

REGENT OF GRESIK

REGULATION OF THE REGENT OF GRESIK

NUMBER 15 OF 2013

ON

AMENDMENTS TO REGULATION OF THE REGENT OF GRESIK NUMBER 34 OF 2008

ON THE DETAILS OF TASKS, FUNCTIONS, AND WORK PROCEDURES

OF THE SECRETARIAT OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

The Regent of Gresik,

Considering: a. that for the administration of Regional Government, the Regent needs to be assisted by Regional Apparatus which can manage all government affairs carried out by the Regional Government;

b. that the increase in development programs in the Region has an impact on the development of existing needs, therefore the government needs to facilitate and regulate the provision of needs in the region regarding the tasks, functions and work procedures of institutions and within the Regional Government;

c. that with the second amendment to Regional Regulation of the Regency of Gresik Number 2 of 2008 concerning Regional Apparatus Organization of the Regency of Gresik with Regional Regulation Number 2 of 2013 concerning the Second Amendment to Regional Regulation Number 2 of 2008, it is necessary to issue a Regional Regulation to implement the provisions of Section 63 section (1) of the Regional Regulation, amendments to the Details of Tasks, Functions, and Work Procedures of the Secretariat Region;

d. that with the considerations as referred to in points a, b, and c, it is necessary to issue a Regulation of the Regent of Gresik on Amendments to the Regulation of the Regent of Gresik Number 34 of 2008 concerning Details of Tasks, Functions, and Work Procedures of the Secretariat

Region;

Taking into Account: 1. Law Number 8 of 1974 on the Principles of Personnel (State Gazette of the Republic of Indonesia of 1974 Number 55, Supplement to the State Gazette of the Republic of Indonesia Number 3041) as amended by Law Number 43 of 1999 (State Gazette of the Republic of Indonesia of 1999 Number 169, Supplement to the State Gazette of the Republic of Indonesia Number 3890);

2. Law Number 32 of 2004 on Regional Government (State Gazette of the Republic of Indonesia of 2004 Number 125, Supplement to the State Gazette of the Republic of Indonesia Number 4437) as amended twice by Law Number 12 of 2008 on the Second Amendment to Law Number 32 of 2004 on Regional Government (State Gazette of the Republic of Indonesia of 2008 Number 59, Supplement to the State Gazette of the Republic of Indonesia Number 4844);

3. Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);

4. Government Regulation Number 38 of 2007 on the Division of Government Affairs between the Central Government, Provincial Regional Governments, and Regency/City Regional Governments (State Gazette of the Republic of Indonesia of 2007 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 4737);

5. Government Regulation Number 41 of 2007 on Regional Apparatus Organization (State Gazette of the Republic of Indonesia of 2007 Number 89, Supplement to the State Gazette of the Republic of Indonesia Number 4741);

6. Presidential Regulation Number 54 of 2010 on Government Procurement of Goods/Services as amended twice by Presidential Regulation Number 70 of 2012;

7. Regulation of the Minister of Home Affairs Number 13 of 2006 on Guidelines for Regional Financial Management as amended by Regulation of the Minister of Home Affairs Number 59 of 2007, lastly amended by Regulation of the Minister of Home Affairs Number 21 of 2011 on the Second Amendment to Regulation of the Minister of Home Affairs Number 13 of 2006 on Guidelines for Regional Financial Management;

8. Regulation of the Minister of Home Affairs Number 57 of 2007 on Technical Instructions for the

Arrangement of Regional Apparatus Organization;

9. Regulation of the Minister of Home Affairs Number 53 of 2011 on the Formation of Regional Legal Products (State News of the Republic of Indonesia of 2011 Number 694);

10. Regulation of the Head of the Government Procurement Policy Institute Number 5 of 2012 on the Establishment of Procurement Service Units;

11. Regional Regulation Number 10 of 2006 on the Main Principles of Regional Financial Management (Gresik Regency Regional Gazette of 2006 Number 6);

12. Regional Regulation of the Regency of Gresik Number 6 of 2007 on Government Affairs within the Authority of the Regency of Gresik (Gresik Regency Regional Gazette of 2007 Number 6);

13. Regional Regulation of the Regency of Gresik Number 2 of 2008 on the Regional Apparatus Organization of the Regency of Gresik (Gresik Regency Regional Gazette of 2008 Number 2) as amended twice by Regional Regulation Number 2 of 2013 concerning the Second Amendment to Regional Regulation of the Regency of Gresik Number 2 of 2008 (Gresik Regency Regional Gazette of 2011 Number 21);

14. Regional Regulation of the Regency of Gresik Number 2 of 2012 on Guidelines for the Formation of Regional Legislation (Gresik Regency Regional Gazette of 2012 Number 2);

DECIDES:

To Establish: REGULATION OF THE REGENT ON AMENDMENTS TO
REGULATION OF THE REGENT OF GRESIK NUMBER 34 OF 2008
ON THE DETAILS OF TASKS, FUNCTIONS, AND WORK PROCEDURES
OF THE SECRETARIAT REGION.

