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REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS
NUMBER 91 OF 2021

ABOUT

STANDARDIZATION OF WORK FACILITIES AND INFRASTRUCTURE IN THE DEPARTMENT
ONE STOP INVESTMENT AND INTEGRATED SERVICES

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that in order to improve the performance and smooth implementation of tasks at the Sukoharjo Regency One Stop Investment and Integrated Services Service in an efficient and effective manner, it is necessary to organize work facilities and infrastructure;

b. that based on the provisions of Article 19 of the Minister of Home Affairs Regulation Number 7 of 2006 concerning Standardization of Regional Government Work Facilities and Infrastructure as amended by the Minister of Home Affairs Regulation Number 11 of 2007 concerning Amendments to the Minister of Home Affairs Regulation Number 7 of 2006 concerning Standardization of Work Facilities and Infrastructure Regional Government, states that the standardization of regional government work facilities and infrastructure is further determined by Regional Head Regulations;

c. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Standardization of Work Facilities and Infrastructure in Department of Investment and One-Stop Integrated Services;

Remember :

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 17 of 2003 concerning State Finances (State Gazette of the Republic of Indonesia of 2003 Number 47, Supplement to the Republic of Indonesia Gazette Number 4286) as amended several times, most recently by Law Number 7 of 2021 concerning Harmonization of Tax Regulations (State Gazette Republic of Indonesia Year 2021 Number 246, Supplement to the State Gazette of the Republic of Indonesia Number 6736);

3. Law Number 1 of 2004 concerning State Treasury (State Gazette of the Republic of Indonesia of 2004 Number 5, Supplement to State Gazette of the Republic of Indonesia Number 4355) as amended several times, most recently by Law Number 7 of 2021 concerning Harmonization of Tax Regulations

(State Gazette of the Republic of Indonesia for 2021 Number 246, Supplement to the State Gazette of the Republic of Indonesia Number 6736);
4. Law Number 15 of 2004 concerning Audit of Management and Responsibility of State Finances (State Gazette of the Republic of Indonesia of 2004 Number 66, Supplement to State Gazette of the Republic of Indonesia Number 4400);
5. 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 Year 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
6. Government Regulation Number 79 of 2005 concerning Guidelines for the Development and Supervision of Regional Government Implementation (State Gazette of the Republic of Indonesia of 2005 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 4593);
7. Government Regulation Number 27 of 2014 concerning Management of State/Regional Property (State Gazette Republic of Indonesia Year 2014 Number 92, Supplement to the State Gazette of the Republic of Indonesia Number 5533) as amended by Government Regulation Number 28 of 2020 concerning Amendments to Government Regulation Number 27 of 2014 concerning Management of State/Regional Property (State Gazette of the Republic of Indonesia of 2020 Number 142, Supplement to State Gazette of the Republic of Indonesia Number 6523);
8. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2020 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 6322);
9. Presidential Regulation Number 97 of 2014 concerning the Implementation of One-Stop Integrated Services (State Gazette of the Republic of Indonesia of 2014 Number 221);
10. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);
11. Sukoharjo Regency Regional Regulation Number 21 of 2017 concerning Management of Regional Property (Sheet

Sukoharjo Regency Region 2017 Number 21,
Sukoharjo Regency Regional Gazette Supplement Number 236);

12. Minister of Home Affairs Regulation Number 7 of 2006 concerning Standardization of Regional Government Work Facilities and Infrastructure as amended by Minister of Home Affairs Regulation Number 11 of 2007 concerning Amendments to Minister of Home Affairs Regulation Number 7 of 2006 concerning Standardization of Regional Government Work Facilities and Infrastructure;
13. Minister of Home Affairs Regulation Number 138 of 2017 concerning the Implementation of One-Stop Integrated Services in Regions (State Gazette of the Republic of Indonesia of 2017 Number 1956);

DECIDE:

Determine:

REGENT REGULATION CONCERNING STANDARDIZATION OF FACILITIES AND WORK INFRASTRUCTURE AT THE DEPARTMENT OF CAPITAL INVESTMENT AND ONE-DOOR INTEGRATED SERVICES.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The One Stop Investment and Integrated Services Service, hereinafter referred to as the PM and PTSP Service, is the Sukoharjo Regency Capital Investment and One Stop Integrated Services Service.
5. Standardization of regional government work facilities and infrastructure is standardization of office space, office equipment, official residences and official vehicles. Work facilities are facilities that directly function to support the regional government administration process in achieving set targets, including; office room,

work equipment, and official vehicles.
6. Work infrastructure is facilities that indirectly function to support the implementation of an apparatus work process in improving performance in accordance with their duties and responsibilities, such as office buildings, office buildings and agency houses.
7. An office space is a space where work is carried out, with a large area and equipment adapted to needs and meeting aesthetic requirements.

