



SALINAN

**SEKRETARIS JENDERAL
DEWAN PERWAKILAN RAKYAT
REPUBLIK INDONESIA**

**PERATURAN SEKRETARIS JENDERAL
DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA
NOMOR 14 TAHUN 2023**

TENTANG

**PERUBAHAN ATAS PERATURAN SEKRETARIS JENDERAL DEWAN
PERWAKILAN RAKYAT REPUBLIK INDONESIA NOMOR 23 TAHUN 2021**

**TENTANG PETA PROSES BISNIS SEKRETARIAT JENDERAL
DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA**

DENGAN RAHMAT TUHAN YANG MAHA ESA

**SEKRETARIS JENDERAL
DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA,**

Menimbang : a. bahwa dengan perubahan tugas dan fungsi Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia yang tertuang pada Peraturan Presiden Nomor 16 Tahun 2023 tentang Perubahan atas Peraturan Presiden Nomor 26 Tahun 2020 tentang Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia maka perlu dilakukan penyesuaian terhadap peta proses bisnis Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia;

b. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a, perlu menetapkan perubahan Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia tentang Peta Proses Bisnis Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia;

Mengingat : 1. Undang-Undang Nomor 30 Tahun 2014 tentang Administrasi Pemerintahan (Lembaran Negara Republik

Indonesia Tahun 2014 Nomor 292, Tambahan Lembaran Negara Republik Indonesia Nomor 5601);

2. Peraturan Presiden Nomor 26 Tahun 2020 tentang Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia (Lembaran Negara Republik Indonesia Tahun 2020 Nomor 39) sebagaimana telah diubah dengan Peraturan Presiden Nomor 16 Tahun 2023 tentang Perubahan atas Peraturan Presiden Nomor 26 Tahun 2020 tentang Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia (Lembaran Negara Republik Indonesia Tahun 2023 Nomor 30);
3. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 19 Tahun 2018 tentang Penyusunan Peta Proses Bisnis Instansi Pemerintah (Lembar Negara Republik Indonesia Tahun 2018 Nomor 411);
4. Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia Nomor 6 Tahun 2021 tentang Organisasi dan Tata Kerja Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia sebagaimana telah beberapa kali diubah terakhir dengan Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia Nomor 12 Tahun 2023 tentang Perubahan Ketiga atas Peraturan Sekretaris Jenderal Nomor 6 Tahun 2021 tentang Organisasi dan Tata Kerja Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia;

MEMUTUSKAN :

Menetapkan : PERATURAN SEKRETARIS JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA TENTANG PERUBAHAN ATAS PERATURAN SEKRETARIS JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA NOMOR 23 TAHUN 2021 TENTANG PETA PROSES BISNIS SEKRETARIAT JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA.

Pasal 1

Lampiran Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia Nomor 23 Tahun 2021 tentang Proses Bisnis Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia diubah sehingga menjadi sebagaimana tercantum dalam Lampiran Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia ini.

Pasal 2

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di Jakarta,
pada tanggal 22 November 2023

SEKRETARIS JENDERAL,

TTD.

INDRA ISKANDAR

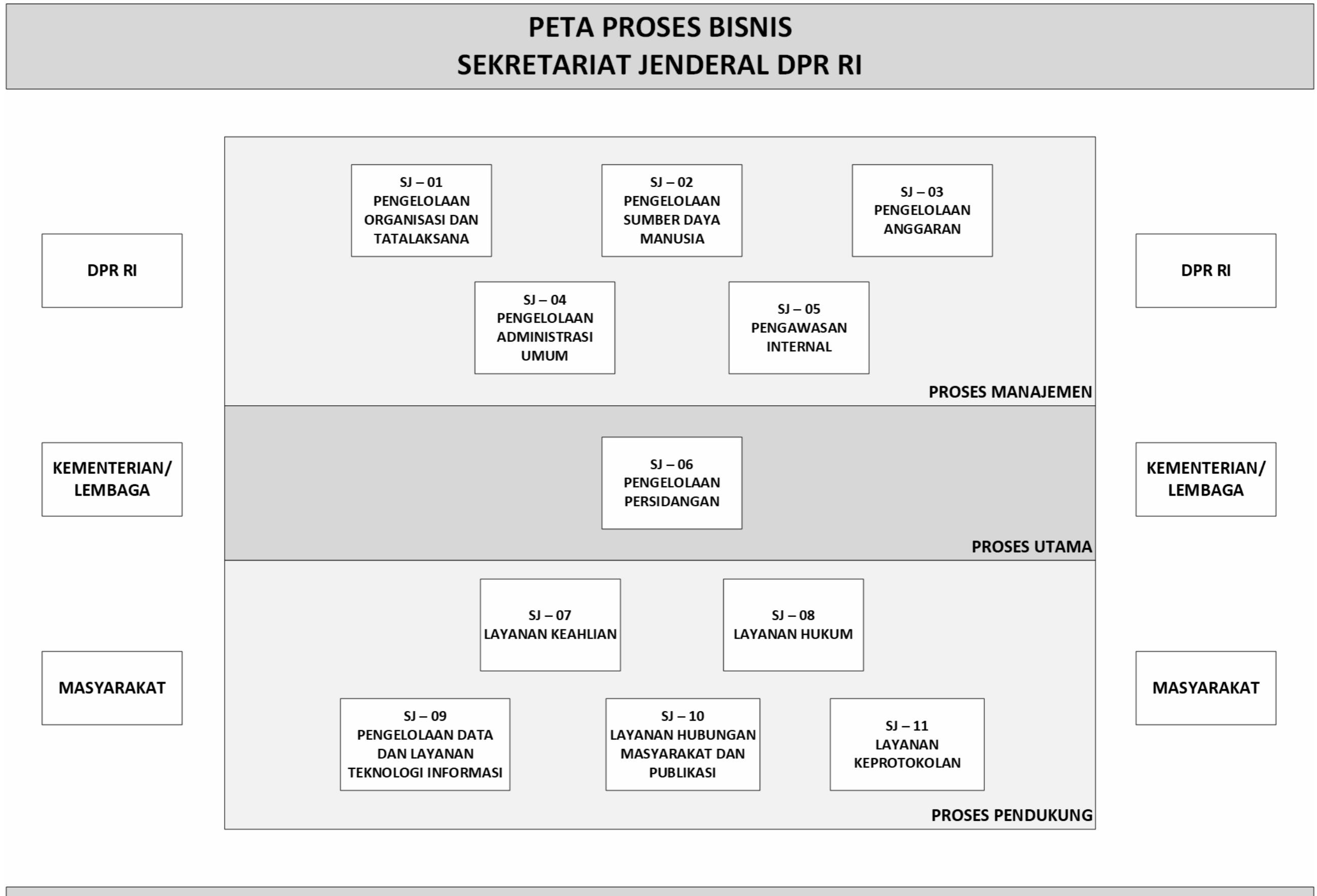
LAMPIRAN

PERATURAN SEKRETARIS JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA NOMOR 14 TAHUN 2023 TENTANG PERUBAHAN ATAS PERATURAN SEKRETARIS JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA NOMOR 23 TAHUN 2021 TENTANG PETA PROSES BISNIS SEKRETARIAT JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA

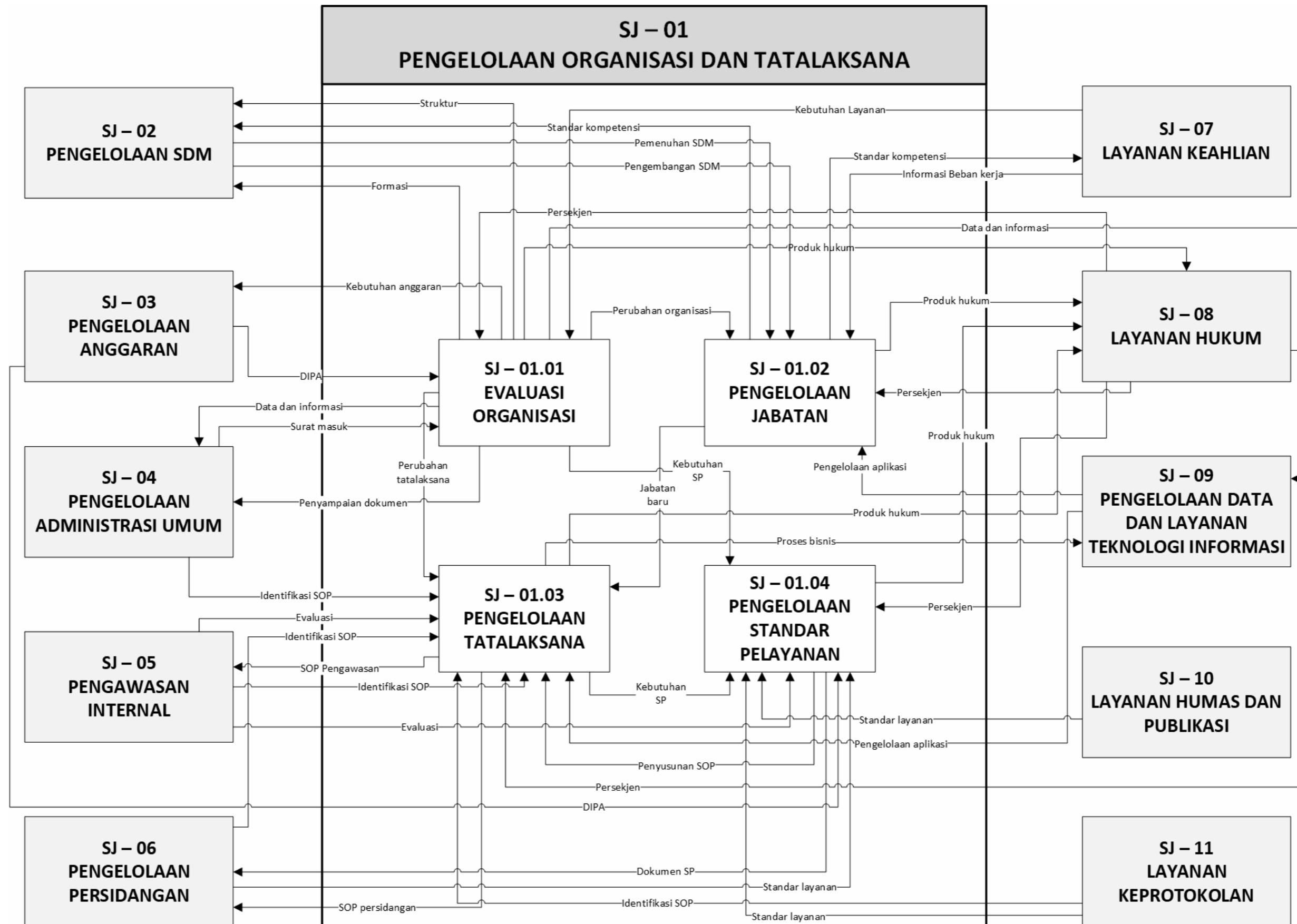


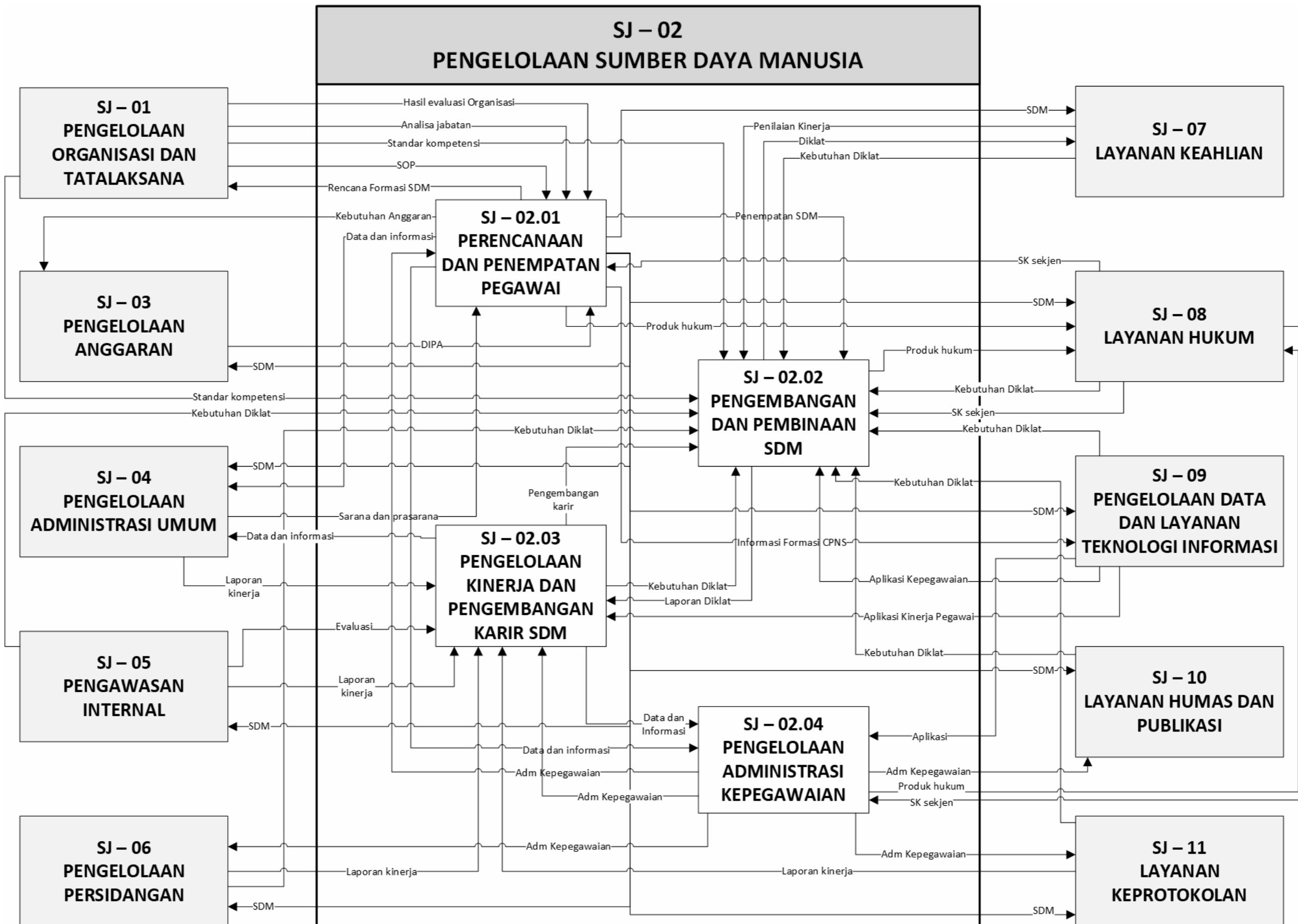
<p>SEKRETARIAT JENDERAL DEWAN PERWAKILAN RAKYAT REPUBLIK INDONESIA</p>	NOMOR DOKUMEN	OT.03.01
	TANGGAL PEMBUATAN	11 NOVEMBER 2021
	TANGGAL REVISI	22 NOVEMBER 2023
	TANGGAL EFEKTIF	22 NOVEMBER 2023
	DISAHKAN OLEH	SEKRETARIS JENDERAL DPR RI
		TTD. <u>INDRA ISKANDAR</u>
	NAMA DOKUMEN	PETA PROSES BISNIS
DASAR HUKUM:	KUALIFIKASI PELAKSANA	
1. Peraturan Presiden Nomor 16 Tahun 2023 tentang Perubahan Atas Peraturan Presiden Nomor 26 Tahun 2020 tentang Sekretariat Jenderal Tahun 2020 tentang Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia; 2. Peraturan Menteri Pendayagunaan Aparatur Negara dan Reformasi Birokrasi Nomor 19 Tahun 2018 tentang Penyusunan Peta Proses Bisnis Instansi Pemerintah; 3. Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia Nomor 12 Tahun 2023 tentang Perubahan Ketiga Peraturan Sekretaris Jenderal Dewan Perwakilan Rakyat Republik Indonesia Nomor 6 Tahun 2021 tentang Organisasi dan Tata Kerja Sekretariat Jenderal Dewan Perwakilan Rakyat Republik Indonesia.		
KETERKAITAN:	PERALATAN/ PERLENGKAPAN:	
	1. Komputer/ Alat Tulis	
PERINGATAN:	PENCATATAN DAN PENDATAAN:	
	Disimpan dalam bentuk data manual dan elektronik sebagai bahan referensi	

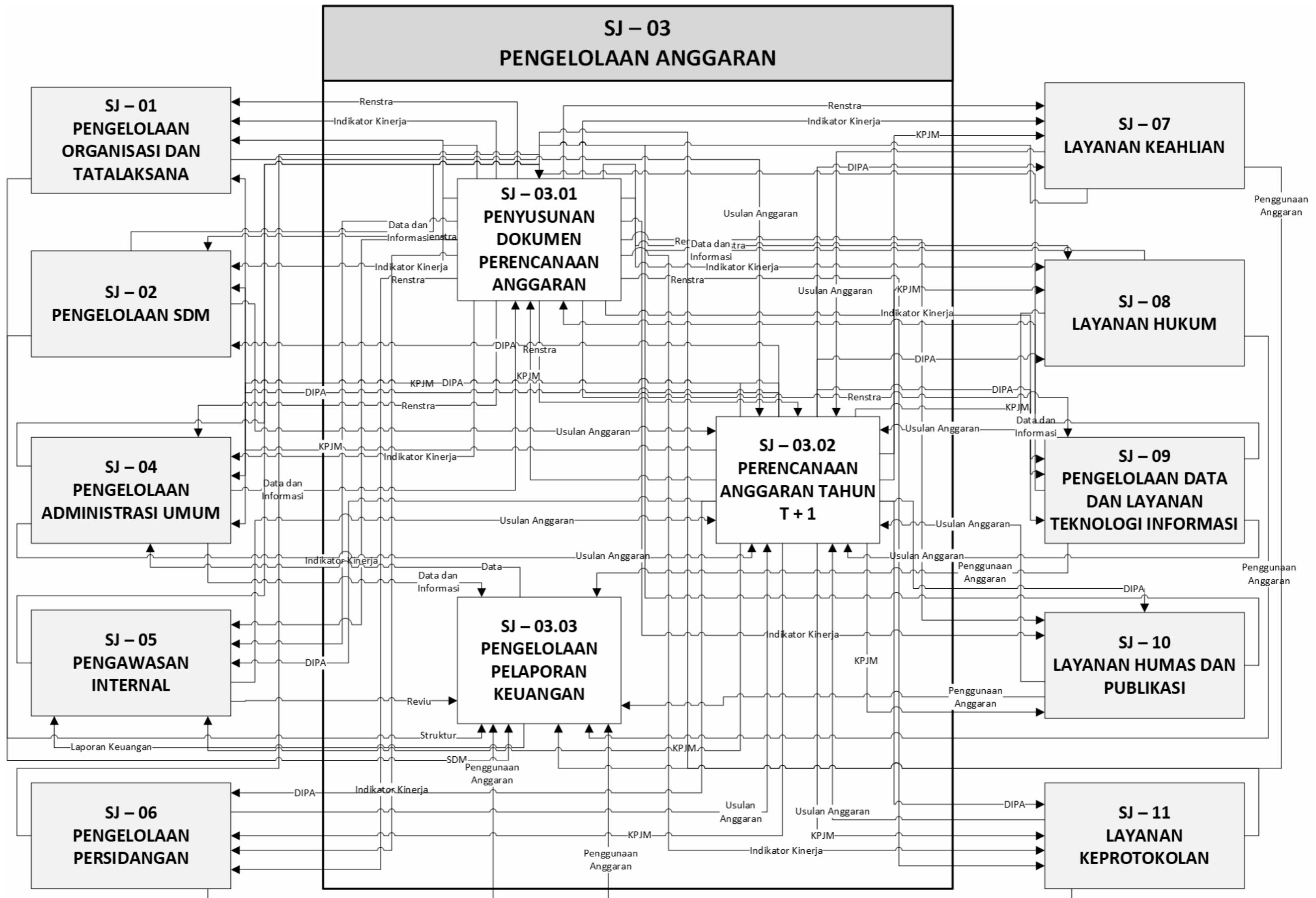
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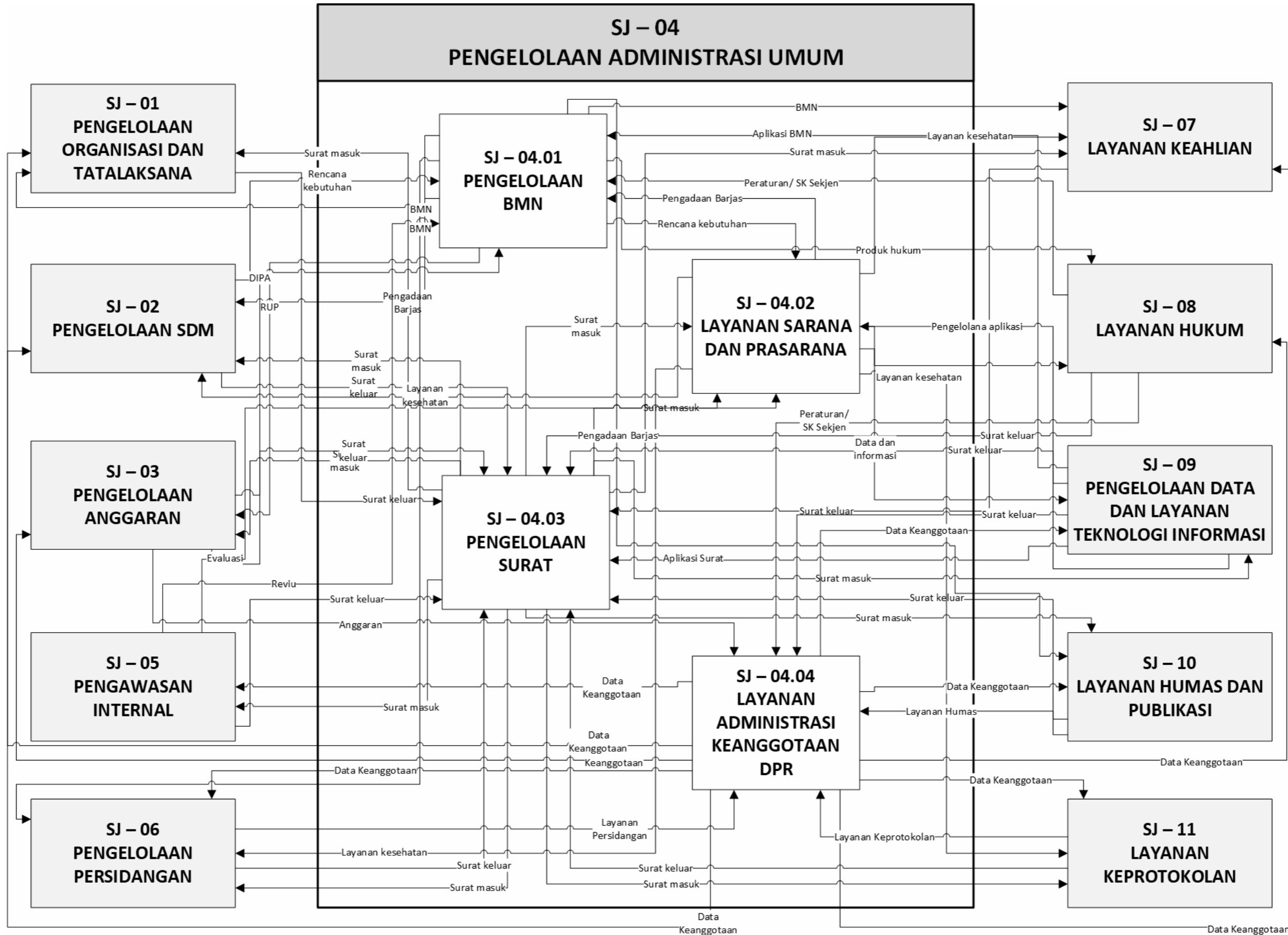