Article I

Several provisions in the Regulation of the Regent of Gresik Number 34 of 2008 concerning Details of Tasks, Functions and Work Procedures of the Secretariat Region (Gresik Regency Regional Gazette of 2008 Number 780), are amended as follows:

1. The provisions of Article 2 are amended, so that Article 2 reads as follows:

Article 2

(1) The Organizational Structure of the Secretariat Region consists of:

a. Secretary of the Region;

b. Assistant for Governance and Community Welfare, consisting of:

1. General Governance Administration Division, consisting of:

a) Sub-Division of General Governance and Regional Autonomy Administration;

b) Sub-Division of Village and Kelurahan Administration; and

c) Sub-Division of Land.

2. Legal Division, consisting of:

a) Sub-Division of Legislation Compilation;

b) Sub-Division of Legal Assistance and Counseling; and

c) Sub-Division of Legal Studies, Evaluation, and Documentation.

3. Community Welfare Administration Division, consisting of:

a) Sub-Division of Religion, Education, and Culture;

b) Sub-Division of Social and Manpower; and

c) Sub-Division of Youth and Sports.

4. Public Relations Division, consisting of:

a) Sub-Division of Information Gathering and Reporting;

b) Sub-Division of Complaint Handling; and

c) Sub-Division of Protocol and Documentation.

c. Assistant for Economy and Development, consisting of:

1. Development Administration Division, consisting of:

a) Sub-Division of Data Collection and Program Compilation;

b) Sub-Division of Program and Activity Control; and

c) Sub-Division of Monitoring and Reporting.

2. Economic Administration Division, consisting of:

a) Sub-Division of Cooperatives, Small and Medium Enterprises, Industry, and Trade;

b) Sub-Division of Cooperation and Investment; and

c) Sub-Division of Regional-Owned Enterprises.

3. Natural Resources Administration Division, consisting of:

a) Sub-Division of Agriculture, Plantation, and Forestry;

b) Sub-Division of Environment, Marine, Fisheries, and Livestock; and

c) Sub-Division of Energy and Mineral Resources.

4. Data Processing and Information Technology Division, consisting of:

a) Sub-Division of Electronic Data Processing;

b) Sub-Division of Information System Management; and

c) Sub-Division of Network and Cryptography.

d. Assistant for General Administration, consisting of:

1. Organization and Administrative Procedures Division, consisting of:

a) Sub-Division of Institution;

b) Sub-Division of Administrative Procedures; and

c) Sub-Division of Job Analysis.

2. General Division consisting of:

a) Sub-Division of Administration and Personnel;

b) Sub-Division of Finance; and

c) Sub-Division of Housekeeping.

3. Equipment Division consisting of:

a) Sub-Division of Needs Analysis.

b) Sub-Division of Procurement; and

c) Sub-Division of Maintenance;

e. Group of Functional Positions.

2. The provisions of Article 5 are amended, so that it reads as follows:

Article 5

(1) In carrying out its duties and functions, the Secretary of the Region is assisted by Assistants, consisting of:

a. Assistant for Governance and Community Welfare, coordinates:

1. Education Office;
2. Health Office;
3. Manpower Office;
4. Population and Civil Registration Office;
5. Social Service;
6. Office of Culture, Tourism, Youth and Sports;
7. Community Empowerment and Village Agency;
8. National Unity and Politics Office;
9. Sub-district;
10. Kelurahan; and
11. Satuan Polisi Pamong Praja (Public Order Agency).

b. Assistant for Economy and Development, coordinates:

1. Public Works Office;
2. Transportation Office;
3. Office of Cooperatives, Small and Medium Enterprises, Industry and Trade;
4. Office of Agriculture, Plantation and Forestry;
5. Office of Marine, Fisheries and Livestock;
6. Regional Development Planning, Research and Development Agency;
7. Investment and Licensing Agency;
8. Environmental Agency;
9. Family Planning and Womens Empowerment Agency;
10. Extension Agency for Agriculture, Fisheries, Livestock and Forestry; and
11. Food Security Office.

c. Assistant for General Administration, coordinates:

1. Regional Revenue, Financial Management and Asset Office;
2. Regency Inspectorate;
3. Regional Personnel Agency;
4. Regional General Hospital;
5. Library and Archives Office;

6. Secretariat of the Regional House of Representatives; and

7. Secretariat of the Korpri Management Board.

(2) Each Assistant is under and responsible to the Secretary of the Region.

