



**REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 82 OF 2017**

ABOUT

**ORDER OF SERVICE MANUFACTURES IN THE ENVIRONMENT
SUKOHARJO REGENCY GOVERNMENT**

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that with the enactment of the Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Composition of Regional Apparatus, there are several changes to the Regional Apparatus, so the Sukoharjo Regent's Regulation Number 44 of 2015 concerning the Administration of Official Documents within the Sukoharjo Regency Government needs to be replaced;

b. that based on the considerations as intended in letter a, it is necessary to stipulate a Regent's Regulation concerning the Administration of Official Documents within the Sukoharjo Regency Government; : 1. Law Number

Remember 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;

2. Law Number 24 of 2009 concerning the Flag, Language and Emblem of the State, and the National Anthem (State Gazette of the Republic of Indonesia of 2009 Number 109, Supplement to the State Gazette of the Republic of Indonesia Number 5035);

3. Law Number 12 of 2011 concerning the Establishment of Legislation and Regulations (State Gazette of the Republic of Indonesia of Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234); 4. Law Number 23 of 2014 concerning Regional Government (State

Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);

5. Law Number 30 of 2014 concerning Government Administration (State Gazette of the Republic Indonesia Year 2014 Number 292, Supplement to the State Gazette of the Republic of Indonesia Number 5601); 6. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887);
7. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislative Regulations (State Gazette of the Republic of Indonesia of 2014 Number 199);
8. Minister of Home Affairs Regulation Number 54 of 2009 concerning Service Documents in Regional Government Environments;
9. Regulation of the Minister for Empowerment of State Apparatus and Bureaucratic Reform Number 80 of 2012 concerning Guidelines for Government Agency Official Scripts;
10. Regulation of the Minister of Education and Culture Number 50 of 2015 concerning General Guidelines for Indonesian Spelling (State Gazette of the Republic of Indonesia of 2015 Number 1788);
11. Minister of Home Affairs Regulation Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036);
12. 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);

DECIDE :

To stipulate: REGENT'S REGULATION CONCERNING SERVICE MANUFACTURES 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. 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 Deputy Regent is the Deputy Regent of Sukoharjo.

5. The Regional People's Representative Council, hereinafter abbreviated as DPRD, is the Regional People's Representative Council of Sukoharjo Regency.
6. Regional apparatus are supporting elements of the Regent and the Regional People's Representative Council in administering Government Affairs which fall under the authority of the Region.
7. The Regional Secretary is the Regional Secretary of Sukoharjo Regency.
8. The Secretariat of the Regional People's Representative Council, hereinafter referred to as the DPRD Secretariat, is the Secretariat of the Regional People's Representative Council of Sukoharjo Regency.
9. Regional Service is the Sukoharjo Regency Regional Service.
10. Regional Agency is the Regional Agency of Sukoharjo Regency.
11. The Regional Technical Implementation Unit of the Service is the technical implementing element of the Service which carries out operational technical activities and/or certain supporting technical activities.
12. The Agency's Regional Technical Implementation Unit is the Agency's technical implementation element to carry out operational technical activities and/or certain supporting technical activities.
13. Official document management is the management of written information which includes setting the type, format, preparation, security, validation, distribution and storage of official documents and the media used in official communication.
14. Official documents are written information as a tool official communications made and/or issued by authorized officials within the Sukoharjo Regency Government.
15. Format is an official document that describes the layout and editorial, as well as the use of symbols/logos and official seals.
16. An official stamp/stamp is a sign of identity of a person regional office or apparatus.
17. Official document header is a letterhead that shows the position or name of a particular regional apparatus which is placed at the top of the paper.
18. Official document coverhead is a letterhead indicating the position or name of a particular regional apparatus which is placed at the top of the document cover.
19. Authority is the power inherent in a position.

20. Delegation is the delegation of authority from an official or subordinate officials with responsibility and accountability transferred entirely to the recipient of the delegation.
21. A mandate is a delegation of authority given by a superior to a subordinate to carry out a certain task on behalf of the person giving the mandate with responsibility and accountability remaining with the person giving the mandate.
22. Signing an official document is the right, obligation and responsibility of an official to sign an official document in accordance with the duties and authority of his position.
23. Regional Regulations are official documents in the form and composition of legal products, which are regulatory in nature, determined by the Regent after obtaining joint approval from the Regional People's Representative Council to regulate regional autonomy affairs and assistance tasks.
24. Regent's Regulations are official documents in the form and structure of regulatory legal products determined by the Regent.
25. Joint Regulations are official documents in the form and structure of regulatory legal products determined by two or more regional heads.
26. The Regent's Decree is an official document in the form and structure of a legal product which is concrete, individual and final.
27. The decision of the Head of Regional Apparatus is an official document in the form and structure of a legal product that is stipulation, individual, concrete and final.
28. The Regent's Instruction is an official document containing orders from the Regent to subordinates to carry out government tasks.
29. Circular Letter is an official document containing notifications, explanations and/or instructions on how to carry out certain things that are considered important and urge.
30. Ordinary letters are official documents containing notifications, questions, requests for answers or suggestions and so on.
31. A statement letter is an official document containing a written statement from an official as evidence to explain or explain the truth of something.
32. An Order Letter is an official document from a superior addressed to subordinates containing orders to carry out certain work.

33. A permit is an official document containing approval of an application issued by an authorized official.
34. A Letter of Agreement is an official document containing a mutual agreement between two or more parties to carry out actions or legal actions that have been mutually agreed upon.
35. A Task Order is an official document from a superior addressed to a subordinate containing orders to carry out work in accordance with their duties and functions.
36. An official travel order is an official document from authorized officials to subordinates or certain officials to carry out official travel.
37. A Power of Attorney is an official document from an authorized official to a subordinate containing the granting of authority in his name to carry out certain actions within the framework of official duties.
38. An Invitation Letter is an official document from an authorized official containing an invitation to the official/ employee at the destination address to attend an official event.
39. A certificate of carrying out duties is an official document from an authorized official containing a statement that an employee has carried out his duties.
40. A Summons Letter is an official document from an authorized official containing a summons to an employee to appear.
41. An official note is an internal official document containing official communication between officials or from superiors to subordinates and from subordinates to superiors.
42. Note for Submitting the Concept of an Official Document is an official document to convey the concept of an official document to superiors.
43. Disposition Sheet is an official document from an authorized official containing written instructions to subordinates.
44. Staff Review is an official document from subordinates to superiors, including, among other things, systematic analysis of considerations, opinions and suggestions.
45. An announcement is an official document from an authorized official containing a general notification.
46. A report is an official document from a subordinate to a superior containing information and accountability regarding the implementation of official duties.