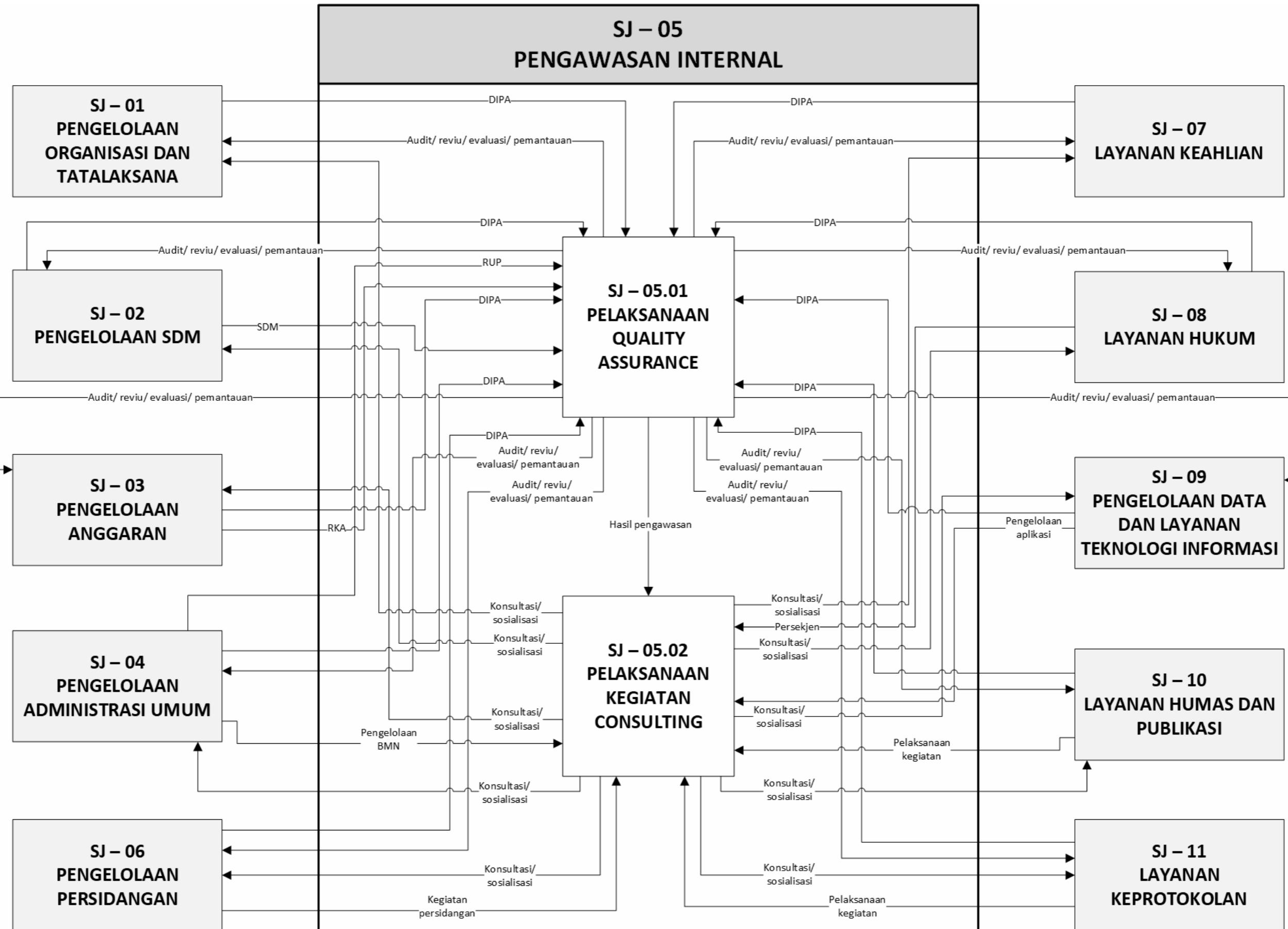
2. PETA SUB PROSES

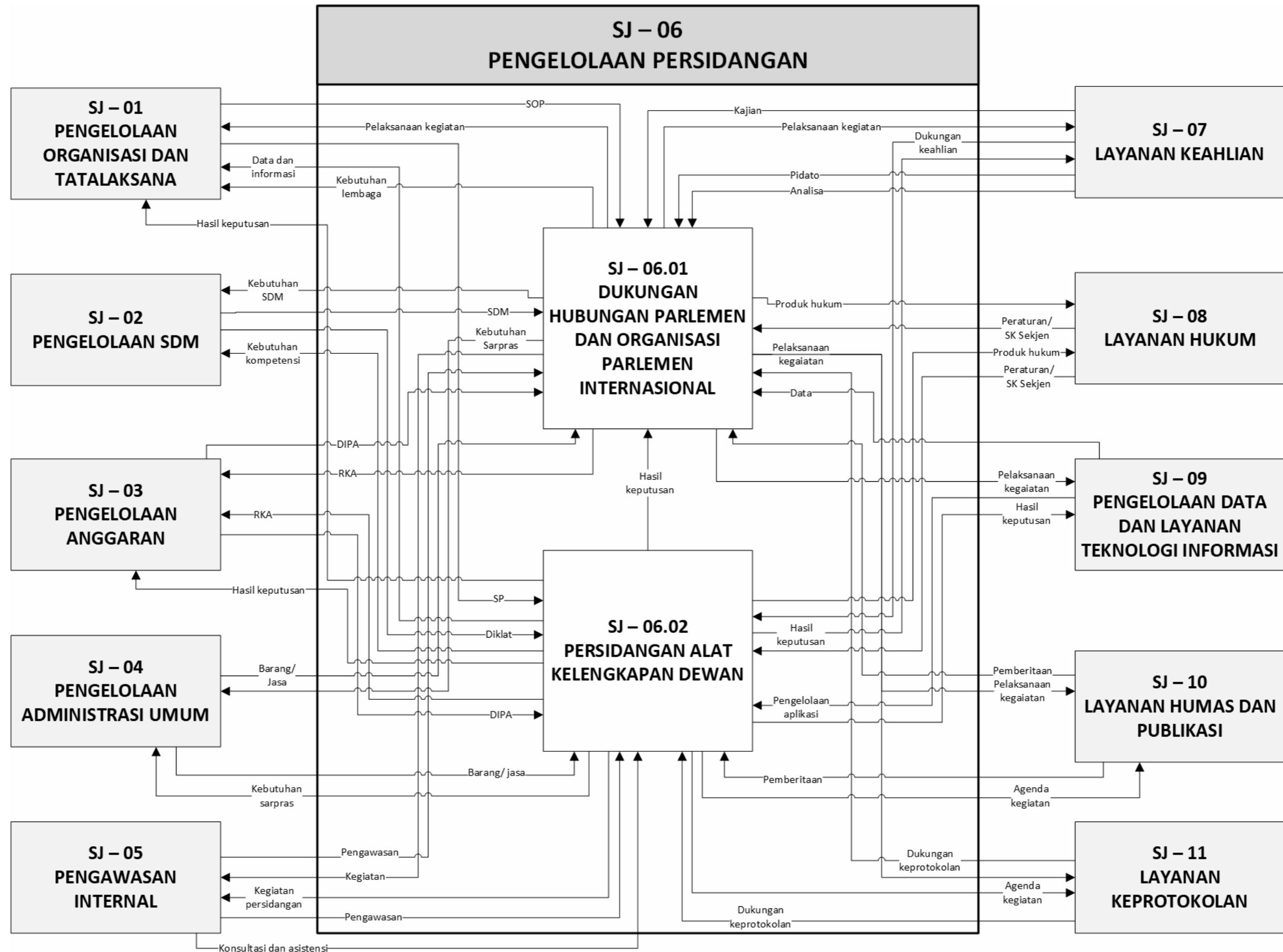


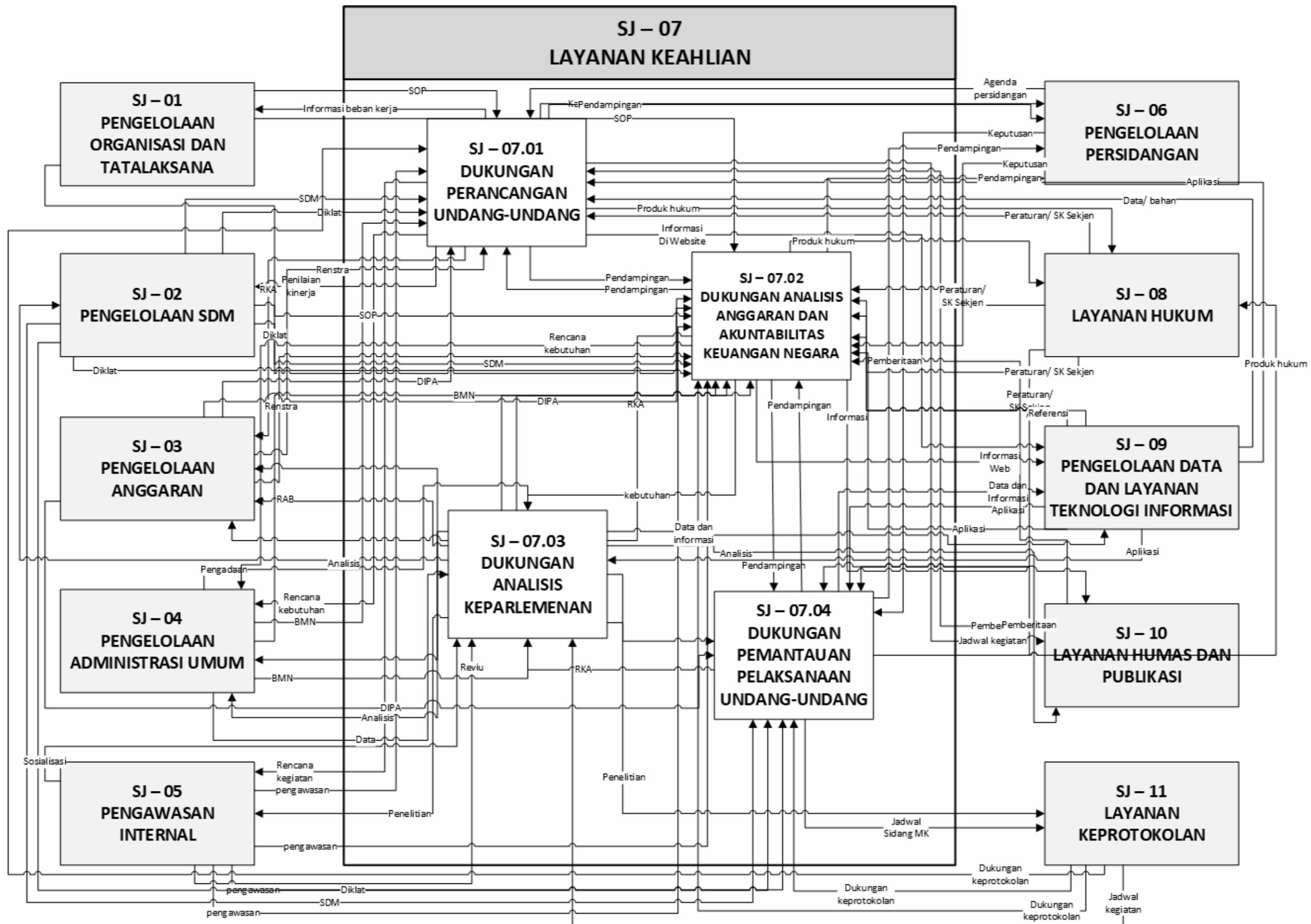


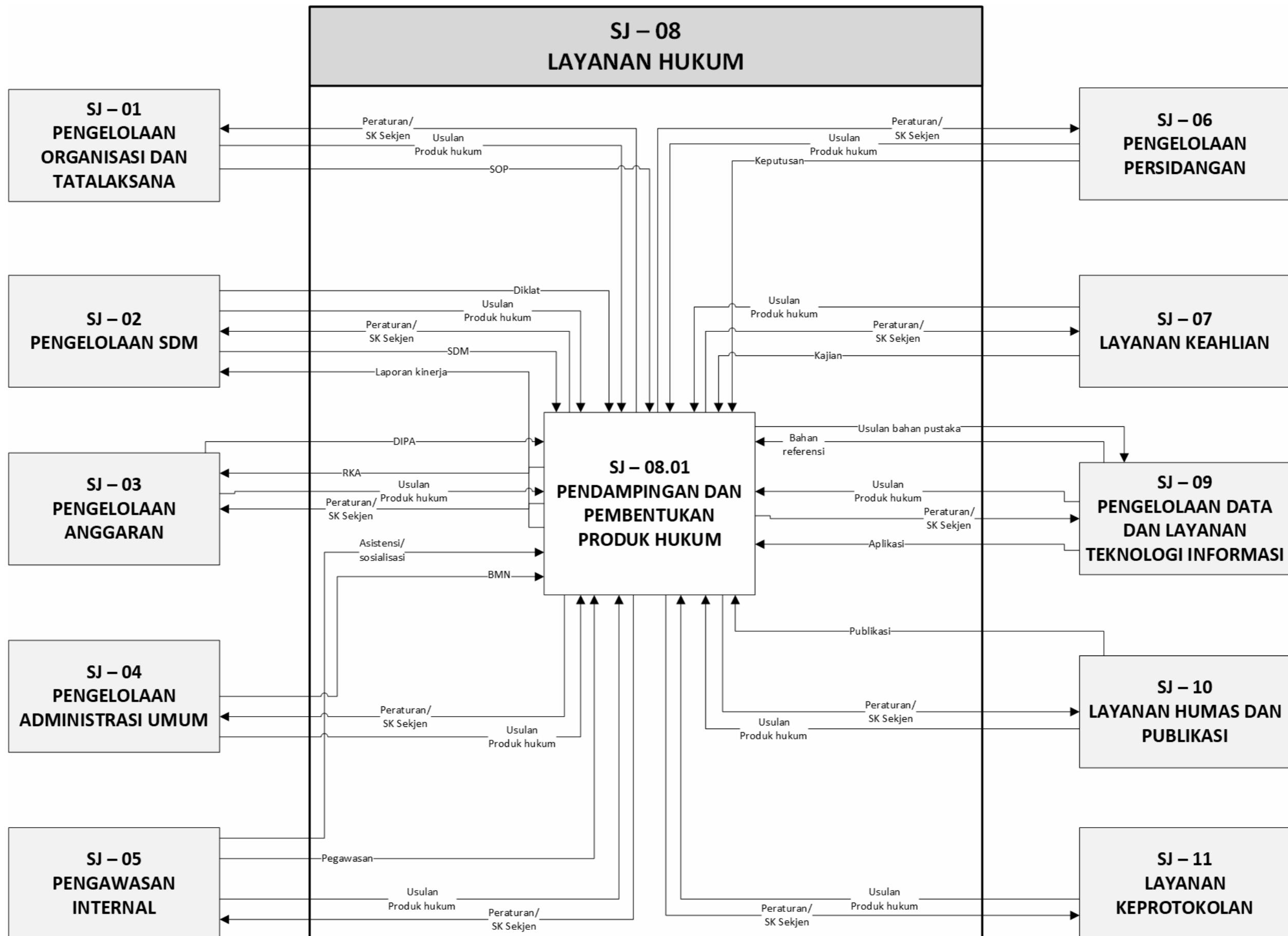




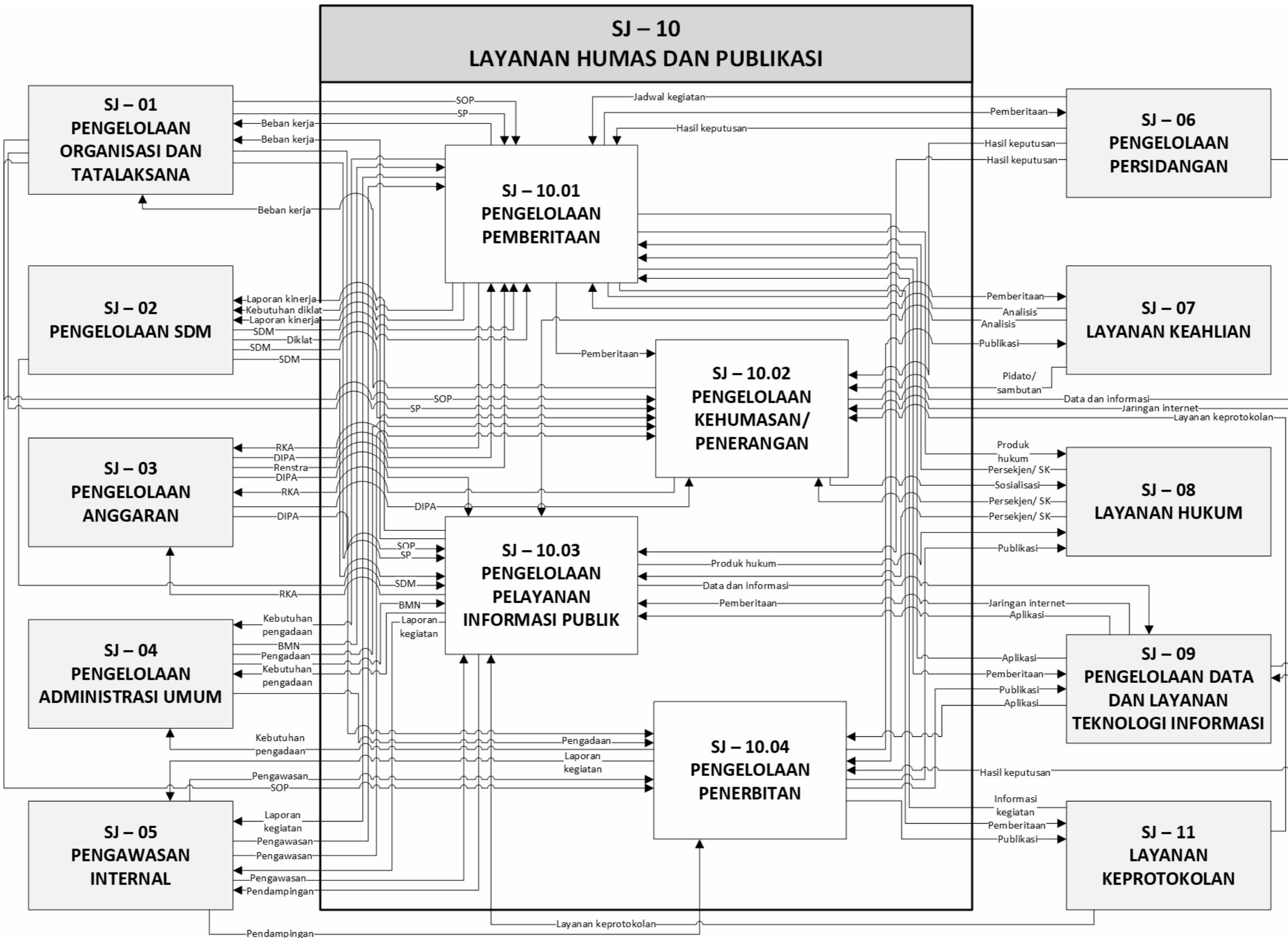


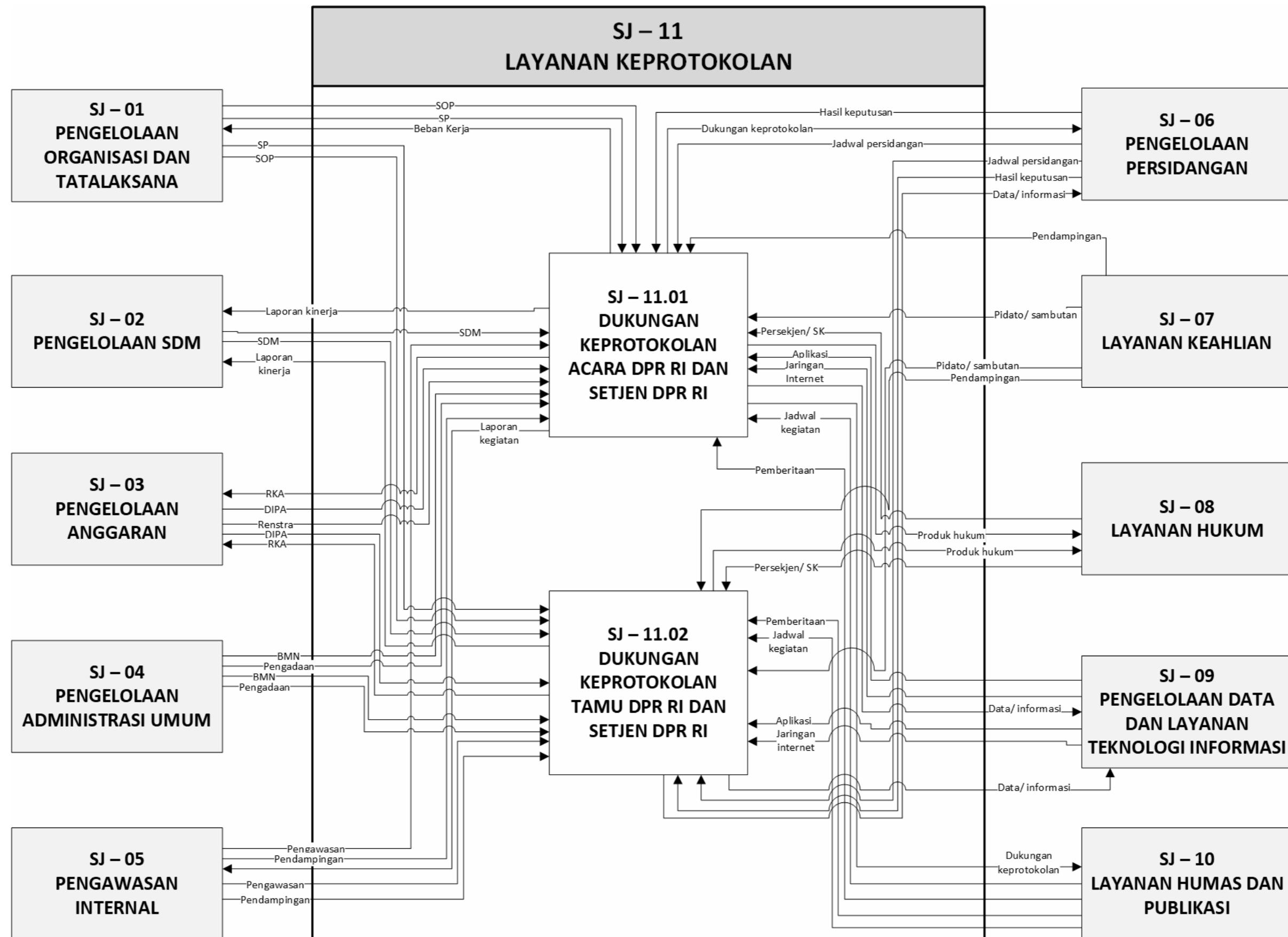




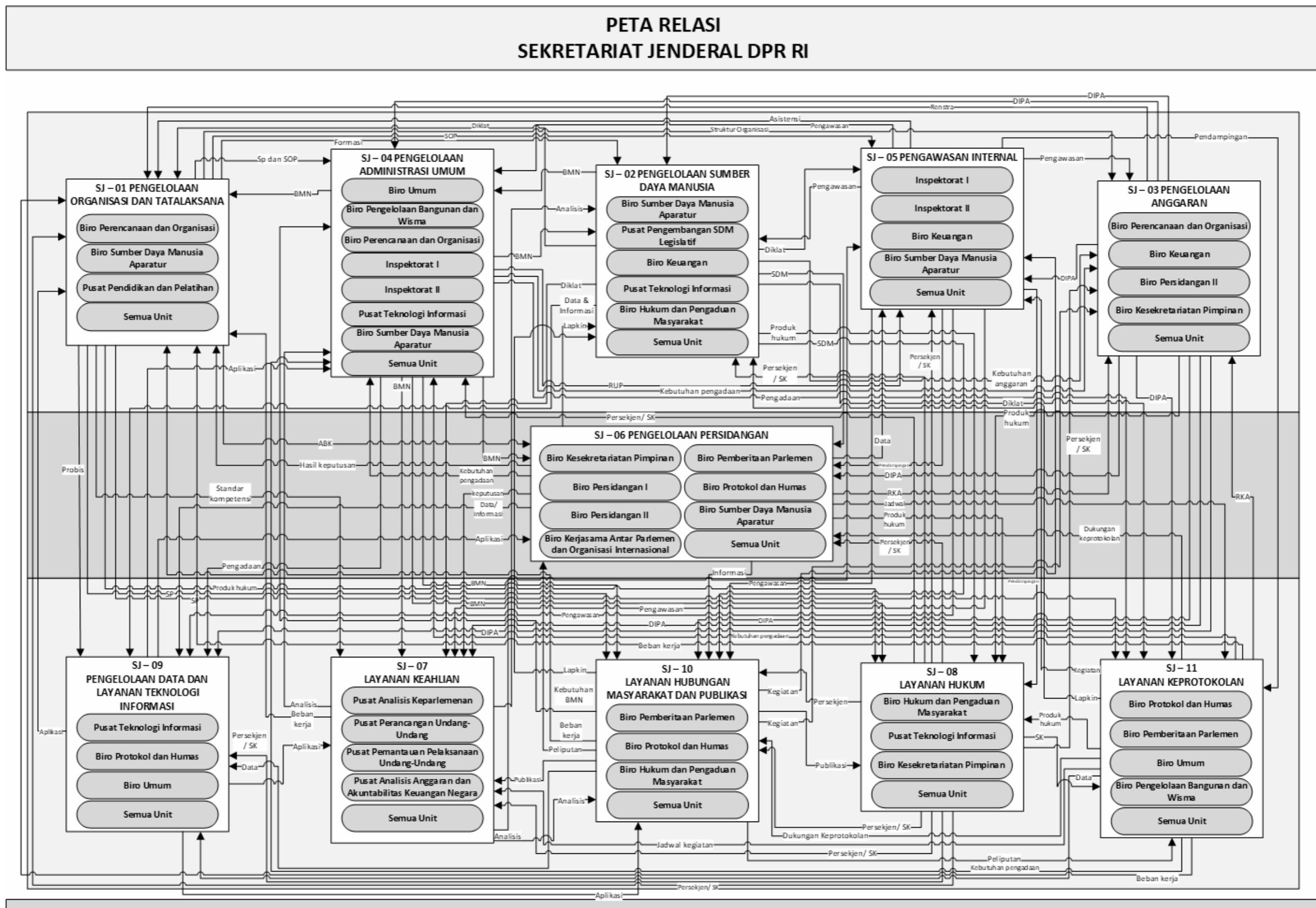




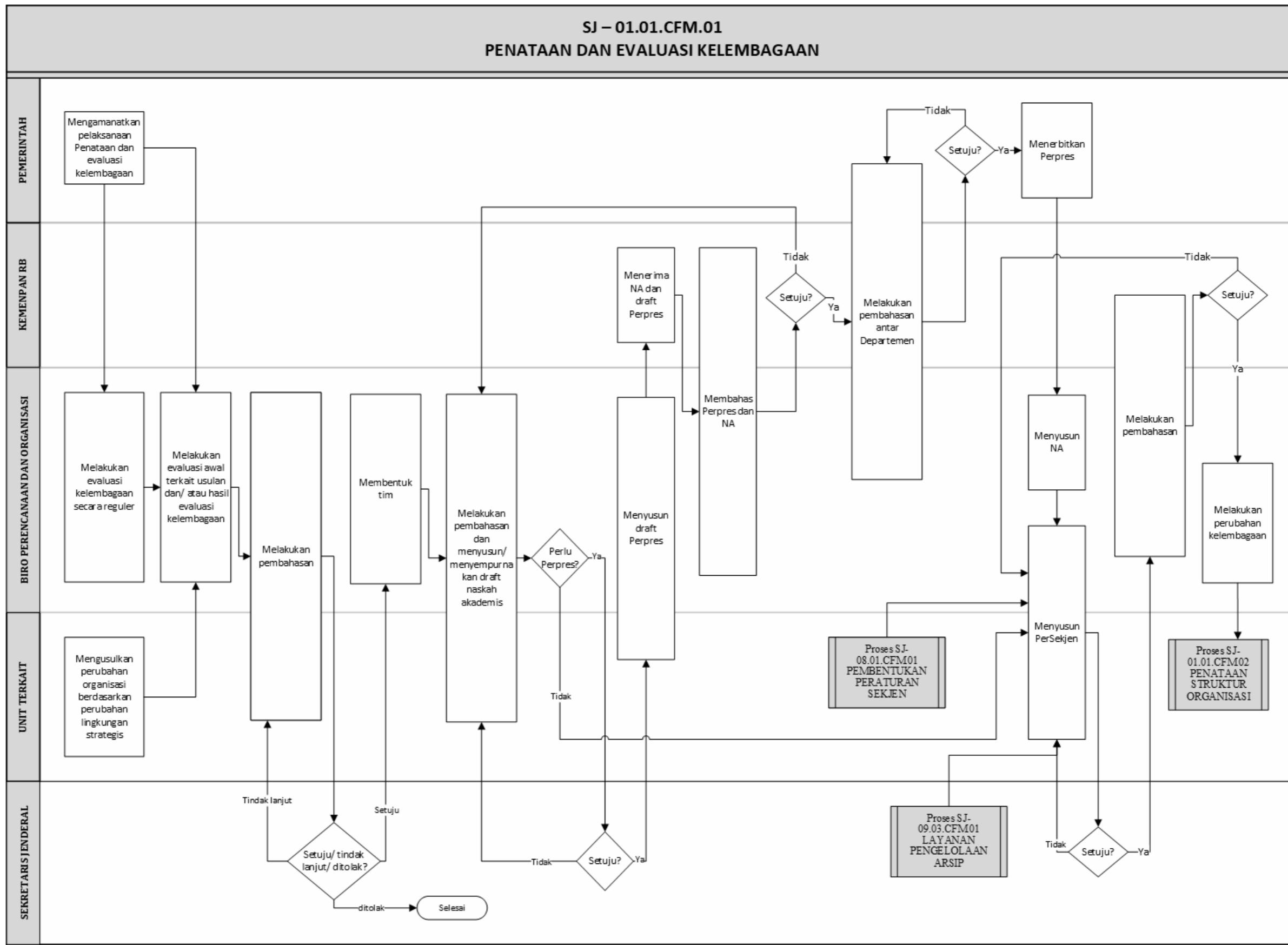


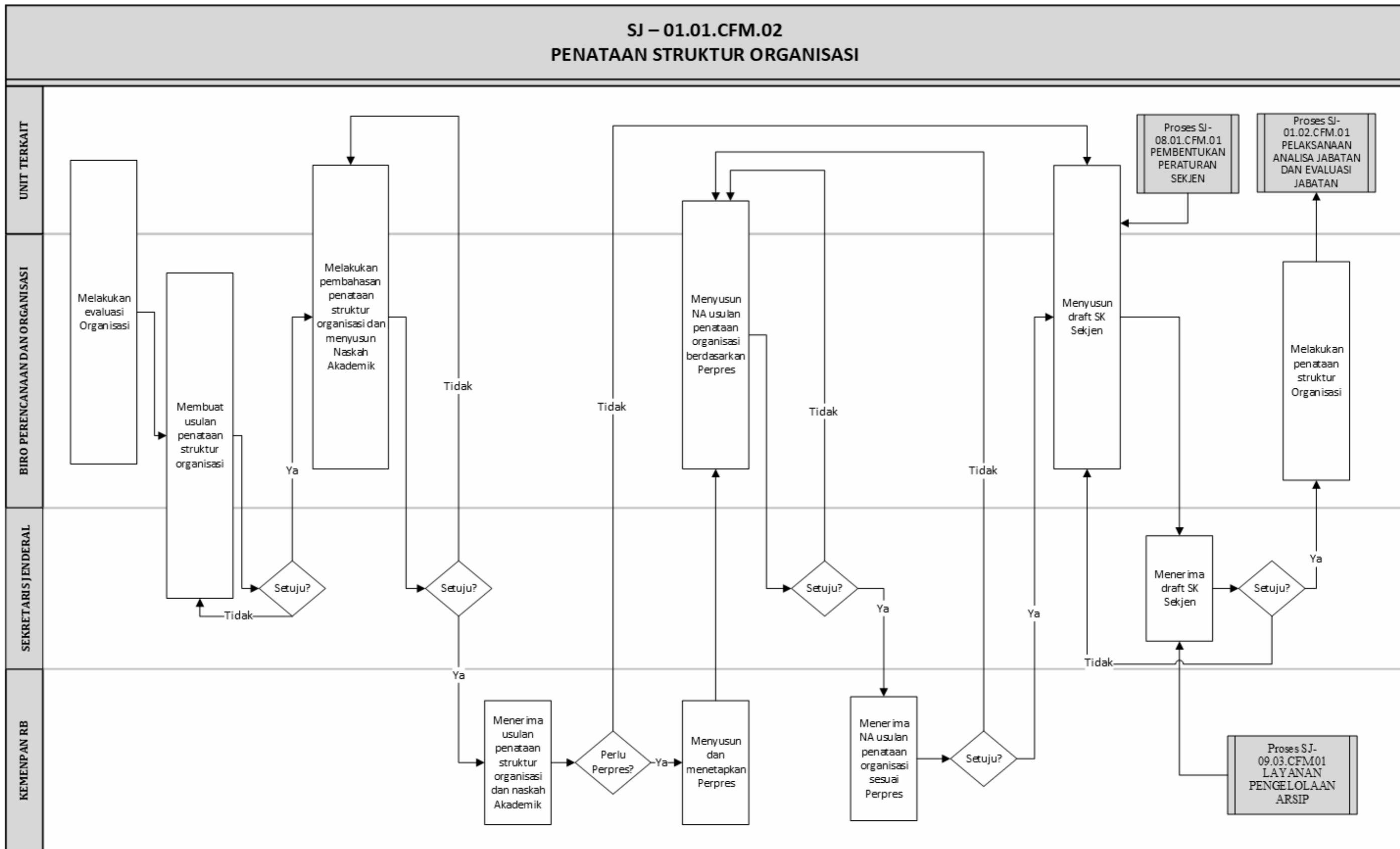


3. PETA RELASI

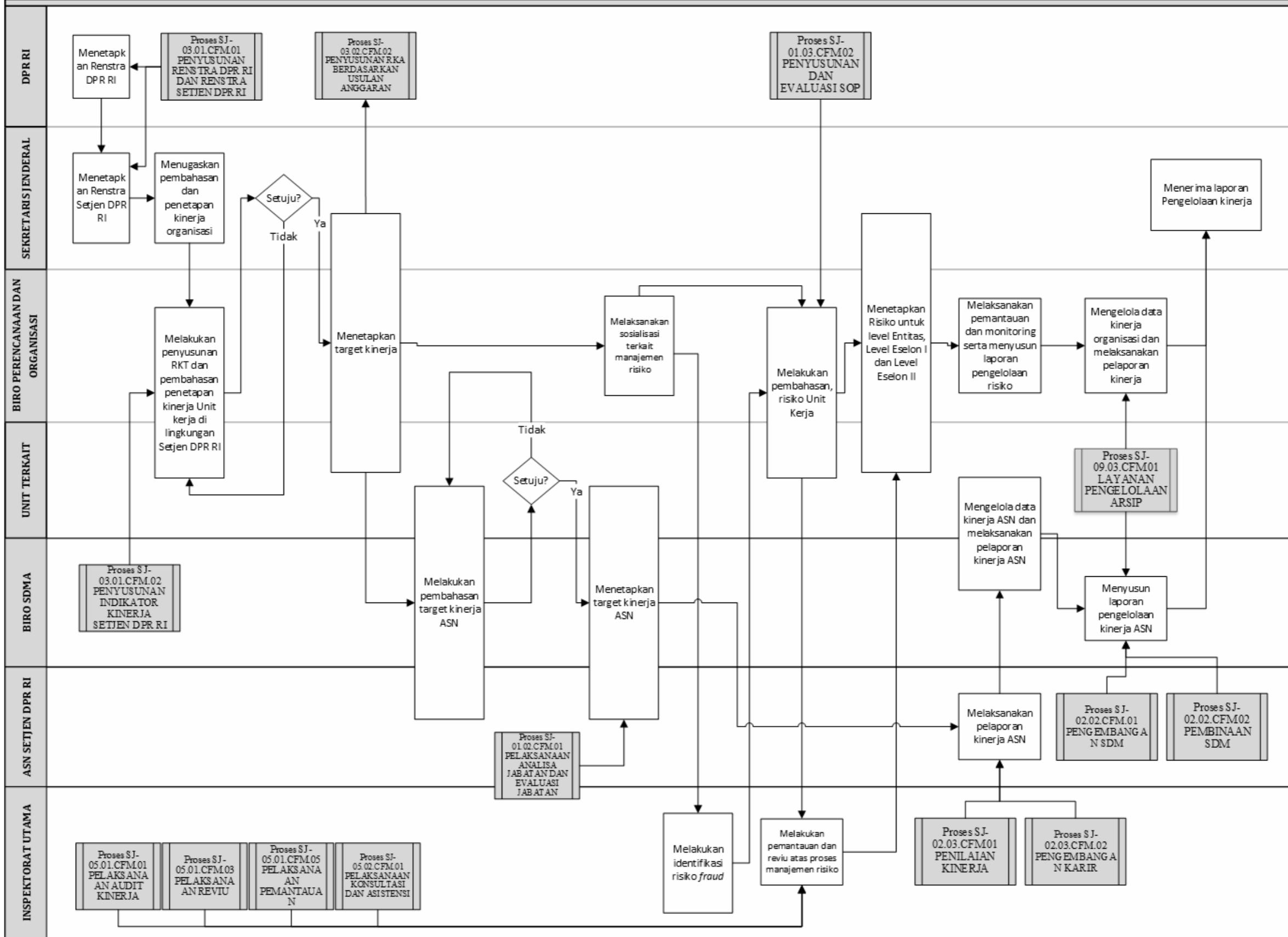


4. PETA LINTAS FUNGSI (CROSS FUNCTIONAL MAP)

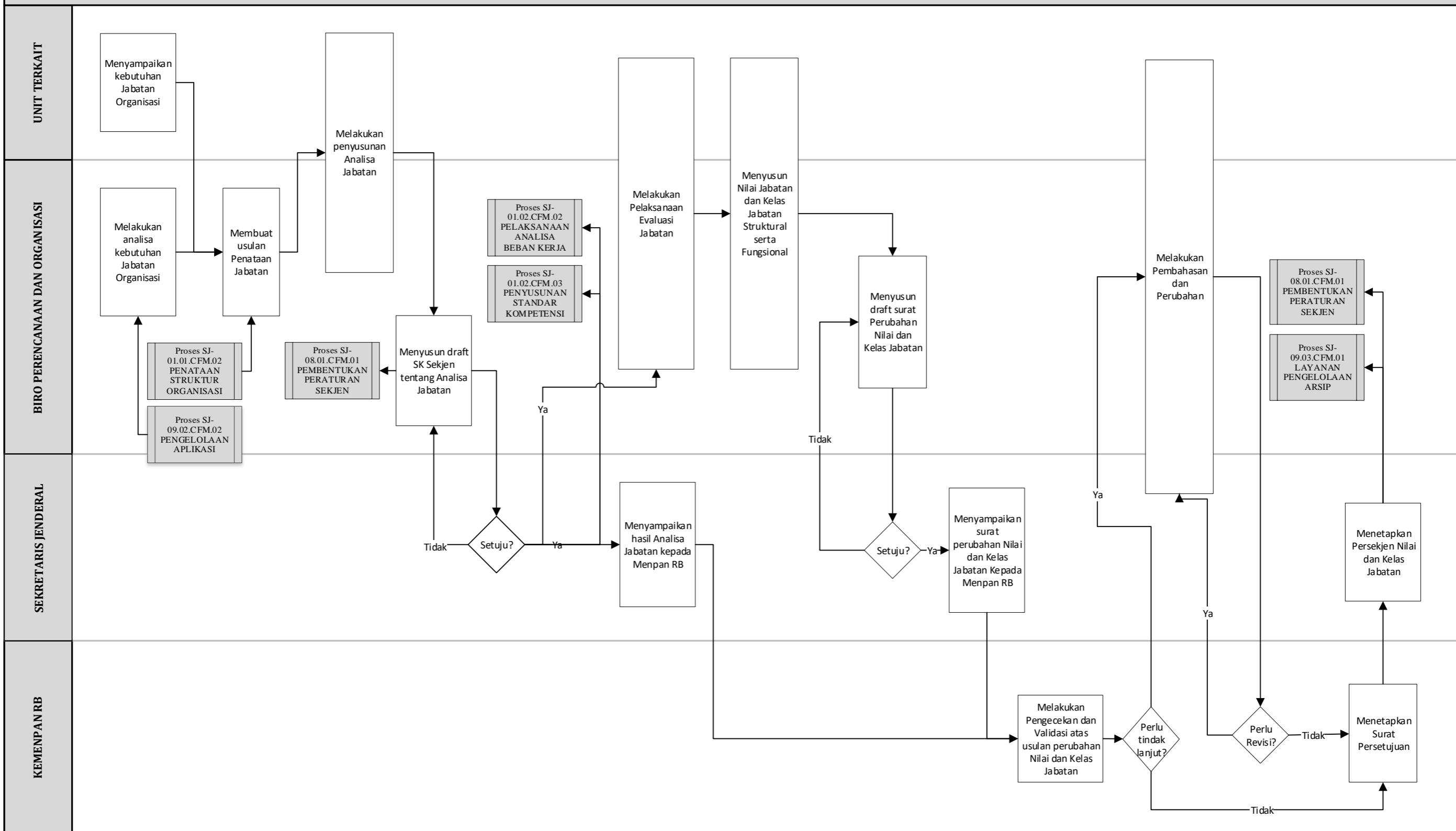


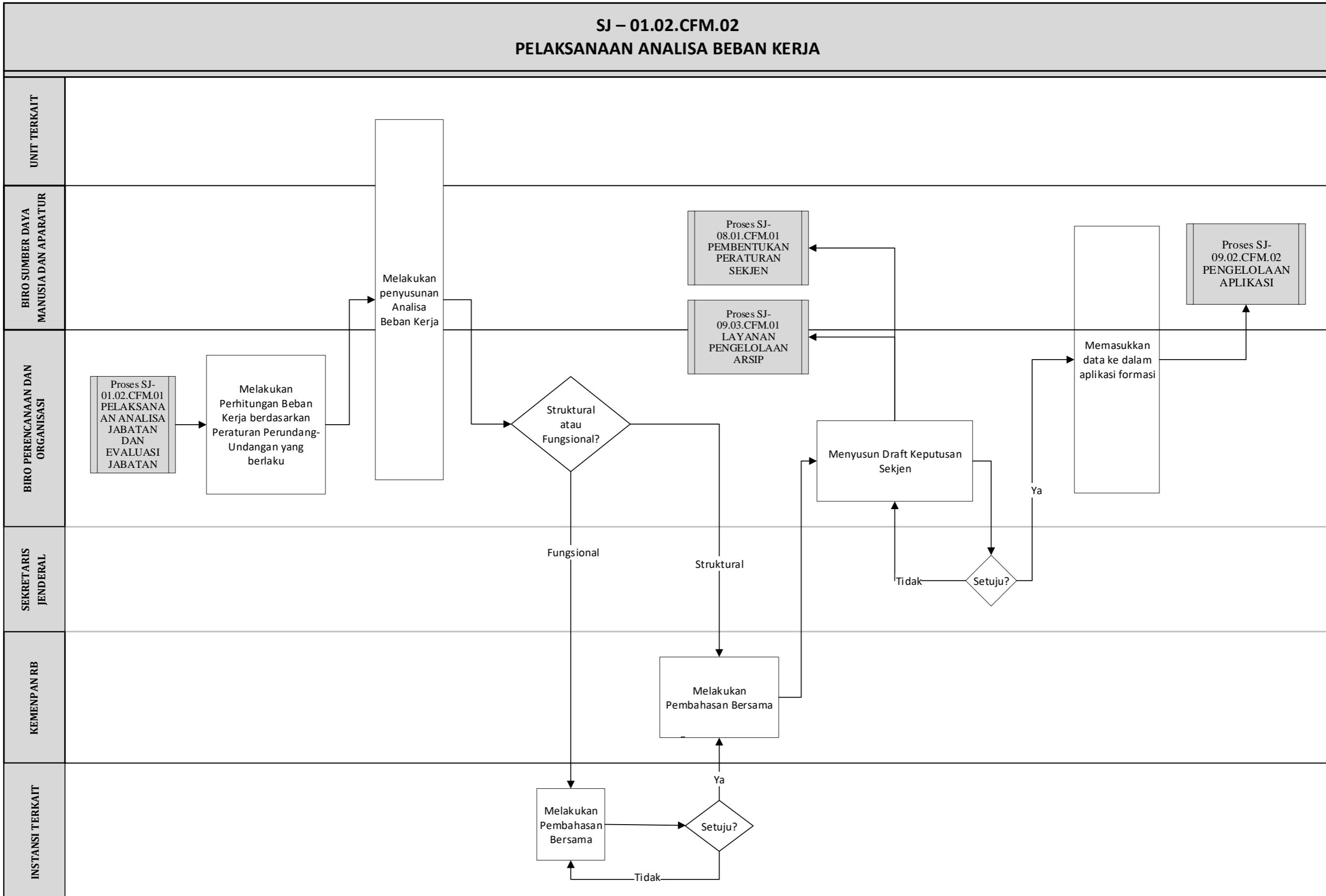


SJ – 01.01.CFM.03
PENGELOLAAN KINERJA SEKRETARIAT JENDERAL DPR RI

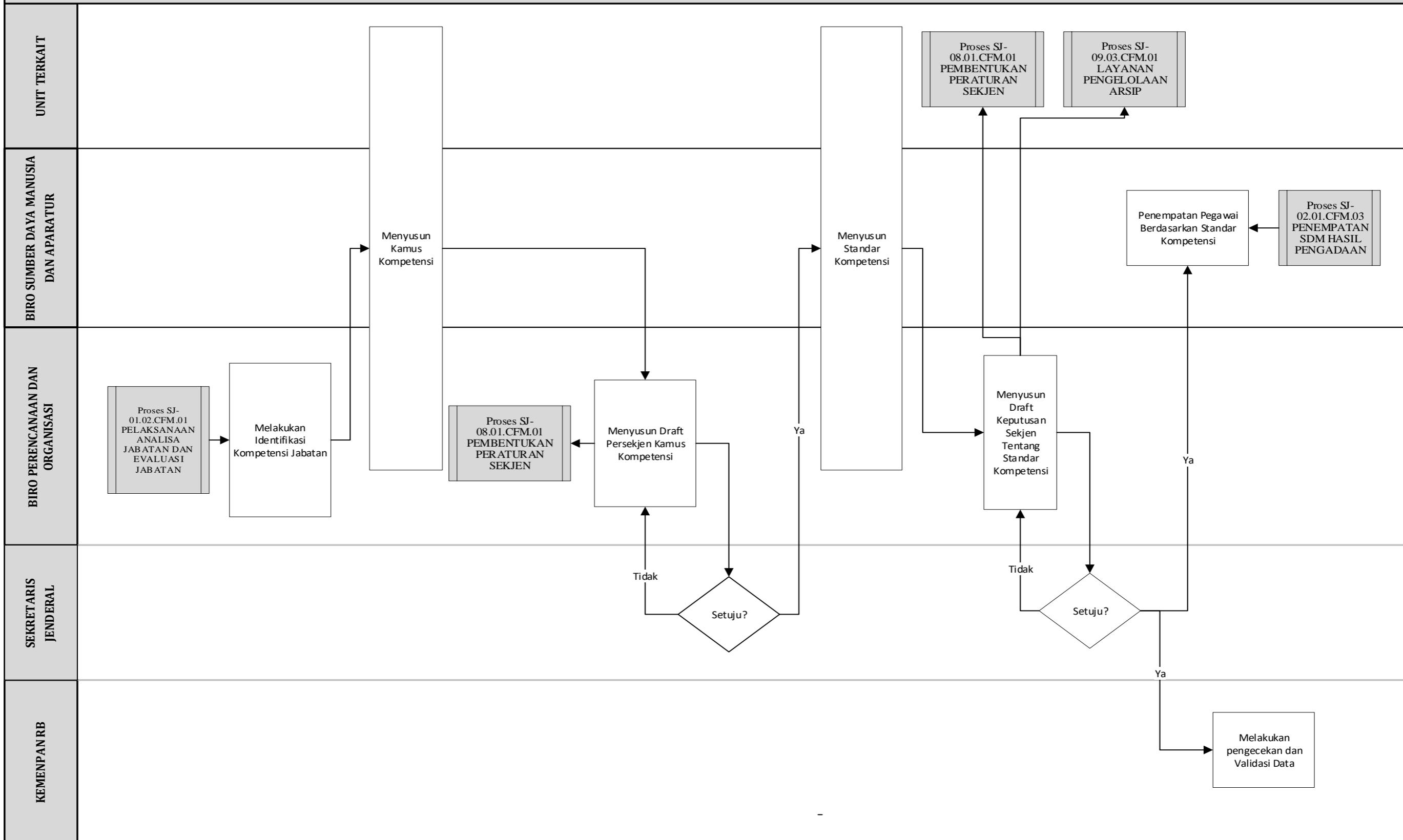


