# PROGRAM KERJA PENGADILAN AGAMA SUKOHARJO
# TAHUN ANGGARAN 2019

| NO | KODE | URAIAN PEKERJAAN/PENGADAAN | BIAYA | PELAKSANAAN | | | | | | | | | | | | BAHAN/SATUAN | KETERANGAN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Peb | Mar | Apr | Mei | Jun | Jul | Ags | Sep | Okt | Nop | Des | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| **I.** | **BIDANG KESEKRETARIATAN** | | | | | | | | | | | | | | | | |
| A. | URUSAN KEPEGAWAIAN | | | | | | | | | | | | | | | | |
| 1 | | Penataan file Kepegawaian | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | Map File | |
| 2 | | Penataan Arsip Kepegawaian | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | Odner | |
| 3 | | Pengurusan Kenaikan Pangkat : | | | | | | | | | | | | | | | |
| | | 1). Periode April | | | | | √ | | | | | | | | | 2 pegawai | |
| | | 2). Periode Oktober | | | | | √ | | | | | | | | | 3 pegawai | |
| 4 | | Kenaikan Gaji Berkala : | | | | | | | | | | | | | | | |
| | | 1). Maret | | | √ | | | | | | | | | | | 4 pegawai | |
| | | 2). Juli | | | √ | | | | | | | | | | | 1 pegawai | |
| | | 2). Agustus | | | √ | | | | | | | | | | | 2 pegawai | |
| | | 3). Desember | | | √ | | | | | | | | | | | 2 pegawai | |
| 5 | | Pendidikan dan Latihan (Diklat) Pegawai : | | | | | | | | | | | | | | | Insidentil |
| | | 1). Teknis Yustisial | | | | | | | | | | | | | | | |
| | | 2). Administrasi Perkara | | | | | | | | | | | | | | | |
| | | 3). Pelat. bidang Umum, Kepegawaian, Keuangan | | | | | | | | | | | | | | | |
| | | 4). Ujian Dinas | | | | | | | | | | | | | | | |
| 6 | | Usul Mutasi Jabatan : | | | | | | | | | | | | | | | Insidentil |
| | | 1). Usul Pengangkatan Jabatan Struktural | | | | | | | | | | | | | | | |
| | | 2). Usul Pengangkatan Jabatan Kepaniteraan | | | | | | | | | | | | | | | |
| 7 | | Pembuatan SKP | | √ | | | | | | | | | | | | | |
| 8 | | Pembuatan Kp4 | | √ | | | | | | | | | | | | | |
| 9 | | Pembuatan Daftar Urut Kepangkatan (DUK) | | √ | | | | | | | | | | | | | |
| 10 | | Pembuatan SPMJ/SPMT | | √ | | | | | | | | | | | | | |
| 11 | | Pencatatan Data Pegawai | | √ | | | | | | | | | | | | | |
| 12 | | Pemberhentian/Pensiun | | | | | | | | | | | | | | | |
| 13 | | Pembuatan Uraian Tugas | | √ | | | | | | | | | | | | | |
| 14 | | Pengelolaan Absensi Pegawai : | | | | | | | | | | | | | | | Setiap hari |
| | | 1). Rekap Absensi | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| | | 2). Rekap Tunjangan Remunerasi | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Tiap akhir bulan |
| 15 | | Pembuatan Jadual Senam dan Kerja bakti | | √ | | | | | | | | | | | | | |
| 16 | | Pembuatan Jadual Pembinaan | | √ | | | | | | | | | | | | | |
| 17 | | Pembuatan Papan Data Kepegawaian | | | √ | | | | | | | | | | | | |
| 18 | | Pembuatan Struktur Organisasi | | | | √ | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

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| | | | | Jan | Peb | Mar | Apr | Mei | Jun | Jul | Ags | Sep | Okt | Nop | Des | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| B. | URUSAN UMUM | | | | | | | | | | | | | | | | |
| 1 | | Mengelola Surat Masuk/Keluar | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 2 | | Mengelola Inventaris BMN | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 3 | | Pengadaan keperluaan sehari-hari (ATK) | | | | √ | | | √ | | | √ | | | √ | | |
| 4 | | Pengadaan Air Conditioner | | | | √ | | | | | | | | | | | |
| 5 | | Pemeliharaan Jaringan Komputer | | | | √ | | | | | | | | | | | |
| 6 | | Mempersiapkan Pelantikan/Pengambilan Sumpah Jabatan | | | √ | √ | | | | | | | | | | | Insidentil |
| 7 | | Pengadaan Pakaian Pegawai | | | √ | | | | | | | | | | | | |