8. Office equipment is tools that are prepared according to needs and according to the type of work carried out.
9. Official vehicles are vehicles belonging to the regional government that are used only for official purposes, consisting of individual official vehicles, operational service vehicles/position service vehicles, and special/field service vehicles.
10. Supporting space is a space that functions to support the implementation of work indirectly. Office equipment is tools that are prepared according to needs and according to the type of work carried out.
11. *Closed Circuit Television Central Room* , hereinafter abbreviated as *CCTV* , is the room where the *closed circuit television camera network is controlled and monitored*.
12. The Media Center room is a room where activities related to the delivery of information related to investment, licensing and non-licensing are carried out.
13. *Teleconference* room is a room where electronic-based meetings are held directly (*real time*).

Section 2

PRINCIPLES

The organization of work facilities and infrastructure is based on principle:

- a. orderly;
- b. fair; c.
- transparent; d.
- efficient and effective; e.
- benefit; f.
- safety; g. well-
- being; h. obedience;
- and i. accountable.

Article 3

PURPOSE AND OBJECTIVES

- (1) The purpose of drafting this Regent's Regulation is to:
 - a. certainty of provisions for the use of office space, office equipment and official vehicles;
 - b. Uniformity of use of office space and equipment office supplies;
 - c. ease of communication and good working relationships between officials/ employees;

- d. smooth monitoring and security duties; And
- e. ease of securing archives and documentation.

(2) The purpose of drafting this Regent's Regulation is to:

- a. safety, security, physical and spiritual health; b. freedom to move healthily and regularly;
- c. healthy light and ventilation both day and night; d. arrangement with aesthetic value; e. employee welfare; And

f. Possible changes in the development of the office section according to developments in volume/workload and organizational structure.

CHAPTER III

STANDARDIZATION OF WORK FACILITIES AND INFRASTRUCTURE

Article 4

Standardization of work facilities and infrastructure includes:

- a. office room;
- b. supporting room; c. office supplies; And
- d. operational service vehicles.

Article 5

(1) Office space as intended in Article 4 letter a, consists of:

- a. workspace;
- b. sitting room; c. staff room;
- d. the waiting room;
- e. archive room;
- f. data presentation room;
- g. warehouse space; And
- h. meeting room.

(2) The work space as intended in paragraph (1) letter a, intended for:

- a. Head of Department;
- b. Secretary;
- c. Head of Division;

- d. Head of subsection;
- e. Section Chief;
- f. Staff; And
- g. Casual Daily Labor (THL).

Article 6

Supporting Rooms as intended in Article 4 letter b, consist of:

- a. service room;
- b. prayer room/prayer room;
- c. lobby;
- d. data center (*server*) space ;
- e. archive room;
- f. goods storage space;
- g. CCTV;
- h. telephone exchange room;
- i. security guard post room;
- j. canteen;
- k. toilet;
- l. electrical panel room;
- m. smoking room (*smoking room*);
- n. breastfeeding/lactation room;
- o. baby taffle room ; And
- p. video walls.

Article 7

- (1) Office equipment as intended in Article 4 letter c, includes:
- a. office furniture;
 - b. machine tools;
 - c. office stationery;
 - d. information boards;
 - e. password and/or telecommunications devices;
 - f. archival equipment;
 - g. security officer equipment; And
 - h. Other office equipment as needed.

- (2) Office equipment as intended in paragraph (1) intended for:
 - a. Head of Department;
 - b. Secretary;
 - c. Head of Division;
 - d. Head of subsection; e.
 - Section Chief;
 - f. Staff; And
 - g. Casual Daily Labor (THL).
- (3) Provision of office equipment as referred to in paragraph (1) is adjusted to the needs and financial capabilities of the Region.