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PELAKSANAAN ANALISA JABATAN DAN EVALUASI JABATAN

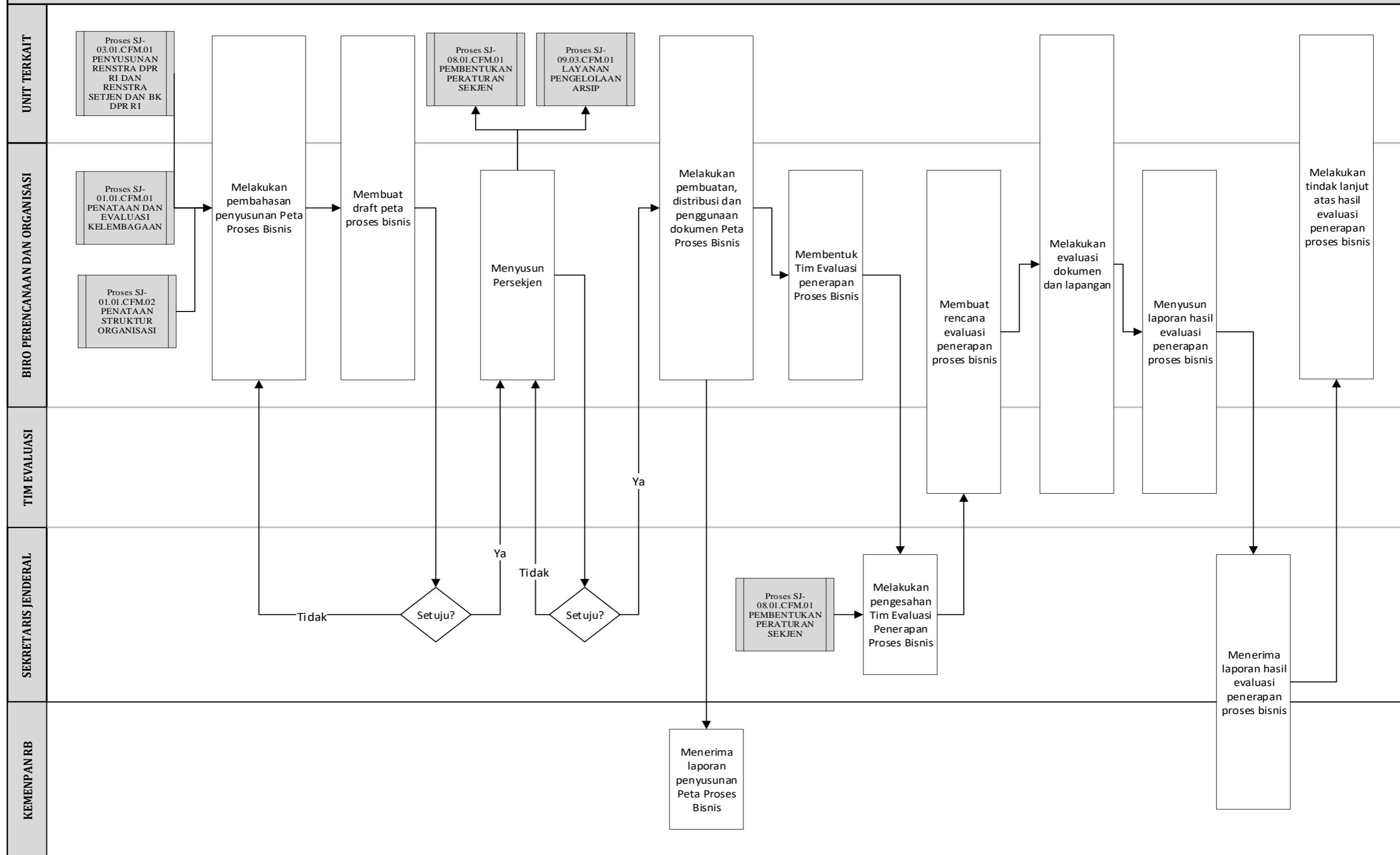




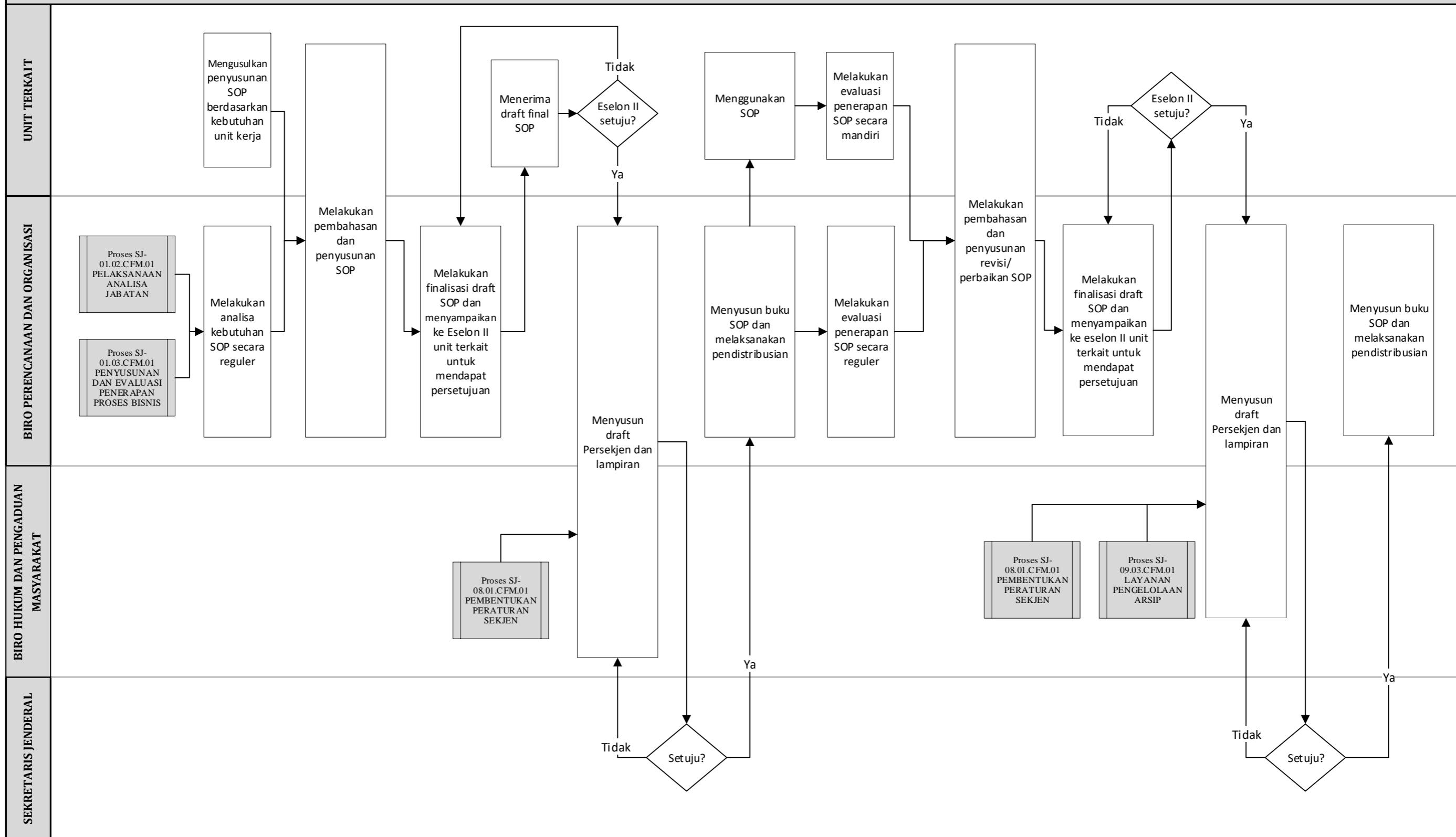
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PENYUSUNAN STANDAR KOMPETENSI



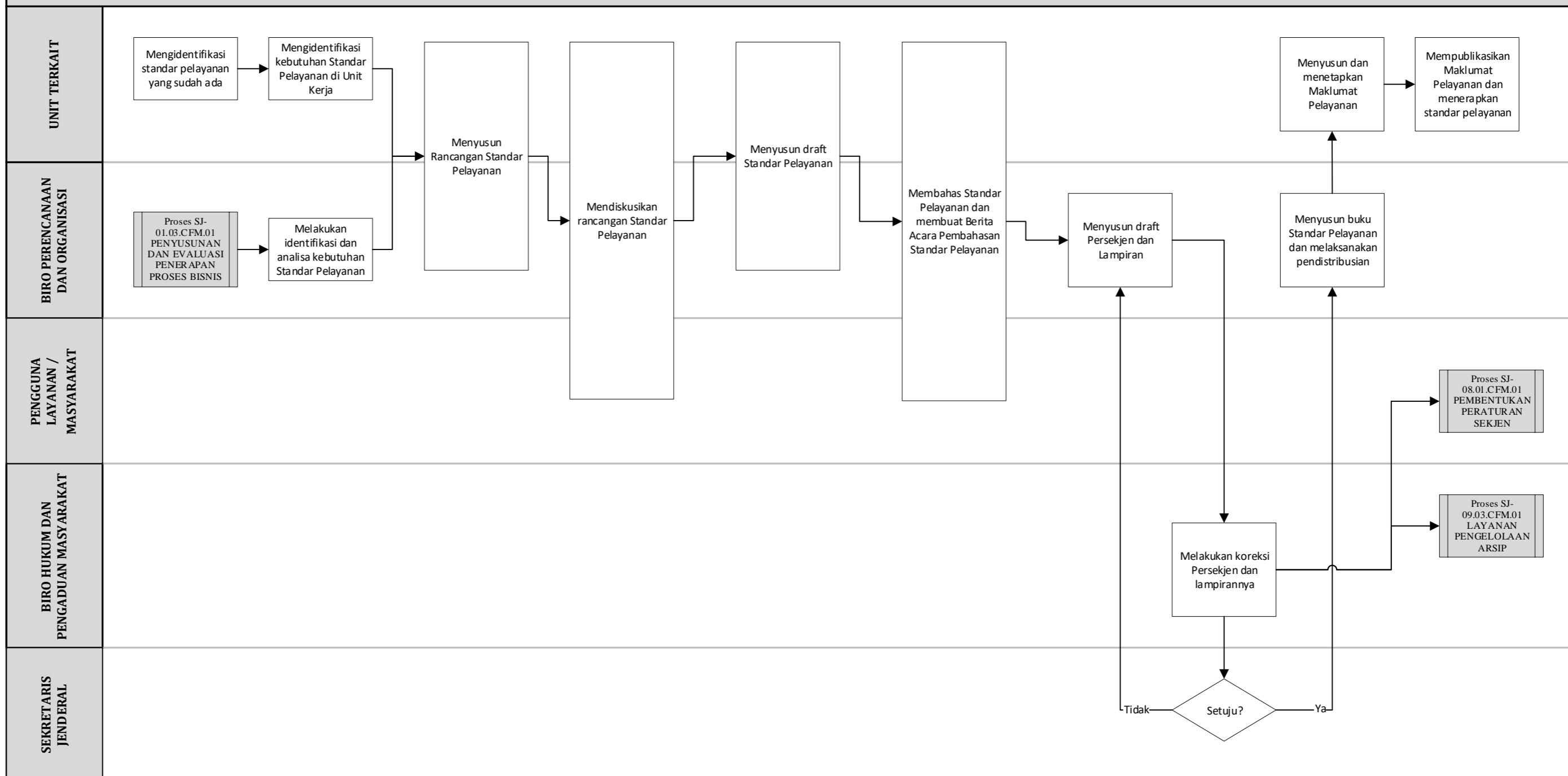
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PENYUSUNAN DAN EVALUASI PENERAPAN PROSES BISNIS



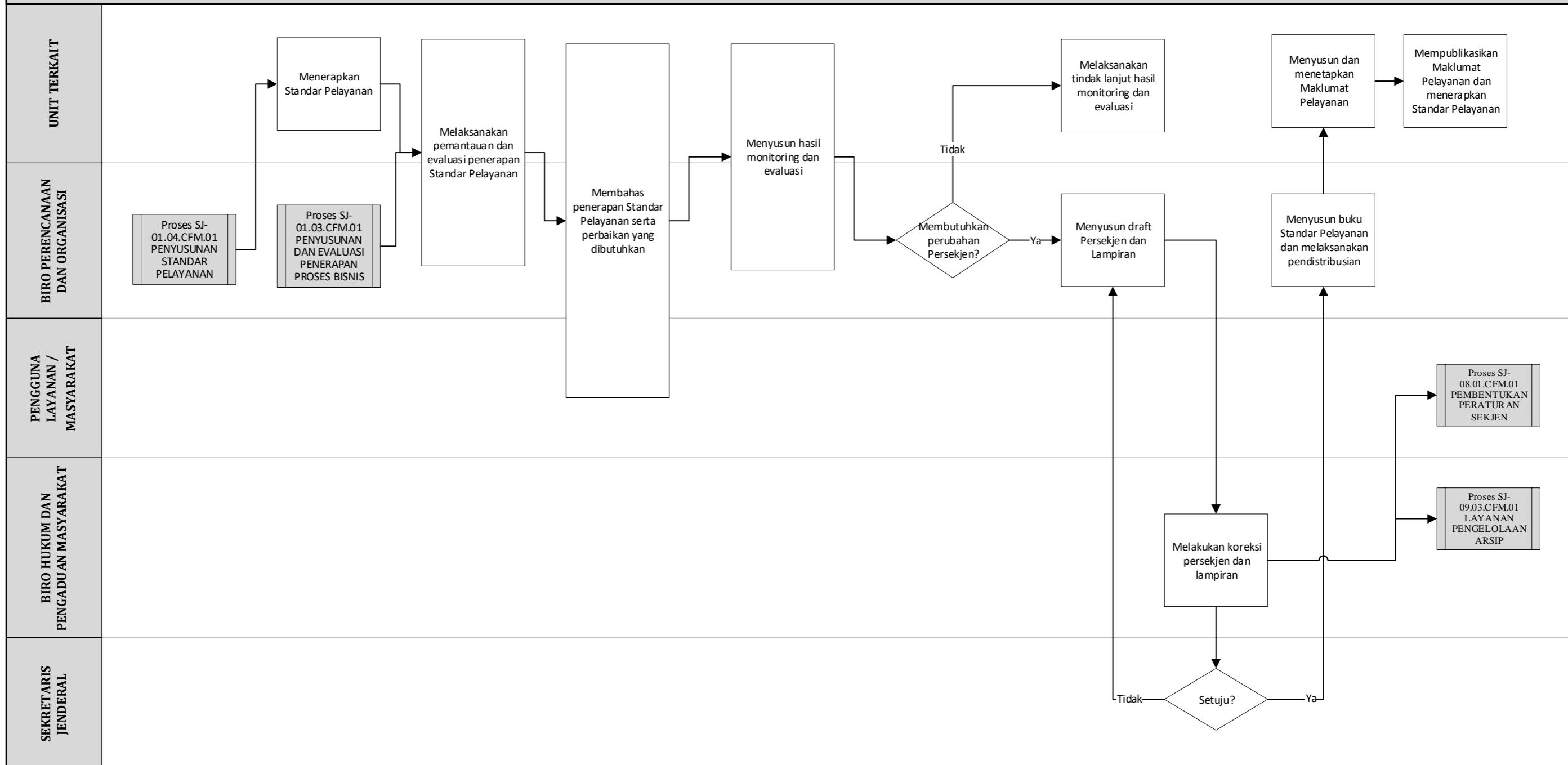
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PENYUSUNAN DAN EVALUASI PENERAPAN STRANDAR OPERASIONAL PROSEDUR (SOP)

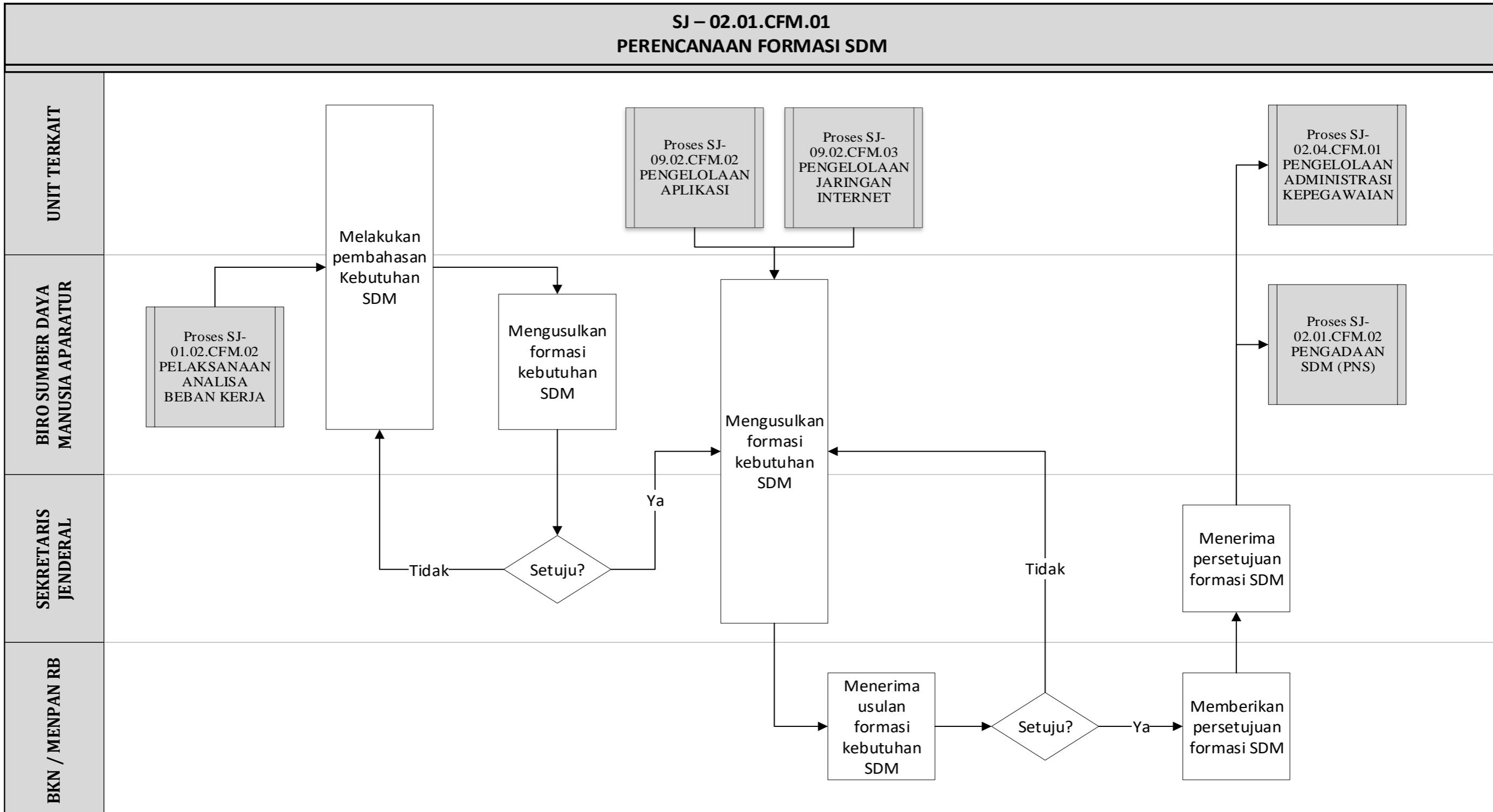


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PENYUSUNAN STANDAR PELAYANAN