3. The provisions of Article 9 are amended, so that it reads as follows:

Article 9

The General Governance Administration Division has the task of carrying out coordination in the formulation of policies on General Governance and Regional Autonomy, Village and Kelurahan Administration, and land.

4. The provisions of section (1) of Article 11 are amended, so that Article 11 reads as follows:

Article 11

(1) The General Governance Administration Division consists of:

- a) Sub-Division of General Governance and Regional Autonomy Administration;
- b) Sub-Division of Village and Kelurahan Administration;
- c) Sub-Division of Land.

(2) Each Sub-division is headed by a Head of Sub-division who is under and responsible to the Head of the General Governance Administration Division.

5. The provisions of section (1) and section (2) of Article 12 are amended, so that Article 12 reads as follows:

Article 12

(1) The Sub-Division of General Governance and Regional Autonomy Administration has the following duties:

- a. compiling draft policies, programs and activities for the guidance of general government administration, the implementation of regional autonomy and inter-regional cooperation other than economic affairs;

- b. formulating draft policies on general government administration, the implementation of regional autonomy and inter-regional cooperation other than economic affairs;
- c. compiling guidelines, technical instructions and implementation instructions for general government administration, the implementation of regional autonomy and inter-regional cooperation other than economic affairs;
- d. providing guidance to Sub-district apparatus and carrying out integrated administration in Sub-districts;
- e. coordinating the implementation of inter-regional cooperation other than economic affairs;
- f. carrying out the affirmation of the boundaries of the Regency between Sub-districts and between Villages/Kelurahan;
- g. facilitating and coordinating the reception of working visits by state officials/departments/government and non-government institutions;
- h. coordinating and facilitating support for the smooth running of general elections;
- i. analyzing, monitoring, evaluating and reporting on the development of the implementation of regional autonomy policies; and
- j. carrying out other official duties assigned by the Head of the General Governance Administration Division in accordance with his/her field of duty.

(2) The Sub-Division of Village and Kelurahan Administration has the following duties:

- a. compiling plans for programs and activities and coordinating the formulation of policies for the administration of Village governance and facilitating the administration of Kelurahan governance;
- b. carrying out the compilation of guidelines, technical instructions and implementation instructions for the administration of Village governance, Village Fund Allocation and facilitating the administration of Kelurahan governance;
- c. carrying out the compilation of guidelines, technical instructions and implementation instructions for the election of Village Heads;
- d. carrying out guidance, monitoring and evaluation of the implementation of integrated administrative service policies for Villages and Kelurahan;
- e. facilitating and formulating policy guidelines for the appointment and dismissal of Village Heads and Village Officials;
- f. carrying out the analysis and administrative process of the formation, abolition and merger of

Villages and/or Kelurahan;

g. providing guidance to Village government officials and Kelurahan apparatus;

h. providing guidance on the administration of Village and Kelurahan governance; and

i. carrying out other official duties assigned by the Head of the General Governance Administration Division in accordance with his/her field of duty.

(3) The Sub-Division of Land has the following duties:

a. coordinating the compilation of draft policies, programs and activities for orderly land administration;

b. coordinating and providing guidance on the implementation of land administration policies;

c. analyzing, monitoring, evaluating and reporting on the development of the implementation of orderly land administration;

d. coordinating and issuing land administration and legalization of regional government asset land;

e. collecting, processing and reporting land data and coordinating the resolution of land problems;

f. coordinating the administration of land acquisition for public interest; and

g. carrying out other official duties assigned by the Head of the General Governance Administration Division in accordance with his/her field of duty.

6. The provisions of Article 13 are amended so that it reads as follows:

Article 13

The Legal Division has the task of coordinating the formulation of policies in the field of legal studies, regional legislation, compiling and/or processing Draft Regional Regulations and their implementing regulations, conducting evaluations and clarifications of village legal products, providing legal assistance, coordinating and formulating policies related to Civil Servant Investigators, and documenting and publishing legal products.