| 8 | | Pengadaan Pakaian Kerja | | | √ | | | | | | | | | | | | |
| 9 | | Pemeliharaan Gedung Kantor | | | | √ | | | | | | | | | | | |
| | | > Perbaikan keramik kamar mandi | | | | √ | | | | | | | | | | | |
| | | > Pengecatan dinding kantor | | | | | √ | | | | | | | | | | |
| 10 | | Pemeliharaan Halaman Gedung Kantor | | | | √ | | | | | | | | | | | |
| | | > Perbakan paving parkir para pihak | | | | √ | | | | | | | | | | | |
| | | > Perbakan paving pegawai | | | | √ | | | | | | | | | | | |
| 11 | | Pemeliharaan Kendaraan Dinas Roda-4 | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 12 | | Mempersiapkan Rapat Koordinator/kerja/dinas | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 13 | | Pemeliharaan Kendaraan Dinas Roda-2 | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 14 | | Pemeliharaan Peralatan dan mesin | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 15 | | Belanja Langganan Daya dan Jasa | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 16 | | Belanja Pengiriman Surat Dinas Pos Surat | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 17 | | Operasional Perkantoran dan Pimpinan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 18 | | Pembuatan Pamflet  Misi, & Visi PA Sukoharjo | | | | | √ | | | | | | | | | | |
| 19 | | Pembuatan Pamflet Prosedur berperkara | | | | | √ | | | | | | | | | | |
| 20 | | Mengelola Perpustakaan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 21 | | Membuat laporan BMN | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap akhir bulan |
| 22 | | Rekonsiliasi SIMAK dg KPKNL | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap akhir bulan |
| 23 | | Melaksanakan Program Jum'at Bersih | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap Jum'at 4 |
| C. | URUSAN KEUANGAN | | | | | | | | | | | | | | | | |
| 1 | | Membuat SPP Uang Muka Kerja | | √ | | | | | | | | | | | | | |
| 2 | | Membuat SPP LS Gaji | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 3 | | Membuat SPP LS Uang Makan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 4 | | Membuat SPP GU Uang Persediaan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 5 | | Membuat SPP LS Belanja Modal | | | | | √ | | | | | | | | | | |

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| | | | | | | | | | | | | | | | | | |
| 6 | | Penataan Arsip-arsip Keuangan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 7 | | Pendalaman Program Aplikasi RKA-KL | | | √ | | | | | | | | | | | | |
| 8 | | Penyusunan RKA-KL 2019 | | | | | | | | | | | | | | | |
| 9 | | Rekonsiliasi Neraca LRA dg KPPN | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 10 | | Menyampaikan Laporan Realisasi Anggaran : | | | | | | | | | | | | | | | |
| | | > Ke PTA Semarang | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap akhir bulan |
| | | > Ke Biro Keuangan MA-RI | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap akhir bulan |
| | | > CALK Ke Biro Keuangan MA-RI | | √ | | | | | | √ | | | | | | | Setiap semester |
| | | > Laporan Triwulan ke Biro Keuangan MA-RI | | | | √ | | | √ | | | √ | | | √ | | Setiap tiga bulan |
| | | > Menyampaikan Tanda Terima Tunj. Remunerasi | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap bulan |
| | | MEREALISASIKAN ANGGARAN DIPA 2017 | | | | | | | | | | | | | | | |
| | *1066.994.001* | *BELANJA PEGAWAI* | | | | | | | | | | | | | | | |
| 1 | 511111 | Belanja Gaji Pokok PNS | 906.128.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 2 | 511111 | Belanja Gaji Pokok PNS (gaji ke 13) | 75.511.000 | | | | | | √ | | | | | | | | |
| 3 | 511111 | Belanja Gaji Pokok PNS (gaji ke 14) | 0 | | | | | | | | | | | | | | |