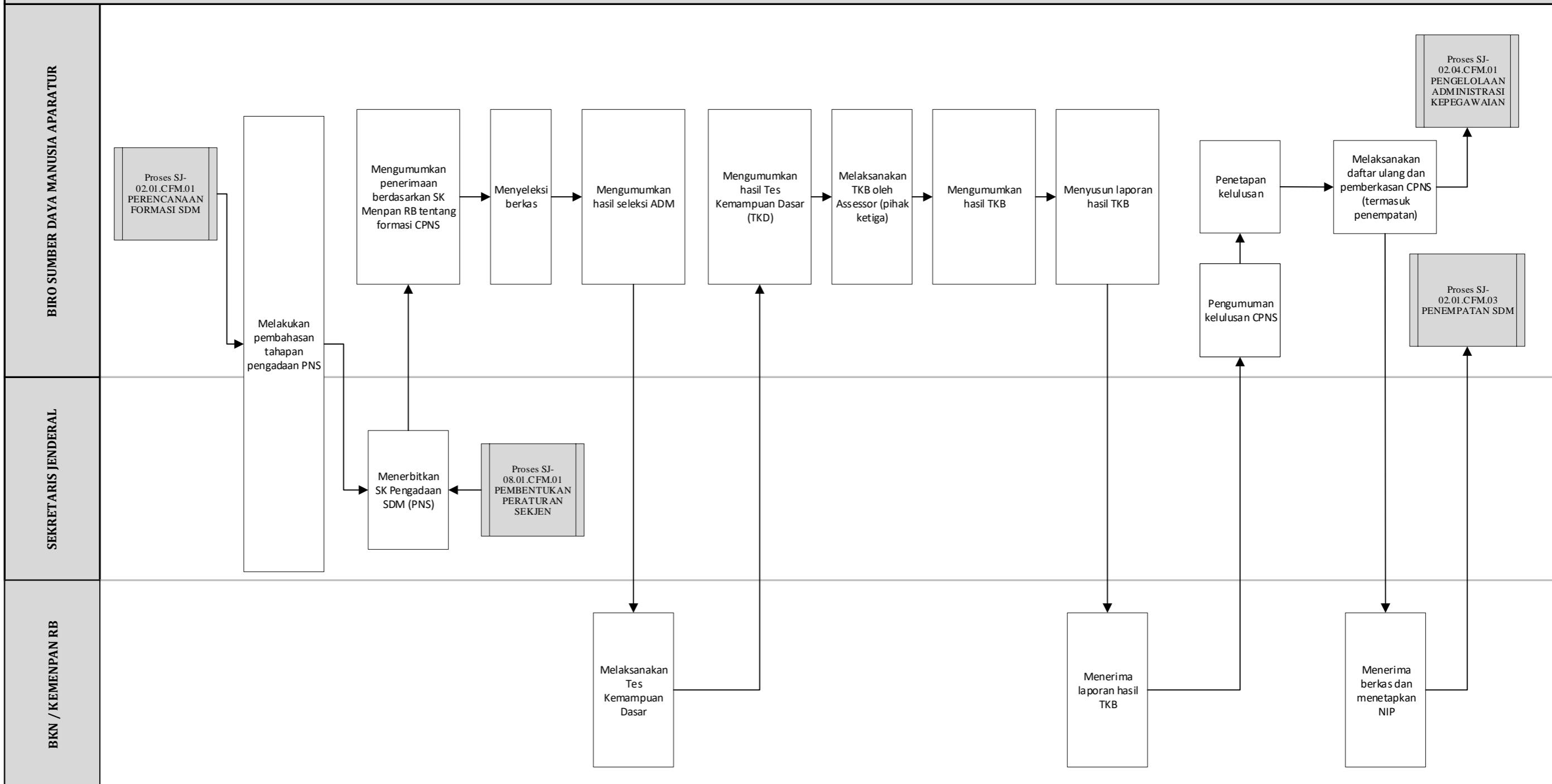


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EVALUASI STANDAR PELAYANAN

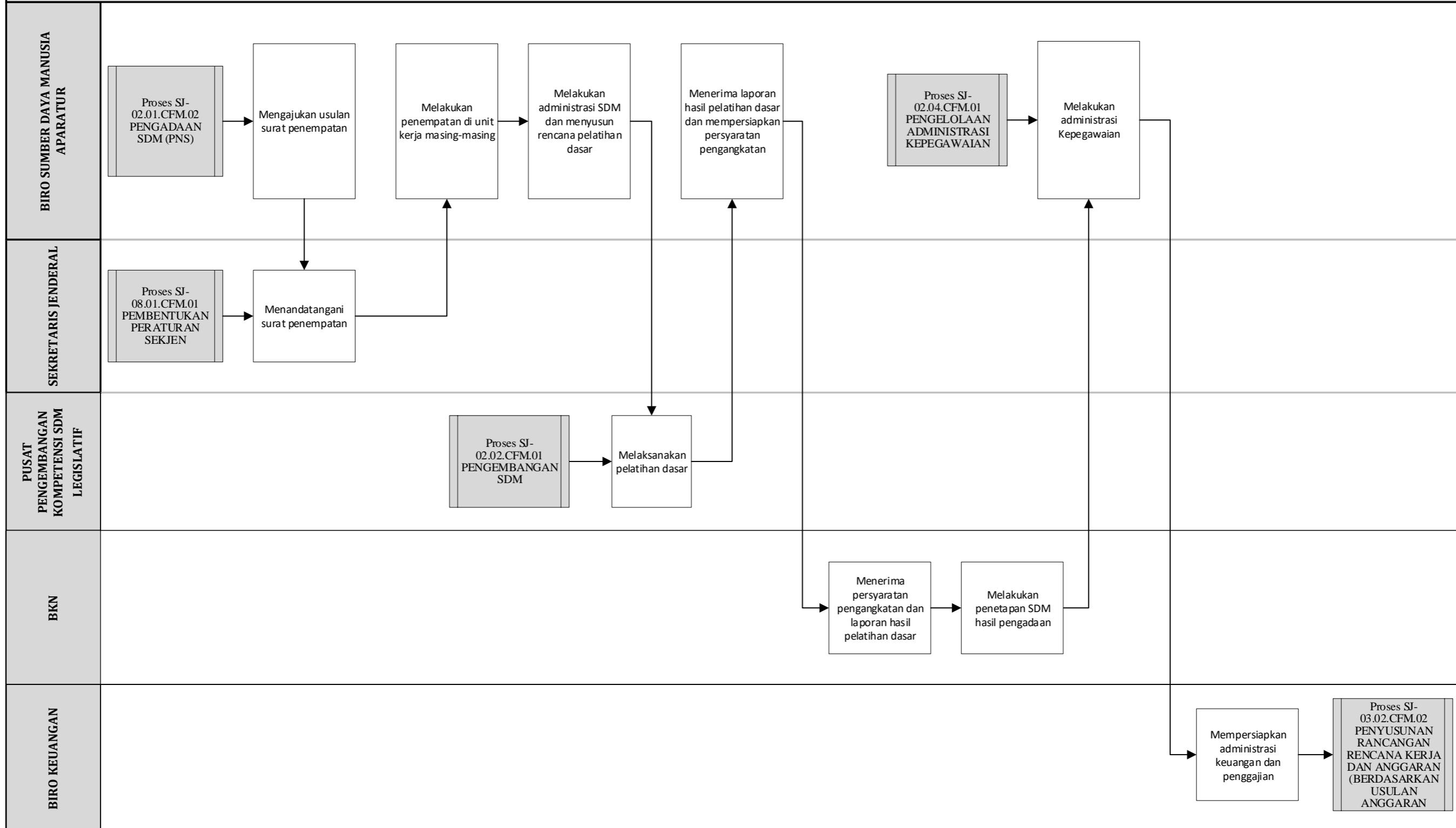




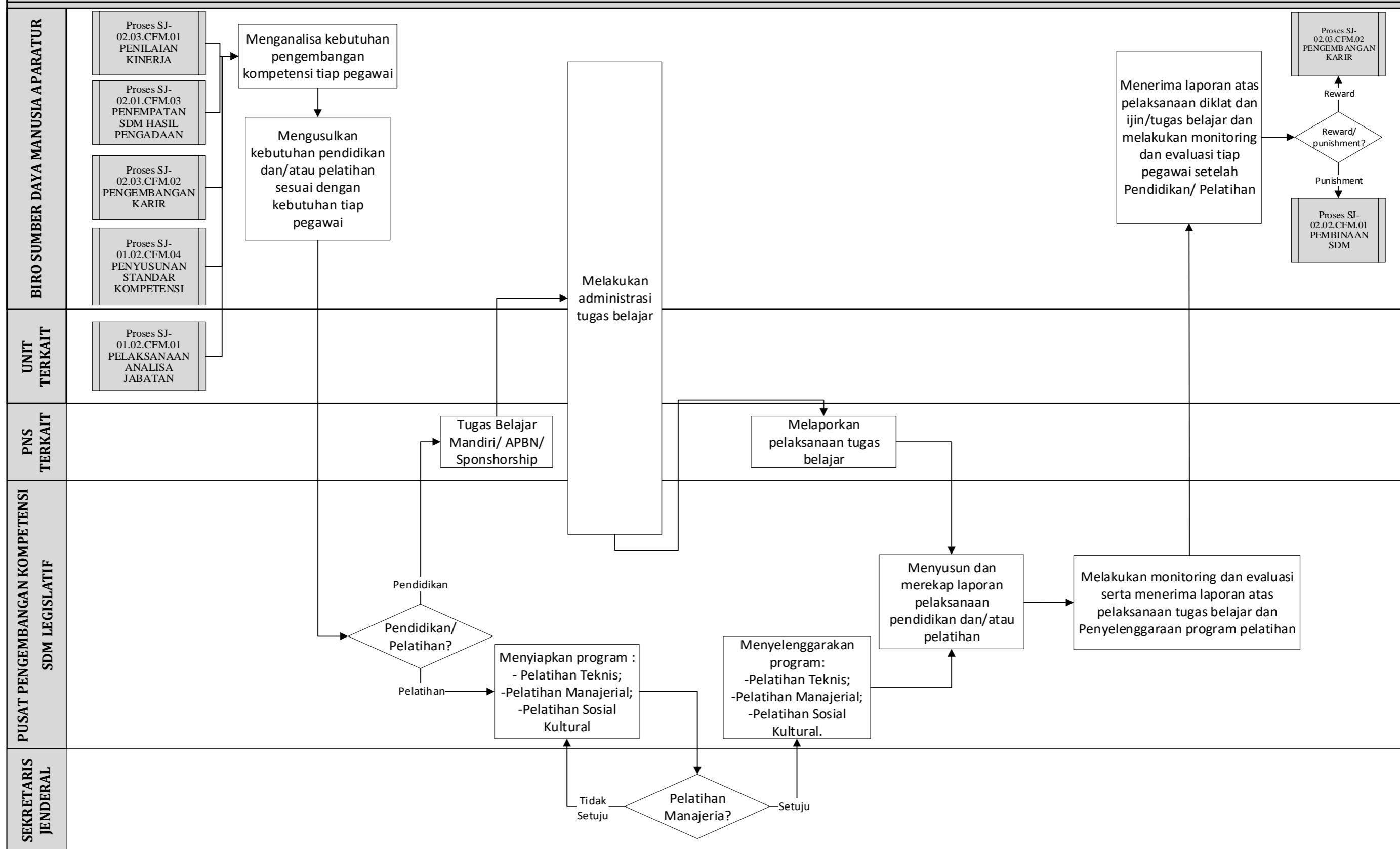
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PENGADAAN SDM (PNS)



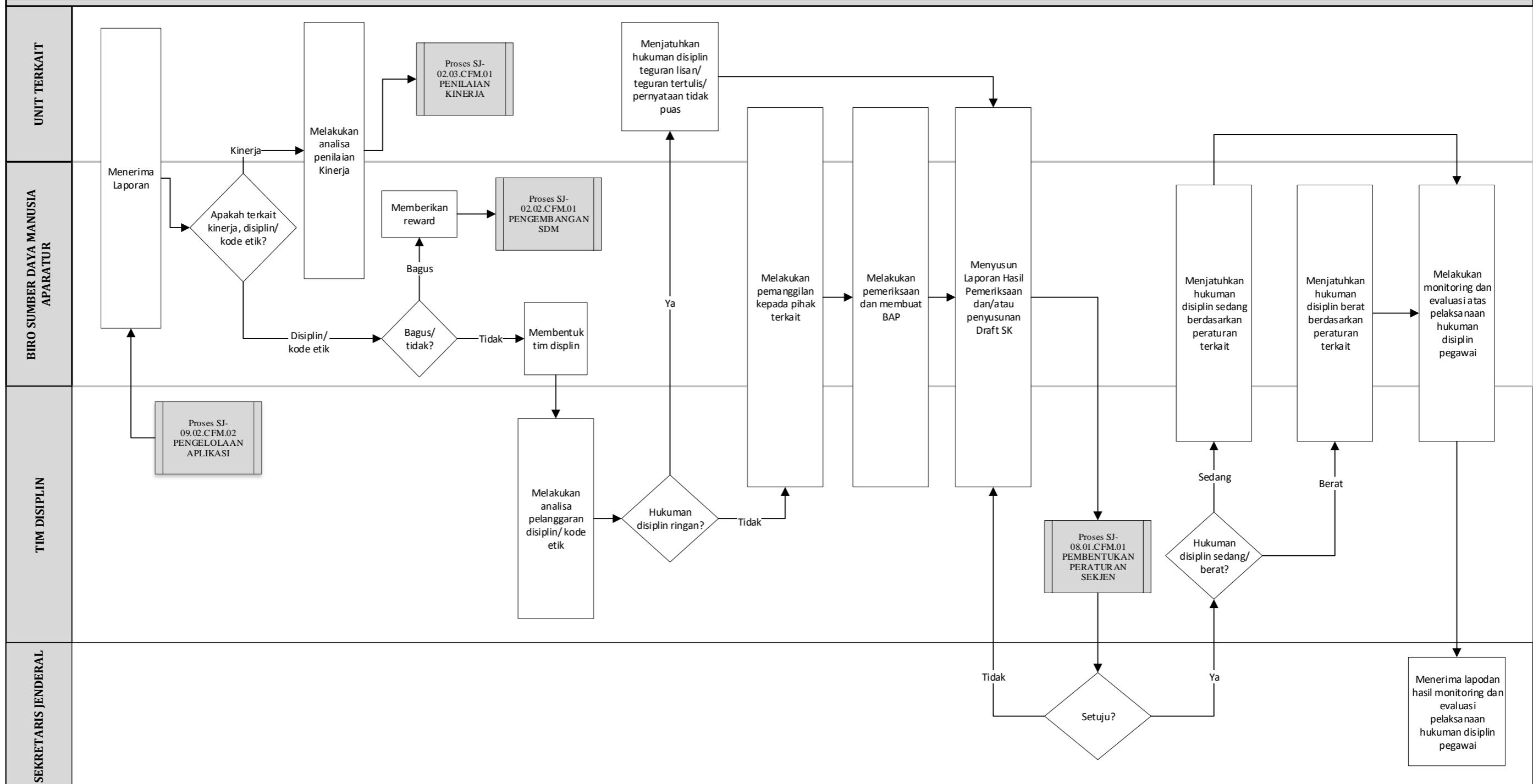
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PENEMPATAN SDM HASIL PENGADAAN

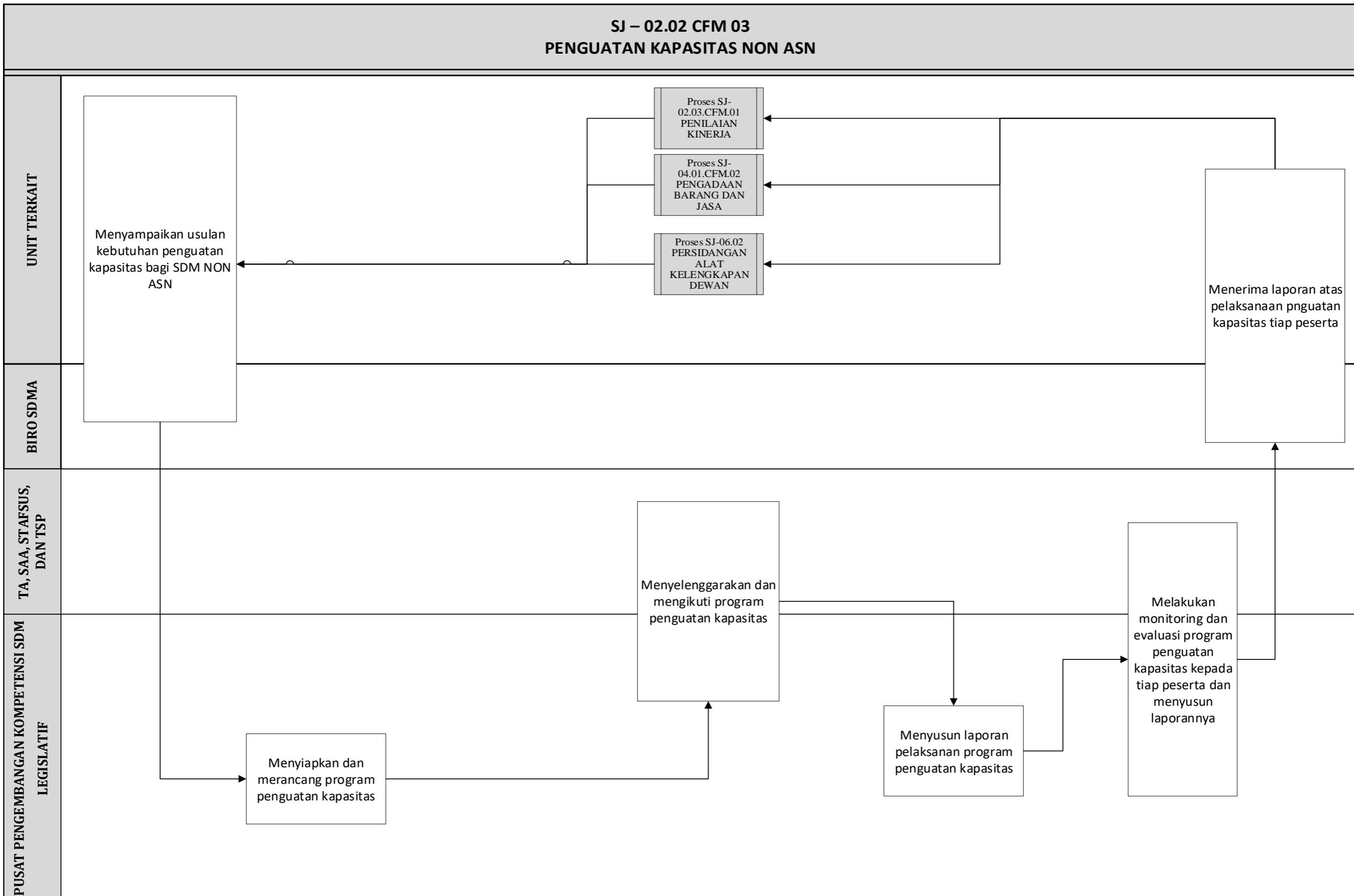


**SJ – 02.02.CFM.01
PENGEMBANGAN SDM**

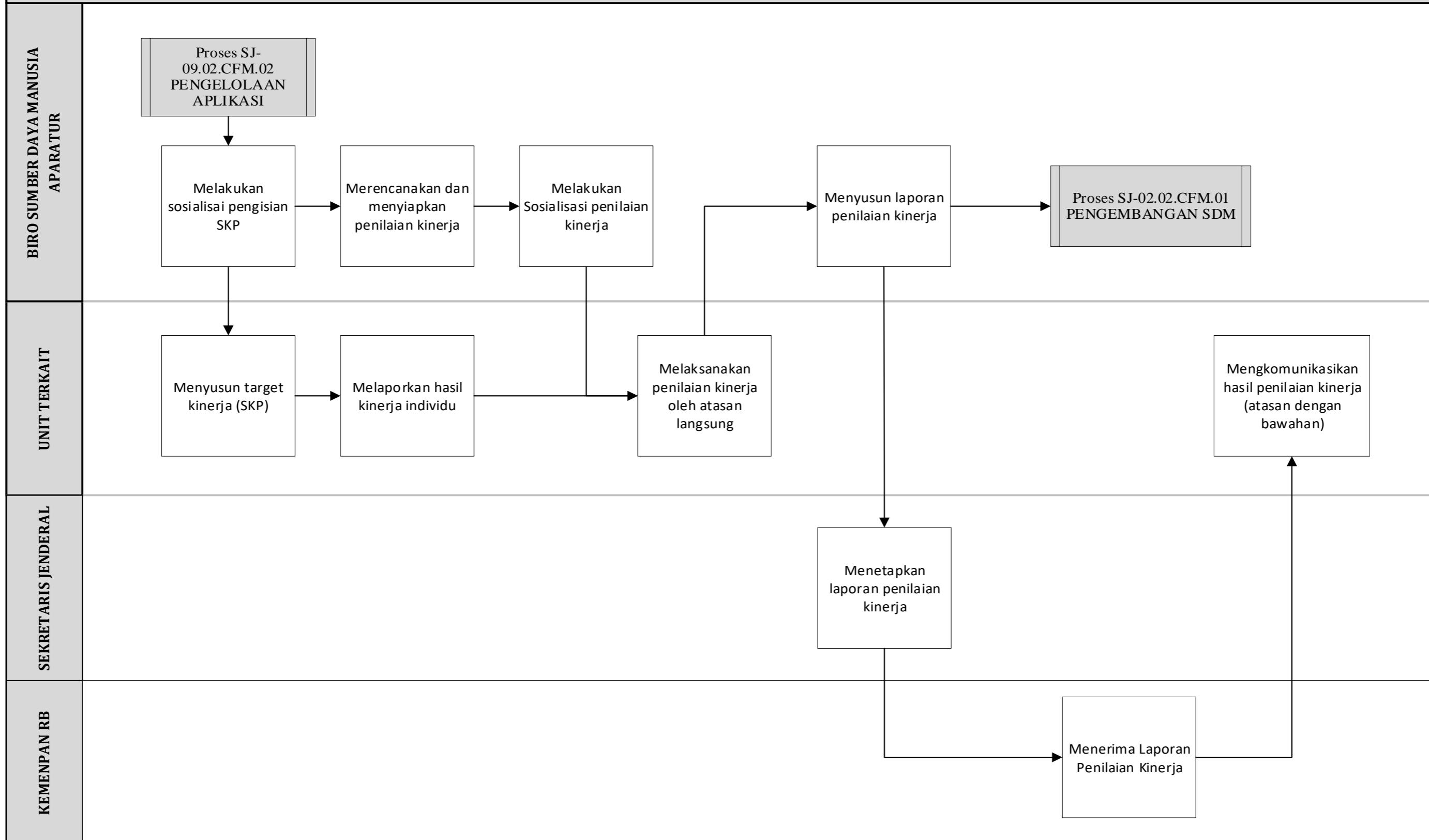


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PEMBINAAN SDM

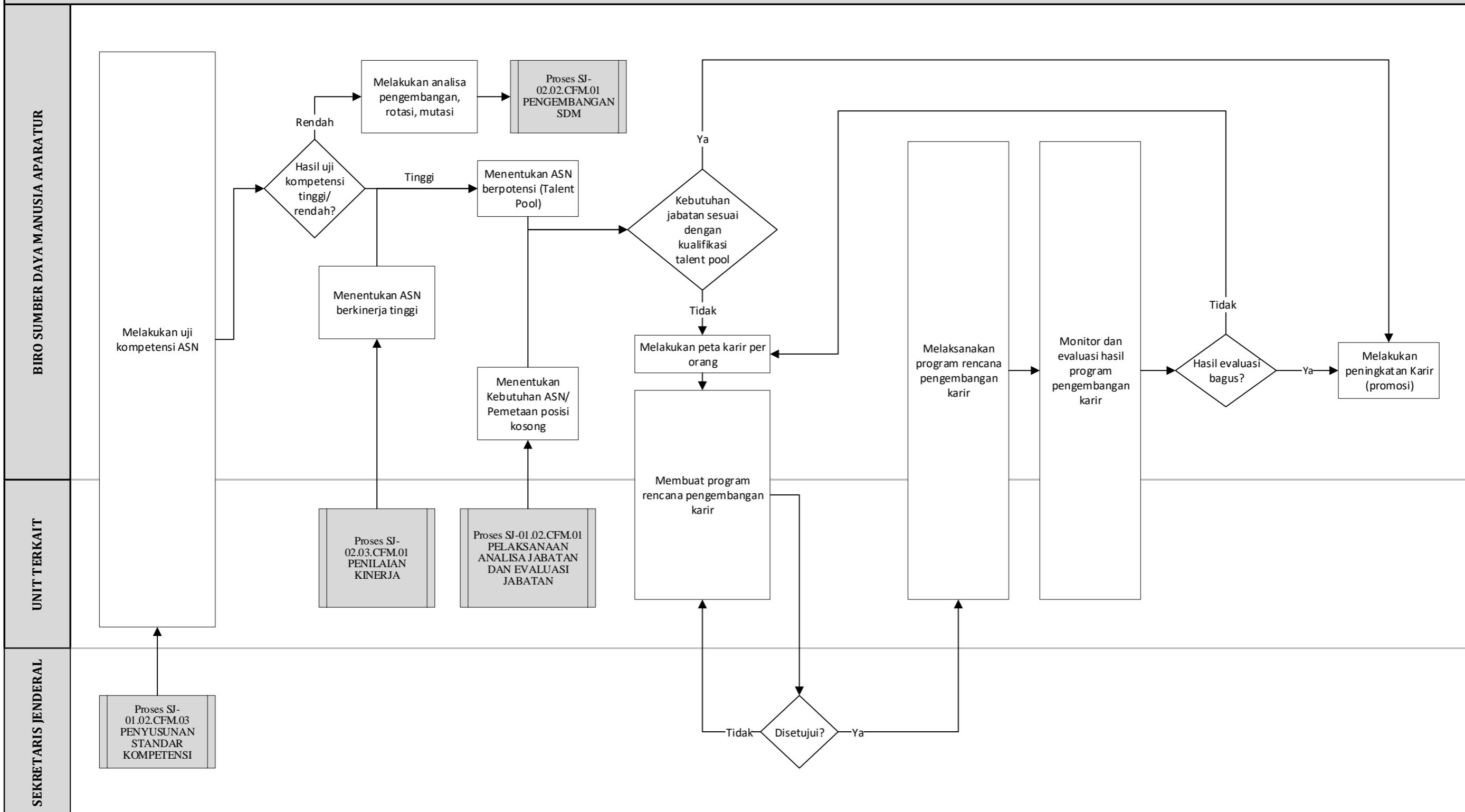


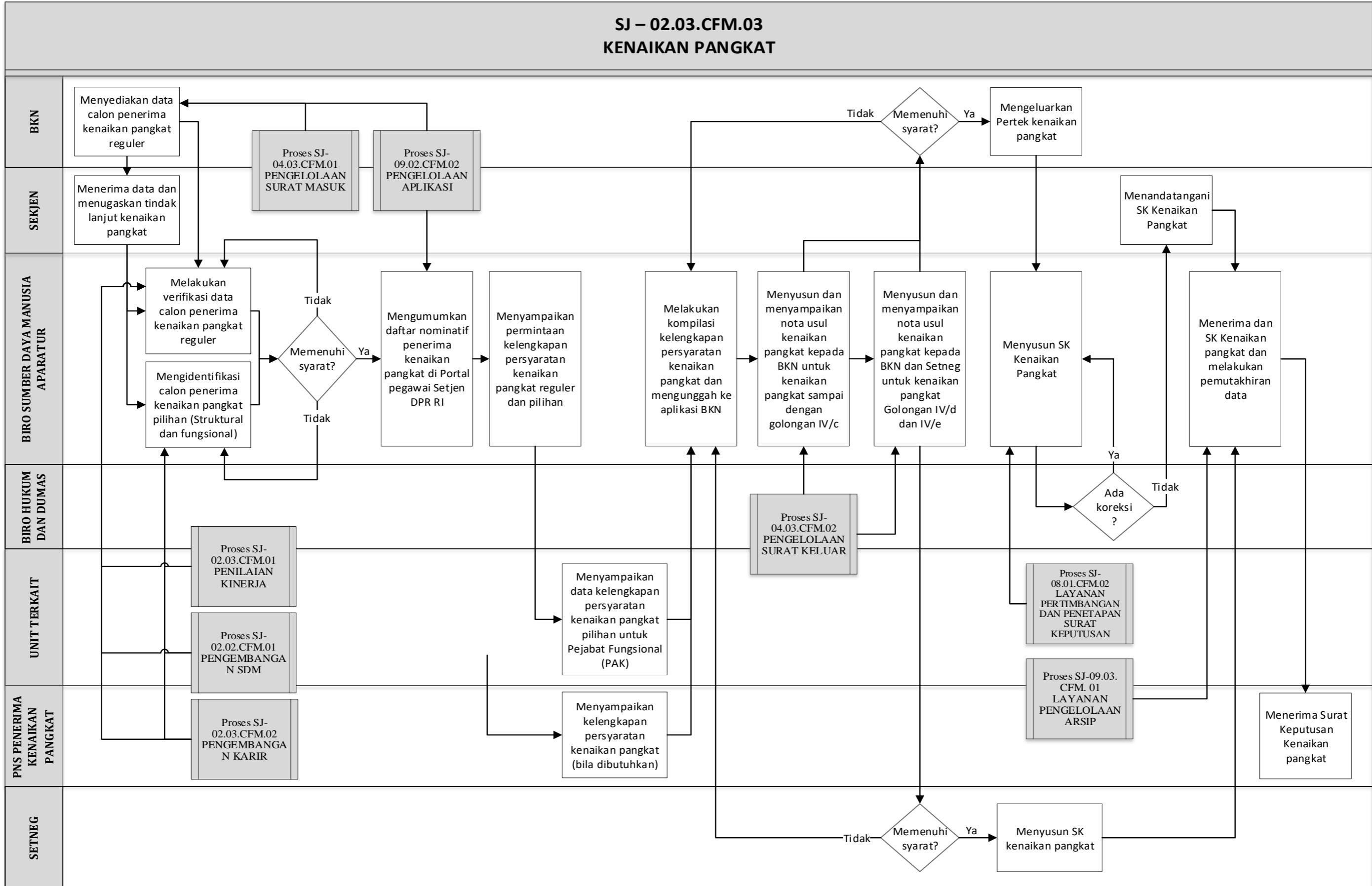


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PENILAIAN KINERJA

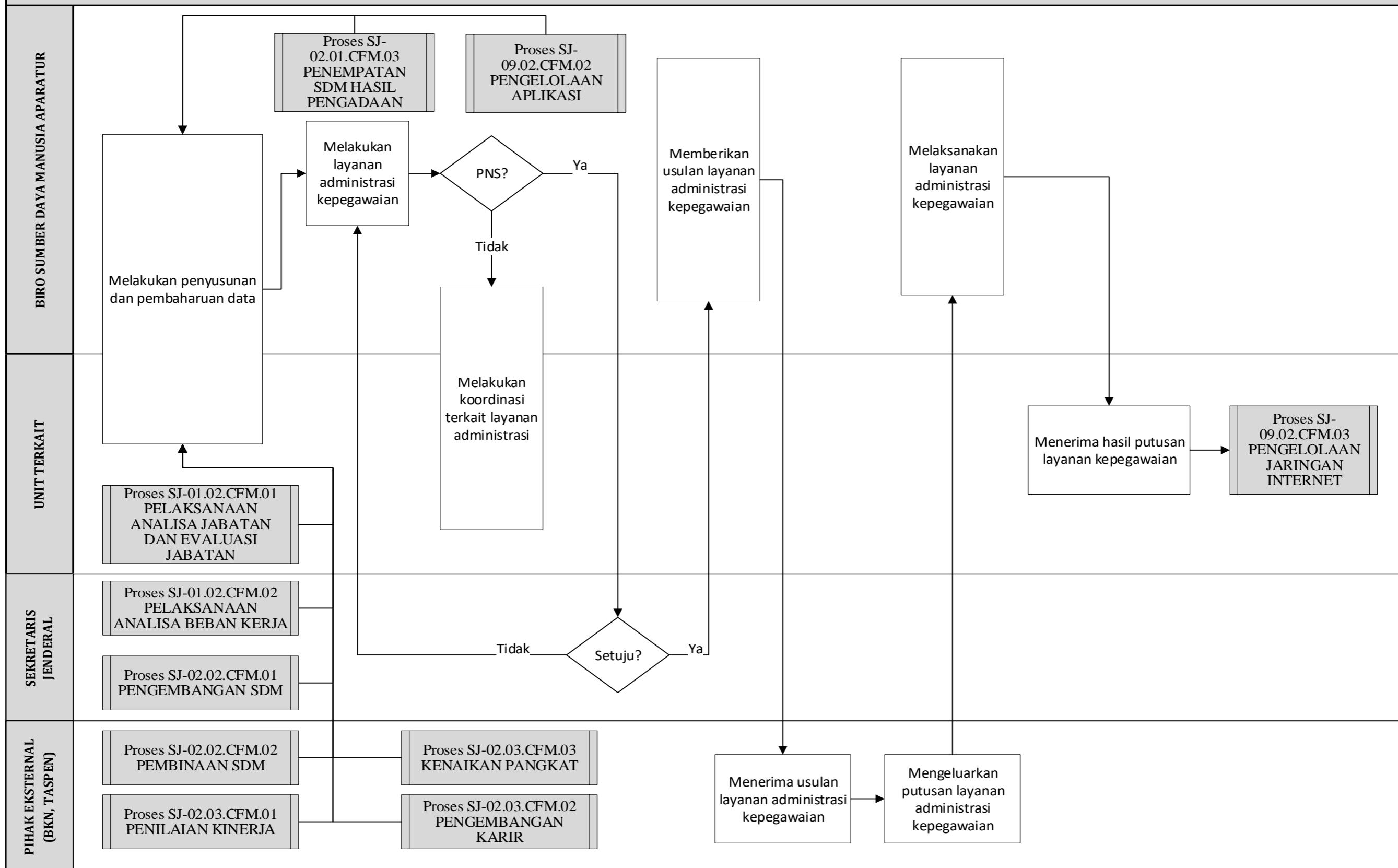


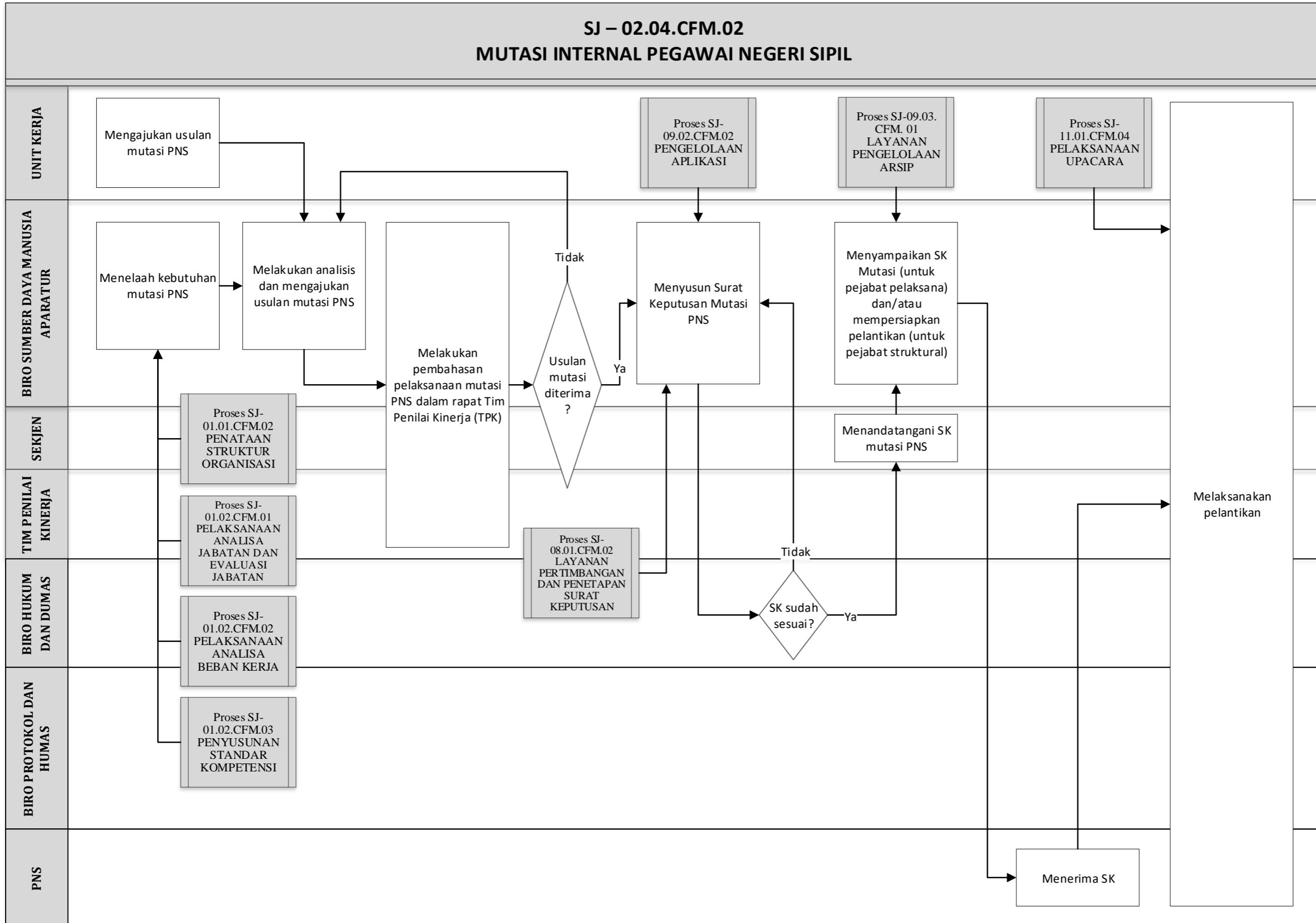
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PENGEMBANGAN KARIR