- 47. A recommendation is an official document from an authorized official containing information or notes about something that can be used as material for consideration officialdom.
- 48. A Cover Letter is an official document containing the type and quantity of goods which functions as a receipt.
- 49. Telegram is an official document from an authorized official containing certain matters sent via electronic telecommunications.
- 50. Regional Gazette is an official document for promulgating regional regulations.
- 51. Regional News is an official document for promulgating regent regulations.
- 52. Minutes are an official document containing information about something signed by the parties.
- 53. Minutes are official documents that contain records of trial or meeting proceedings.
- 54. A memo is an official document from an authorized official containing certain notes.
- 55. Attendance List is an official document from an authorized official containing information regarding a person's attendance.
- 56. A charter is an official document from an authorized official containing appreciation for the achievements that have been achieved or the example that has been set.
- 57. Certificate of Completion of Education and Training, hereinafter abbreviated as STTPP, is an official document which is proof that a person has completed certain education and training.
- 58. A certificate is an official document which is a sign proof that someone has taken part in a particular activity.
- 59. Amendment is changing or inserting an official document.
- 60. Revocation is a statement that an official document is no longer valid since the revocation is determined.

CHAPTER II

PRINCIPLES AND PRINCIPLES

Section 2

- (1) The administration of official documents must be based on the principles of official document management.
- (2) The principles of official document management as intended in paragraph (1), consist of:
 - a. efficient and effective principles;
 - b. standardization principle;

c. principle of accountability; d. the principle of interconnectedness; e. principles of speed and accuracy; and f. security principle.

- (3) The principle of efficiency and effectiveness as intended in paragraph (2) letter a, is carried out through simplification in writing, use of space or official document sheets, information specifications, as well as the use of good, correct and straightforward Indonesian.
- (4) The principle of standardization as intended in paragraph (2) letter b, is carried out through standardized procedures and forms.
- (5) The principle of accountability as referred to in paragraph (2) letter c, namely that the administration of official documents must be accountable in terms of content, format, procedures, authority, validity and documentation.
- (6) The principle of linkage as referred to in paragraph (2) letter d, namely that the official document administration is carried out in one unified system.
- (7) The principle of speed and accuracy as referred to in paragraph (2) letter e, namely that official document arrangements are carried out on time and on target.
- (8) The principle of security as referred to in paragraph (2) letter f, namely that the administration of official documents must be physically and substantially safe.

Article 3

- (1) The principles for administering official documents consist of:
on :
 - a. accuracy;
 - b. clarity; c. short and concise; and D. logical and convincing.
- (2) The principle of accuracy as referred to in paragraph (1) letter a, is carried out carefully and meticulously in terms of form, typing arrangement, content, structure, language rules and application of spelling rules in typing.
- (3) The principle of clarity as intended in paragraph (1) letter b, is implemented by paying attention to the clarity of physical and material aspects by prioritizing fast and precise methods.
- (4) The concise and concise principle as intended in paragraph (1) letter c, is carried out using good and correct Indonesian.

- (5) The logical and convincing principles as intended in paragraph (1) letter d, are implemented in a coherent, logical and convincing manner and the sentence structure must be complete and effective.

CHAPTER III
IMPLEMENTATION OF SERVICE MANUFACTURES

Part One
Scope

Article 4

The scope of administering official documents includes: a. management of incoming mail; b. outgoing mail management; c. security level; d. processing speed; e. use of letter paper; f. color and quality of paper; and g. typing administrative and office communication facilities.

The second part
Incoming Mail Management

Article 5

- (1) Management of incoming letters as intended in Article 4 letter a, is carried out through the recipient agency following up on letters received with stages:
- a. agenda and classified according to the nature of the letter as well distributed to management units;
 - b. the management unit follows up in accordance with the classification of letters and leadership directives; and c. Incoming letters are archived in the administrative unit.
- (2) A copy of the answer letter with a copy is delivered to the person entitled to it.
- (3) The flow of correspondence is carried out through a mechanism from the highest level of leadership down to the lowest structural official with authority.

**Part Three
Outgoing Mail Management**

Article 6

Management of outgoing mail as referred to in Article 4 letter b, is carried out through stages:

- a. the concept of outgoing letters is initialed in stages and coordinated according to their duties and authorities and is scheduled by each administrative unit for the purpose of control;**
- b. outgoing letters that have been signed by the Head of regional apparatus are numbered, dated and stamped by the administrative unit at each regional apparatus;**
- c. outgoing letter that has been signed by the Regent, The Deputy Regent or Regional Secretary is given a number, date and stamp by the administrative leadership in the General Section of the Regional Secretariat;**
- d. the outgoing letter as intended in letter b must be sent immediately; And**
- e. outgoing letters are archived in the administrative unit and unit processor.**

**Part Four
Security Level**

Article 7

- (1) The level of security as intended in Article 4 letter c, is carried out with the following code: a. top secret**

abbreviated as SR;

b. secret abbreviated R;

c. important abbreviated as P;

d. confidential abbreviated as K; And

e. usually abbreviated as B.

- (2) The code as intended in paragraph (1) is included on the cover of the official document.**

Article 8

- (1) The SR code as intended in Article 7 paragraph (1) letter a, is used for letters that are material and nature:**

a. has a high level of security; And

b. closely related to state secrets, state security and safety.

- (2) Code R as intended in Article 7 paragraph (1)**
letter b, is used for letters whose material and nature have a high level of security so that they have the potential to cause state/regional losses or disintegration of the nation.
- (3) Code P as intended in Article 7 paragraph (1)**
letter c, is used for letters whose material and nature are important and therefore require attention from the recipient of the letter.
- (4) Code K as intended in Article 7 paragraph (1)**
letter d, is used for letters whose material and nature have a moderate level of security so that they have the potential to hinder the running of government and development.
- (5) Code B as intended in Article 7 paragraph (1)**
letter e, is used for letters that are ordinary in material and nature and are delivered to the rightful person.

Part Five
Process Speed

Article 9

Process speed as intended in Article 4
letter d, as follows:

- a. very quickly/quickly, with a time limit of 24 hours after the letter is received, it can be marked XXX in the top right corner of the letter or the top right corner of the disposition sheet;**
- b. immediately, with a deadline of 2 x 24 hours after the letter accepted can be marked XX in the top right corner of the letter or the top right corner of the disposition sheet;**
- c. important, with a deadline of 3 x 24 hours after the letter is received; And**
- d. normal, with a maximum time limit of 5 (five) days work after the letter is received.**

Part Six
Use of Letter Paper

Article 10

Use of letter paper as referred to in
Article 4 letter e, includes:

- a. paper type;**
- b. paper size; And**
- c. color and paper quality.**

Article 11

- (1) The type of paper as intended in Article 10 letter a, with the following usage criteria: a. 80 gram HVS paper is used for the manuscript service;
- b. HVS paper above 80 grams or other types is used for types of official documents that have a certain acidity value and long-term use value; And
- c. 80 gram *Milano Ivory* paper is used for official documents in the form of copies of promotion decisions.
- (2) Providing letters bearing the state symbol in gold or colored regional logos printed on 80 gram paper.