7. The provisions of Article 14 are amended so that it reads as follows:

Article 14

In carrying out the tasks as referred to in Article 13, the Legal Division carries out the following

functions:

- a. implementation of the study of the formulation of legislation;
- b. implementation of the review and evaluation of the implementation of Legislation;
- c. implementation of the regional legislation program;
- d. compilation of legislation, implementation of legal product documentation and publication of regional legal products;
- e. implementation of the socialization of Legislation;
- f. implementation of coordination of supporting materials and the provision of legal assistance to regional government officials;
- f. implementation of coordination of legal counseling and legal awareness movement for the community;
- g. implementation of coordination of Civil Servant Investigators in investigating violations of regional regulations and their implementing regulations;
- h. implementation of other official duties assigned by the Assistant for Governance and Community Welfare in accordance with his/her field of duty.

8. The provisions of Article 16 are amended so that it reads as follows:

Article 16

(1) The Sub-Division of Legislation Compilation has the following duties:

- a. examining and researching the formulation of regional legal products;
- b. implementing the regional legislation program;
- c. coordinating the compilation and harmonization of draft regional regulations, discussion of draft regional regulations and their implementing regulations;
- d. coordinating and consulting on the compilation of draft regional regulations and their implementing regulations with other agencies both at the regional and central levels;
- e. carrying out the administrative process of enacting regional legal products and their implementing regulations; and
- f. providing guidance on the compilation of regional and village legal products;
- g. conducting evaluations and clarifications of Village Regulations; and

h. carrying out other official duties assigned by the Head of the Legal Division in accordance with his/her field of duty.

(2) The Sub-Division of Legal Assistance and Counseling has the following duties:

- a. coordinating legal issues in regional government administration and legal protection for the community;
- b. providing legal assistance, legal consultation and legal advice and legal protection to regional government officials in legal disputes both inside and outside the court in relation to official duties;
- c. coordinating in handling complaints of violations of regional regulations;
- d. providing legal counseling and legal awareness movement for the community;
- e. coordinating Civil Servant Investigators in investigating violations of Regional Regulations and other regulations in accordance with their authority;
- f. evaluating, reporting and documenting the results of handling legal dispute cases;
- g. coordinating and consolidating in formulating the planning and implementation of the National Human Rights Action Plan; and
- h. carrying out other official duties assigned by the Head of the Legal Division in accordance with his/her field of duty.

(3) The Sub-Division of Legal Studies, Evaluation and Documentation has the following duties:

- a. compiling and implementing programs and activities for legal studies, evaluation and documentation;
- b. coordinating in the framework of legal studies, evaluation of legal products and their implementing regulations;
- c. compiling and documenting regional legal products;
- d. compiling legislation;
- e. publishing and disseminating legal products;
- f. socializing legislation;
- g. storing, maintaining, documenting and duplicating legal products and their implementing regulations;
- h. carrying out other official duties assigned by the Head of the Legal Division in accordance with his/her field of duty.

9. The provisions of Chapter III Part Four Paragraph 2 and Paragraph 3 are amended, so that Chapter III Part Four Paragraph 2 and Paragraph 3 read as follows:

Paragraph 2

General Division

Article 51

The General Division has the task of assisting the Secretary of the Region in coordinating the formulation of policies on office administration, administration, personnel, finance and housekeeping within the Secretariat Region.

Article 52

In carrying out the tasks as referred to in Article 51, the General Division carries out the following functions:

- a. implementation of the compilation of programs and activities for the management of administration, personnel administration, finance and housekeeping within the Secretariat Region;
- b. implementation of the coordination of the formulation of policies for the management of administration, personnel administration, finance and housekeeping within the Secretariat Region;
- c. implementation of the coordination of the formulation of policies for the management of administration, personnel administration, finance and housekeeping within the Secretariat Region;
- d. implementation of the compilation of guidelines, technical instructions and implementation instructions for the management of administration, personnel administration, finance and housekeeping within the Secretariat Region;
- e. coordination of the implementation of monitoring, evaluation and reporting on the results of the implementation of programs and activities for the management of administration, personnel administration, finance and housekeeping within the Secretariat Region;
- f. implementation of the coordination of the management of the finances of the Regent and Deputy Regent;
- g. implementation of the management of finances within the Secretariat Region;
- h. implementation of administrative services for administration and personnel within the Secretariat

Region;

- i. implementation of the management of office housekeeping within the Secretariat Region and the leaderships official residence;
- j. implementation of administrative services for administration, personnel and finance of the Regents Expert Staff; and
- k. implementation of other official duties assigned by the Assistant for General Administration in accordance with his/her field of duty.