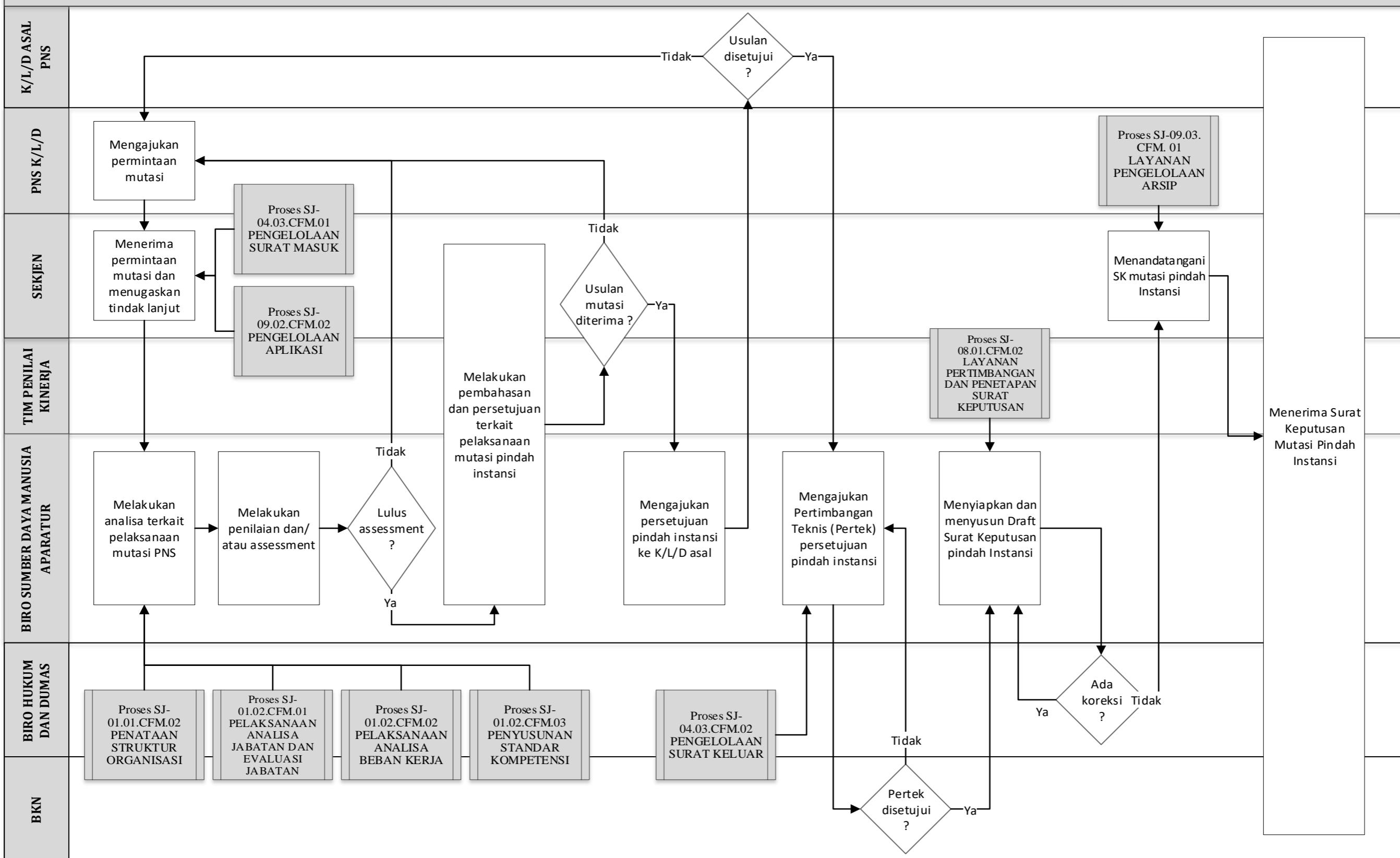


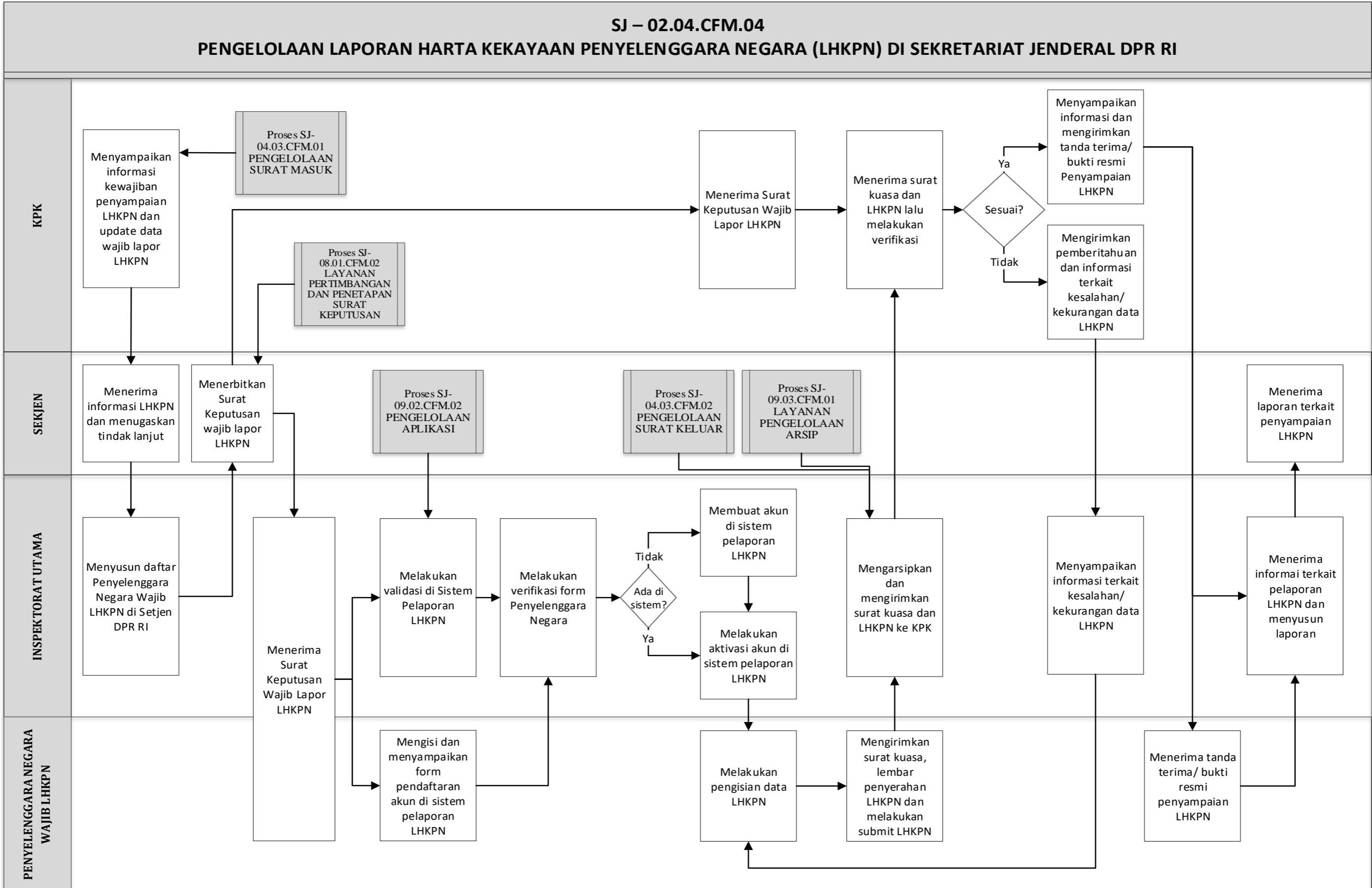
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PENGELOLAAN ADMINISTRASI KEPEGAWAIAN

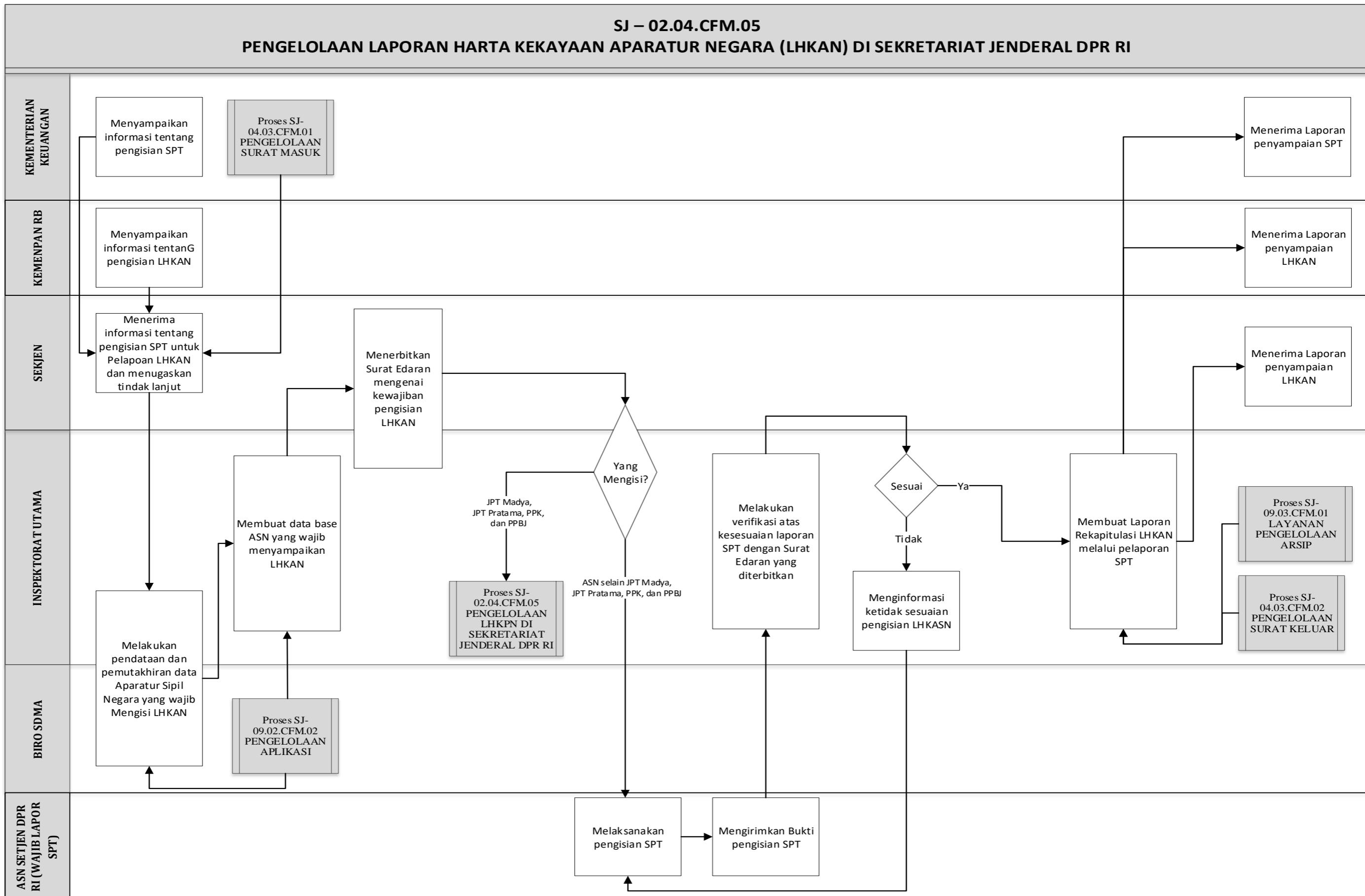




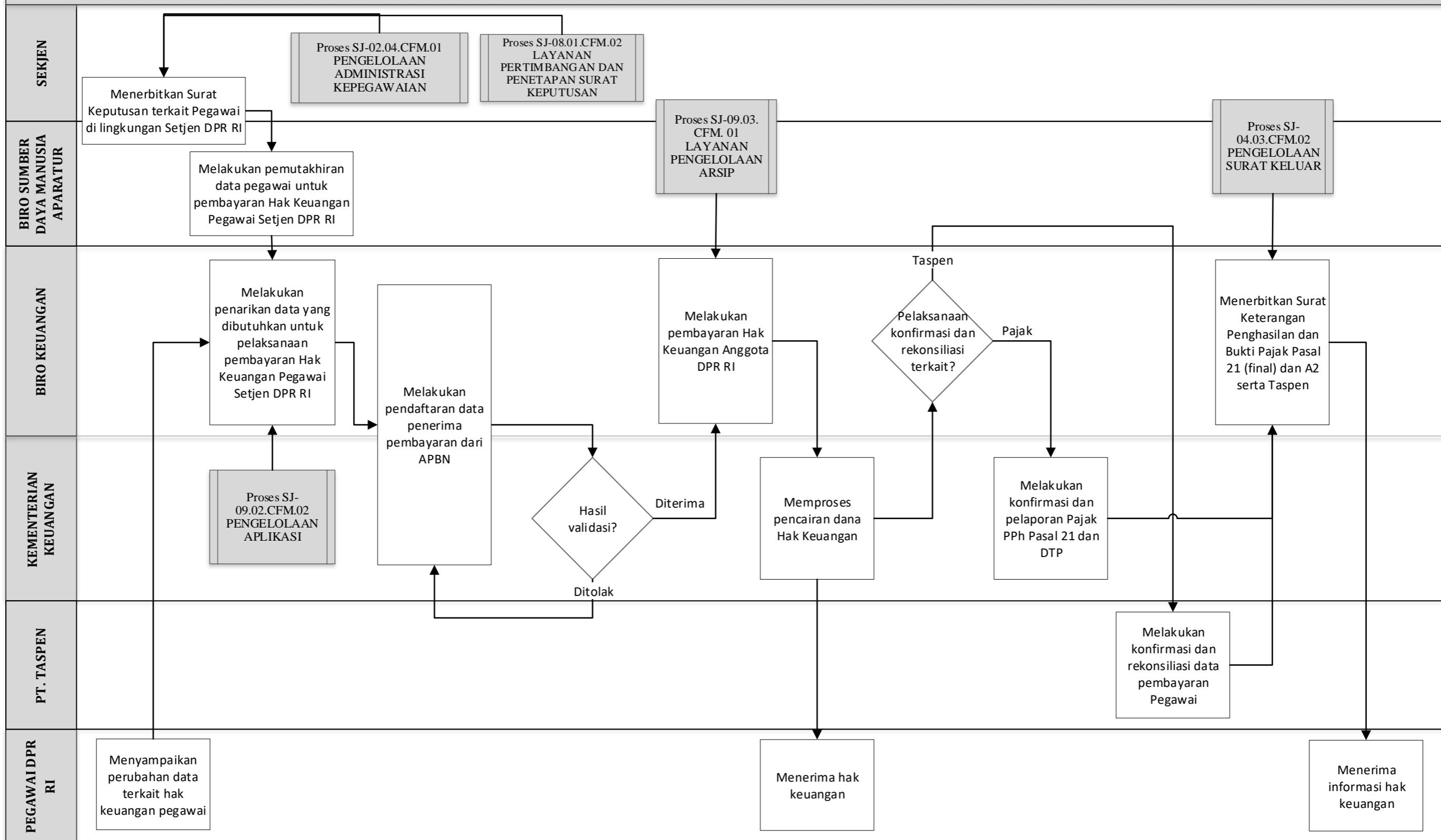
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MUTASI PINDAH INSTANSI

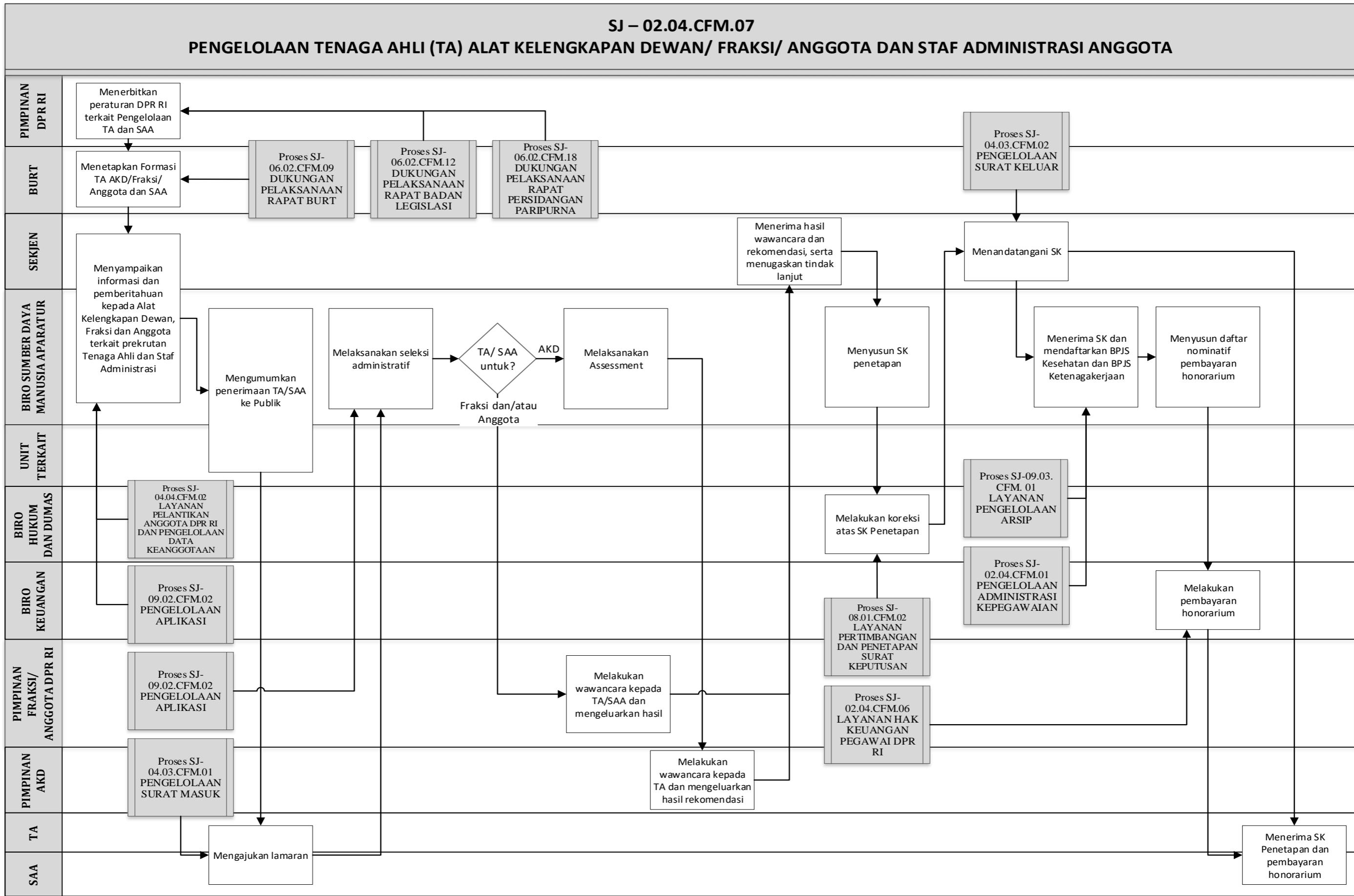


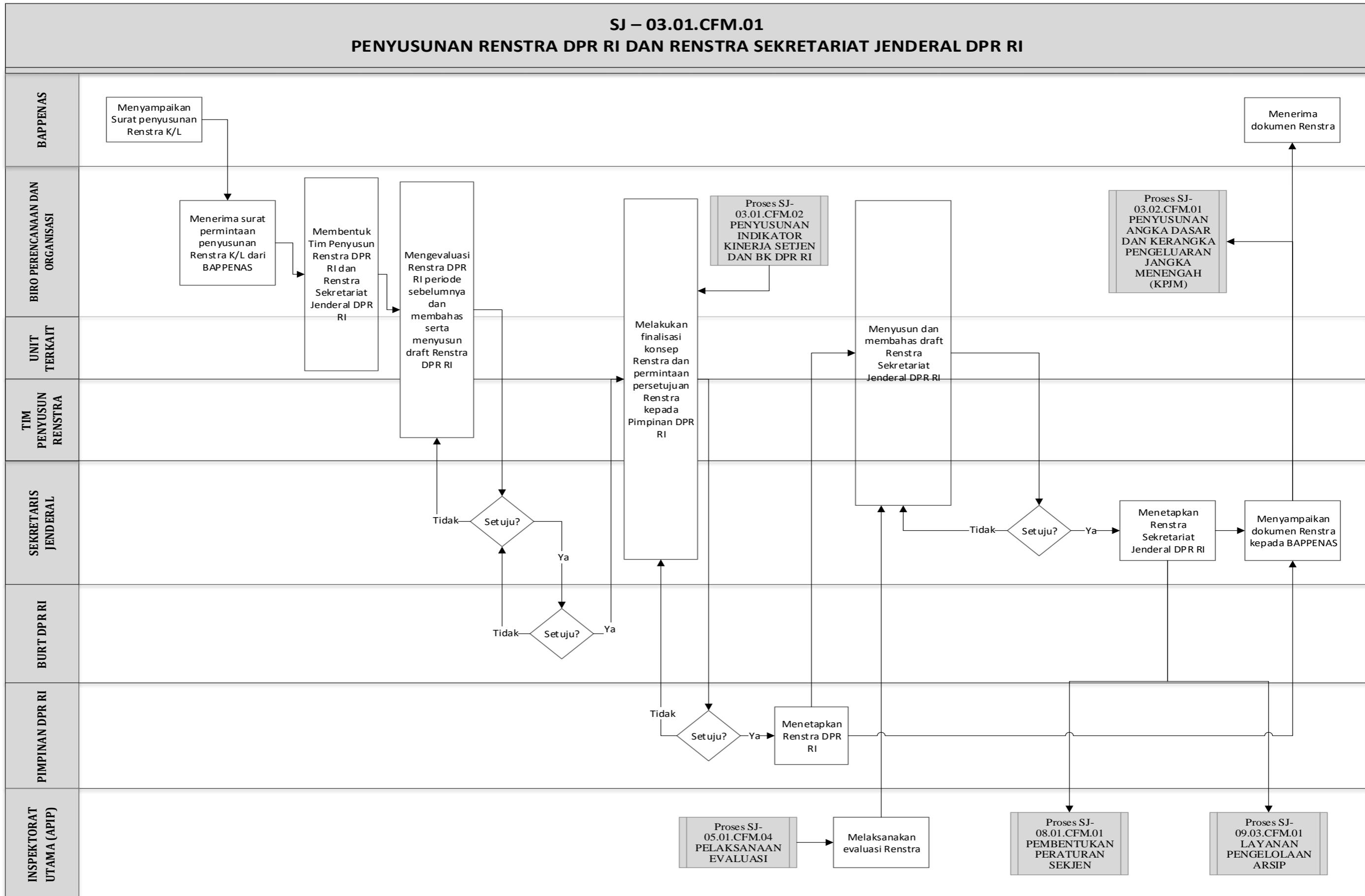


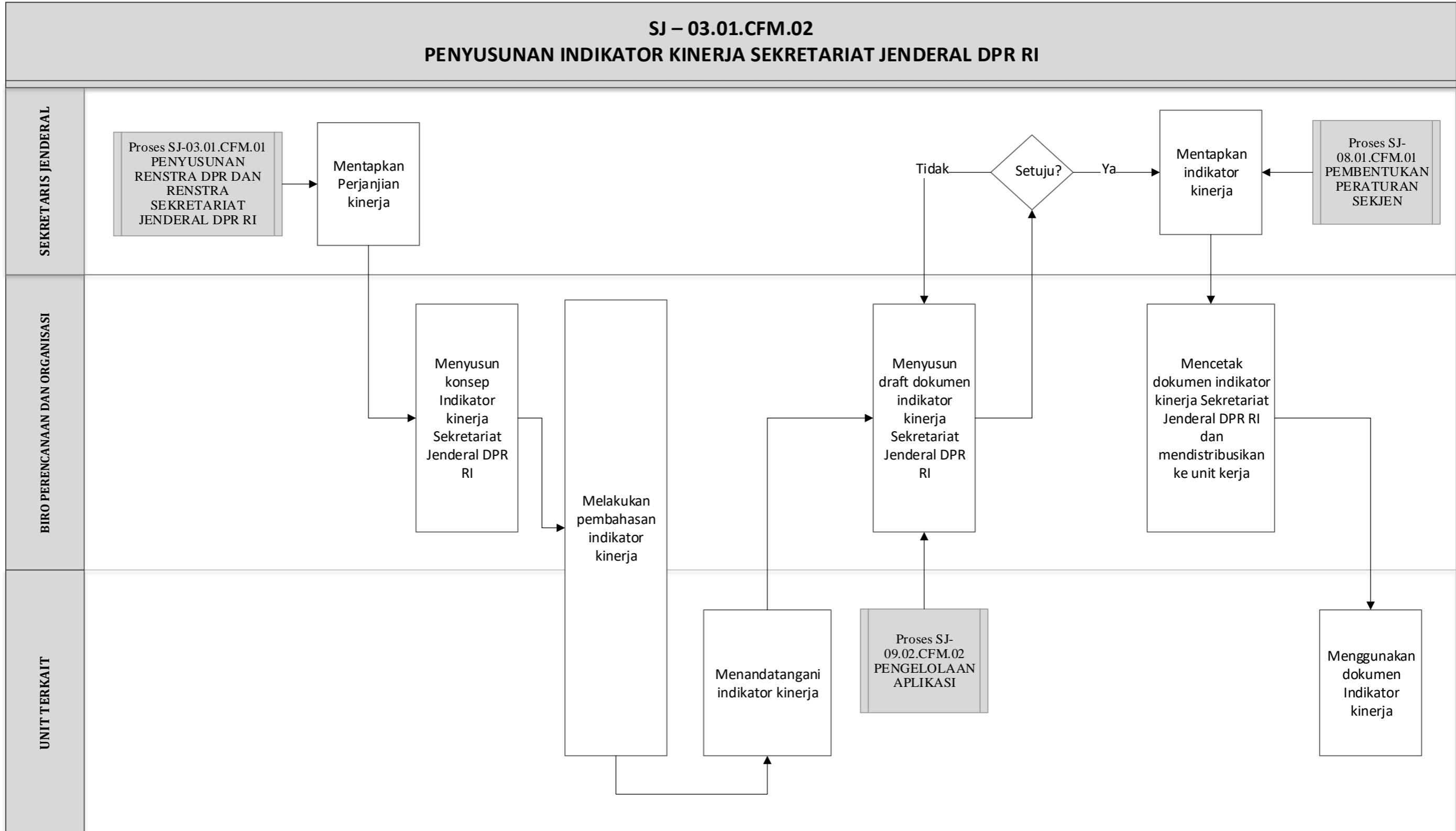


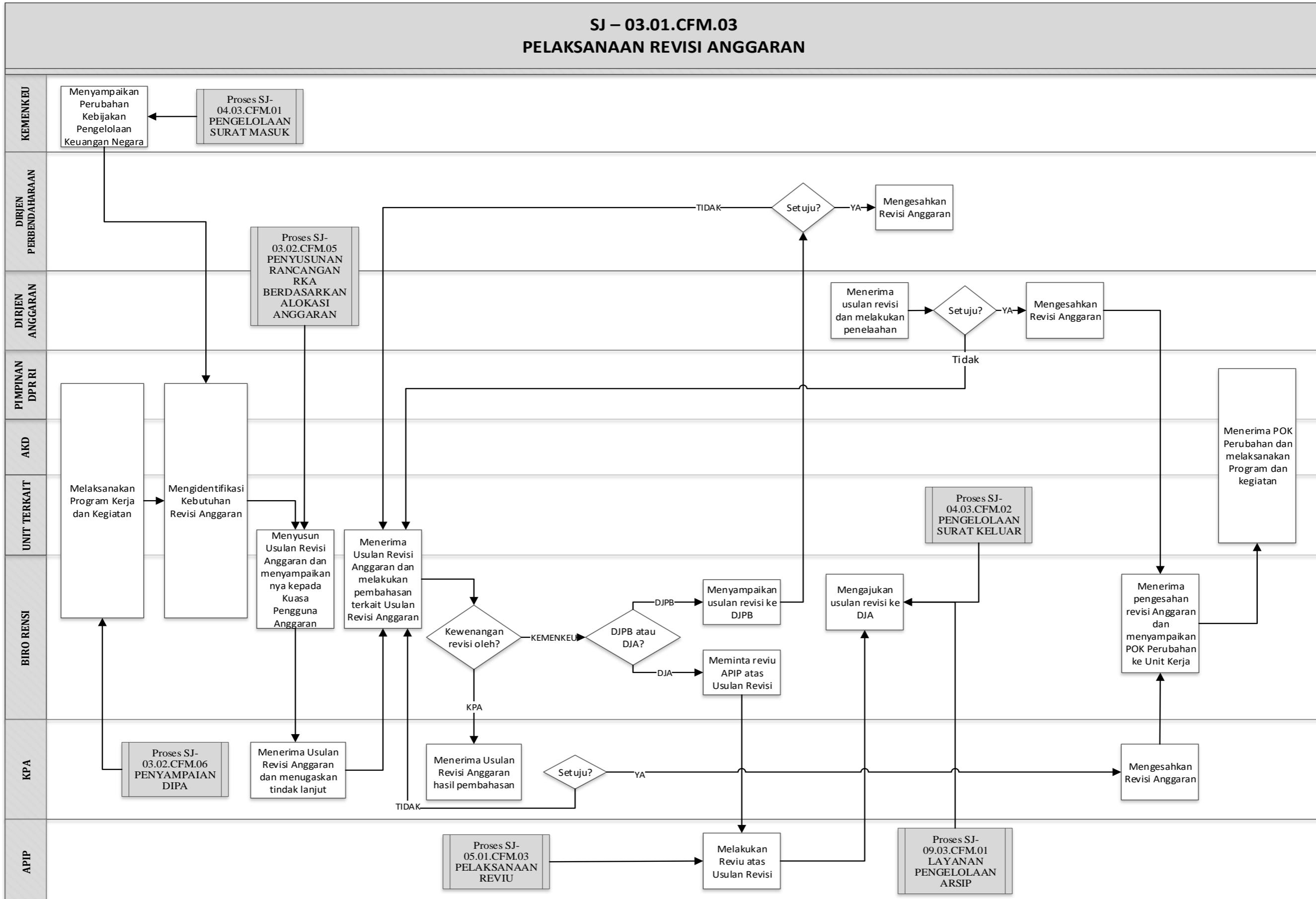
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LAYANAN HAK KEUANGAN PEGAWAI DPR RI