Article 12

Paper size as intended in Article 10 letter b, with the following usage criteria: a. Folio/F4 paper size (215 x 330 mm) used for correspondence and/or legal products;

- b. A4 paper size (210 x 297 mm) is used for papers, papers and reports; And
- c. A5 paper size (165 x 215 mm) is used for speech.

Part Seven

Paper Color and Quality

Article 13

The color and quality of the paper as referred to in Article 4 letter f, is white with good quality.

Part Eight

Typing Administrative Facilities and Office Communications

Article 14

- (1) Typing of office administration and communication facilities as intended in Article 4 letter g, as follows:
- a. use of the pica typeface, for manual and electric typewriters; b. Arial
- 12 font type and size or adjusted to suit needs, for computer machines; and c. spacing between lines 1 (one) and 1.5 (one point five) according to the needs.

(2) Typing of office administration and communication facilities as intended in Article 4 letter g, in the form and composition of official legal product texts, is as follows: a. use of *the Bookman Old Style* typeface ;

b. font size 12;

c. space between lines 1 (one);

d. page inclusion:

1. Torso:

Manuscript page numbers are written using Arabic numeral serial numbers and are listed symmetrically in the top center by adding a hyphen (-) before and after the number, except that the first page of an official document which uses an official document header does not need to include a page number.

2. Explanation and/or attachments:

If the official document has several attachments, each attachment must be numbered sequentially with Arabic numerals. The attachment page number is a continuation number from the previous page.

e. the name of the province is listed on the first page under the header of the state symbol of:

1. Regional Regulations;

2. Regent's Regulations;

3. Joint Regulation of Regional Heads;

4. DPRD regulations;

5. Regent's Decree;

6. DPRD Leadership Decision; And

7. Decision of the DPRD Honorary Board.

f. after the number the word year is included on the first page under the phrase:

1. Regional Regulations;

2. Regent's Regulations;

3. Joint Regulation of Regional Heads;

4. DPRD regulations;

5. Regent's Decree; 6.

DPRD Leadership Decision; And

7. Decision of the DPRD Honorary Board.

g. The final dictum on a legal product which is of a determinative nature is written by the official who has the authority to determine the legal product.

CHAPTER IV
OFFICIAL MANUFACTURE

Part One
General

Article 15

Official documents within the Regency Government are formulated in the form and structure:

- a. product of law; And**
- b. letter.**

The second part
Product of law

Article 16

Legal products as intended in Article 15 letter a are:

- a. arrangement; And**
- b. determination.**

Article 17

(1) Legal products as intended in Article 16 letter a, consist of:

- a. Local regulation;**
- b. Regent's Regulations;**
- c. Joint Regulation of Regional Heads; And**
- d. DPRD Regulations.**

(2) Legal products as intended in Article 16 letter b, consist of:

- a. Regent's Decree;**
- b. DPRD Leadership Decision; and c.**
DPRD Honorary Board Decision.

(3) The form and composition of official documents for regional legal products within the Sukharjo Regency Government are as stated in Appendix I which is an inseparable part of this Regent's Regulation.

**Part Three
Ratification, Numbering, Invitation and
Authentication**

**Paragraph 1
Endorsement**

Article 18

- (1) The signing of regulatory regional legal products as intended in Article 17 paragraph (1) letters a, b, c is carried out by the Regent.**
- (2) In the event that the Regent as referred to in paragraph (1) is temporarily or permanently unable to sign, the signing shall be carried out by the task executor, daily executor or acting regent.**
- (3) The signing of regulatory regional legal products as intended in Article 17 paragraph (1) letter d is carried out by the Chairman of the DPRD or the deputy Chairman of the DPRD.**

Article 19

- (1) The signing of regulatory legal products in the form of Regional Regulations shall be made in 4 (four) copies.**
- (2) Documentation of the original text of the Regional Regulations as intended in paragraph (1) by:**
 - a. DPRD;**
 - b. Regional Secretary;**
 - c. The Legal Section of the Regional Secretariat is in the form of *minutes*;**
And
 - d. Initiating regional apparatus.**

Article 20

- (1) The signing of a regulatory legal product in the form of a Regent's Regulation is made in 3 (three) copies.**
- (2) Documentation of the original text of the Regent's Regulations as intended in paragraph (1) by:**
 - a. Regional Secretary;**
 - b. The Legal Section of the Regional Secretariat is in the form of *minutes*;**
And
 - c. Initiating regional apparatus.**

Article 21

- (1) The signing of regulatory legal products in the form of a Joint Regulation of Regional Heads is made in 4 (four) copies.**
- (2) In the event that the signing of a Joint Regional Head Regulation involves more than 2 (two) regions, the Joint Regional Head Regulation is drawn up in duplicate as needed.**
- (3) Documentation of the original text of the Joint Regulations Regional Head as intended in paragraph (1) or paragraph (2) by:**
 - a. Regional Secretary of each region;**
 - b. Legal Section of each Regional Secretariat area in the form of minutes; And**
 - c. Regional apparatus of each initiator.**

Article 22

- (1) The signing of regulatory regional legal products in the form of DPRD Regulations shall be made in at least 4 (four) copies.**
- (2) Documentation of the original draft of DPRD Regulations as intended in paragraph (1) by:**
 - a. Regional Secretary;**
 - b. DPRD secretary;**
 - c. equipment of the initiating DPRD; and D. legal section of the Regional Secretariat.**

Article 23

- (1) The signing of a legal product in the form of a Regent's Decree out by the as intended in Article 16 letter b is carried Regent.**
- (2) The signing of legal products as intended in paragraph (1) can be mandated to:**
 - a. Vice-regent;**
 - b. Regional Secretary; and/or c. Head of regional apparatus.**
- (3) The signing of legal products as intended in paragraph (1) can be delegated to:**
 - a. Regional Secretary; and/or**
 - b. Head of regional apparatus.**

