

BY THE BLESSINGS OF ALMIGHTY GOD

REGENT OF GRESIK

EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK

NUMBER 66 OF 2016

ON

THE STATUS, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS,  
AND WORK PROCEDURES OF THE LAND OFFICE  
OF THE REGENCY OF GRESIK

WHEREAS: to implement the provisions in Section 2,  
section (2) of the Regional Regulation of the Regency of Gresik Number 12  
of 2016 on the Formation of Regional Apparatus of the  
Regency of Gresik, it is necessary to issue a Regent Regulation  
on the Status, Organizational Structure, Duties, Functions,  
and Work Procedures of the Land Office of the Regency of Gresik;

CONSIDERING: 1. Law Number 12 of 1950 on the Formation of Regions within the Province of East  
Java (State Gazette of the Republic of Indonesia of 1950 Number 19, Supplement to the State  
Gazette of the Republic of Indonesia Number 2930) as amended several times, most recently by  
Law Number 2 of 1965 on the Change of the Border of Surabaya Municipality and Surabaya  
Regency (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State  
Gazette of the Republic of Indonesia Number 2730);

2. 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);

3. Law Number 5 of 2014 on State Civil Apparatus (State Gazette of the Republic of Indonesia of 2014 Number 6, Supplement to the State Gazette of the Republic of Indonesia Number 5494);

4. Law Number 23 of 2014 on 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 on the Second Amendment to Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

5. Government Regulation Number 38 of 1974 on the Change of Name of Surabaya Regency (State Gazette of the Republic of Indonesia of 1974 Number 52, Supplement to the State Gazette of the Republic of Indonesia Number 3038);

6. Government Regulation Number 79 of 2005 on Guidance and Supervision of Regional Government Administration (State Gazette of the Republic of Indonesia of 2005 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 4593);

7. Government Regulation Number 18 of 2016 on 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);

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

9. Regional Regulation of the Regency of Gresik Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 18);

DECIDES:

To stipulate: THE REGENT'S REGULATION ON THE STATUS, ORGANIZATIONAL STRUCTURE, DUTIES, FUNCTIONS, AND WORK PROCEDURES OF THE LAND OFFICE OF THE REGENCY OF GRESIK.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Regent Regulation:

1. Region means the Regency of Gresik.
2. Regional Government means the Regency Government of Gresik.
3. Regent means the Regent of Gresik.
4. Office means the Land Office of the Regency of Gresik.
5. Head of Office means the Head of the Land Office of the Regency of Gresik.
6. Technical Implementation Unit of the Office, hereinafter referred to as TIPU, means the Technical Implementation Unit of the Land Office to carry out some technical operational and/or supporting technical activities that have a working area of one (1) or several Sub-districts.

## CHAPTER II

### STATUS

#### Article 2

(1) The Office is headed by a Head of Office who is under and accountable to the Regent through the Secretary of the Regency.

(2) In its capacity as a Regional Apparatus, the Office is an implementing element of government affairs in the field of Land.

## CHAPTER III

### ORGANIZATIONAL STRUCTURE

#### Article 3

(1) The organizational structure of the Office consists of:

1. Head of Office.
2. Secretariat, consisting of:
  - a. General and Personnel Sub-section; and
  - b. Finance, Program, and Reporting Sub-section;
3. Land Administration Division, consisting of:
  - a. Land Mapping and Data Section; and
  - b. Regional Government Land Certification Section.
4. Land Acquisition Division, consisting of:
  - a. Land Development Section; and
  - b. Land Acquisition Section.
5. Group of Functional Positions; and
6. Technical Implementation Unit of the Office.

(2) The organizational structure chart of the Office, as contained in the Appendix, is an integral and inseparable part of this Regent Regulation.

## CHAPTER IV

### DETAILS OF DUTIES AND FUNCTIONS

#### Section One

## Head of Office

### Article 4

The Head of Office has the duty to assist the Regent in carrying out government affairs in the field of land.