Article 53

(1) The General Division consists of:

- a. Sub-Division of Administration and Personnel;
- b. Sub-Division of Finance; and
- c. Sub-Division of Housekeeping.

(2) Each Sub-division is headed by a Head of Sub-division who is under and responsible to the Head of the General Division.

Article 54

(1) The Sub-Division of Administration and Personnel has the following duties:

- a. compiling plans for programs and activities for the administration and personnel administration services of the Secretariat Region;
- b. compiling policy materials for orderly administration of the management of administration and personnel administration within the Secretariat Region;
- c. implementing policies for the management of administration and personnel administration within the Secretariat Region and the Regents Expert Staff;
- d. coordinating and facilitating the guidance of administration and personnel within the Secretariat Region;
- e. compiling guidelines, technical instructions and implementation instructions for the management of administrative and personnel administration tasks within the Secretariat Region;
- f. coordinating the management of administrative and personnel administration tasks within the Secretariat Region;

- g. carrying out monitoring, evaluation and reporting on the implementation of tasks for the management of administration and personnel administration within the Secretariat Region;
- h. coordinating the formulation of policies for the management of archives within the Secretariat Region; and
- i. carrying out other official duties assigned by the Head of the General Division in accordance with his/her field of duty.

(2) The Sub-Division of Finance has the following duties:

- a. coordinating the compilation of plans for programs and activities for the management of finances within the Secretariat Region;
- b. managing orderly financial administration within the Secretariat Region;
- c. coordinating to create orderly financial administration within the Secretariat Region;
- d. compiling guidelines, technical instructions and implementation instructions for the management of financial administration within the Secretariat Region;
- e. managing the finances of the Regent and Deputy Regent;
- f. coordinating the management and control of finances within the Secretariat Region;
- g. testing the completeness of budget disbursement and issuing payment orders within the Secretariat Region;
- h. providing financial administrative services to the Regents Expert Staff;
- i. conducting evaluations, reporting and accountability of finances within the Secretariat Region;
- j. providing financial services including employee salaries and other financial entitlements within the Secretariat Region;
- k. carrying out the administrative process and financial services for official travel; and
- l. carrying out other official duties assigned by the Head of the General Division in accordance with his/her field of duty.

(3) The Sub-Division of Housekeeping has the following duties:

- a. compiling plans for programs and activities for the management of office housekeeping and the official residences of the Regent, Deputy Regent and Secretary of the Region;
- b. coordinating the compilation of policies for the plan to meet the needs of office housekeeping and the official residences of the Regent, Deputy Regent and Secretary of the Region;
- c. compiling policy materials for the management of office housekeeping and the official residences

of the Regent, Deputy Regent and Secretary of the Region;

d. implementing policies for the management of office housekeeping and the official residences of the Regent, Deputy Regent and Secretary of the Region;

e. compiling guidelines, technical instructions and implementation instructions for the management of office housekeeping and the official residences of the Regent, Deputy Regent and Secretary of the Region;

f. inventorying and fulfilling the needs of office housekeeping and the official residences of the Regent, Deputy Regent and Secretary of the Region;

g. fulfilling the needs of operational infrastructure and facilities and guest receptions for the leadership;

h. carrying out the cleaning service of office housekeeping and the official residences of the Regent, Deputy Regent, and Secretary of the Region;

i. managing official and operational vehicles;

j. carrying out office housekeeping cleaning services within the Secretariat Region;

k. carrying out the administrative process and financial services for official travel;

l. carrying out monitoring, evaluation and reporting on the implementation of the management of office housekeeping and the official residences of the Regent, Deputy Regent and Secretary of the Region; and

m. carrying out other official duties assigned by the Head of the General Division in accordance with his/her field of duty.

Paragraph 3

Equipment Division

Article 55

The Equipment Division has the task of assisting the Secretary of the Region in coordinating the formulation of policies on needs analysis, maintenance of goods, procurement of goods/services within the Secretariat Region and the implementation of the procurement policy of Goods/Services of the Regency.