Paragraph 2
Numbering

Article 24

- (1) Legal product numbering for:**
 - a. Regional Regulations, Regent Regulations, Joint Regional Head Regulations and Regent Decisions are carried out by the Legal Section of the Regional Secretariat; And**
 - b. DPRD Regulations, DPRD Leadership Decisions, and DPRD Honorary Board Decisions are carried out by the DPRD Secretariat.**
- (2) Except for the provisions of paragraph (1), the numbering of legal products in the field of personnel is carried out by the Personnel, Education and Training Agency.**
- (3) The numbering of legal products as intended in paragraph (1) which is regulatory in nature uses round numbers.**
- (4) The numbering of legal products as intended in paragraph (1) which is of a determining nature uses a classification code number.**
- (5) Numbering of legal products as intended in Article 23 paragraph (2) letter a is carried out by the Legal Section of the Regional Secretariat.**
- (6) Numbering of legal products as intended in Article 23 paragraph (2) letter b and paragraph (3) letter a is carried out by the General Section of the Regional Secretariat.**
- (7) Numbering of legal products as intended in Article 23 paragraph (2) letter c and paragraph (3) letter b carried out by regional apparatus.**

Paragraph 3
Invitation

Article 25

- (1) Regional regulations that have been determined are promulgated in the Regional Gazette.**
- (2) The Regional Gazette as intended in paragraph (1) is an official regional government publication.**
- (3) The promulgation as intended in paragraph (1) is a formal notification of a Regional Regulation, so that it has binding force on the community.**

Article 26

- (1) Additional Regional Gazette contains an explanation
Local regulation.**
- (2) The Additional Regional Gazette as intended in paragraph
(1) includes the Additional Regional Gazette number.**
- (3) Additional Regional Gazette as intended in paragraph (1),
is determined simultaneously with the promulgation of
Regional Regulations.**
- (4) The Regional Gazette Additional Number as intended in
paragraph (2) is a completeness and explanation of the
Regional Gazette.**

Article 27

- (1) Regent Regulations, Joint Regional Head Regulations and
DPRD Regulations that have been stipulated are
promulgated in the Regional Gazette.**
- (2) Regent Regulations, Joint Regional Head Regulations and
DPRD Regulations as intended in paragraph (1) come into
force and have binding force on the date of promulgation
unless otherwise specified in the relevant Legislative
Regulations.**

Article 28

**The Regional Secretary promulgates Regional Regulations,
Regent Regulations, Joint Regional Head Regulations and
DPRD Regulations.**

Paragraph 4 Authentication

Article 29

- (1) Legal products that have been signed and numbered are
then authenticated.**
- (2) Authentication as intended in paragraph (1) is carried out
by:**
 - a. Head of the Legal Section of the Regional Secretariat
for Regional Regulations, Regent Regulations, Joint
Regional Head Regulations, DPRD Regulations and
Regent Decrees;**
 - b. DPRD Secretary for DPRD Regulations, DPRD Decisions,
DPRD Leadership Decisions and DPRD Honorary
Board Decisions;**
 - c. Personnel, Education and Training Agency for legal
products in the field of personnel;**

- (3) Authentication of legal products as intended in Article 23 paragraph (2) letter c is carried out by the Head of regional apparatus.

Article 30

- (1) The duplication and distribution of legal products is carried out by the Legal Section of the Regional Secretariat of Sukoharjo Regency and/or the initiating regional apparatus.
- (2) The duplication and distribution of legal products in the field of personnel is carried out by the Personnel, Education and Training Agency.

Part Four Letter

Article 31

- (1) The letter as intended in Article 15 letter b, consists of:

- a. instructions;
- b. circular letter;
- c. regular mail;
- d. certificate; e. warrant; f. license;
- g. agreement letter; h. assignment warrant; i. official travel order; j. power of attorney; k. letter of invitation; l. certificate of carrying out duties; m. summons; n. official memo; o. note of submission of official document concept; p. disposition sheet; q. staff review;
- r. announcement;
- s. report; t. recommendation;
- u. cover letter; v. telegram; w. regional sheets; x. regional news; y. News; z. minutes;

a A. memo;
bb. list of
attendees;
CC. charter; dd. certificate; And
ee. STTPP.

- (2) The form and composition of official letter documents within the Sukoharjo Regency Government are as stated in Appendix II which is an inseparable part of this Regent's Regulation.

CHAPTER V

USE AND AUTHORITY

ON BEHALF OF HIM, EXECUTOR OF DUTY, DAILY EXECUTORS AND OFFICERS

Article 32

- (1) The abbreviated name is a type of delegation of authority in internal relations between superiors to officials at the level below.
- (2) For him, what is abbreviated as ub is a type of delegation of authority in internal relations between superiors to officials two levels below them.
- (3) Responsibility as intended in paragraph (1) and paragraph (2) remains with the official who delegates authority and the official who receives the delegation must have the authority to be accountable to the official who delegated authority.

Article 33

- (1) Executor of duties, abbreviated as Plt. is a temporary official in a certain position who is delegated the authority to sign official documents, because a definitive official has not yet been appointed.
- (2) Plt. as intended in paragraph (1) are appointed by the Decree of the Head of Regional Apparatus or the Decree of the Regent.
- (3) Plt's term of office. as intended in paragraph (1) a maximum of 1 (one) year.
- (4) Plt. as intended in paragraph (1) is responsible for the official documents he carries out.

Article 34

- (1) Daily executive, abbreviated as Plh. is a temporary official in a certain position who is delegated the authority to sign official documents, because the definitive official is temporarily absent for some reason for a period of at least 7 (seven) days.**
- (2) Plh. as intended in paragraph (1) are appointed by the Decree of the Head of Regional Apparatus or the Decree of the Regent.**
- (3) Plh's term of office as referred to in paragraph (1) a maximum of 3 (three) months.**
- (4) Plh. as referred to in paragraph (1) is accountable for the implementation of official documents to the definitive official.**

Article 35

- (1) The official abbreviated as Pj. is a temporary official for the position:
a. Regent; And
b. Regional Secretary.**
- (2) The term of office of the official as referred to in paragraph (1) letter a is a maximum of 1 (one) year.**
- (3) The term of office of the official as referred to in paragraph (1) letter b is a maximum of 6 (six) months.**

Article 36

- (1) Daily Executives and Task Executors are not authorized to take strategic decisions and/or actions that have an impact on changes in the legal status of personnel aspects;**
- (2) Daily Executives and Task Executors are not authorized to take decisions and/or actions in personnel aspects which include the appointment, transfer and dismissal of employees;**
- (3) Daily Executives and Task Executors have the authority to take decisions and/or actions other than decisions and/or actions that are strategic in nature and have an impact on changes in legal status on personnel aspects as referred to in paragraph (1).**

Article 37

The authority of daily executors and task executors includes, among others:

- a. determine employee work targets and assess work performance;**
- b. determine periodic salary increases;**
- c. determine leave other than leave outside the responsibility of the state (CLTN);**
- d. determine employee assignment letters;**
- e. submit proposals for staff transfers except transfer between agencies; And**
- f. provide study permits, permission to participate in selection for high-level leadership/administrative positions, and permission not to come to work.**

Article 38

Acting Regent as intended in Article 35 paragraph (1) letter a is

prohibited: a. carry out employee transfers;

- b. cancel permits that have been issued by the previous definitive official and/or issue permits that conflict with those issued by the previous definitive official; c. create policies regarding**

regional expansion that conflict with previous definitive official policies; And

- d. making policies that conflict with government administration policies and previous definitive official development programs.**

Article 39

Writing form an, ub, Plt., Plh. and Acting in the Sukoharjo Regency environment as stated in Appendix III which is an inseparable part of this Regent's Regulation.