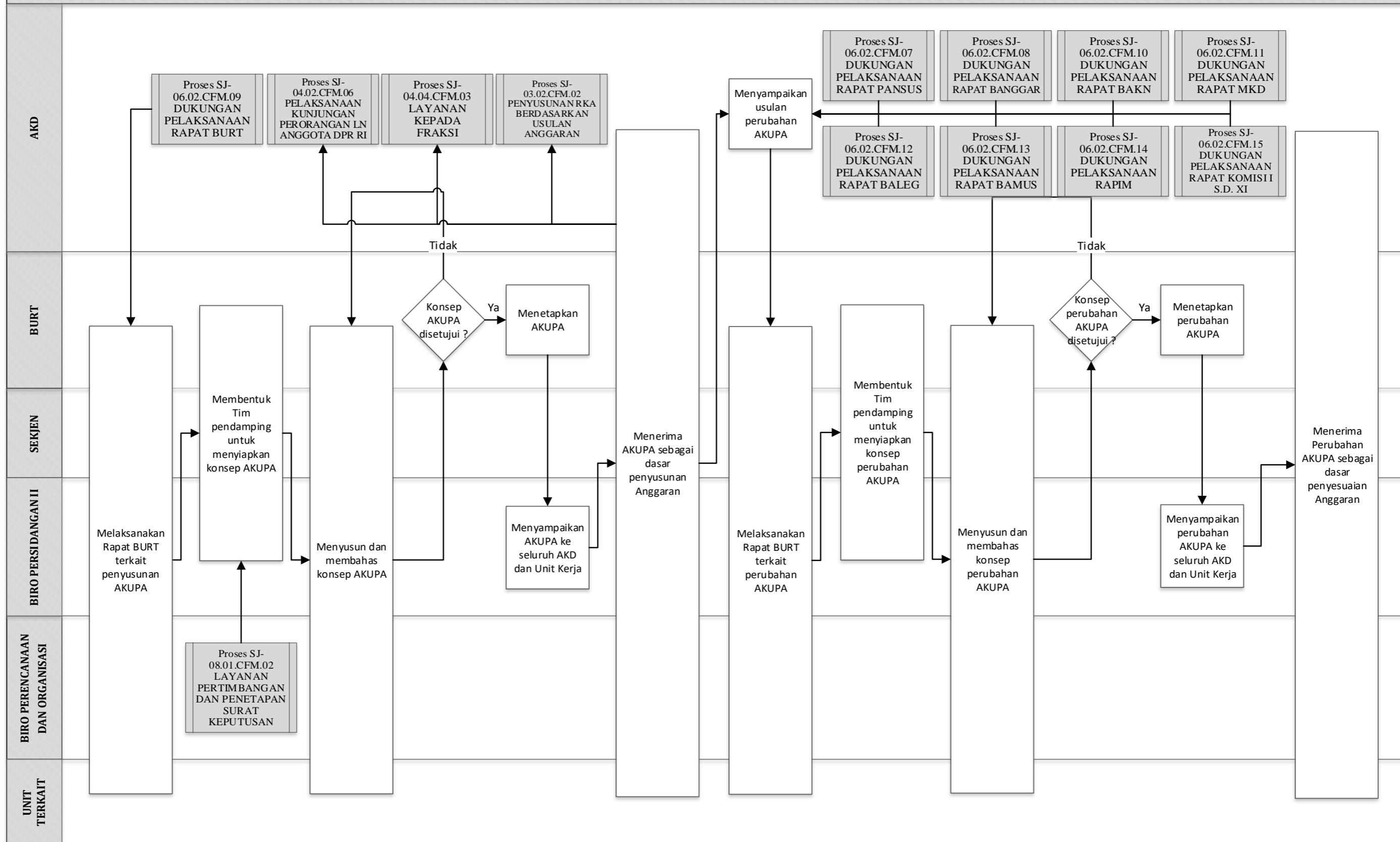




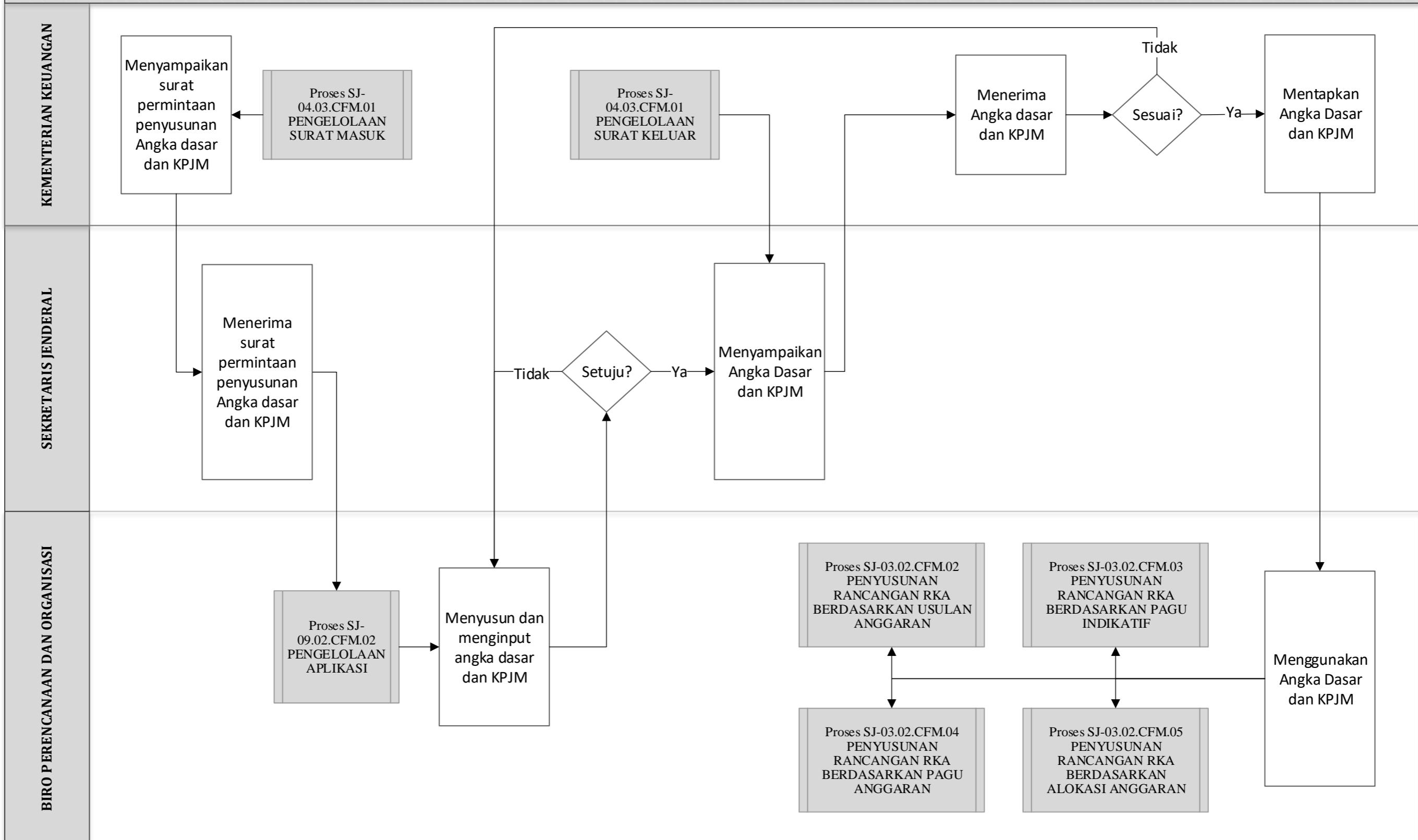




SJ – 03.01.CFM.04
PENYUSUNAN DAN PERUBAHAN ARAH KEBIJAKAN UMUM PENGELOLAAN ANGGARAN (AKUPA)

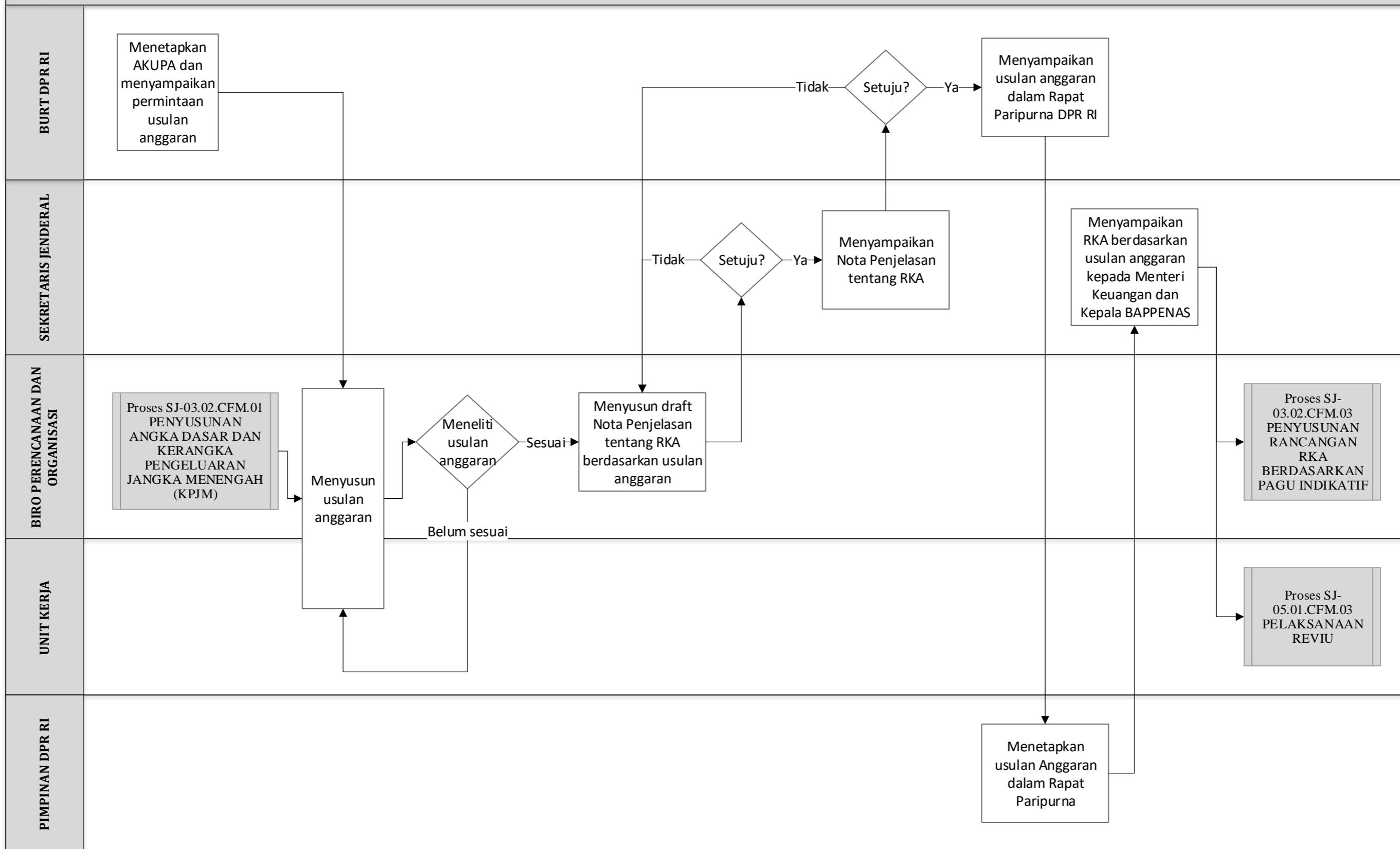


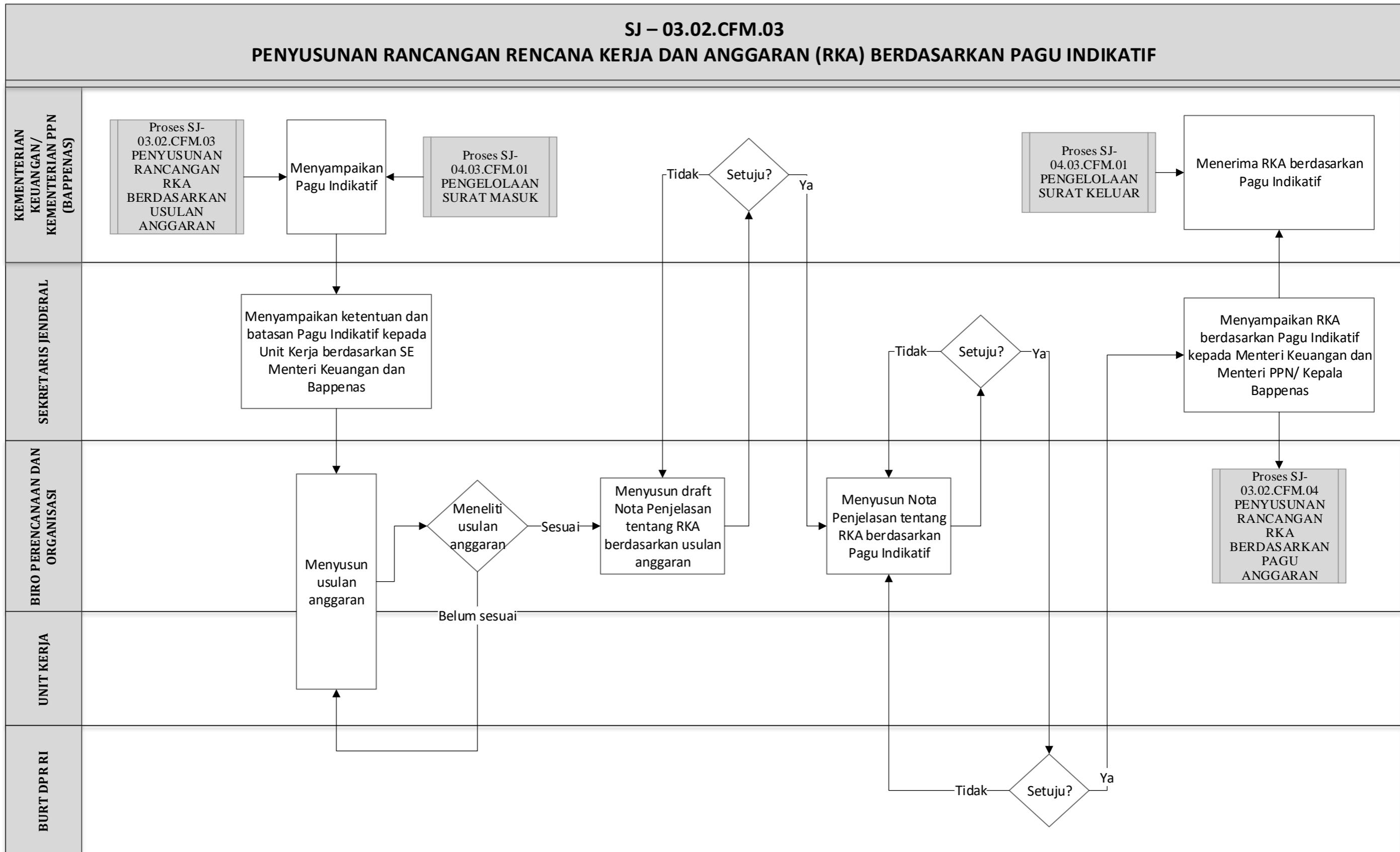
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PENYUSUNAN ANGKA DASAR DAN KERANGKA PENGELOUARAN JANGKA MENENGAH (KPJM)



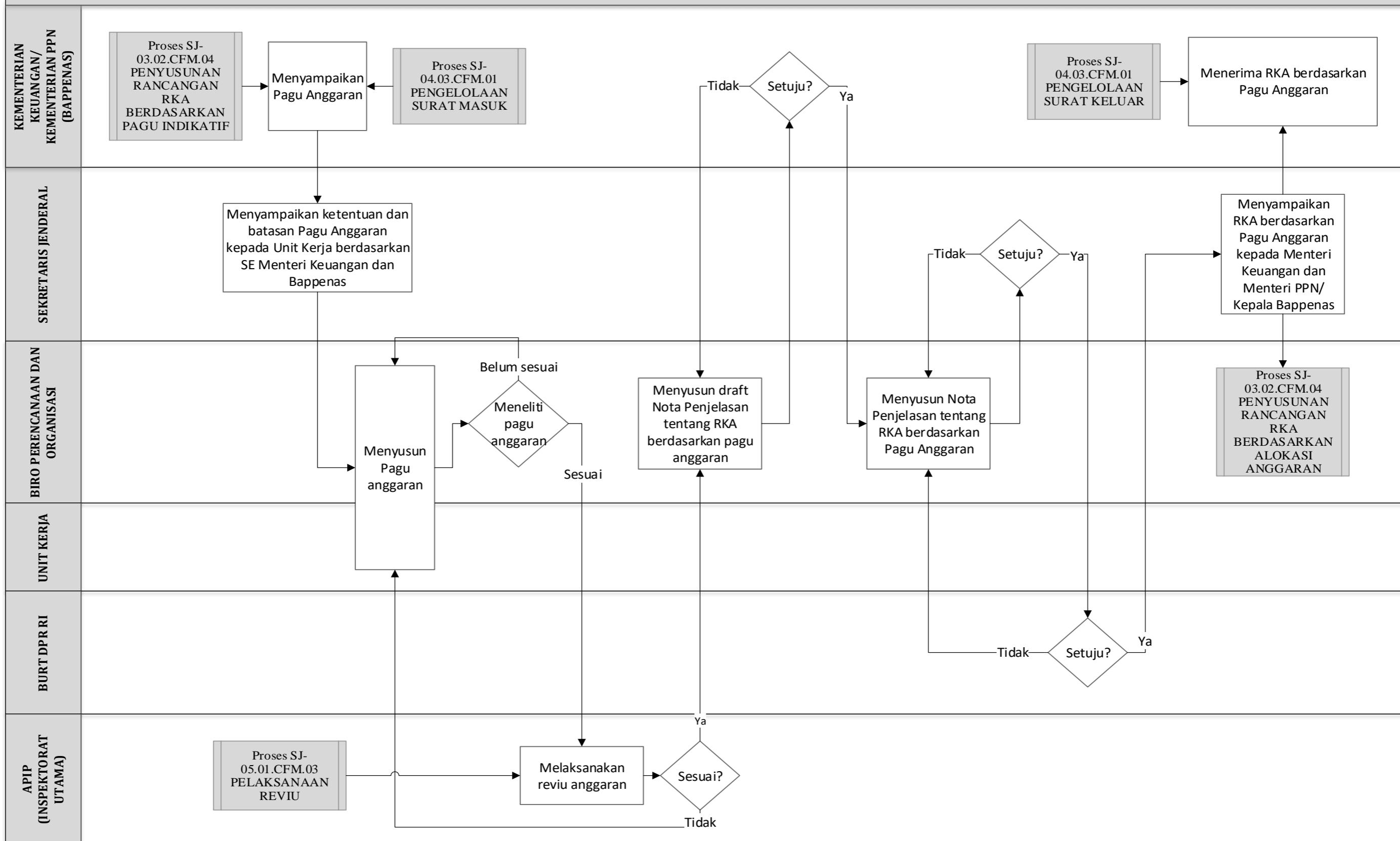
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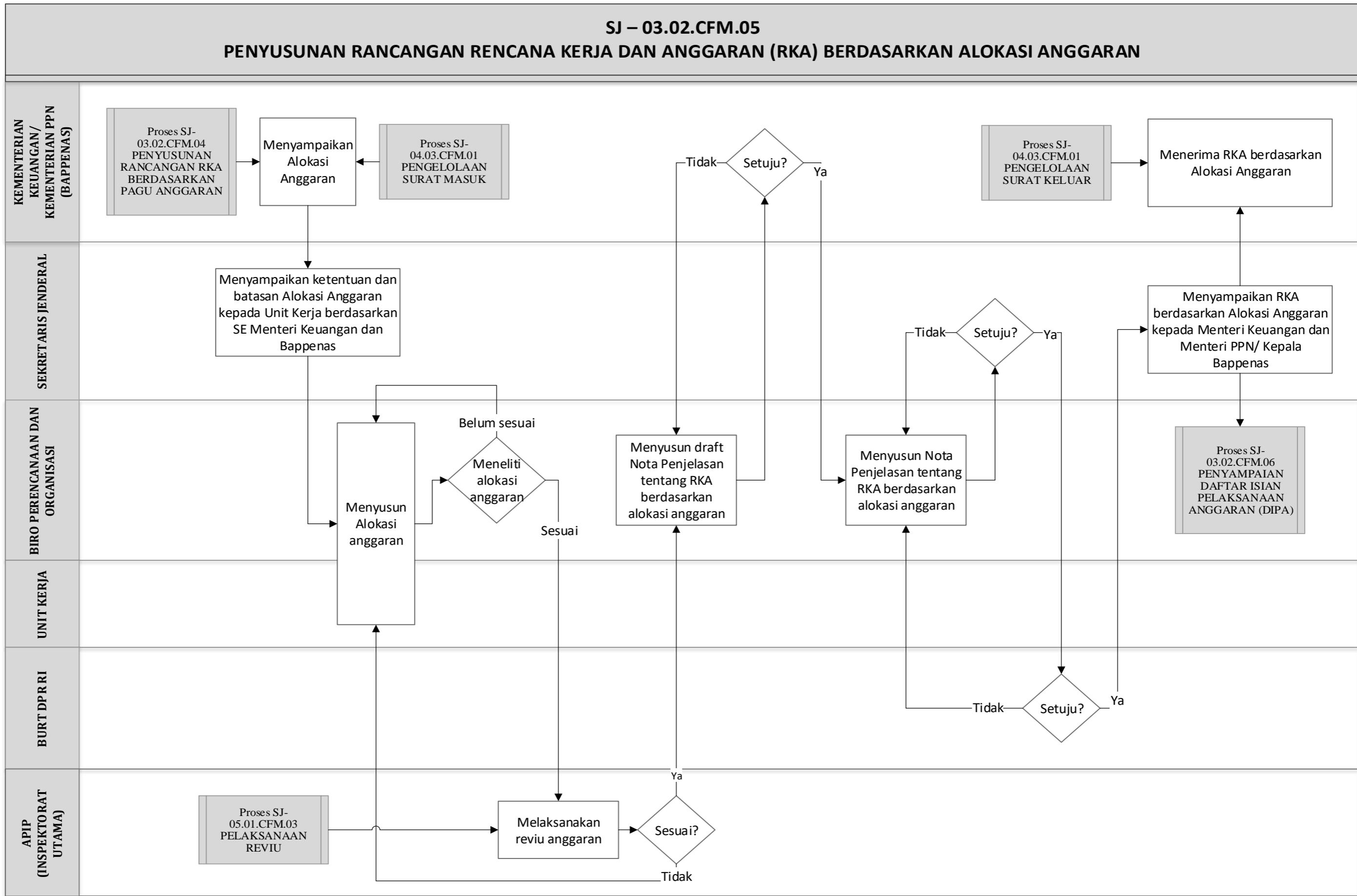
PENYUSUNAN RANCANGAN RENCANA KERJA DAN ANGGARAN (RKA) BERDASARKAN USULAN ANGGARAN



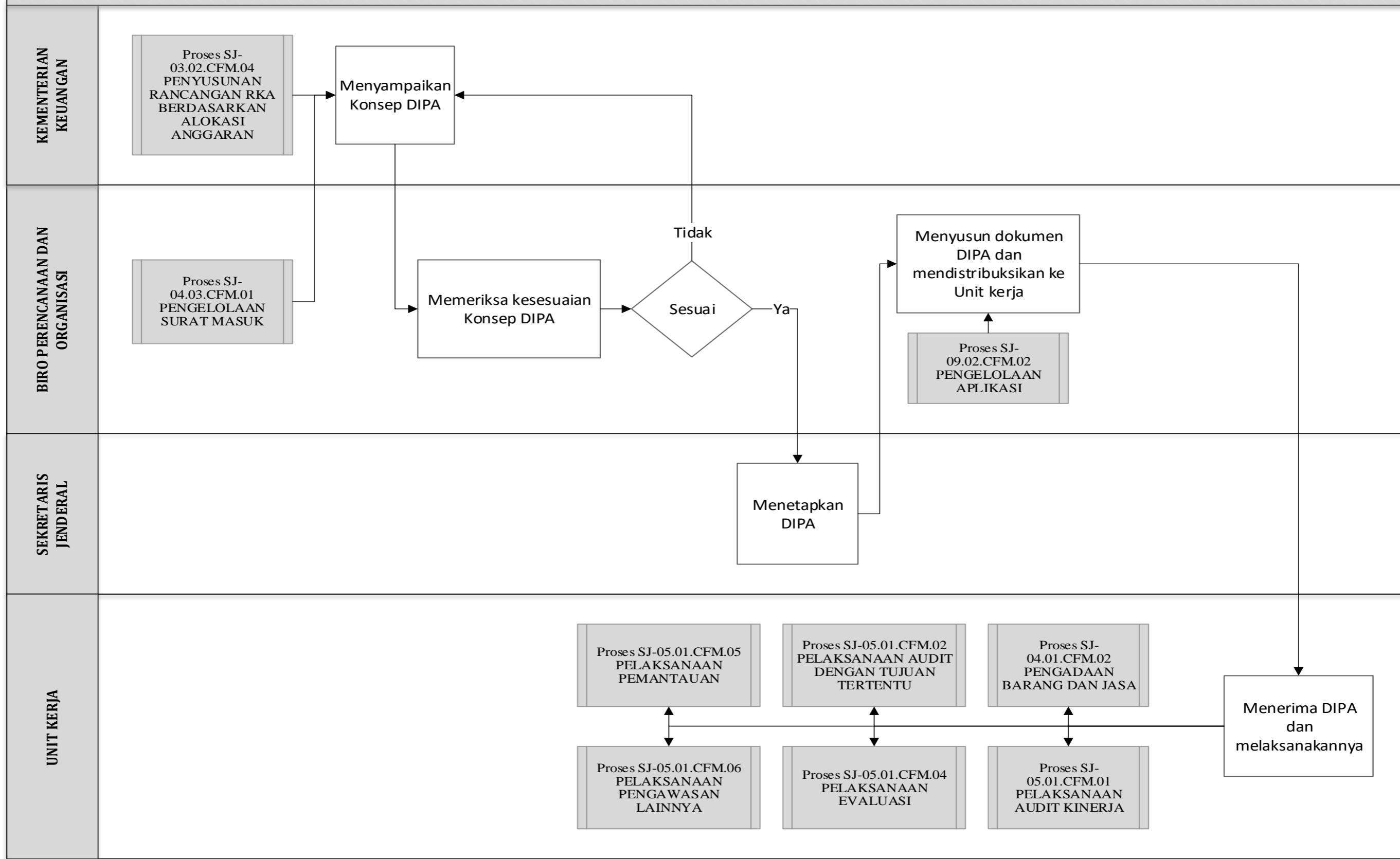


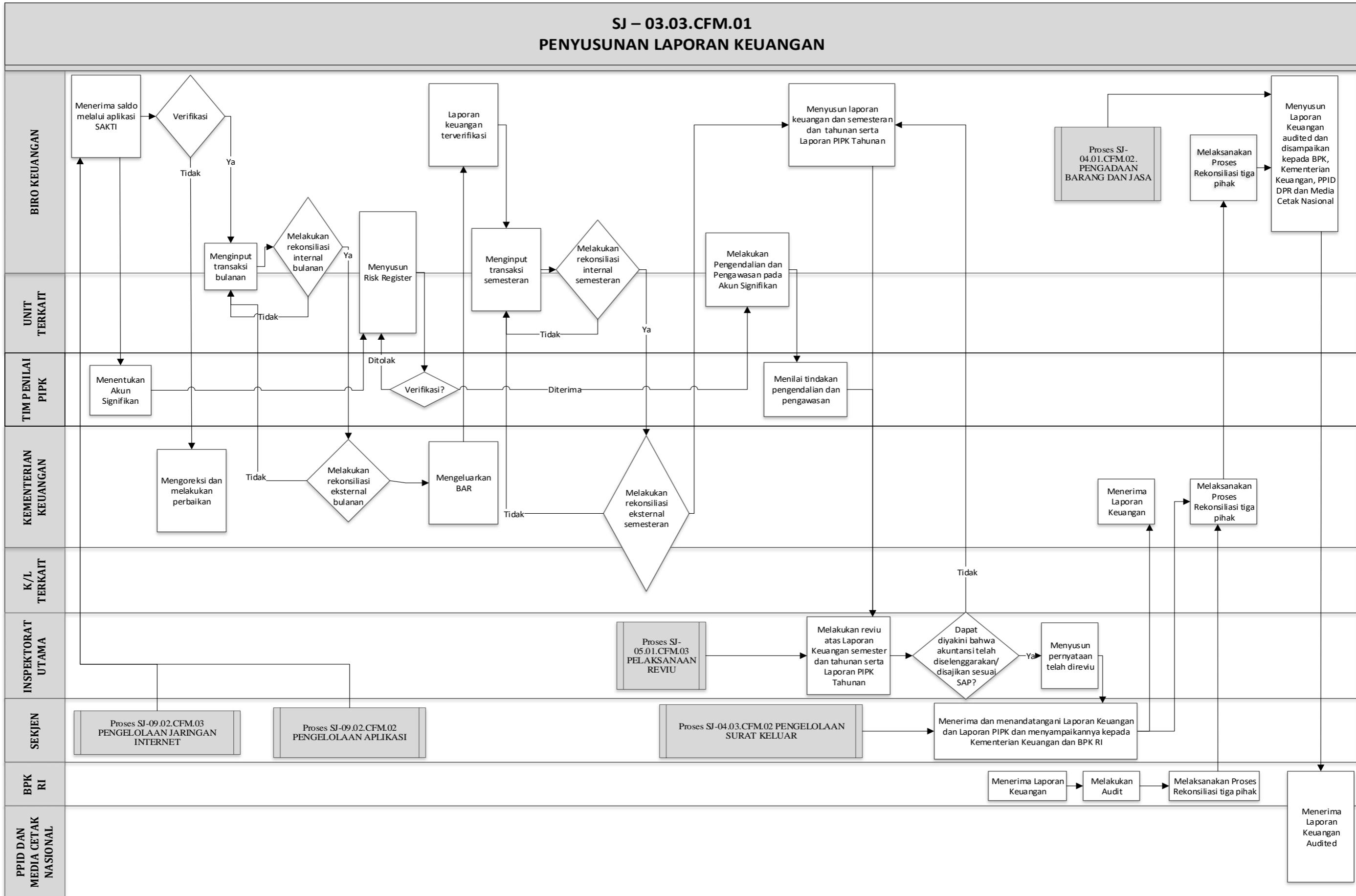
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PENYUSUNAN RANCANGAN RENCANA KERJA DAN ANGGARAN (RKA) BERDASARKAN PAGU ANGGARAN