### Article 5

In carrying out the duties as referred to in Article 3, the Head of Office performs the following functions:

- a. the formulation of policies and planning of land affairs programs;
- b. the coordination of the implementation of policies in the field of land;
- c. the coordination of the implementation of administrative services in the field of land;
- d. the coordination of the implementation of policies, guidance, and facilitation of affairs in the field of land;
- e. the coordination of the implementation of monitoring, evaluation, and reporting of affairs in the field of land; and
- f. the implementation of other official duties assigned by the Regent in accordance with his/her field of duty.

## Section Two

### Secretariat

### Article 6

(1) The Secretariat has the task of managing correspondence, archiving, personnel administration, finance, equipment, and office housekeeping, as well as coordinating the preparation of program plans, evaluation, and reporting.

(2) The Secretariat is headed by a Secretary who is under and accountable to the Head of Office.

### Article 7

In carrying out the duties as referred to in section (1) of Article 6, the Secretariat performs the following functions:

- a. the coordination of the preparation of program and activity plans;
- b. general administrative services, office administration, archiving, and documentation in order to support the smooth implementation of tasks;
- c. management of financial administration and personnel affairs;
- d. management of housekeeping, equipment, and office inventory;
- e. administration of official travel services;
- f. the coordination of divisions within the Office;
- g. the coordination and preparation of reports on the implementation of programs and activities; and
- h. the implementation of other official duties assigned by the Head of Office in accordance with his/her field of duty.

#### Article 8

(1) The Secretariat consists of:

- a. General and Personnel Sub-section; and
- b. Finance, Program, and Reporting Sub-section.

(2) The Sub-sections as referred to in section (1) letters a and b are headed by a Head of Sub-section who is under and accountable to the Secretary.

#### Article 9

(1) The Head of the General and Personnel Sub-section as referred to in section (1) letter a of Article 8 has the following duties:

- a. to carry out general and office administration services;
- b. to manage office and archiving administration;
- c. to prepare the agendas of the leadership and protocol;
- d. to manage housekeeping, office security and prepare office facilities and infrastructure;
- e. to manage the administration of the leaderships official travel;
- f. to manage the procurement and maintenance of office inventory;
- g. to carry out personnel administration services, employee discipline and employee competency

development; and

h. to carry out other official duties assigned by the Secretary in accordance with his/her field of duty.

(2) The Head of the Finance, Program, and Reporting Sub-section as referred to in section (1) letter b of Article 8 has the following duties:

a. to prepare proposals for financial budget needs, program preparation and reporting;

b. to prepare, collect, and compile complete financial administration, strategic program planning and reporting;

c. to manage bookkeeping, treasury, and the Offices annual work plan;

d. to verify the completeness of supporting documents for financial administration, programs, and reports;

e. to compile a recapitulation of financial absorption as material for evaluating financial performance, programs, and reports;

f. to manage orderly financial administration, programs, and reports;

g. to conduct monitoring, evaluation, and reporting on the implementation of financial program administration and reports; and

h. to carry out other official duties assigned by the Secretary in accordance with his/her field of duty.

### Section Three

#### Land Administration Division

##### Article 10

(1) The Land Administration Division has the duty to carry out some of the Head of Offices duties in carrying out land affairs in the field of Land Administration.

(2) The Land Administration Division is headed by a Head of Division who is under and accountable to the Head of Office.

##### Article 11

In carrying out the duties as referred to in section (1) of Article 10, the Head of the Land

Administration Division performs the following functions:

- a. coordination of the preparation of policy materials and program planning in the field of land administration;
- b. coordination and synchronization of programs and policies in the field of land administration, land zoning, location permits, and land clearing;
- c. coordination of the preparation of technical guidelines and implementation instructions in the field of land administration, land zoning, location permits, and land clearing;
- d. coordination of administrative services for programs in the field of land, land zoning, location permits, and land clearing;
- e. implementation of programs and control of activities in the field of land administration, land zoning, location permits, and land clearing;
- f. coordination, guidance, and facilitation of the implementation of technical land administration programs and policies;
- g. coordination of monitoring, evaluation, and reporting of the implementation of policies and programs in the field of land administration; and
- h. the implementation of other official duties assigned by the Head of Office.

## Article 12

(1) The Land Administration Division consists of:

- a. Land Mapping and Data Section; and
- b. Regional Government Land Certification Section.

