



COPY

REGENT SUKOHARJO  
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATION,  
NUMBER 82 OF 2022

ABOUT

PROTECTION AND SERVICES FOR STATE CIVIL APPARATUS  
IN THE ENVIRONMENT OF THE SUKOHARJO DISTRICT GOVERNMENT

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that in order to improve the welfare of the State Civil Servants, efforts need to be made to improve services and protection for the State Civil Servants;

b. that protection for State Civil Servants can be implemented in the form of Health Insurance, Work Accident Insurance, Death Insurance, and legal aid assistance to State Civil Servants who face problems;

c. that based on the provisions of Article 92 of Law Number 5 of 2014 concerning State Civil Apparatus, it is stated that regional governments are obliged to provide protection to State Civil Apparatus;

d. that based on the considerations as intended in letters a, b, and c, it is necessary to establish a Regent's Regulation concerning Protection and Services for State Civil Apparatus within the Sukoharjo Regency Government;

Remember : 1.1. 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 Level II Region by amending Law No. 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to 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 224, 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 Year 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
4. 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);
5. Government Regulation Number 49 of 2018 concerning Management of Government Employees with Employment Agreements (State Gazette of the Republic of Indonesia of 2018 Number 224, Supplement to State Gazette of the Republic of Indonesia Number 6264);
6. Minister of Home Affairs Regulation Number 12 of 2014 concerning Guidelines for Handling Cases within the Ministry of Home Affairs and Regional Government (State Gazette of the Republic of Indonesia 2014 Number 214)

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING PROTECTION AND SERVICES FOR STATE CIVIL APPARATUS 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 operational authority of the autonomous Region.
4. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in the implementation of Government Affairs which fall under the authority of the Region.
5. The Personnel, Education and Training Agency, hereinafter abbreviated to BKPP, is the Sukoharjo Regency Personnel, Education and Training Agency.
6. State Civil Apparatus, hereinafter abbreviated as ASN, is a profession for Civil Servants and Government Employees with Employment Agreements who work for government agencies;
7. Civil Servants, hereinafter abbreviated to PNS, are citizens of the Republic of Indonesia who meet certain requirements, appointed as State Civil Servants on a permanent basis by the Civil Service Supervisory Officer to occupy government positions.
8. Social Security Administering Body, hereinafter abbreviated to BPJS, is a legal entity established to administer social security programs.
9. Health Insurance is a guarantee in the form of health protection so that participants obtain health care benefits and protection in meeting basic health needs provided to every person who has paid health insurance contributions or whose health insurance contributions are paid by the Central Government or Regional Government.
10. Participants are everyone, including foreigners, who have worked for at least 6 (six) months in Indonesia, who have paid health insurance contributions.
11. Health Insurance Contributions, hereinafter referred to as Contributions, are an amount of money paid regularly by participants, employers, and/or the central government or Regional Government.
12. Employers are individuals, entrepreneurs, legal entities or other bodies that employ workers by paying wages or other forms of compensation.
13. Work Accident Insurance, hereinafter abbreviated as JKK, is protection for the risk of work accidents or work-related diseases in the form of care, compensation and disability benefits.

14. A work accident is something unexpected that can cause loss of property, loss of life, injury and disability.
15. The JKK Program Manager is the Public Servant Savings and Insurance Fund Limited Liability Company (TASPEN) Persero.
16. Death Insurance, hereinafter abbreviated as JKM, is protection for the risk of death not due to work accidents in the form of death compensation.
17. Death is the condition of death while carrying out one's duties, death in circumstances related to the service, so that death is equated with death in carrying out one's duties or death due to the actions of an irresponsible member or as a result of an action against that member. in carrying out their duties.
18. Occupational diseases are diseases suffered as a direct result of carrying out duties.
19. Disability is a physical and/or mental abnormality as a result of a work accident which can interfere with or become an obstacle for participants in carrying out work.
20. Litigation is the resolution of legal problems that are handled and resolved through judicial institutions.
21. Non-Litigation is the resolution of legal problems that are handled and resolved outside the judiciary.
22. Cases are legal issues that are resolved through Litigation and/or Non-Litigation.
23. Criminal Cases are criminal charges faced by ASN within the Regional Government in relation to the implementation of official duties.
24. Civil Cases are civil claims faced by ASN within the Regional Government in relation to the implementation of official duties.
25. Memorandum of Appeal is a treatise explaining objections to the considerations and conclusions of the District Court's decision based on actual facts and legal basis.
26. Counter Memorandum of Appeal is a treatise containing rebuttals to the contents of the Memorandum of Appeal and re-emphasizing the truth and accuracy of the decision handed down.
27. Cassation Memorandum/Contra-Cassation Memorandum is a document containing the reasons for submitting a cassation request to the Supreme Court.
28. Judicial Review is a legal remedy that can be taken by the parties against a court decision that has permanent legal force.
29. Promotion is an award given for the work performance and service of civil servants to the State, as well as as encouragement to civil servants to further improve their work performance and service.