CHAPTER VI

**INITIALS, NAME WRITING, SIGNING, AND
USE OF INK FOR OFFICIAL MANUSCRIPTS**

**Part One
Initials**

Article 40

- (1) Every official document must be initialed before being signed.**
- (2) The official document in the form and composition of the legal product before being signed is first initialed on each sheet.**
- (3) The initials as intended in paragraph (1) and paragraph (2) are carried out by the relevant officials horizontally and vertically.**
- (4) The initials as intended in paragraph (1) and paragraph (2) are a short signature as a form of accountability for the material content, substance, editorial and typing of the official document.**
- (5) The initials as intended in paragraph (4) include:**
 - a. hierarchical initials; And**
 - b. coordination initials.**
- (6) All official documents signed by regional officials must have hierarchical initials as intended in paragraph (5) letter a.**

starting from the Head of Section/Head of Subdivision/Head of Subdivision, Head of Division/Head of Section/Assistant Inspector and Secretary.

**The second part
Name writing**

Article 41

- (1) Writing the names of the regent and deputy regent on the manuscript services include:**
 - a. in the form and structure of legal products, titles and ranks are not used; And**
 - b. in the form and arrangement of letters using titles and ranks.**
- (2) Writing the names of officials other than the Regent and Deputy Regent as intended in paragraph (1) in the official document includes:**
 - a. in the form and composition of legal products do not use titles, ranks and employee identification numbers; And**
 - b. in the form and composition of the letter, use the title, rank and employee identification number;**

Part Three
Signing of Official Documents

Article 42

- (1) The signing of the official document is carried out by an authorized official within the Regency Government.**
- (2) The authorized officials as intended in paragraph (1) are the Regent, Deputy Regent and Head of regional apparatus.**

Article 43

- (1) The Regent signs the official document in the form and structure of the legal product as intended in Article 17, consisting of:**
 - a. local regulation;**
 - b. regent regulations;**
 - c. joint regulations with regional heads; And**
 - d. regent's decision.**
- (2) The Regent signs the official document in the form and composition of the letter as intended in Article 31 consists of:**
 - a. instructions;**
 - b. circular letter;**
 - c. regular mail;**
 - d. certificate;**
 - e. warrant;**
 - f. license;**
 - g. agreement letter;**
 - h. assignment warrant;**
 - i. power of attorney;**
 - j. letter of invitation;**
 - k. certificate of carrying out duties;**
 - l. summons; m. official**
memo;
 - n. disposition sheet;**
 - o. announcement;**
 - p. report;**
 - q. recommendation;**
 - r. telegram;**
 - s. News;**

- t. memo;
- u. charter;
- v. certificate; And
- w. STTPP.

- (3) The official document as intended in paragraphs (1) and (2), is addressed to officials within the Regency Government, Regent/Mayor, President, Vice President, Minister/cabinet members, heads of non-departmental government institutions, leaders of social organizations and other parties. others deemed necessary.
- (4) If the Regent is absent, the official document is signed by the Deputy Regent in accordance with statutory regulations.
- (5) The Regent can delegate the signing of certain official documents to officials appointed in writing by Regent Regulation, except Regional Regulations.
- (6) The implementation of the delegation of signing official documents is determined by a Regent's Decree.

Article 44

- (1) The Regent delegates the signing of permits in the field of cross-sectoral services to regional officials in charge of integrated licensing services.
- (2) The implementation of licensing as intended in paragraph (1) remains functionally the responsibility of the regional apparatus concerned.

Article 45

- (1) The Deputy Regent signs the official document in the form and composition of the letter as intended in Article 31 consisting of:
 - a. regular mail;
 - b. certificate; c. warrant;
 - d. license;
 - e. assignment warrant;
 - f. certificate of carrying out duties;
 - g. official travel order;
 - h. official memo;
 - i. disposition sheet;
 - j. staff review;

- k. report;
- l. recommendation; And
- m. memo.

- (2) The Deputy Regent on behalf of the Regent signs the official document including:
- a. in the form and composition of the legal product of the regent's decision; And
 - b. in the form and composition of the letter as intended in Article 31 consists of:
 - 1. circular letter;
 - 2. regular mail;
 - 3. certificate;
 - 4. warrant;
 - 5. permission letter;
 - 6. assignment warrant; 7. certificate of carrying out duties;
 - 8. official note;
 - 9. disposition sheet;
 - 10. announcement;
 - 11. telegram;
 - 12. minutes;
 - 13. charter; And
 - 14. certificate.

Article 46

- (1) The regional secretary signs the official document in the form and composition of the letter as intended in Article 31, consisting of:
- a. regular mail;
 - b. certificate;
 - c. warrant;
 - d. license;
 - e. agreement letter; f. assignment warrant; g. Business Travel Order;
 - h. power of attorney;
 - i. letter of invitation;
 - j. certificate of carrying out duties;
 - k. summons;
 - l. official memo;

- m. note of submission of official document concept;**
- n. disposition sheet;**
- o. staff review;**
- p. announcement;**
- q. report;**
- r. recommendation;**
- s. cover letter;**
- t. regional sheets;**
- u. regional news;**
- v. News;**
- w. minutes;**
- x. memo;**
- y. list of attendees; And**
- z. certificate.**

(2) The regional secretary on behalf of the regent signs official document which

includes: a. in the form and composition of legal products in the form of regent's decisions; And

b. in the form and composition of the letter as intended in Article 31 consists of:

- 1. circular letter;**
- 2. regular mail;**
- 3. certificate;**
- 4. warrant;**
- 5. permission letter;**
- 6. letter of agreement; 7.**
- assignment warrant; 8. invitation**
- letter;**
- 9. certificate of carrying out duties;**
- 10. summons;**
- 11. official note;**
- 12. announcement;**
- 13. telegram;**
- 14. minutes;**
- 15. charter;**
- 16. certificate; And**
- 17. STTPP.**