| 4 | 511119 | Belanja Pembulatan Gaji PNS | 187.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 5 | 511119 | Belanja Pembulatan Gaji PNS (gaji ke 13) | 2.000 | | | | | | √ | | | | | | | | |
| 6 | 511119 | Belanja Pembulatan Gaji PNS (gaji ke 14) | 0 | | | | | | | | | | | | | | |
| 7 | 511121 | Belanja Tunj. Suami/Isteri PNS | 76.347.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 8 | 511121 | Belanja Tunj. Suami/Isteri PNS(gaji ke 13) | 6.363.000 | | | | | | √ | | | | | | | | |
| 9 | 511121 | Belanja Tunj. Suami/Isteri PNS(gaji ke 14) | 0 | | | | | | | | | | | | | | |
| 10 | 511122 | Belanja Tunj. Anak PNS | 23.691.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 11 | 511122 | Belanja Tunj. Anak PNS (gaji ke 13) | 1.975.000 | | | | | | √ | | | | | | | | |
| 12 | 511122 | Belanja Tunj. Anak PNS (gaji ke 14) | 0 | | | | | | | | | | | | | | |
| 13 | 511123 | Belanja Tunj.Struktural PNS | 31.200.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 11 | 511123 | Belanja Tunj.Struktural PNS(gaji ke 13) | 2.600.000 | | | | | | √ | | | | | | | | |
| 13 | 511123 | Belanja Tunj.Struktural PNS (gaji ke 14) | 0 | | | | | | | | | | | | | | |
| 14 | 511124 | Belanja Tunj.Fungsional PNS | 1.604.520.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 15 | 511124 | Belanja Tunj.Fungsional PNS (gaji ke 13) | 13.371.000 | | | | | | √ | | | | | | | | |
| 16 | 511124 | Belanja Tunj.Fungsional PNS (gaji ke 14) | 0 | | | | | | | | | | | | | | |
| 17 | 511125 | Belanja Tunj.PPh.PNS | 301.517.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 18 | 511125 | Belanja Tunj.PPh.PNS(gaji ke 13) | 25.127.000 | | | | | | √ | | | | | | | | |
| 19 | 511125 | Belanja Tunj.PPh.PNS(ke 14) | 0 | | | | | | | | | | | | | | |
| 20 | 511126 | Belanja Tunj.Beras PNS | 70.669.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 21 | 511129 | Belanja Uang Makan PNS | 198.000.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 22 | 511151 | Belanja tunjangan umum PNS | 22.259.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 23 | 511151 | Belanja tunjangan umum PNS(gaji ke 13) | 1.855.000 | | | | | | √ | | | | | | | | |
| 24 | 511151 | Belanja tunjangan umum PNS(gaji ke 14) | 0 | | | | | | | | | | | | | | |

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| 25 | 512211 | Uang mkn Lembur Gol. II,III,IV(19 ORGx1 HRx12 BLN) | 0 | | | | | | | | | | | | | | |
| 26 | 512211 | Uang Lembur Golongan II (5 ORGx10 JAMx12 BLN) | 0 | | | | | | | | | | | | | | |
| 27 | 512211 | Uang Lembur Golongan III (13 ORGx10 JAMx12 BLN) | 0 | | | | | | | | | | | | | | |
| 28 | 512211 | Uang Lembur Golongan IV (1 ORGx10 JAMx12 BLN) | 0 | | | | | | | | | | | | | | |
| | *1066.001.051* | Dukungan Manajemen Pengadilan | | | | | | | | | | | | | | | |
| 1 | *A* | Pelantikan/Pengambilan Sumpah Jabatan | | | | | | | | | | | | | | | |
| | 521211 | Belanja bahan | | | | | | | | | | | | | | | |
| | | Konsumsi (30 orgi x 4 kali ) | 2.412.000 | | √ | √ | | √ | | | √ | | | | | | |
| 2 | B | Koord/konsultasi/pembinaan/pengawasan, sosialisai | | | | | | | | | | | | | | | |
| | 524111 | Belanja perjalanan biasa | | | | | | | | | | | | | | | |
| | | Uang harian (1 hr x 2 kl x 6 ok) | 47.520.000 | | | | | | | | | | | | | | Insidentil |
| | | Uang transport ( 6 org x 1 pp x 24 kali) | 25.488.000 | | | | | | | | | | | | | | Insidentil |
| | | Penginapan ( 1 hr x 3 org x 6 kali) | 8.100.000 | | | | | | | | | | | | | | Insidentil |
| | 524113 | Perjalanan Dinas Dalam Kota | | | | | | | | | | | | | | | |
| | 524113 | Transport | 300.000 | | | | | √ | √ | √ | √ | | | | | | |
| 3 | C | Pertemuan/jamuan/delegasi | | | | | | | | | | | | | | | |
| | 521211 | Belanja bahan | | | | | | | | | | | | | | | |