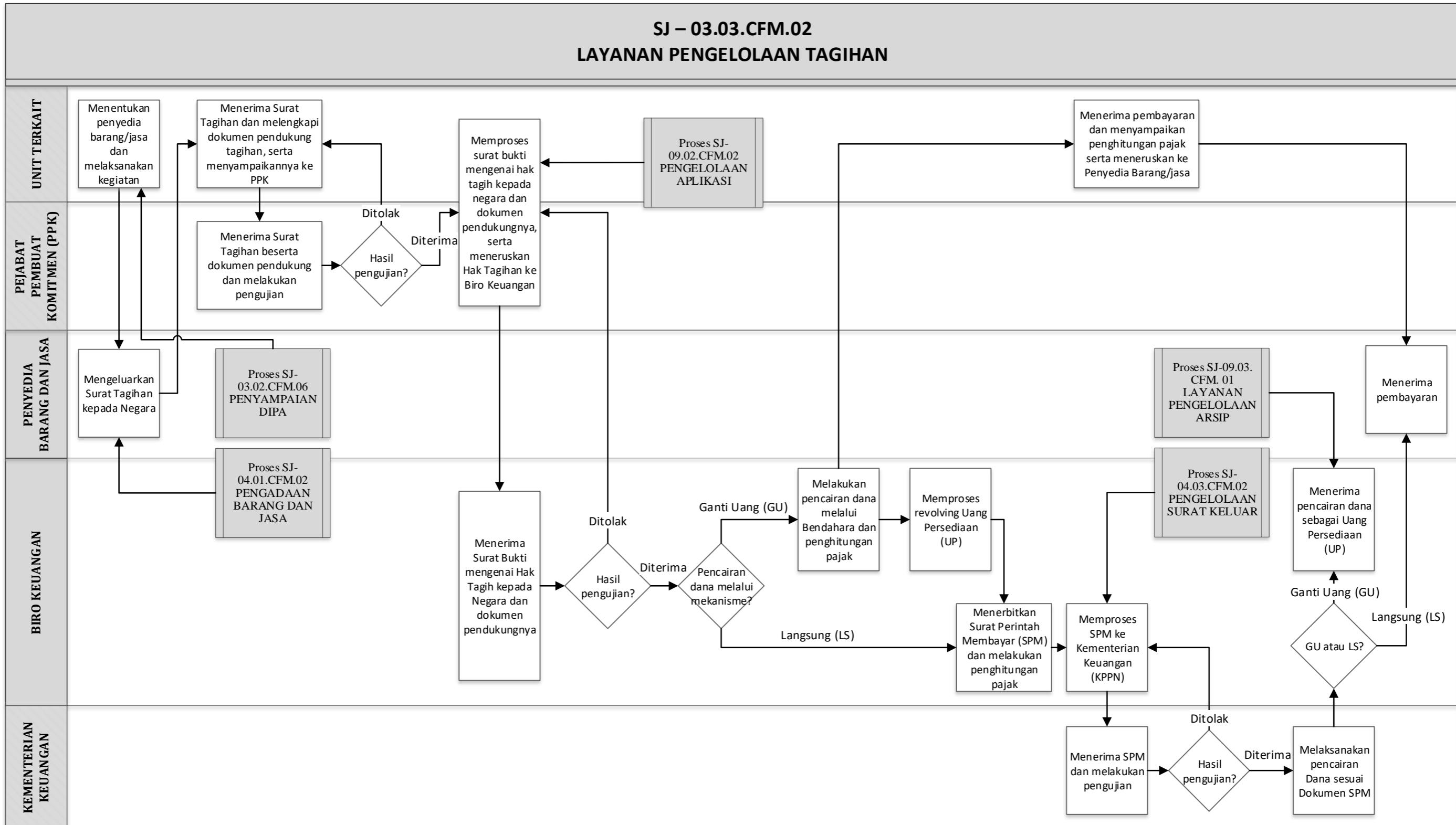




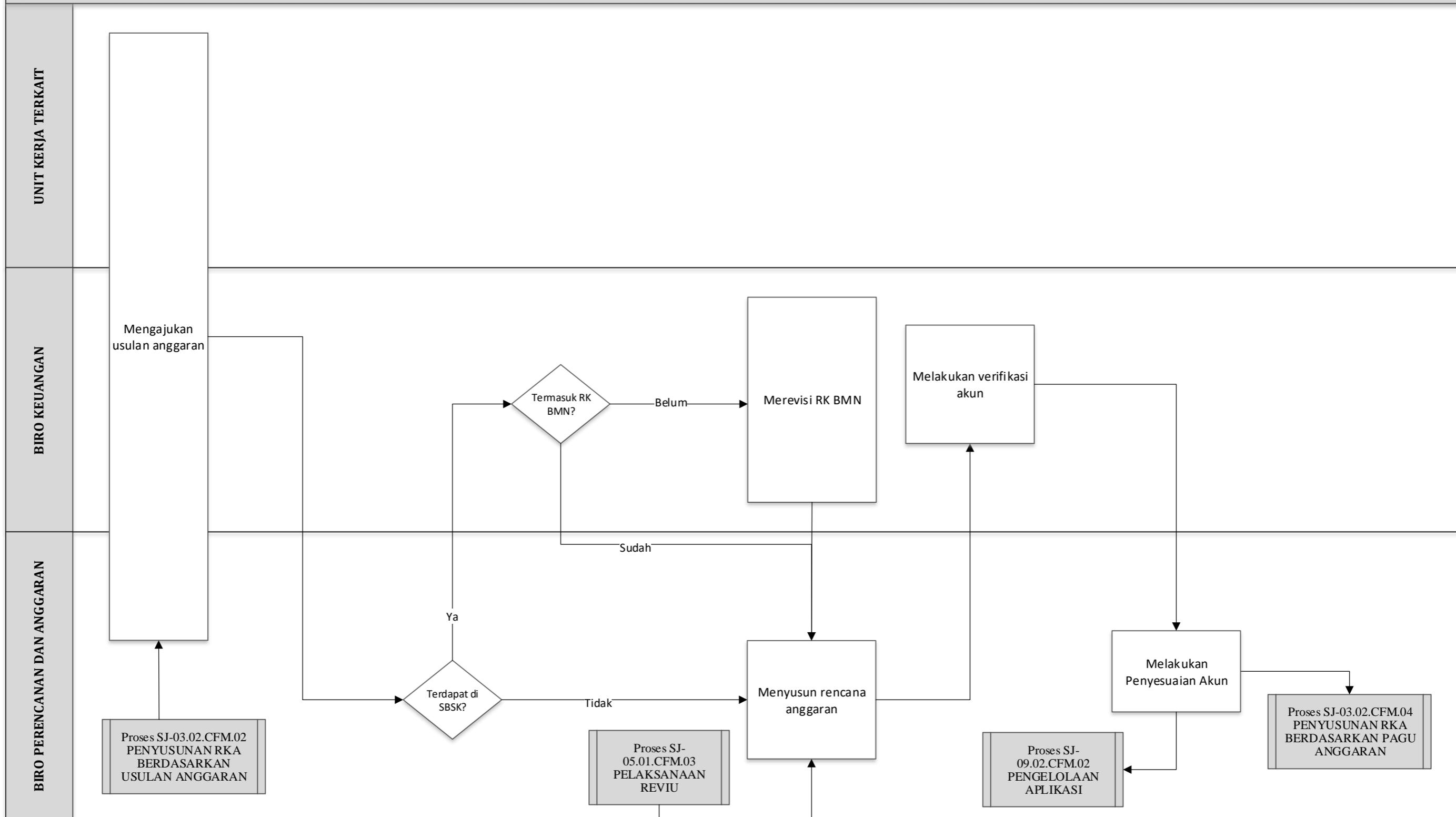
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PENYAMPAIAN DAFTAR ISIAN PELAKSANAAN ANGGARAN (DIPA)



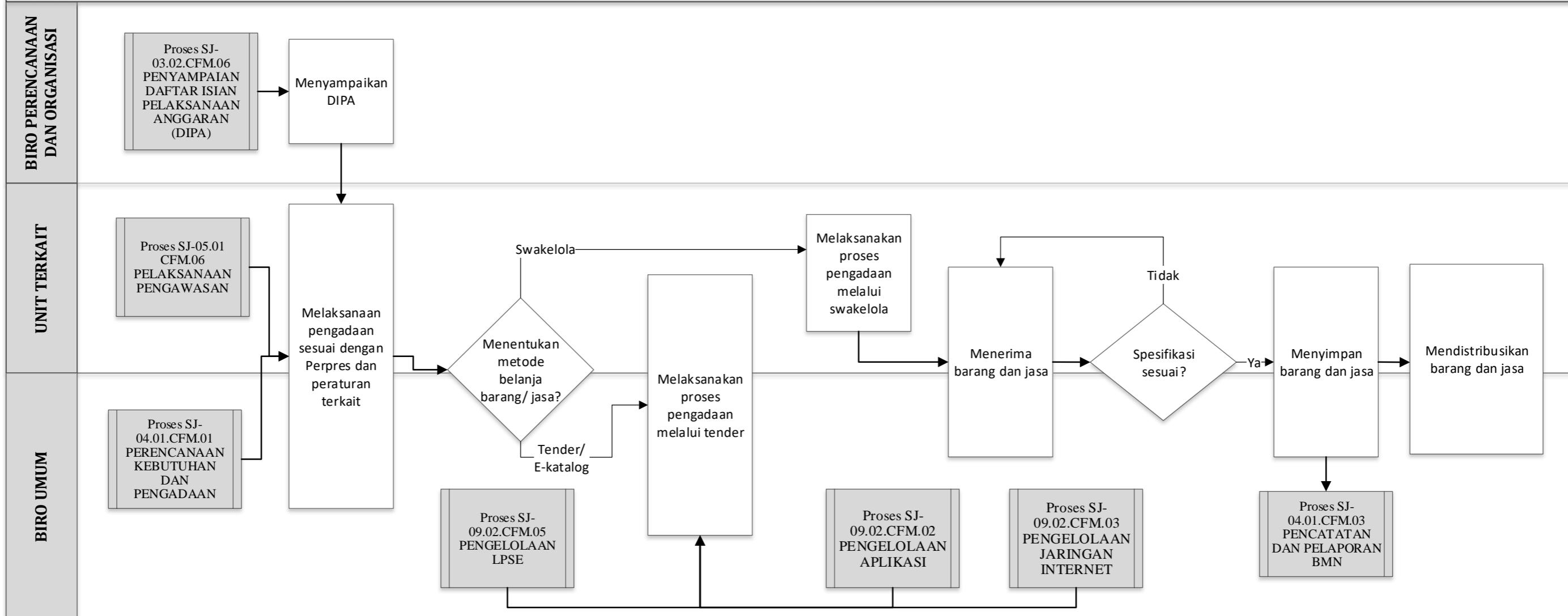




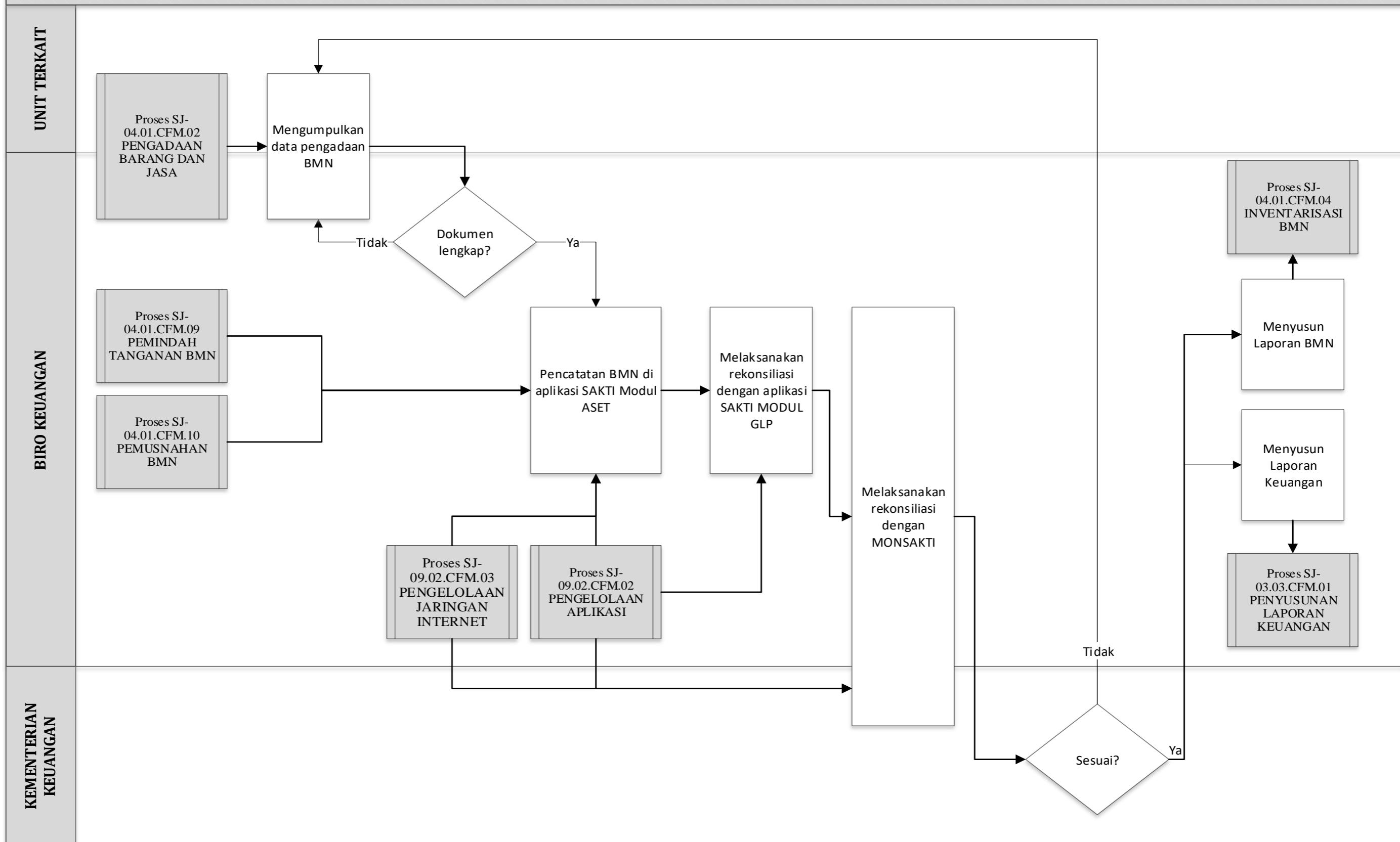
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PERENCANAAN KEBUTUHAN DAN PENGADAAN



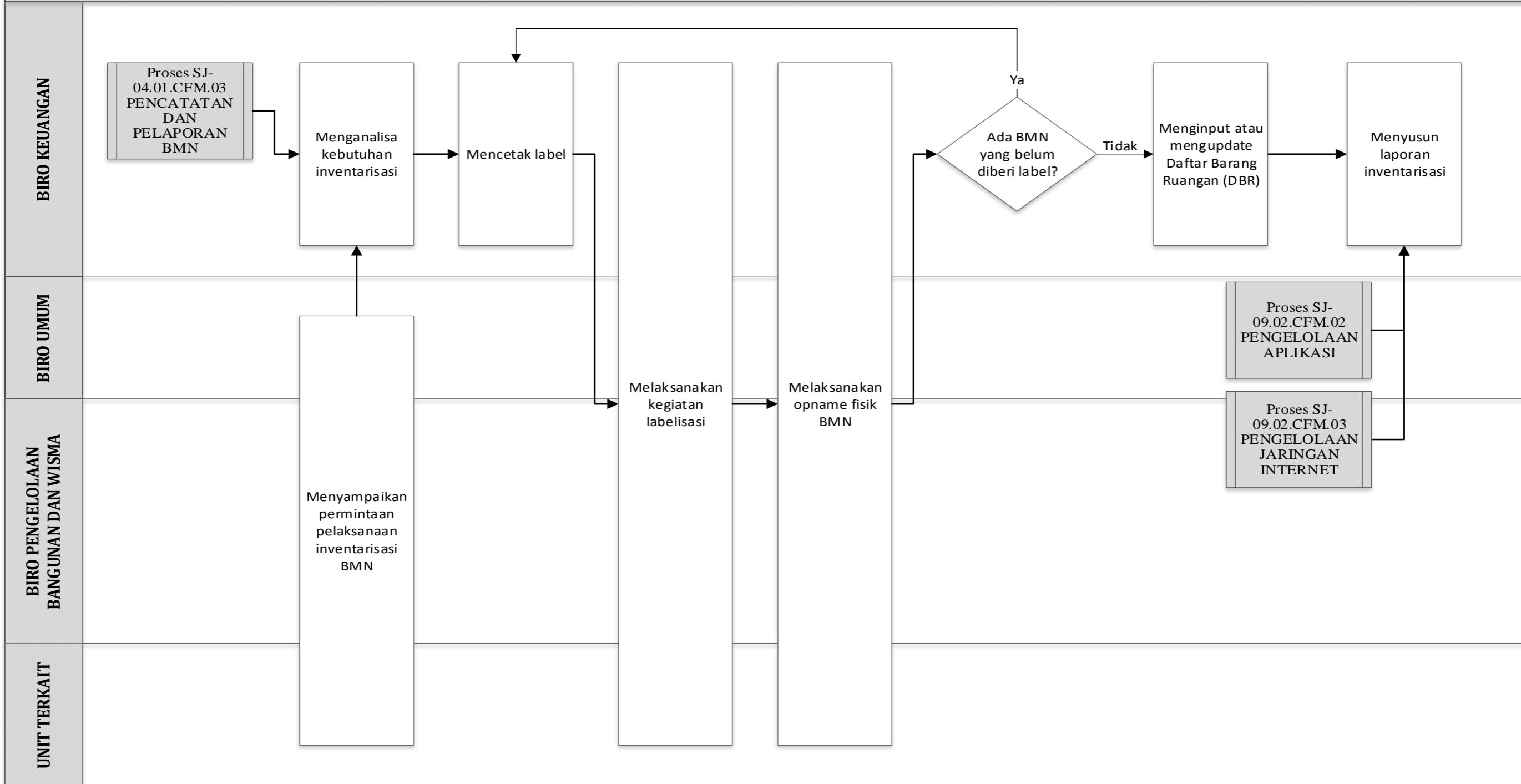
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PENGADAAN BARANG DAN JASA

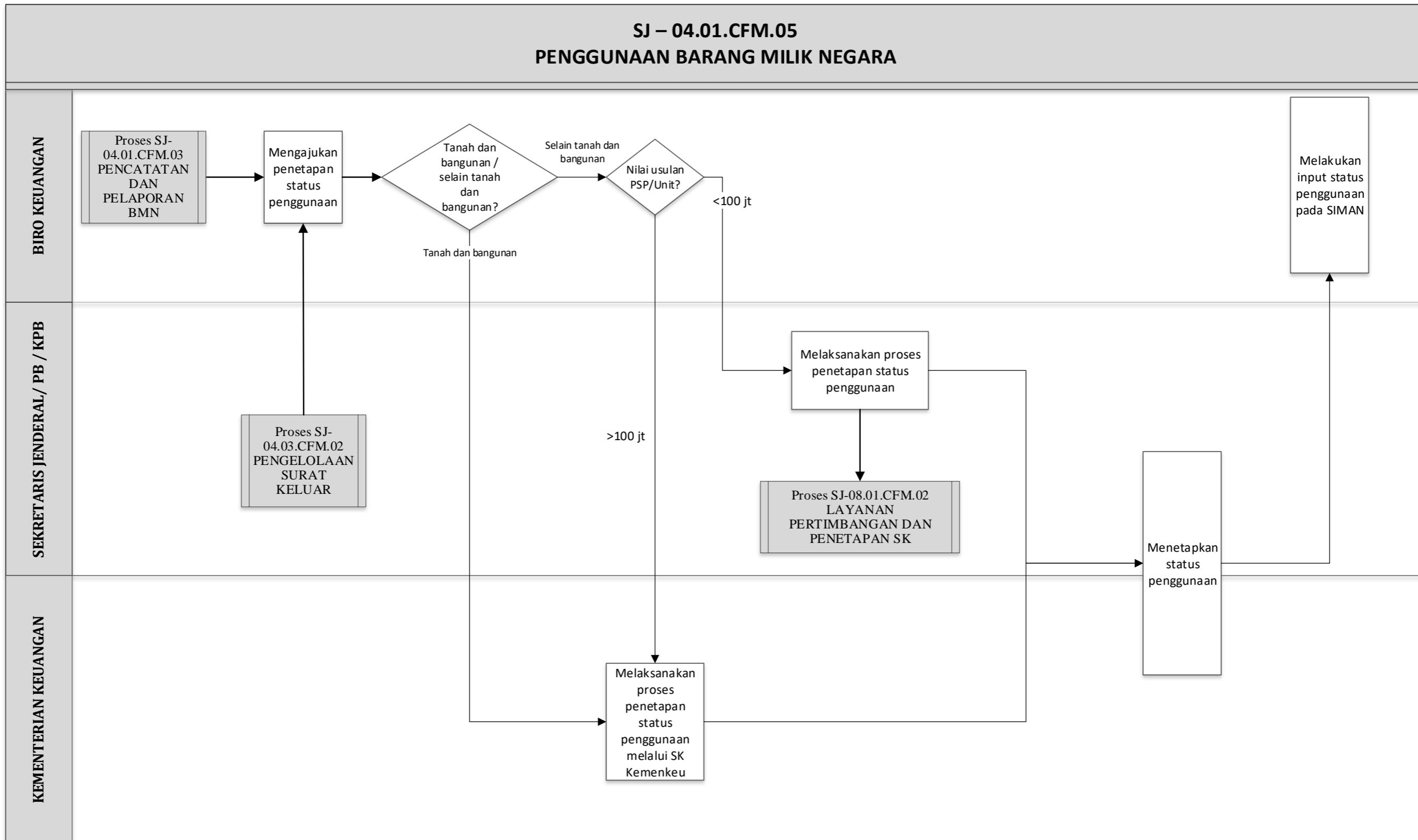


SJ – 04.01.CFM.03
PENCATATAN DAN PELAPORAN BARANG MILIK NEGARA

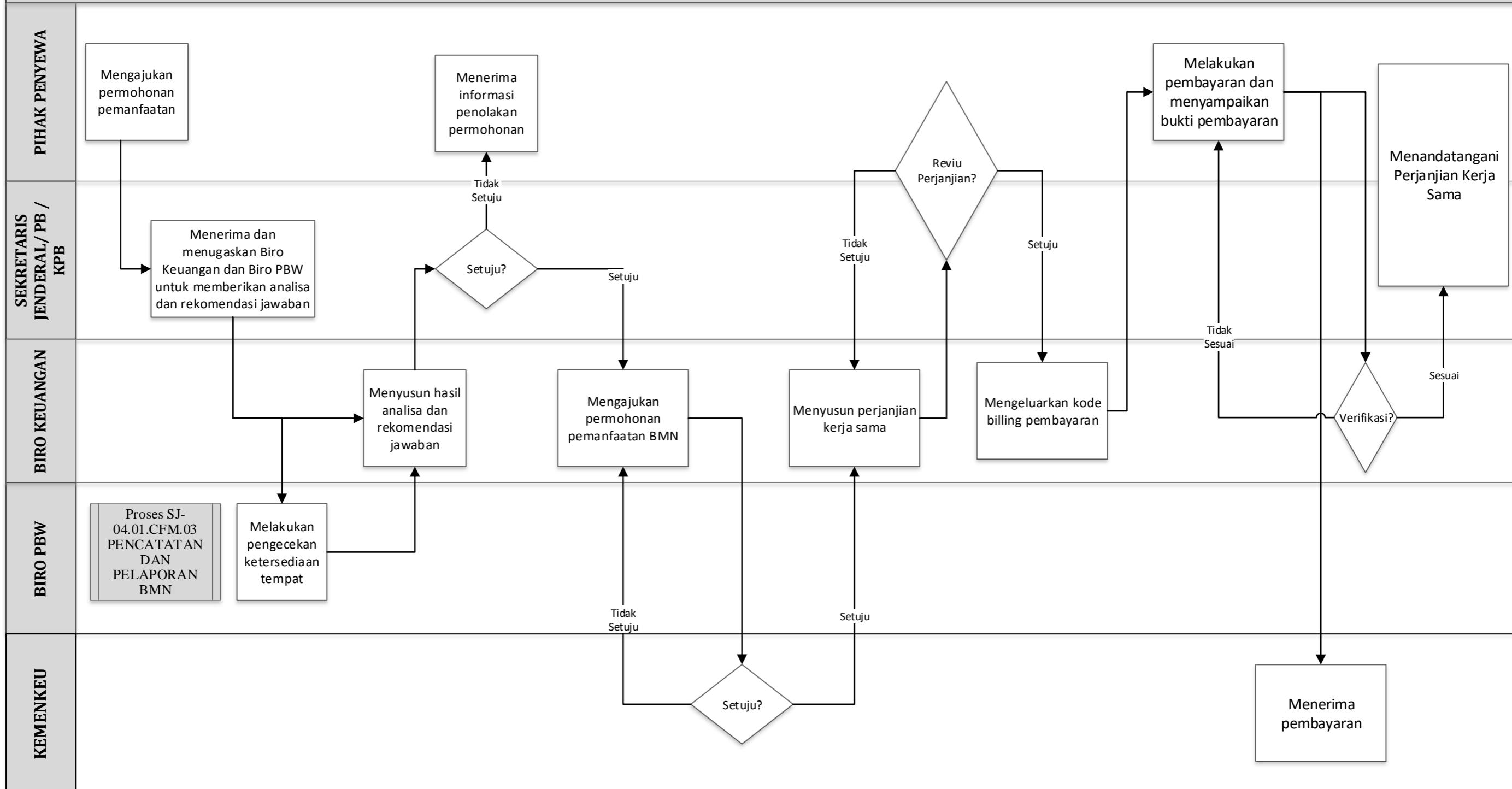


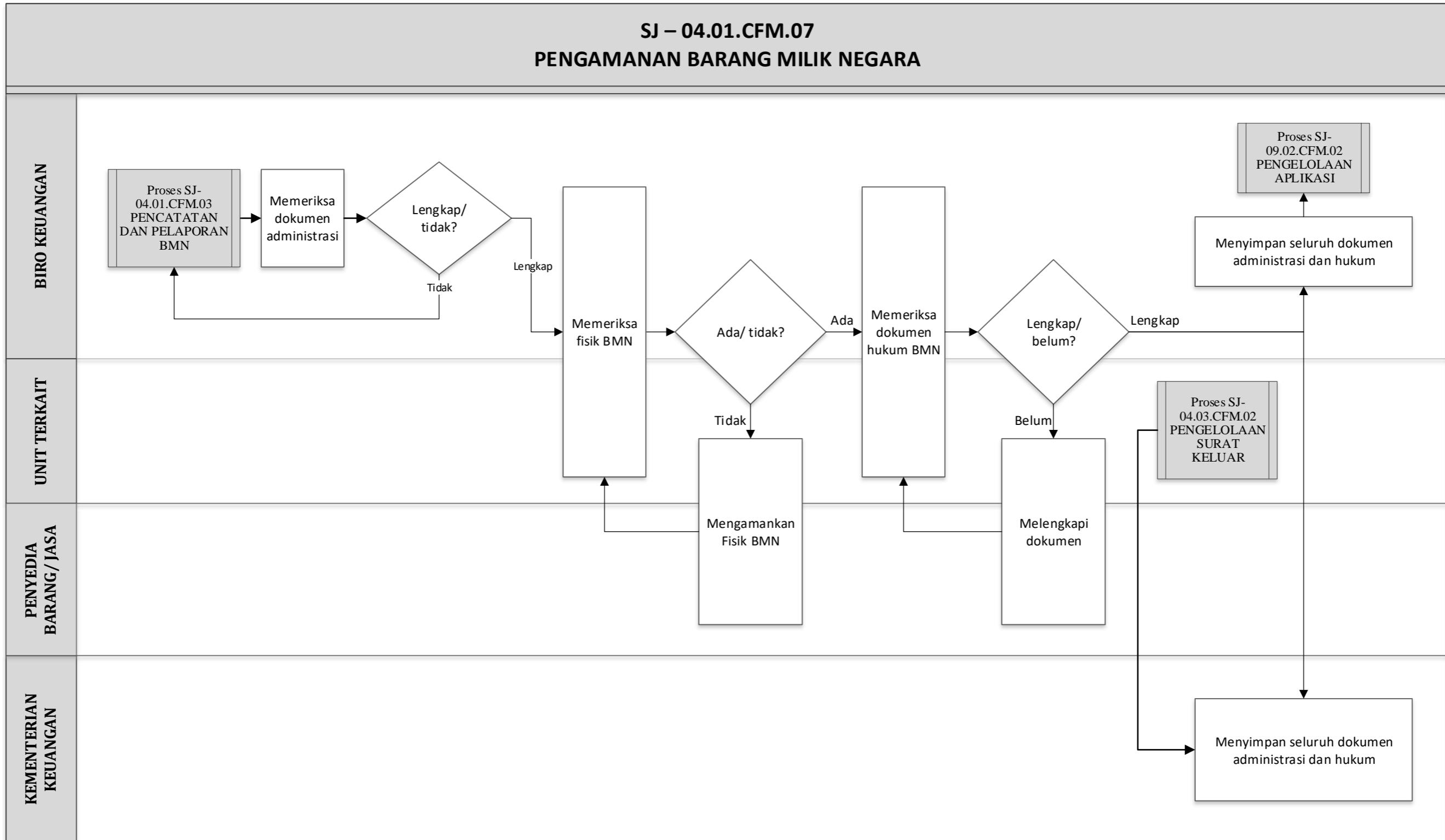
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INVENTARISASI BARANG MILIK NEGARA



