in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter, number,, paragraph, Government Regulation Number 94 of 2021;
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to stipulate a decision regarding the imposition of disciplinary penalties for honorable dismissal not at one's own request as a PPPK;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning Implementing Regulations of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;

DECIDE:

Determine:

FIRST, : Imposing a disciplinary penalty in the form of dismissal
Respectfully Not at Your Own Request as ASN

to:

Name :.....
NIP :.....
Rank :.....
Position :.....
Work Unit :.....

because the person concerned on, has committed an act that violates the provisions of Article letters, numbers, Government Regulations , verse...., Number 94 of 2021

SECOND : Civil servants mentioned in the FIRST Dictum are given employment rights in accordance with the provisions of statutory regulations.

THIRD : This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.

FOURTH: This decision is conveyed to the person concerned to be implemented as appropriate.

Determined in.....

On.....

..... *)

NAME.....

NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

i. Dishonorable Dismissal Not at Your Own Request
As PPPK

DECISION.....
NUMBER.....

.....*)

Considering:

- a. that based on the results of the examination team, Mr.
....., NIP. has been proven to have committed the act
in the form of.....;
- b. that this act constitutes a violation of the provisions of Article letter,
number,, paragraph, ~~2021~~ Government Regulation Number 94 of
2021;
- c.;
- d. that to enforce discipline, it is necessary to impose a Disciplinary
Punishment commensurate with the disciplinary violation committed;
- e. that based on the considerations as intended in letters a, b, c, and d,
it is necessary to stipulate a decision regarding the imposition of
disciplinary penalties for honorable dismissal not at one's own request
as a PPPK;

Remember :

1. Law Number 5 of 2014 concerning State Civil Apparatus;
2. Government Regulation Number 94 of 2021 concerning Civil Servant
Discipline;
3.
4. State Civil Service Agency Regulation Number 6 of 2022 concerning
Implementing Regulations of Government Regulation Number 94 of
2021 concerning Civil Servant Discipline;

DECIDE:

Determine:
FIRST

: Imposing Disciplinary Punishment in the form of Respectful Dismissal Not
at Your Own Request as PPPK to:

Name :
NIP :
Rank :
Position :
Work Unit :

because the person concerned on, has committed an act that
violates the provisions of Article letters, numbers, Government
Regulations , verse...., Number 94 of 2021

SECOND : Civil servants mentioned in the FIRST Dictum are given employment rights in accordance with the provisions of statutory regulations.

THIRD : This decision comes into effect on the 15th (fifteenth) working day from the date the PPPK concerned receives the decision or the 15th (fifteenth) working day from the date the Disciplinary Punishment decision is received which is sent to the PPPK address concerned.

FOURTH: This decision is conveyed to the person concerned to be implemented as appropriate.

Determined in.....

On.....

..... *)

NAME.....

NIP.....

Dear Copy:

1.;
2. Deputy for Personnel Information Systems at the State Civil Service Agency at Jakarta; And
3. Other officials deemed necessary.

*) Write the name of the position of the Official with the Authority to Punish.

j. Summons Letter to Receive Disciplinary Punishment Decision

To
Dear.
In

CONFIDENTIAL

You are hereby requested to appear before:
Name :.....
NIP:.....
Rank:.....
Position : on Date :
.....
.....
O'clock :
Place :

to receive the Decision, date....., regarding the imposition
of Disciplinary Punishment
This is what is said to be implemented.

..... *)

NAME
NIP

- Copy, Dear:
- 1.;
 - 2. Other officials deemed necessary.
- *) Write the name of the position of the official who signed the summons.

REGENT SUKOHARJO,

Signed.

ETIK SURYANI