| | | Konsumsi (11 kl x 33 org ) | 10.527.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| | *1066.994.002* | *OPERASIONAL DAN PEMELIHARAAN KANTOR* | | | | | | | | | | | | | | | |
| 1 | 521111 | Pengemudi(1 ORGx12 BLN) | 21.600.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 2 | 521111 | Pramubakti(4 ORGx12 BLN) | 86.400.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 3 | 521111 | Satpam (3 ORGx12 BLN) | 64.800.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 4 | 521111 | Langganan koran/majalah | 9.600.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 5 | 521111 | Air minum/Galon | 8.400.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 10 | 522111 | Langganan Internet | 15.360.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 11 | 522111 | Langganan Web Hosting | 1.170.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 12 | 521114 | Biaya pengiriman surat dinas | 900.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 13 | 522111 | Biaya Langganan Listrik | 64.800.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 14 | 522112 | Biaya Langganan Telepon | 6.000.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 15 | 522113 | Belanja Langganan Air | 8.400.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 16 | 523111 | Pemeliharaan gedung kantor | 82.002.000 | | | | √ | | | | | | | | | | |
| 17 | 523111 | Pemeliharaan halaman gedung kantor | 10.520.000 | | | | √ | | | | | | | | | | |
| 18 | 523121 | Pemeliharaan Laptop/Notebook | 2.400.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 19 | 523121 | Pemeliharaan AC Split | 4.500.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 20 | 523121 | Pemeliharaan Printer,Fax, scanner | 2.300.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 21 | 523121 | Pemeliharaan Roda 4 | 53.760.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| | 523121 | Pemeliharaan PC/Server | 8.050.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 22 | 523121 | Pemeliharaan Roda 2 | 11.680.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 24 | 521115 | Honor Kuasa Pengguna Anggaran(1 ORGx12 BLN) | 8.400.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 25 | 521115 | Honor Pejabat Pembuat Komitmen(1 ORGx12 BLN) | 7.200.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 26 | 521115 | Honor penguji dan penandatangan SPM(1 ORGx12 BLN) | 7.200.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 27 | 521115 | Honor Bendahara Pengeluaran(1 ORGx12 BLN) | 8.400.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 28 | 521115 | Honor Staf pengelola keuangan(2 ORGx12 BLN) | 13.800.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 29 | 521119 | Pakaian dinas pegawai (1 stel x15 stel) | 7.320.000 | | √ | | | | | | | | | | | | |
| 30 | 521119 | pakaian satpam (1 stel x 3 orang) | 2.400.000 | | √ | | | | | | | | | | | | |
| 31 | 521119 | pakaian kerja pengemudi/pramubakti(1 stelx5 orang) | 1.750.000 | | √ | | | | | | | | | | | | |
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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Peb | Mar | Apr | Mei | Jun | Jul | Ags | Sep | Okt | Nop | Des | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| | 005.04.08.1053 | *BELANJA BARANG* | | | | | | | | | | | | | | | |
| 1 | 003 | Pembebasan Biaya perkara | 2.500.000 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | 12 Perkara | Insidentil |
| | 005 | Jasa Konsultan pada Pos Bantuan Hukum Pengadilan | 24.000.000 | | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | 600 JL | |
| | *005.01.02.1071* | *BELANJA MODAL* | | | | | | | | | | | | | | | |
| 3 | 1071951053 | Pengadaan perangkat Pengolah Data dan Komunikasi | | | | | | | | | | | | | | | |