- 30. Leave is a state of absence from work that is permitted for a certain period of time.
- 31. Study assignments are assignments given by authorized officials to civil servants to continue their education to a higher or equivalent level both at home and abroad, not at their own expense, and are temporarily dismissed/released from their position as civil servants.
- 32. Legal Aid is legal services provided by legal aid providers free of charge to legal aid recipients.
- 33. Wife Card/Husband Card hereinafter referred to KARIS/KARSU is an identity card for the wife/husband of a Civil Servant in the sense that the holder is the legal wife/husband of the civil servant concerned.
- 34. Public Housing Savings, hereinafter referred to as Tapera, is savings made by participants periodically within a certain period of time which can only be used for housing financing and/or returned along with the proceeds from the fertilization after the membership ends.

## CHAPTER II

### PROTECTION

#### Part One Health insurance Section 2

- (1) Every ASN becomes a Health Insurance Participant because including wage earners.
- (2) The Health Insurance Contribution for each ASN is 5% (five percent) of the salary or wages per month.
- (3) Contributions as intended in paragraph (2) are paid with the following conditions:
  - a. 4% (four percent) paid by the Employer; and
  - b. 1% (one percent) is paid by the Participant.
- (4) Contributions as intended in paragraph (3) are paid directly by the Employer to BPJS Health through the Regional Treasury.

### Article 3

- (1) Family members include biological children, stepchildren from a legal marriage, and legally adopted children from ASN who receive Health Insurance in accordance with statutory regulations.
- (2) Biological children, stepchildren from a legal marriage, and legally adopted children as intended in paragraph (1), must meet the following criteria:
  - a. not or have never been married or not have their own income; And
  - b. not yet 21 (twenty one) years old or not yet 25 (twenty five) years old for those who are still pursuing formal education.

The second part  
JKK  
Article 4

- (1) ASN who experience a work accident receive JKK.
- (2) The determination of ASNs who experience work accidents is carried out by the Public Servant Savings and Insurance Fund Limited Company (Taspen) Persero.
- (3) In the event that a work accident results in total disability and according to the medical examiner team, he is unable to work again, the determination of the work accident is carried out by the Head of the State Civil Service Agency.

Article 5

Work Accident Criteria are as follows:

- a. work accidents while carrying out mandatory duties;
- b. work accidents in other circumstances related to the service; c. work accidents due to inappropriate actions of the elements responsible;
- d. work accident on the way from home to workplace or otherwise; And
- e. work accidents that cause occupational diseases.

Article 6

JKK benefits include:

- a. maintenance;
- b. compensation; And
- c. disability allowance.

Article 7

- (1) Reporting of suspected work accidents is made no later than 3 (three) x 24 (twenty four) hours from the time of the incident.
- (2) Reporting of suspected work accidents as intended in paragraph (1) is submitted by the Head of BKPP to the JKK Program Manager.
- (3) In the event that reporting a suspected work accident exceeds the specified time limit as intended in paragraph (1), JKK benefits in the form of treatment can be provided after obtaining approval from the Program Manager.

Article 8

- (1) Submission of JKK benefit claim payments by Participants or heirs to the Program Manager no later than 2 (two) years from the date the work accident occurred.
- (2) If the claim payment application exceeds the specified time limit as intended in paragraph (1), the JKK benefit will not be received.