- (3) The Regional Secretary on behalf of the Regent signs an official document in the form and composition of a letter, the material of which is an explanation or guidance for the implementation of a Regency Government policy that has been determined.**
- (4) The Regional Secretary signs the official document as intended in paragraph (2) letters a and b and paragraph (3), which is addressed to officials within the Regency Government, officials of other agencies and other parties deemed necessary.**
- (5) The Regional Secretary, based on the authority of his position, signs an official document in the form of a letter in the context of administrative technical arrangements and/or coordination for the smooth implementation of duties within the Regency Government.**
- (6) In the event that the Regional Secretary is absent, the Assistant, based on the delegation's provision, signs the official document as intended in paragraph (2) letter b.**

Article 47

- (1) The assistant signs the official document in the form and composition of the letter as intended in Article 31 consisting of:**
 - a. official memo;**
 - b. note of submission of official document concept;**
 - c. disposition sheet;**
 - d. staff review;**
 - e. report;**
 - f. cover letter;**
 - g. minutes; And**
 - h. memo.**
- (2) The assistant on behalf of the regional secretary signs the official document in the form and composition of the letter as intended in Article 31 consisting of:**
 - a. regular mail;**
 - b. certificate;**
 - c. warrant;**
 - d. assignment warrant;**
 - e. Business Travel Order;**
 - f. letter of invitation;**
 - g. summons;**
 - h. official memo;**
 - i. note of submission of official document concept;**
 - j. report;**

- k. cover letter; And
- l. list of attendees.

Article 48

The expert staff signs the official document in the form and structure of the letter as intended in Article 31 consisting of:

- a. note of submission of official document concept;
- b. staff review; And
- c. report.

Article 49

(1) The head of regional apparatus signs the official document in the form and composition of the letter as intended in Article 31 consisting of:

- a. regular mail;
- b. certificate; c. warrant; d. license;
- e. agreement letter; f. assignment warrant; g. Business Travel Order; h. power of attorney; i. letter of invitation; j. certificate of carrying out duties; k. summons; l. cover letter; m. official memo;
- n. note of submission of official document concept;
- o. disposition sheet; p. staff review;
- q. announcement;
- r. report; s. recommendation; t. News;
- u. memo;
- v. list of attendees; And
- w. certificate.

- (2) The head of regional apparatus on behalf of the regent signs the official document in the form and structure of the letter which includes: a. in the form and composition of legal products in the form of regent's decisions; And
- b. in the form and composition of the letter as intended in Article 31 consists of:
1. regular mail;
 2. certificate;
 3. warrant;
 4. invitation letter; And
 5. certificate.
- (3) The head of the personnel, education and training agency as head of regional apparatus on behalf of the regent signs the official document in the form and composition of the letter as intended in Article 31 consisting of:
- a. regular mail;
 - b. letter of invitation;
 - c. announcement;
 - d. report;
 - e. telegram;
 - f. charter;
 - g. certificate; And
 - h. STTPP.

Article 50

- (1) The DPRD Secretary signs the official document in the form and composition of the letter as intended in Article 31 consisting of:
- a. regular mail;
 - b. certificate;
 - c. warrant;
 - d. license;
 - e. agreement letter;
 - f. assignment warrant; g. official travel order; h. power of attorney;
 - i. letter of invitation;
 - j. certificate of carrying out duties;
 - k. summons;
 - l. cover letter;

- m. official memo;**
- n. note of submission of official document concept;**
- o. disposition sheet;**
- p. staff review;**
- q. announcement;**
- r. report;**
- s. recommendation;**
- t. News;**
- u. memo; And**
- v. list of attendees.**

- (2) The DPRD Secretary on behalf of the regent signs the official document including:**
- a. in the form and composition of the legal product of the regent's decision, and**
 - b. in the form and composition of the letter as intended in Article 31 consists of:**
 - 1. regular mail;**
 - 2. certificate; And**
 - 3. warrant.**

Article 51

- (1) The Head of the UPTD service/agency signs the official document in the form and composition of the letter as intended in Article 31 consisting of:**
- a. regular mail;**
 - b. warrant; c.**
 - agreement letter; d.**
 - assignment warrant; e.**
 - official travel order; f. power of attorney; g.**
 - letter of invitation; h.**
 - certificate of carrying out duties; i. summons;**
 - j. cover letter; k.**
 - official memo; l. note of submission**
 - of official document concept; m. disposition sheet; n. staff review;**
 - o. announcement;**
 - p. report;**
 - q. recommendation;**
 - r. News;**

- s. memo; and
- T. list of attendees.

(2) The Head of the UPTD of the service/agency on behalf of the head of the service/agency signs the official document in the form and composition of the letter as intended in Article 31 consisting of:

- a. regular mail;
- b. certificate;
- c. warrant;
- d. official memo; And
- e. list of attendees.

Article 52

(1) The Secretary signs the official document in the form and composition of the letter as intended in Article 31 consisting of:

- a. regular mail;
- b. certificate;
- c. warrant;
- d. power of attorney;
- e. letter of invitation;
- f. official memo;
- g. note of submission of official document concept;
- h. disposition sheet;
- i. staff review;
- j. report; k.
- memo; And
- l. list of attendees.

(2) The secretary on behalf of the head of regional apparatus signs the official document in the form and composition of the letter as intended in Article 31 consisting of:

- a. regular mail;
- b. certificate;
- c. warrant;
- d. cover letter;
- e. official memo; And
- f. list of attendees.

Article 53

(1) The sub-district head signs the document in the form and composition of the letter as intended in Article 31 consisting of:

- a. regular mail;**
- b. certificate;**
- c. warrant;**
- d. license;**
- e. agreement letter;**
- f. assignment warrant;**
- g. Business Travel Order;**
- h. power of attorney;**
- i. letter of invitation;**
- j. certificate of carrying out duties; k. summons;**
- l. cover letter; m.**
official memo;
- n. note of submission of official document concept;**
- o. disposition sheet;**
- p. staff review;**
- q. announcement;**
- r. report;**
- s. recommendation;**
- t. News;**
- u. memo; And**
- v. list of attendees.**

(2) The sub-district head on behalf of the regent signs the official document in the form and structure of the letter as intended in Article 31 consisting of:

- a. regular mail;**
- b. certificate;**
- c. warrant; And**
- d. letter of invitation.**

Article 54

(1) Head of section, head of field signs the official document in the form and composition of the letter as intended in Article 31 consisting of:

- a. warrant;**
- b. cover letter;**

- c. official memo;**
- d. note of submission of official document concept;**
- e. disposition sheet; f.**
- staff review;**
- g. report; And**
- h. list of attendees.**

(2) Head of section, head of field on behalf of the head of regional apparatus signs the official document in the form and composition of the letter as intended in article 31 consisting of:

- a. regular mail;**
- b. certificate;**
- c. warrant;**
- d. official memo; And**
- e. list of attendees.**

(3) Head of Section, Head of Division on behalf of the superior immediately signs the official document in the form of a letter addressed to the internal work unit concerned.