| | 532111 | Lap Top | 25.000.000 | | | √ | | | | | | | | | | 4 Unit | |
| D. | PEMBUAT DAFTAR GAJI/BENDAHARA PENERIMA | | | | | | | | | | | | | | | | |
| 1 | | Membuat Daftar Penerimaan Gaji Pegawai | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 2 | | Membuat permintaan Tunjangan Remunerasi | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 3 | | Membuat Daftar Lembur Pegawai | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 4 | | Mengelola Dosir Kepegawaian dari KPPN | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| E. | BENDAHARA PENERIMA | | | | | | | | | | | | | | | | |
| 1 | | Mengelola Penerimaan Negara Bukan Pajak : | | | | | | | | | | | | | | | |
| | | > Menerima PNBP dari Kasir & Meja III | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| | | > Membukukan PNBP | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| | | > Menyetor PNBP ke Kas Negara | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| | | > Melaporkan ke Biro Keuangan MA-RI | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| | | > Melaporkan ke Menteri Keuangan | | √ | | | √ | | | √ | | | √ | | | | Setiap ada permohonan |
| **II.** | **BIDANG KEPERKARAAN** | | | | | | | | | | | | | | | | Setiap ada permohonan |
| A. | PETUGAS MEJA I | | | | | | | | | | | | | | | | Setiap ada permohonan |
| 1. | | Menerima Gugatan dan Permohonan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| 2. | | Menerima Perlawanan/Verzet | | | | | | | | | | | | | | | |
| 3. | | Menerima Pernyataan Banding | | | | | | | | | | | | | | | Tiap hari |
| 4. | | Menerima Pernyataan Kasasi | | | | | | | | | | | | | | | Tiap hari |
| 5. | | Menerima Permohonan PK | | | | | | | | | | | | | | | Tiap hari |
| 6. | | Menerima Permohonan Eksekusi | | | | | | | | | | | | | | | Tiap hari |
| 7. | | Menerima Permohonan Pembagian Harta diluar Sengketa | | √ | √ | √ | √ | √ | √ | | | | | | | | KETERANGAN |
| 8. | | Menerima Pendaftaran Surat Kuasa khusus | | | | | | | | | | | | | | | |
| B. | PETUGAS KASIR | | | | | | | | | | | | | | | | |
| 1 | | Pembukuan panjar biaya perkara | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| 2 | | Pembukuan jurnal keuangan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| 3 | | Pembukuan biaya materai | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| 4 | | Pembukuan PGL/PBT | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |

| NO | KODE | URAIAN PEKERJAAN/PENGADAAN | BIAYA | PELAKSANAAN | | | | | | | | | | | | BAHAN/SATUAN | Setiap ada permohonan |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Peb | Mar | Apr | Mei | Jun | Jul | Ags | Sep | Okt | Nop | Des | | Setiap ada permohonan |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | Tiap hari |
| 5 | | Pembukuan biaya banding | | | | | | | | | | | | | | | |
| 6 | | Pembukuan biaya kasasi | | | | | | | | | | | | | | | Setiap ada permohonan |
| 7 | | Pembukuan biaya PK | | | | | | | | | | | | | | | Setiap ada permohonan |
| 8 | | Pembukuan biaya eksekusi | | | | | | | | | | | | | | | Setiap ada permohonan |
| 9 | | Pembukuan biaya permoh pembgian Harta diluar sengketa | | | | | | | | | | | | | | | Setiap ada permohonan |
| 10 | | Pembukuan biaya surat kuasa khusus | | | | | | | | | | | | | | | Setiap ada permohonan |
| 11 | | Pembukuan pengembalian sisa panjar | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| C. | PETUGAS REGISTER | | | | | | | | | | | | | | | | Setiap ada permohonan |
| 1 | | Mencatat perkara gugatan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| 2 | | Mencatat perkara permohonan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Setiap ada permohonan |
| 3 | | Mencatat perkara permohonan Banding | | | | | | | | | | | | | | | Setiap ada permohonan |