(2) The Sections as referred to in section (1) letters a and b are headed by a Head of Section who is under and accountable to the Head of the Land Administration Division.

## Article 13

(1) The Head of the Land Mapping and Data Section as referred to in section (1) letter a of Article 12 has the following duties:

- a. to prepare the work plan of the Land Mapping and Data Section;
- b. to prepare the formulation of materials for guidance and facilitation of the implementation of mapping, data collection, and land zoning policies;

- c. to prepare technical guidelines and implementation instructions for mapping, data collection, and land zoning activities;
- d. to carry out administrative services for activities in the field of mapping, data collection, and land zoning;
- e. to carry out activities and technical policies for mapping, data collection, and land zoning;
- f. to carry out coordination, guidance, and facilitation of mapping, data collection, and land zoning activities;
- g. to carry out monitoring, evaluation, and reporting on the implementation of activities and technical policies for mapping, data collection, and land zoning; and
- h. to carry out other official duties assigned by the Head of the Land Administration Division.

(2) The Head of the Regional Government Land Certification Section as referred to in section (1) letter b of Article 12 has the following duties:

- a. to prepare the work plan of the Regional Government Land Certification Section;
- b. to prepare materials for guidance and formulation of technical policies in the field of Regional Government land certification;
- c. to prepare guidelines, technical guidelines, and implementation instructions for Regional Government land certification activities;
- d. to carry out activities and technical policies in the field of Regional Government land certification;
- e. to carry out coordination and facilitation of the implementation of activities and technical policies for Regional Government land certification;
- f. to conduct monitoring, evaluation, and reporting on the implementation of activities and technical policies in the field of Regional Government land certification; and
- g. to carry out other official duties assigned by the Head of the Land Administration Division.

## Section Four

### Land Acquisition Division

#### Article 14

(1) The Land Development and Acquisition Division has the duty to carry out some of the Head of Offices duties in carrying out land affairs in the field of land acquisition.

(2) The Land Development and Acquisition Division is headed by a Head of Division who is under and accountable to the Head of Office.

#### Article 15

In carrying out the duties as referred to in section (1) of Article 14, the Land Acquisition Division performs the following functions:

- a. coordination of the preparation of policy materials and program planning in the field of land acquisition;
- b. coordination and synchronization of programs and policies in the field of land acquisition;
- c. coordination of the preparation of technical guidelines and implementation instructions for land acquisition programs;
- d. coordination of administrative services for programs in the field of land acquisition;
- e. implementation of programs and control of activities in the field of land acquisition;
- f. coordination, socialization, guidance, and facilitation of programs in the field of land acquisition;
- g. coordination of monitoring, evaluation, and reporting on the implementation of programs and technical policies in the field of land acquisition; and
- h. the implementation of other official duties assigned by the Head of Office in accordance with his/her field of duty.

#### Article 16

(1) The Land Acquisition Division consists of:

- a. Land Development Section; and
- b. Land Acquisition Section.

(2) The Sections as referred to in section (1) letters a and b are headed by a Head of Section who is under and accountable to the Head of the Land Acquisition Division.

#### Article 17

(1) The Head of the Land Development Section as referred to in section (1) letter a of Article 16 has

the following duties:

- a. to prepare the work plan of the Land Development Section;
- b. to prepare materials for guidance and facilitation of the implementation of policies in the field of land;
- c. to prepare guidelines, technical guidelines, and implementation instructions for activities related to guidance and facilitation of the settlement of land problems owned by the Regional Government;
- d. to manage the administration of socialization activities, guidance, and facilitation of land belonging to the Regional Government;
- e. to carry out activities and technical policies for guidance and facilitation of the settlement of land problems owned by the Regional Government;
- f. to carry out coordination in the implementation of policies related to land problems owned by the Regional Government;
- g. to conduct monitoring, evaluation, and reporting on the implementation of activities and technical policies related to land problems owned by the Regional Government; and
- h. to carry out other official duties assigned by the Head of the Land Acquisition Division.