Article 56

In carrying out the tasks as referred to in Article 55, the Equipment Division carries out the following functions:

- a. implementation of the compilation of programs and activities for needs analysis of goods, maintenance of goods within the Secretariat Region and the procurement of goods/services of the Gresik Regency Government;
- b. implementation of the coordination of the formulation of policies on needs analysis of goods, procurement of goods and maintenance of goods within the Secretariat Region and the procurement of goods/services of the Gresik Regency Government;
- c. implementation of the coordination of the formulation of policies on needs analysis of goods, procurement of goods and maintenance of goods within the Secretariat Region and the procurement of goods/services of the Gresik Regency Government;
- d. implementation of the compilation of guidelines, technical instructions and implementation instructions for needs analysis of goods, procurement of goods and maintenance of goods within the Secretariat Region and the procurement of goods/services of the Gresik Regency Government;
- e. coordination of the implementation of monitoring, evaluation and reporting on the results of the implementation of needs analysis of goods, procurement of goods and maintenance of goods within the Secretariat Region and the procurement of goods/services of the Gresik Regency Government;
- f. implementation of the coordination of needs analysis of goods, procurement of goods and maintenance of goods within the Secretariat Region and the procurement of goods/services of the Gresik Regency Government;
- g. implementation of administrative services for the procurement of goods and services; and
- h. implementation of other official duties assigned by the Assistant for General Administration in accordance with his/her field of duty.

Article 57

(1) The Equipment Division consists of:

- a. Sub-Division of Needs Analysis;
- b. Sub-Division of Procurement; and
- c. Sub-Division of Maintenance.

(2) Each Sub-division is headed by a Head of Sub-division who is under and responsible to the Head of the Equipment Division.

Article 58

(1) The Sub-Division of Needs Analysis has the following duties:

- a. coordinating the compilation of plans for programs and activities for needs analysis of goods, the compilation of standard prices for goods, infrastructure and work facilities;
- b. coordinating the compilation of policies on needs analysis of goods, the compilation of standard prices for goods, infrastructure and work facilities;
- c. compiling technical instructions and implementation instructions for needs analysis of goods, the compilation of standard prices for goods, infrastructure and work facilities;
- d. implementing policies on needs analysis of goods, the compilation of standard prices for goods, infrastructure and work facilities;
- e. implementing the administration of the receipt, storage and distribution of goods;
- f. providing guidance to goods managers, officials/committees receiving the results of work within the Secretariat Region;
- g. compiling a list of inventory of goods within the Secretariat Region;
- h. carrying out monitoring, evaluation and reporting on the implementation of needs analysis of goods within the Secretariat Region and the compilation of standard prices for goods; and
- i. carrying out other official duties assigned by the Head of the Equipment Division in accordance with his/her field of duty.

(2) The Sub-Division of Procurement has the following duties:

- a. coordinating the compilation of plans for programs and activities for the procurement of goods/services;
- b. coordinating the compilation of policies on the procurement of goods/services;
- c. compiling technical instructions and implementation instructions for the general plan for the procurement of goods/services;
- d. facilitating policies on the procurement of goods/services by the procurement service unit;
- e. providing guidance and facilitating the procurement of goods/services;
- f. coordinating the service administration of the procurement of goods/services;

g. carrying out monitoring, evaluation and reporting on the implementation of the procurement of goods/services; and

h. carrying out other official duties assigned by the Head of the Equipment Division in accordance with his/her field of duty.

(3) The Sub-Division of Maintenance has the following duties:

a. coordinating the compilation of plans for programs and activities for the maintenance of office infrastructure and facilities, buildings and public facilities within the office and official residence;

b. coordinating the compilation of policies on the maintenance of office infrastructure and facilities, buildings and public facilities within the office and official residence;

c. compiling technical instructions and implementation instructions for the maintenance of office infrastructure and facilities, buildings and public facilities within the office and official residence;

d. implementing policies on the maintenance of office infrastructure and facilities, buildings and public facilities within the office and official residence;

e. carrying out monitoring, evaluation and reporting on the implementation of the maintenance of office infrastructure and facilities; and

f. carrying out other official duties assigned by the Head of the Equipment Division in accordance with his/her field of duty.

Article II

This Regent Regulation shall come into effect on the date of its promulgation;

In order that everyone may be aware of it, the promulgation of this Regent Regulation is ordered by placing it in the Gresik Regency Regional Gazette.

Established in Gresik

On July 23, 2013

REGENT OF GRESIK

(Signature)

Dr. Ir. H. SAMBARI HALIM RADIANTO, ST, M.Si.

Promulgated in Gresik

On July 23, 2013

SECRETARY OF REGENCY OF GRESIK

(Signature)

Ir. MOCH. NADJIB, MM

Principal Supervisor

NIP. 19551017 198303 1 005

GRESIK REGENCY REGIONAL GAZETTE OF 2013 NUMBER 1118