- (3) Applications for payment of claims that do not receive the benefits as intended in paragraph (2) can still be processed for death determination and posthumous promotion as long as they are in accordance with the provisions of statutory regulations.

#### Article 9

- (1) JKK benefits that result in death include:
  - a. work death compensation;
  - b. funeral money for the dead;
  - c. funeral costs; And
  - d. scholarship assistance.
- (2) Work death compensation as intended in paragraph (1) letter a is given to the heirs of the deceased Participant in the amount of 60% (sixty percent) times 80 (eighty) of the last salary paid 1 (one) time.
- (3) The death benefit as intended in paragraph (1) letter b is given to the heirs of the deceased participant in the amount of 6 (six) times the last salary paid 1 (one) time.
- (4) Funeral costs as intended in paragraph (1) letter c are provided as compensation for the cost of the coffin and its equipment as well as burial land and costs at the burial place.
- (5) Funeral costs as referred to in paragraph (4) are IDR 10,000,000.00 (ten million rupiah) and are paid 1 (one) time.
- (6) Scholarship assistance as referred to in paragraph (1) letter d is given to children of ASN who died.

#### Article 10

- (1) Requirements and procedures for determining work accidents, disabilities and work-related diseases are based on the State Civil Service Agency Regulations.
- (2) Requirements and procedures for determining death due to carrying out duties for the State Civil Apparatus are based on the State Civil Service Agency Regulations.

#### Part Three

#### JKM

#### Article 11

- (1) JKM benefits are given to participants who die.
- (2) The JKM benefits as intended in paragraph (1) are in the form of death compensation consisting of:
  - a. lump sum compensation;
  - b. death condolence money;
  - c. funeral costs; And
  - d. scholarship assistance.

- (3) Death compensation is given to the heirs of the deceased Participant.
- (4) The amount of compensation, condolence money, funeral costs and scholarship assistance as referred to in paragraph (2) letters a, b, c and d is based on the provisions of the statutory regulations.

Part Four  
Legal Aid  
Article 12

- (1) ASN who face legal problems in carrying out their duties and functions, have the right to receive legal assistance.
- (2) The provision of legal assistance as intended in paragraph (1) aims to:
  - a. provide a sense of security for ASN in the Regional Government environment in carrying out their professional duties;
  - b. provide legal protection and advocacy to ASN who experience legal problems in carrying out their duties and functions;
  - c. increase the professionalism of ASN in carrying out their duties and profession; And
  - d. prevent criminalization of ASN within carry out his professional duties.
- (3) The provision of legal assistance in the Region is carried out by the Legal Section of the Regional Secretariat of Sukoharjo Regency.

Article 13

- (1) Legal Assistance as intended in Article 12 paragraph (1) includes:
  - a. Litigation; And
  - b. Non Litigation.
- (2) Litigation Legal Assistance as referred to in paragraph (1) letter a includes:
  - a. Civil Cases;
  - b. State Administrative Cases; And
  - c. Criminal Cases.
- (3) Non-Litigation Legal Assistance as referred to in paragraph (1) letter b includes:
  - a. legal complaints; And
  - b. legal consultation.



## Article 14

- (1) ASN who face legal problems can submit a request for Legal Assistance to the Regent.
- (2) The application for Legal Assistance as intended in paragraph (1) is submitted in writing, acknowledged by the Head of the Regional Apparatus where the ASN serves with a copy to the BKPP and the Head of the Legal Section of the Regional Secretariat.

## Article 15

Legal Assistance in Civil Cases as intended in Article 13 paragraph (2) letter a includes:

- a. review of the object of the lawsuit;
- b. preparation of power of attorney, preparation of answers, duplicates, evidence and witnesses, conclusions, Memorandum of Appeal/Contra Memorandum of Appeal, Memory of Cassation/Contra Memorandum of Cassation and Memory of Judicial Review/Contra Memorandum of Judicial Review;
- c. attend hearings at the District Court;
- d. submit appeal memorandum/counter appeal memorandum to the High Court through the District Court; e. submit the Cassation Memorandum/Contra-Cassation Memorandum, Judicial Review Memorandum/Contra Judicial Review Memorandum to the Supreme Court through the District Court.