Article 8

- (1) Operational service vehicles as referred to in Article 4 letter d, consists of:
 - a. position operational official vehicle; And
 - b. special operational/field service vehicles.
- (2) Office operational service vehicles as intended in paragraph (1) letter a, are provided and used by officials for office operational activities.
- (3) Officials as intended in paragraph (2) consist of:
 - a. Head;
 - b. Secretary;
 - c. Head of Division;
 - d. Head of subsection; And
 - e. Head of Sub Section.
- (4) Special operational/field service vehicles as intended in paragraph (1) letter b, are provided and used for field inspections.

Article 9

Standardization of work facilities and infrastructure as intended in Article 4 is listed in the Appendix which is an inseparable part of this Regent's Regulation.

CHAPTER IV

CLOSING

Article 10

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.

Stipulated in Sukoharjo on
December 31 2021

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on
December 31 2021

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2021 NUMBER 92

Copy Corresponds to the original
Head of Legal Department

signed

RETNO WIDIYANTI BUDININGSIH, SH

Level I Organizer
NIP.19790801 200501 2 010

ATTACHMENT
SUKOHARJO REGIONAL REGULATIONS
NUMBER 91 OF 2021 CONCERNING
STANDARDIZATION OF MEANS AND
WORK INFRASTRUCTURE AT THE SERVICE
CAPITAL INVESTMENT AND
ONE DOOR INTEGRATED SERVICE

**STANDARDIZATION OF WORK FACILITIES AND INFRASTRUCTURE AT THE PLANTING SERVICE
ONE STOP INTEGRATED CAPITAL AND SERVICES**

I. Office Space

- A. The office space for echelon II officials consists of several rooms with max size:
1. work space 25 m²; 2. meeting room 30 m²; 3. living room 12 m²; And
- B. Office room for echelon III officials which consists of several rooms with max size:
1. work space 12 m²; 2. meeting room 12 m²; and 3. living room 10 m².
- C. Office room for echelon IV officials which consists of several rooms with maximum size: 1. work space 9 m²; and 2. living room 10 m².
- D. Staff office space with a maximum work space size of 4 m² per employee.
- E. Toilet and prayer room maximum 4 m² per employee.
- F. Complaints and Information Room maximum 9 m².
- G. *Front Office*

II. Echelon II Official Office Room Equipment

- A. The workroom of echelon II officials is equipped with the following office equipment:
1. 1 (one) unit large table, with specifications and completeness:
 - a. dimensions: length 175 cm, width/depth 100 cm, height 75 cm;
 - b. model/type: bureau table, covered with 5 mm thick glass;

- c. Material: class I wood or equivalent quality;
 - d. color: brown or other color adjusted to the color composition of the work room;
 - e. Completeness: writing set, sitting calendar and flower vase
2. 1 (one) unit work chair, with specifications:
- a. size: length 60 cm, width/depth 60 cm, height 45 cm; b. model/type: regular or customized; backrest, arms and seat with rubber or foam base, covered with leather cloth;
 - c. material: class I wood frame or stainless steel;
 - d. Color: black or other color adjusted to the color of the table Work.
3. 1 (one) set of guest chairs/sofa and table, with specifications:
- a. size : -
 - b. model/type: chair size or adjusted to room conditions; backrest, arms and seat with rubber or foam backing, covered in velvet or leather;
 - c. Material: leather and foam;
 - d. Color: brown with floral pattern
4. 1 (one) unit bookcase, with specifications:
- a. size: length 150 cm, width/depth 50 cm, height 125 cm;
 - b. model/type: regular or customized;
 - c. materials: grade wood and glass;
 - d. Color: brown or other color adjusted to the color composition of the work room.
5. 1 (one) unit telephone;
6. Air conditioning (AC) according to room requirements;

B. The meeting room is equipped with the following equipment:

1. Meeting chairs with a capacity of 20 (twenty) people seated along with a meeting table, with specifications:
- a. Size per unit: length 60 cm, width/depth 60 cm, height 45 cm
 - b. model/type: regular or customized;
 - c. Material: class I wood frame or equivalent quality;
 - d. Color: brown or other color adjusted to the composition room color.
2. Meeting table with specifications:
- a. size: length 300 cm, width/depth 150 cm, height 75 cm;
 - b. model/type: regular curved or customized;
 - c. Material: class I wood or tick blocks or equivalent quality;