Article 55

(1) The village head signs the official document in the form and composition of the letter as intended in Article 31 consists of:

- a. regular mail;**
- b. certificate;**
- c. warrant;**
- d. agreement letter;**
- e. power of attorney;**
- f. letter of invitation;**
- g. certificate of carrying out duties;**
- h. summons;**
- i. cover letter;**
- j. official memo;**
- k. note of submission of official document concept;**
- l. disposition sheet;**
- m. staff review;**
- n. announcement;**
- o. report;**
- p. News; q. memo;**
- And**
- r. list of attendees.**

- (2) The village head on behalf of the sub-district head signs the official document in the form and structure of the letter as intended in Article 31 consisting of:
- a. regular mail;
 - b. certificate;
 - c. warrant; And
 - d. letter of invitation.

Article 56

- (1) The head of subsection, head of subfield, head of section signs the official document in the form and composition of the letter as intended in Article 31 consisting of:
- a. official memo; b. note of submission of official document concept; c. staff review; and D. report.
- (2) The head of sub-division, head of sub-field, head of section, on behalf of the secretary, head of section, head of field signs the official document in the form and composition of the letter as intended in Article 31 consisting of:
- a. warrant; b. official memo; and c. list of attendees.

Part Four Delegation of Signing Official Documents

Article 57

- (1) Provisions regarding the delegation of signing official documents are regulated in regent regulations.
- (2) The implementation of the delegation of official document signing is determined by the Regent's Decree.

Part Five Ink Usage

Article 58

- (1) The ink used for typing official documents is black.
- (2) The ink used for signing and initials of official documents are dark blue.
- (3) Ink used for security purposes official documents are red.

Article 59

Initialing, Writing Names, Signing and Using Ink for official documents within the Sukoharjo district government as listed in Appendix IV which is an inseparable part of this Regent's Regulation.

**CHAPTER VII
STAMP**

**Part One
Type**

Article 60

- (1) Types of stamps for official documents within the district government consist of:
 - a. office stamp; And**
 - b. regional apparatus stamp;****
- (2) The office stamp as referred to in paragraph (1) letter a, is the office stamp of the Regent and Chairman of the DPRD.**
- (3) The regent's office seal as intended in paragraph (2) contains the name of the position and uses the state symbol with an asterisk.**
- (4) The DPRD Chair's position stamp as intended in paragraph (2) contains the name of the position and uses the regional symbol with an asterisk.**
- (5) The regional apparatus stamp as intended in paragraph (1) letter b, consists of:
 - a. regional apparatus stamp;**
 - b. regional apparatus stamp for purposes certain;**
 - c. subdistrict stamp; and D.**service/agency UPTD stamp;**
- (6) Regional apparatus stamps for certain purposes as intended in paragraph (5) letter b are used for resident identity cards, employee cards, identification cards, health insurance and the like.**

**The second part
Shape, Size and Content**

Article 61

- (1) The position seal and regional apparatus seal as intended in Article 60 paragraph (1) letters a and b are in the shape of a circle.**

- (2) Position stamps and regional apparatus stamps as intended in paragraph (1), consist of: a. outer circle line; b. center circle line; c. inner circle line; and D. fill in the stamp.**

Article 62

Size of office stamp and regional apparatus stamp as intended in Article 60 paragraph (1) letters a and b are:

- a. the diameter of the outer circle of the office stamp and regional apparatus stamp is 4 cm; b. the diameter of the center circle of the office stamp and regional apparatus stamp is 3.8 cm; c. the size of the center line of the circle in the position stamp and the regional device stamp is 2.7 cm; and D. The distance between the 2 (two) lines contained in the inner circle is a maximum of 1 cm.**

Article 63

The size of the regional apparatus stamp for certain purposes as intended in Article 60 paragraph (4) letter b is:

- a. size of the center line of the outer circle of the office stamp and the regional device stamp is 1.8 cm;**
b. the diameter of the center circle of the office stamp and regional apparatus stamp is 1.7 cm;
c. the size of the center line of the circle in the position stamp and the regional device stamp is 1.2 cm; And
d. The distance between the 2 (two) lines contained in the inner circle is a maximum of 0.5 cm.

Article 64

- (1) The position stamp contains the name of the position, the name of the region and uses the state symbol with an asterisk.**
- (2) The regional apparatus stamp contains the name of the district government, the name of the regional apparatus concerned with an asterisk.**
- (3) The sub-district stamp contains the name of the district government, the name of the sub-district and the name of the sub-district concerned with an asterisk.**
- (4) The service/agency UPTD stamp contains the name of the district government, the name of the regional apparatus and the name of the relevant service/agency UPTD with an asterisk.**

Article 65

Shape, size and contents of position stamps and regional apparatus stamps within the Regency Government Sukoharjo as stated in Appendix V which is an inseparable part of this Regent's Regulation.

Part Three Use

Article 66

- (1) Officials who have the right to use the office seal as intended in Article 60 paragraph (1) letter a, are regents and deputy regents.**
- (2) Officials who have the right to use regional apparatus stamps as intended in Article 60 paragraph (1) letter b, heads of regional apparatus, sub-districts, heads of UPTD services/agencies, heads of other institutions or authorized officials.**

Article 67

Regional apparatus that has the right to use the regional apparatus stamp as intended in Article 60 paragraph (1) letter b, includes: a. the regional Secretariat; b. DPRD secretariat; c. inspectorate; d. regional services/agencies; e. HOSPITAL; f. subdistrict; g. sub-district h. Department/agency UPTD; and i. other institutions.

Article 68

Office stamps, regional apparatus stamps, sub-district stamps and UPTDinas/regional agency stamps for official documents use purple ink and are affixed to the left of the signature of the official signing.

Part Four Authority of Stamp Holder and Keeper

Article 69

- (1) The authority to hold and store office stamps for the administration of official documents is carried out by the unit who is in charge of administrative affairs at the regional secretariat.**

- (2) The authority to hold and store regional apparatus stamps is exercised by the unit in charge of administrative affairs at each regional apparatus.
- (3) The unit in charge of administrative affairs as intended in paragraph (1) and paragraph (2) is responsible for the use of the stamp.
- (4) The appointment of the official who holds and keeps the stamp as intended in paragraph (3) is determined by the Decree of the head of regional apparatus.