(2) The Head of the Land Acquisition Section as referred to in section (1) letter b of Article 16 has the following duties:

- a. to prepare the work plan of the Land Acquisition Section;
- b. to prepare materials for technical policies on land acquisition for the benefit of the Regional Government;
- c. to prepare guidelines, technical guidelines, and implementation instructions for land acquisition for the benefit of the Regional Government;
- d. to carry out activities and technical policies for land acquisition for the benefit of the Regional Government;
- e. to carry out coordination and facilitation of land acquisition for the benefit of the Regional Government;
- f. to conduct monitoring, evaluation, and reporting on the implementation of activities and technical policies for land acquisition for the benefit of the Regional Government;
- g. to support the implementation of central government activities for national priorities in land

acquisition for public interest; and

h. to carry out other official duties assigned by the Head of the Land Acquisition Division.

## Section Five

### Group of Functional Positions

#### Article 18

The Group of Functional Positions has the duty to carry out some of the Offices duties in accordance with certain expertise and/or skills and is independent in nature.

#### Article 19

(1) The group of functional positions as referred to in Article 18 consists of a number of functional personnel in the functional position hierarchy, which can be divided into various groups according to their nature and expertise.

(2) Each group of functional positions as referred to in section (1) is coordinated by a senior functional officer who is appointed and accountable to the Head of Office.

(3) The number of Functional Positions as referred to in section (1) is determined based on needs and workload.

(4) Provisions regarding the Type and Hierarchy of Functional Positions and details of the duties of Functional Positions are regulated based on legislation.

## Section Six

### TIPU

#### Article 20

(1) TIPUs can be formed within the Office to carry out some technical operational and/or supporting technical activities that have a working area of one (1) or several Sub-districts.

(2) TIPUs as referred to in section (1) are established by a separate Regent Regulation.

## CHAPTER V

### FILLING OF POSITIONS AND ESCHELON WITHIN POSITIONS

#### Article 21

Structural positions in the Office are filled by State Civil Apparatus employees in accordance with the provisions of legislation.

#### Article 22

(1) The structural positions as referred to in Article 21 are echelon positions consisting of:

- a. The Head of Office is an echelon IIb position or a First-Level High-Ranking Position;
- b. The Secretary of the Office is an echelon IIIa structural position or an Administrator Position;
- c. The Head of Division is an echelon IIIb structural position or an Administrator Position;
- d. The Head of Sub-section is an echelon IVa position or a Supervisor Position; and
- e. The Head of Section is an echelon IVa position or a Supervisor Position.

(2) The details of the activities of each job description in each structural position as referred to in section (1) are established in the Regulation of the Head of Office.

(2) The details of the activities as referred to in section (2) are used as material in the preparation of Job Analysis, Workload Analysis, Job Evaluation, and performance appraisal of Structural Officials and their supporting general functional officials.

## CHAPTER VI

### WORK PROCEDURES

#### Article 23

(1) Each Structural Official in the Office must apply the principles of coordination, integration, and synchronization both within their respective work units and between work units within the Regional

Government and with vertical institutions in accordance with their field of duty.

(2) Each leader is responsible for leading and coordinating his/her respective subordinates and providing guidance and instruction in the implementation of subordinate tasks.

(3) Each leader is obliged to supervise the implementation of the tasks of his/her respective subordinates, and if any deviations occur, he/she must take the necessary steps in accordance with legislation.

## CHAPTER VII

### FINAL PROVISIONS

#### Article 24

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

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

Promulgated in Gresik

on November 17, 2016

REGENT OF GRESIK,

(signature)

Dr. Ir. H. SAMBARI HALIM RADIANTO, S.T., M.Si.

Promulgated in Gresik

on November 17, 2016

SECRETARY OF REGENCY OF GRESIK,

(signature)

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REGIONAL GAZETTE OF THE REGENCY OF GRESIK YEAR 2016 NUMBER 750

APPENDIX: REGULATION OF THE REGENT OF GRESIK

NUMBER: 66 OF 2016

DATE: November 17, 2016

ORGANIZATIONAL STRUCTURE CHART

LAND OFFICE OF THE REGENCY OF GRESIK

(Diagram would be inserted here)

REGENT OF GRESIK,

(signature)

Dr. Ir. H. SAMBARI HALIM RADIANTO, S.T., M.Si