## Article 16

Legal Assistance in State Administration cases as intended in Article 13 paragraph (2) letter b, includes:

- a. study/examination of the object of the lawsuit;
- b. attend a hearing at the State Administrative Court; c. prepare and submit power of attorney letters, exceptions, answers, duplicates, evidence, witnesses, conclusions; d. declare and submit an appeal, submit a Memorandum of Appeal/Contra-Memorial of Appeal to the High Court through the District Court; and e. declare and file a cassation, submit a cassation memorandum/counter cassation memorandum, judicial review memorandum/contrajudicial review memorandum to the Supreme Court through the District Court.

## Article 17

Legal Assistance in Criminal Cases as intended in Article 13 paragraph (2) letter c, in the form of assistance in the inquiry and investigation process.

## Article 18

- (1) Non-Litigation Legal Assistance in the form of legal complaints as intended in Article 13 paragraph (3) letter a includes:
  - a. study and provide a review of legal considerations regarding the object of legal complaints;
  - b. prepare answers regarding legal complaints; And
  - c. send a letter in the form of a notification or warning to the relevant Regional Apparatus containing an order to facilitate or resolve the problem with a copy to the parties concerned.
- (2) Non-Litigation Legal Assistance in the form of legal consultation as intended in Article 13 paragraph (3) letter b is carried out by the Legal Section in coordination with the relevant Regional Apparatus.

## CHAPTER III

## PERSONNEL ADMINISTRATION SERVICES

## Article 19

- (1) For smoothness and order in managing personnel administration, BKPP provides personnel administration services for ASN.
- (2) Personnel Administration Services as intended in paragraph (1) are as follows:
  - a. promotion services;
  - b. service for official examinations and diploma adjustment examinations;
  - c. mutation services;
  - d. functional position management services;
  - e. JKK and JKM proposal services;
  - f. services for processing karis, karsu, taspen cards; g. services for proposing honorary awards for Satyalancana Karya Satya; h. tapera services; i. leave services;
  - j. pension services;
  - k. marriage and divorce licensing services;
  - l. *online* attendance service ;
  - m. competency development services; And
  - n. study assignment services.

## Article 20

In order to increase efficiency, effectiveness and transparency in personnel administration services as intended in Article 20, Standard Operational Procedures are prepared which are determined by the Decree of the Head of BKPP.

## Article 21

To be able to provide easy and fast services, several services are carried out online, *namely* :

- a. State Civil Service Agency application, namely services:
  1. promotion;
  2. retire; 3. management of karis, karsu;
  4. promotion; And
  5. mutation;
- b. application from the Ministry of Home Affairs for the service of proposing the Satyalancana Karya Satya Honorary Certificate;
- c. application from the Public Housing Savings Management Agency for tapera services; And
- d. *online* attendance application for online attendance services .

## CHAPTER IV

## COACHING, SUPERVISION AND REPORTING

## Article 22

- (1) The Regent carries out guidance and supervision in the implementation of protection and services to ASN.
- (2) Guidance and supervision as referred to in paragraph (1), implemented by BKPP.
- (3) Guidance as referred to in paragraph (2), can be carried out in the form of technical guidance, socialization, coordination meetings and dissemination of legal information and statutory regulations.
- (4) Supervision as intended in paragraph (2), can be carried out in the form of monitoring and evaluation.
- (5) BKPP reports the implementation of guidance and supervision to the Regent.

CHAPTER V

CLOSING

Article 23

This Regent's Regulation comes into force on the date of its promulgation. So that everyone is aware, it is ordered that this Regent's Regulation be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on  
December 30, 2022

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on  
December 30 2022

REGIONAL SECRETARY  
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT  
YEAR 2022 NUMBER 82

The copy corresponds to the original  
HEAD OF LEGAL SECTION,

signed.

TEGUH PRAMONO, SH, MH NIP  
Level I Advisor.  
19710429 199803 1 003