- d. Color: brown or other color adjusted to the composition room color.
- 3. National/regional emblem 1 (one) unit;
- 4. 1 (one) photo of the President;
- 5. Photo of the Vice President 1 (one) unit;
- 6. *Mic and sound system* according to needs;
- 7. *Over Head Projector (OHP) and/or LCD projector (in focus) and screen (screen)* 1 (one) set;
- 8. White board (*white board*) 1 (one) unit;
- 9. 1 (one) unit of air conditioning (AC);
- 10. 1 (one) unit wall clock; And
- 11. Calendar 1 (one) unit.

III. Echelon III Official Office Room Equipment

The workroom for echelon III officials is equipped with the following office equipment: 1. 6 (six)

desks, with specifications and equipment:

- a. dimensions: length 175 cm, width/depth 100 cm, height 75 cm;
 - b. model/type: bureau table, covered with 5 mm thick glass;
 - c. Material: class I wood or equivalent quality;
 - d. color: brown or other color adjusted to the color composition of the work room;
 - e. Completeness: *writing set* and memo box.
2. 6 (six) work chairs, with specifications:
- a. size: length 50 cm, width/depth 50 cm, height 45 cm;
 - b. model/type: regular; backrest, arms and seat with rubber base or foam, wrapped in velvet;
 - c. material: iron or stainless steel frame;
 - d. Color: black or other color adjusted to the color of the table Work.
3. 6 (six) units of facing chairs, with specifications: chairs without arms, low backrest; backrest and seat with rubber or foam base wrapped in imitation or blue leather cloth or another color adjusted to the color composition of the work table.
4. 7 (seven) file cabinets, with specifications:
- a. size: length 150 cm, width/depth 50 cm, height 125 cm;
 - b. model/type: regular or customized;

- c. Material: iron plate and glass;
 - d. Color: *light gray* or other color adjusted to the composition work room color.
5. Set of 2 (two) size chairs and table; 6. 6 (six) telephone sets; 7. Wall clock 3 (unit) units; And
8. Air conditioning (AC) according to room requirements;

IV. Echelon IV Official Office Room Equipment

The workroom for echelon IV officials is equipped with the following office equipment: 1. 17

- (seventeen) desks, with specifications and equipment: a. size: length 160 cm, width/depth 75 cm, height 75 cm; b. model/type: small bureau table, covered with 5 mm thick glass;
- c. Material: class I wood or equivalent quality;
 - d. Color: brown or other color adjusted to the composition work room color;
 - e. Completeness: writing set and memo box.
2. b. 17 (one) work chairs, with specifications:
- a. size: length 50 cm, width/depth 50 cm, height 45 cm;
 - b. model/type: regular; backrest, arms and seat with rubber base or foam, wrapped in velvet;
 - c. material: iron or stainless steel frame;
 - d. Color: black or other color adjusted to the color of the table Work.
3. 17 (seventeen) units of facing chairs, with specifications: chairs without arms, low backrest; backrest and seat with rubber or foam base wrapped in imitation or black velvet cloth or another color adjusted to the color composition of the work table.
4. Eight (eight) units of *Filing Cabinet*, with specifications:
- a. size: length 47 cm, width/depth 62 cm, height 132cm;
 - b. model/type: regular, 4 (four) drawers;
 - c. material: iron plate;
 - d. Color: *light gray* or other colors to suit room color composition. e. 1 (one) set of chairs and table.
5. 1 (one) white board for activity *schedules* ;

6. Air conditioning (AC) according to room requirements
7. *Fax* machine according to room requirements;
8. 1 (one) set of computers;
9. *Scanner* according to room requirements;
10. Refrigerator according to room requirements;
11. *CCTV* according to room requirements;
12. Television according to room requirements;

V. SERVICE VEHICLES

Position No	Amount	Vehicle type Capacity	
1. Echelon II officials	1 (one) unit	Mini bus	
2. Echelon III officials	5 (five) units	Mini bus	
3. Echelon IV officials	17 (seventeen) motorbikes		

REGENT SUKOHARJO,

signed.

ETIK SURYANI