CHAPTER VIII
OFFICIAL MANUSCRIPT HEAD

Part One
Type

Article 70

Types of official document heads within the district government consist of: a. official position script letterhead; b. regional apparatus official script letterhead; c. sub-district official manuscript letterhead; and D. official document letterhead of UPTdinas/regional agency;

The second part
Shape, Size and Content

Article 71

- (1) The head of the official official document as intended in Article 70 letter a, for regents/deputy regents uses:
 - a. the state symbol is golden yellow and is placed at the top center for official documents in the form and composition of legal products; And
 - b. The state symbol is gold yellow and is placed in the top center and the address, telephone number, *fax number*, *website*, *e-mail* and postal code are placed in the bottom center for official documents in the form and arrangement letter.
- (2) The regional apparatus official document header as intended in Article 70 letter b contains the designation of the district government, followed by the name of the regional apparatus, address, telephone number, *fax number*, *website*, *e-mail* and postal code.
- (3) The sub-district official document header contains the designation of the district government, sub-district name, address, telephone number, *fax number*, *website*, *e-mail* and postal code.

- (4) The head of the sub-district official document contains the designation of the district government, name of the sub-district, sub-district, address, telephone number, *fax number*, *website*, and postal code.
- (5) The head of the UPTD official document of the agency/agency contains the designation of the district government, the name of the regional apparatus, the name of the UPTD of the agency/agency concerned, address, telephone number, *fax number*, *website* and postal code.

Article 72

The size of the letterhead of the official document between the written name The Regency Government and the names of regional work units are:

- a. write the name of the Regency Government in Arial 14 letters; And
- b. write the name of the regional work unit in Arial 18 or adjusted to suit your needs.

Part Three Use

Article 73

- (1) The official document header as intended in Article 71 paragraph (1), is used for official documents signed by the Regent and Deputy Regent.
- (2) The official document header as intended in Article 71 paragraph (2), is used for official documents signed by the head of the relevant regional apparatus, other institutions or other appointed officials.
- (3) The official document header as intended in Article 71 paragraph (3), is used for official documents signed by the relevant sub-district head or other appointed official.
- (4) The official document header as intended in Article 71 paragraph (4), is used for official documents signed by the relevant village head or other appointed official.
- (5) The official document header as intended in Article 71 paragraph (5), is used for official documents signed by the head of the UPTD of the relevant service/agency or other appointed official.

Article 74

The official document header as intended in Article 71 paragraph (2) is used for official documents signed by the regent's expert staff.

Article 75

The shape, size and contents of official document heads within the Sukoharjo Regency Government are as stated in Appendix VI which is an inseparable part of this Regent's Regulation.

CHAPTER IX

COVER OF OFFICIAL MANUSCRIPTS

Part One

Type

Article 76

Types of official document covers within the district government, including: a. cover of

official official document; And

- b. covers of regional apparatus official documents include covers of regional apparatus official documents, covers of regional apparatus official documents for certain purposes, covers of sub-district official documents and covers of UPTD Service/Agency official documents.

The second part

Cover Shape, Size and Contents

Article 77

- (1) The cover of the official document for the position and the cover of the official document for the regional apparatus as intended in Article 76 letters a and letter b are rectangular in shape.

- (2) The size of the cover of official position documents and the cover of regional apparatus official documents as intended in Article 76 letters a and b includes: a. pocket cover

with a length of 41 cm
and 30 cm wide;

b. folio/folder cover measuring 35 cm long
and 25 cm wide;

c. half folio cover measuring 28 in length
cm and 18 cm wide; And

d. quarter folio cover measuring 28 cm long and 14 cm wide.

- (3) The type of cover paper for official documents as intended in paragraph (1) uses *casing* paper with color: a.

white for the cover of official position documents as intended in Article 76 letter a; And

b. brown for the cover of regional apparatus official documents as intended in Article 76 letter b.

Article 78

- (1) The cover of the official document for the position contains the state symbol in gold yellow and the name of the position, address, telephone number, *fax number*, *website*, *e-mail* and postal code at the top center.
- (2) The regional apparatus cover contains the name of the district government, the name of the relevant regional apparatus, address, telephone number, *fax number*, *website*, *e-mail* and postal code in the top center.
- (3) The sub-district cover contains the name of the district government, the name of the sub-district and sub-district concerned, address, telephone number, *fax number*, *website*, *e-mail* and postal code in the top center.
- (4) The UPTD cover of the service/agency contains the name of the district government, the name of the regional apparatus and the UPTD of the service/agency concerned, address, telephone number, *fax number*, *website*, *e-mail* and postal code in the top center.

Article 79

The shape, size and contents of official document covers in Sukoharjo Regency ~~Government~~ are as stated in Appendix VII which is an inseparable part of this Regent's Regulation.

CHAPTER X NAME PLATE

Part One Type

Article 80

Types of nameplates within the district government consist of:

- a. regent's office nameplate; And
- b. regional apparatus nameplate.

The second part Shape, Size and Content

Article 81

Name boards within the district government as referred to in Article 80, are rectangular in shape.

Article 82

The size of nameplates within the district government as referred to in Article 80 is adjusted to the size of the building.

Article 83

- (1) The nameplate within the district government as intended in Article 80 letter a, contains regent's office writing, address, telephone number and postal code.**
- (2) The nameplate within the district government as intended in Article 80 letter b, contains regency government writing and the name of the relevant regional apparatus, address, telephone number and postal code.**
- (3) The type of basic materials, color, size of letters for the name of the regent's office, regional apparatus as intended in paragraph (1) and paragraph (2) are regulated by the Regent.**

Part Three Placement

Article 84

Office nameplates and regional equipment are placed in strategic places, easy to see and in harmony with the location and shape of the building.

Article 85

For some offices, regional officials who are under one roof or in one complex, have one nameplate written on them with the names of all regional officials.

Article 86

The shape, size and contents of official document nameplates in Sukoharjo Regency Government are as stated in Appendix VIII which is an inseparable part of this Regent's Regulation.

CHAPTER XI

AMENDMENT AND REPEAL

Article 87

- (1) Changes and revocation of official documents as intended are carried out in a similar form and composition of official documents.**
- (2) The official who signs the official document as intended in paragraph (1), is carried out by the official who determines, issues or the official above him.**

CLOSING

Article 88

When this Regent's Regulation comes into force, Sukoharjo Regent's Regulation Number 44 of 2015 concerning the Administration of Official Documents within the Sukoharjo Regency Government (Sukoharjo Regency Regional Gazette of 2015 Number 45) is revoked and declared invalid.

Article 89

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
November 2 2017**

REGENT SUKOHARJO,

signed

**Promulgated in Sukoharjo
on November 2, 2017**

WARDOYO WIJAYA

**REGIONAL SECRETARY
SUKOHARJO DISTRICT,**

signed

AGUS SANTOSA

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