| 4 | | Mencatat perkara permohonan Kasasi | | | | | | | | | | | | | | | Setiap ada permohonan |
| 5 | | Mencatat perkara permohonan Peninjauan Kembali | | | | | | | | | | | | | | | |
| 6 | | Mencatat Akta Cerai | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | Tiap hari |
| 7 | | Mencatat Kuasa Khusus | | | | | | | | | | | | | | | Tiap minggu (7 hari) |
| 8 | | Mencatat Eksekusi | | | | | | | | | | | | | | | |
| 9 | | Mencatat penyitaan Barang Tidak Bergerak | | | | | | | | | | | | | | | |
| 10 | | Mencatat penyitaan Barang Bergerak | | | | | | | | | | | | | | | |
| 11 | | Mencatat Permoh Pembgn Hrt Peninggalan di luar sengketa | | | | | | | | | | | | | | | |
| D. | HAK HAK KEPANITERAAN | | | | | | | | | | | | | | | | |
| 1 | | Pembukuan Buku Induk Biaya Perkara | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 2 | | Pembukuan Hak-Hak Kepaniteraan | | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| E. | LAPORAN PERKARA | | | | | | | | | | | | | | | | |
| 1 | | Laporan Keadaan Perkara | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 2 | | Laporan Keuangan Perkara | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 3 | | Laporan Jenis Perkara | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 4 | | Laporan Faktor-faktor Penyebab Terjadinya Perceraian | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 5 | | Laporan Perkara Khusus PP 10/1983 JO. Pp 45/1990 | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 6 | | Laporan Perkara yang lebih dari Enam Bulan | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 7 | | laporan Kegiatan Rukyat dan sumpah | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 8 | | Laporan Penyerahan Akta Cerai | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 9 | | Laporan Penggunaan Blanko Akta Cerai | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 10 | | Laporan penyerahan Salinan Putusan/Penetapan ke KUA | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | KETERANGAN |
| 11 | | Laporan Tingkat Penyelesaian Perkara | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 12 | | Rekap Laporan (RK.3 san RK.4) | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 13 | | Laporan Bukti Pengiriman Uang Iwadl | 0 | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | | |
| 14 | | Laporan Perkara yang dimohonkan Banding | 0 | | | | √ | | | | | | | | | | |
| 15 | | Laporan Perkara yang dimohonkan Kasasi | 0 | | | | √ | | | | | | | | | | |
| 16 | | Laporan Perkara yang dimohonkan PK | 0 | | | | √ | | | | | | | | | | |

| NO | KODE | URAIAN PEKERJAAN/PENGADAAN | BIAYA | PELAKSANAAN | | | | | | | | | | | | BAHAN/SATUAN | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Peb | Mar | Apr | Mei | Jun | Jul | Ags | Sep | Okt | Nop | Des | | |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| 17 | | Laporan Perkara yang dimohonkan Eksekusi | 0 | | | | √ | | | | | | | | | | Box F=100 |
| 18 | | Laporan tentang Kegiatan Hakim | 0 | | | | | | √ | | | | | | | | 1 buah |
| 19 | | Laporan tentang terjadinya perceraian | 0 | | | | | | | | | | | | √ | | |
| 20 | | Laporan perkara yang diterima | 0 | | | | | | | | | | | | √ | | |
| 21 | | Laporan perkara yang diputus | 0 | | | | | | | | | | | | √ | | |
| 22 | | Laporan Tahunan | 0 | | | | | | | | | | | | √ | | |
| F. | ARSIP PERKARA | | | | | | | | | | | | | | | | |
| 1 | | Penataan Arsip Perkara | | | | | | | | | | | | | | Rak Arsip, Box File | |
| 2 | | Penataan Arsip Akta Cerai | | | | | | | | | | | | | | Almari Besi | |

Sukoharjo, 02 Januari 2019
KETUA PENGADILAN AGAMA SUKOHARJO

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NIP. 19670103 199203 1 001