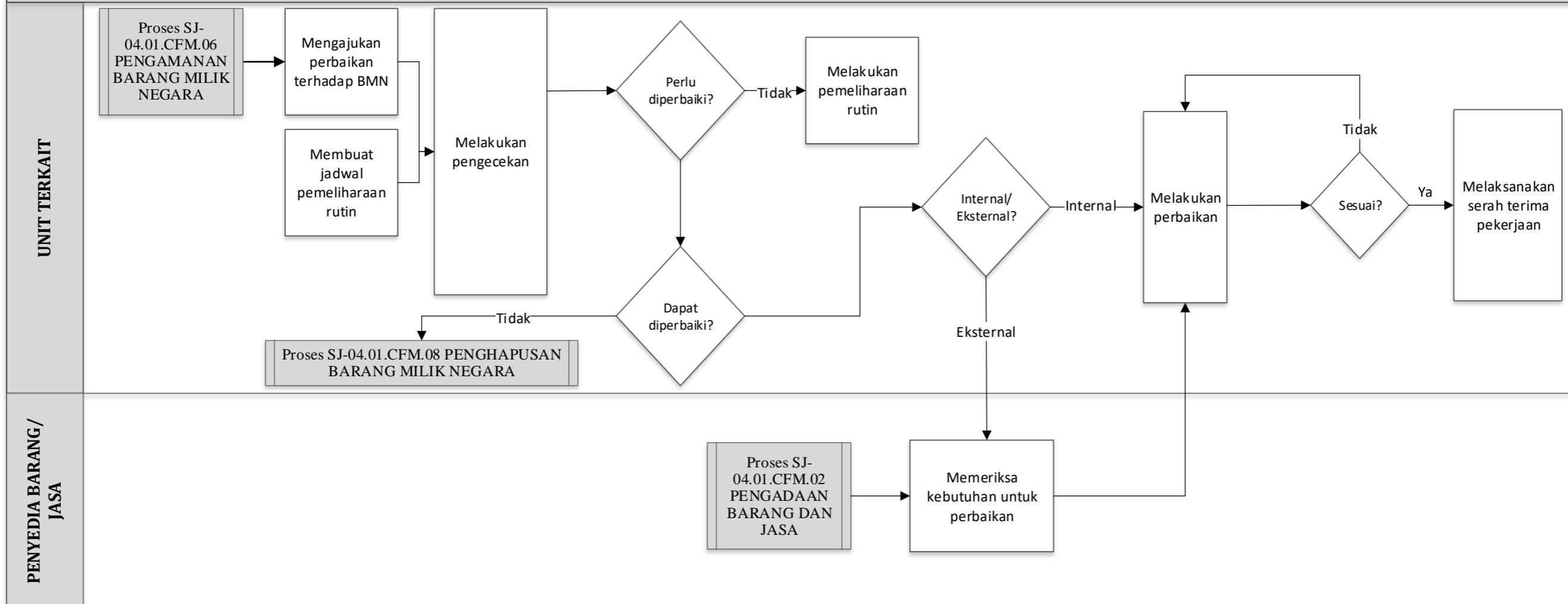


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PEMANFAATAN BARANG MILIK NEGARA

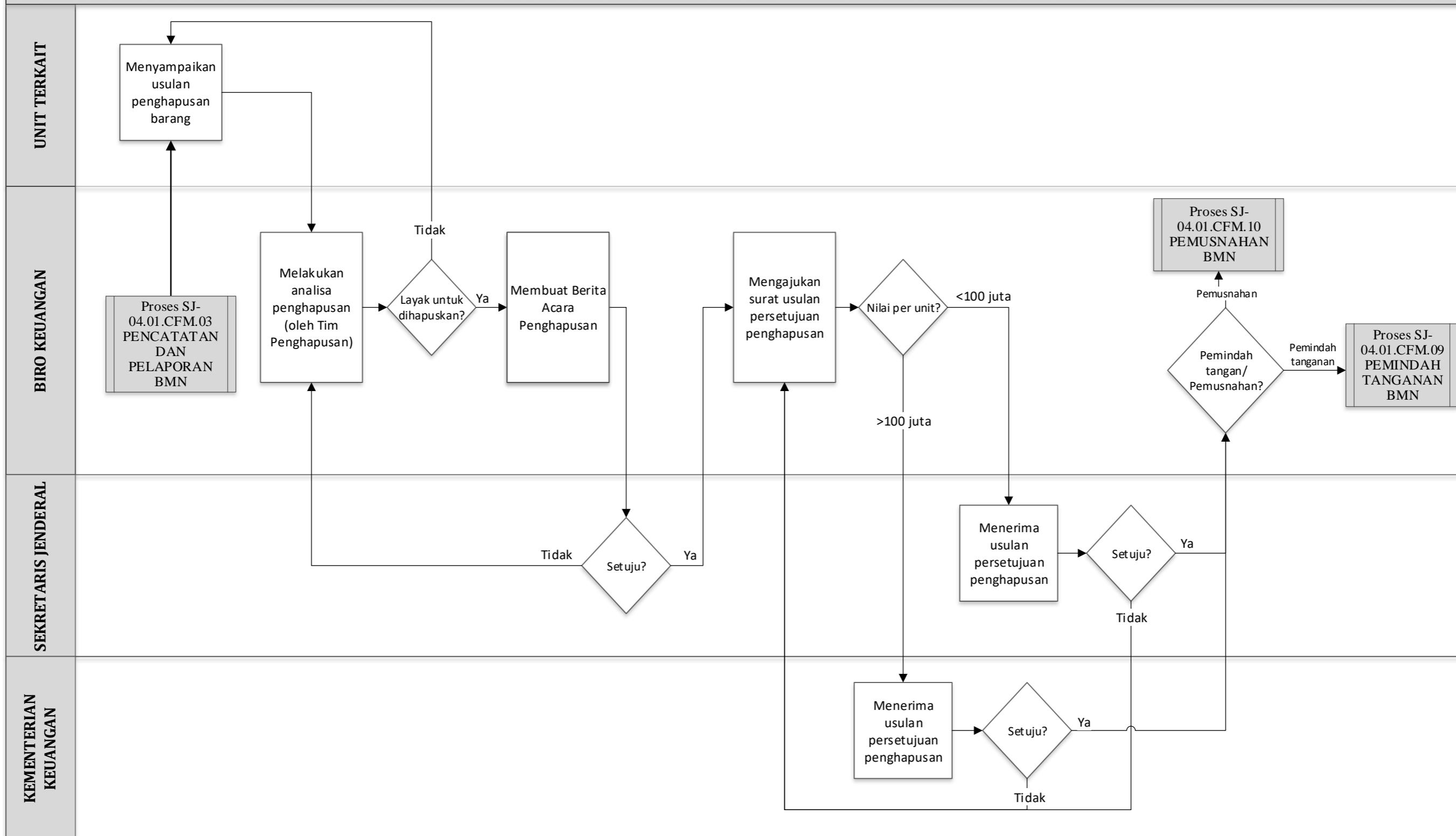




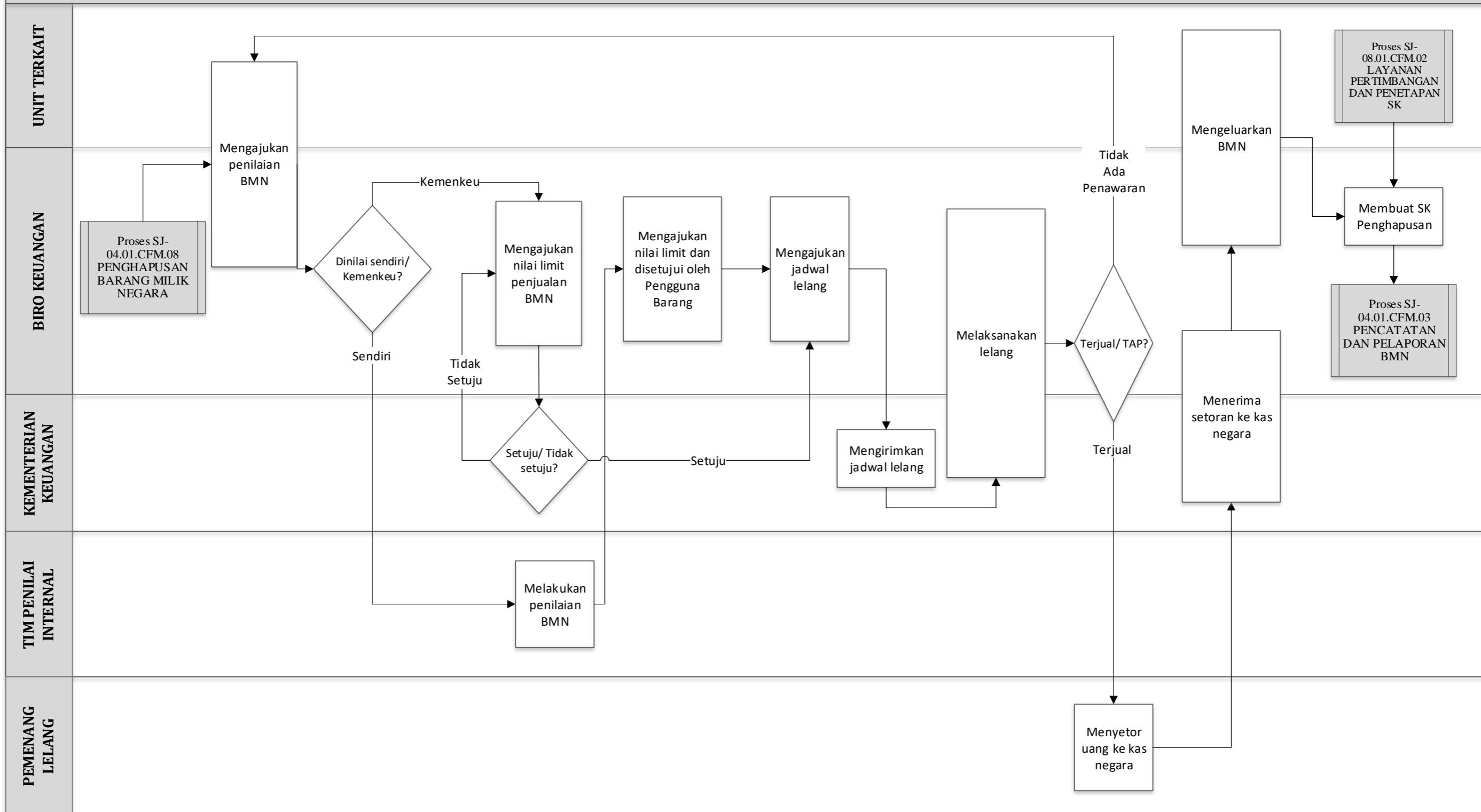
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PEMELIHARAAN BARANG MILIK NEGARA



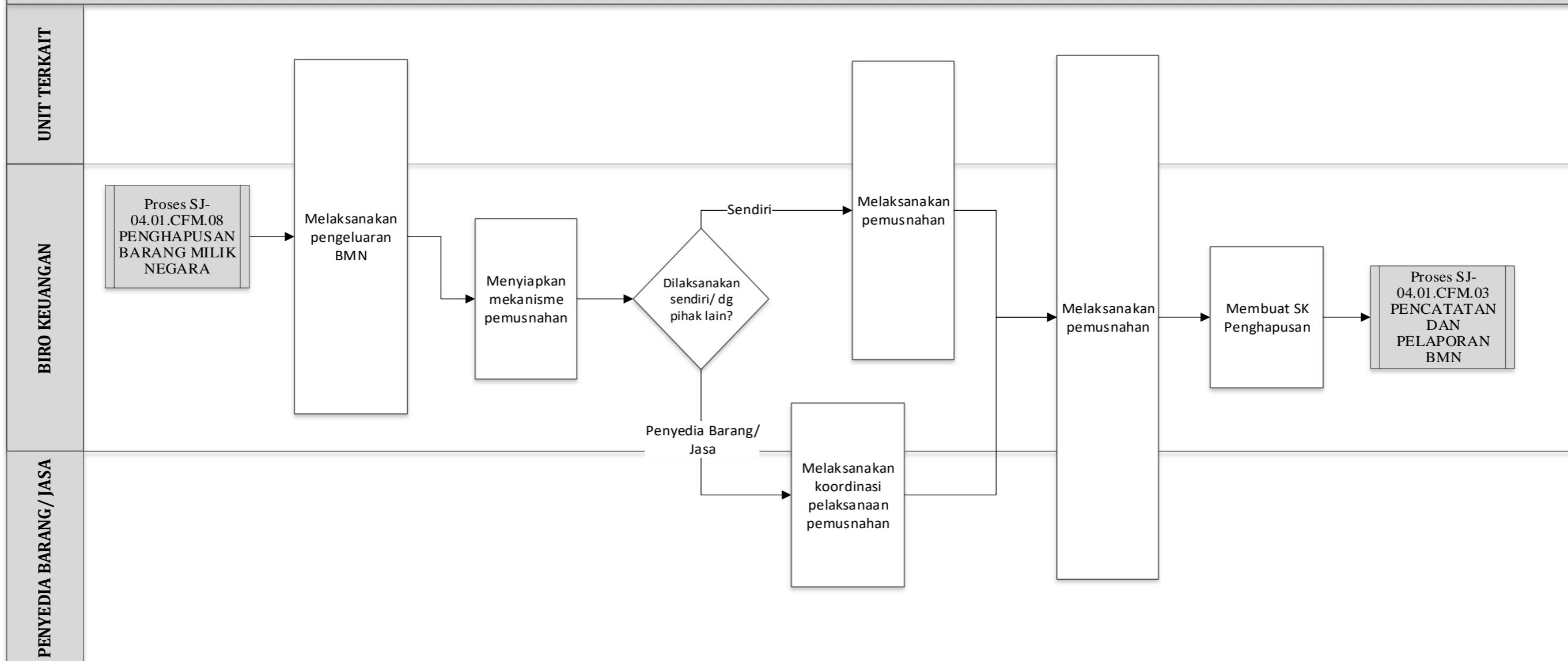
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PENGHAPUSAN BARANG MILIK NEGARA



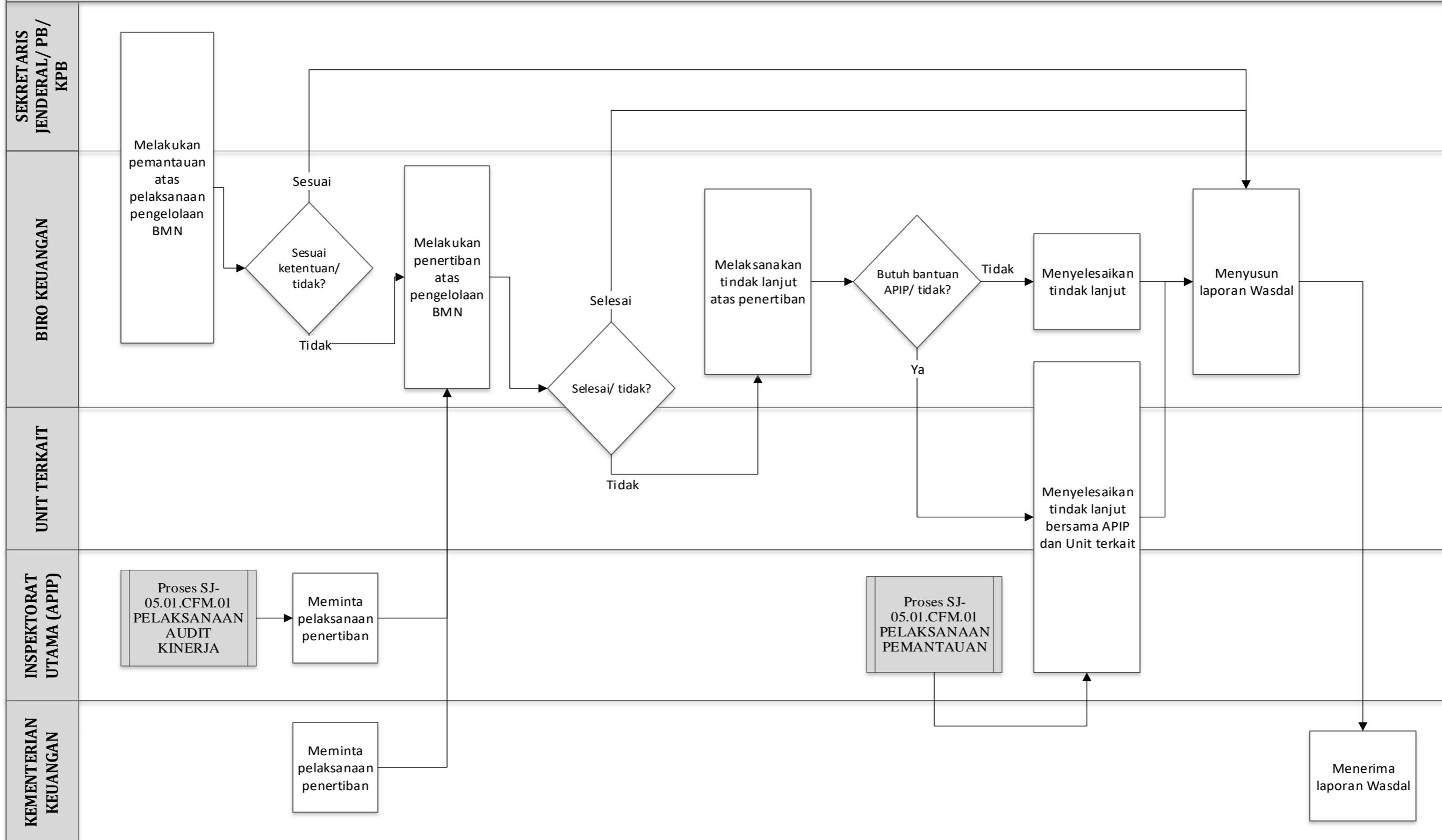
SJ – 04.01.CFM.10
PEMINDAHTANGANAN BARANG MILIK NEGARA



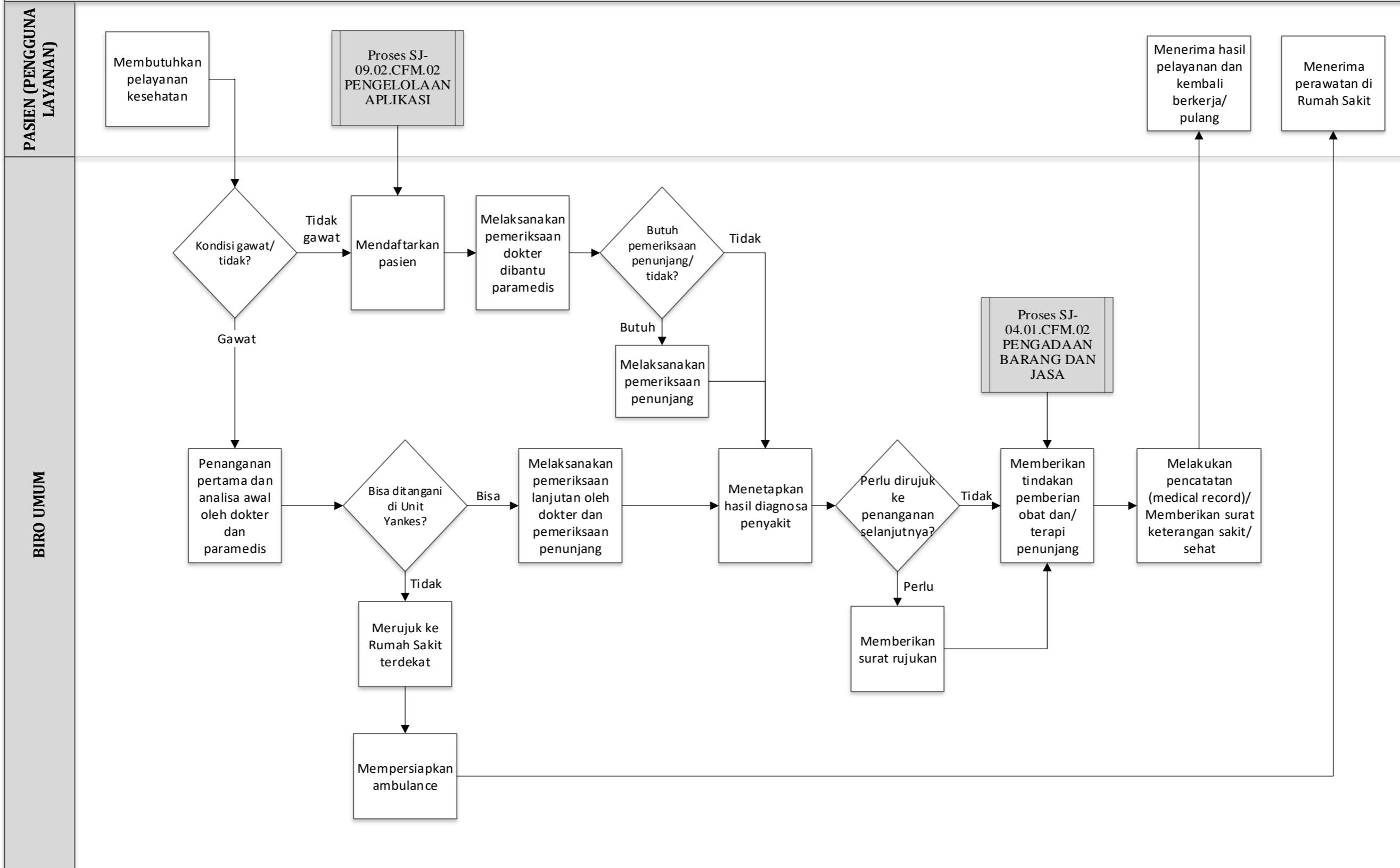
SJ – 04.01.CFM.11
PEMUSNAHAN BARANG MILIK NEGARA



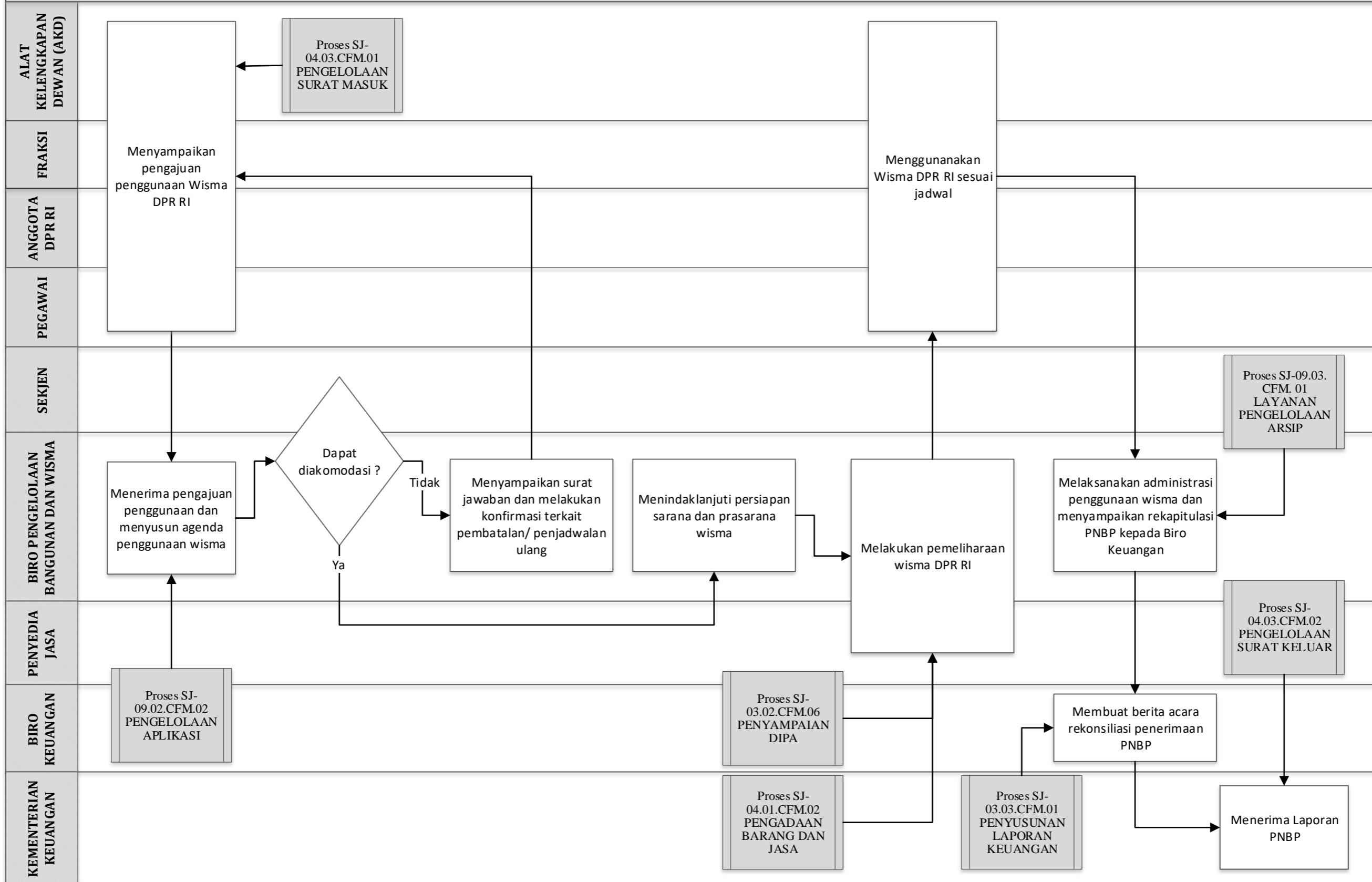
SJ – 04.01.CFM.12
PEMBINAAN, PENGAWASAN, DAN PENGENDALIAN BARANG MILIK NEGARA



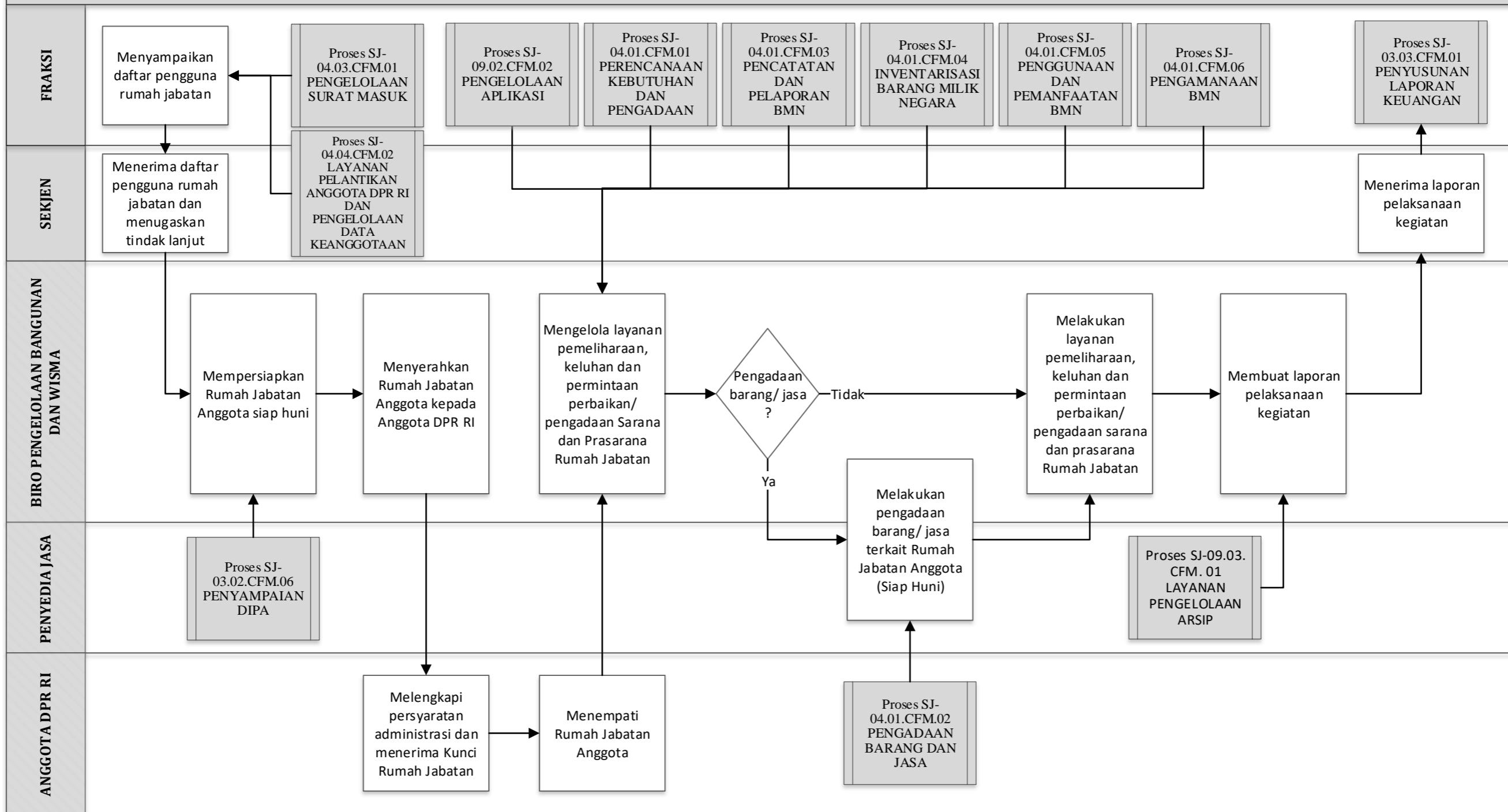
SJ – 04.02.CFM.01
PELAYANAN KESEHATAN



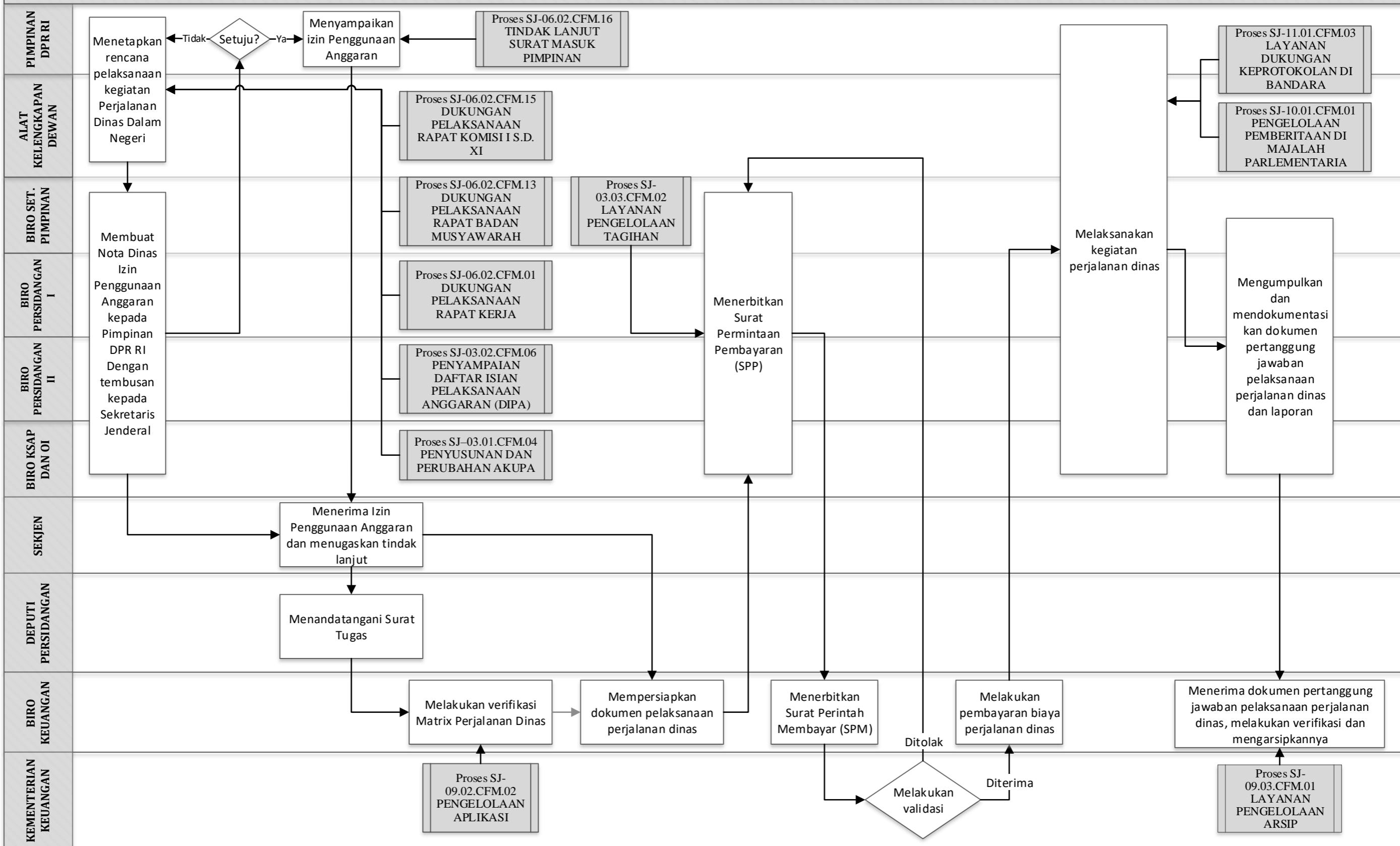
SJ – 04.02.CFM.02
PENGELOLAAN DAN PENGGUNAAN WISMA DPR RI



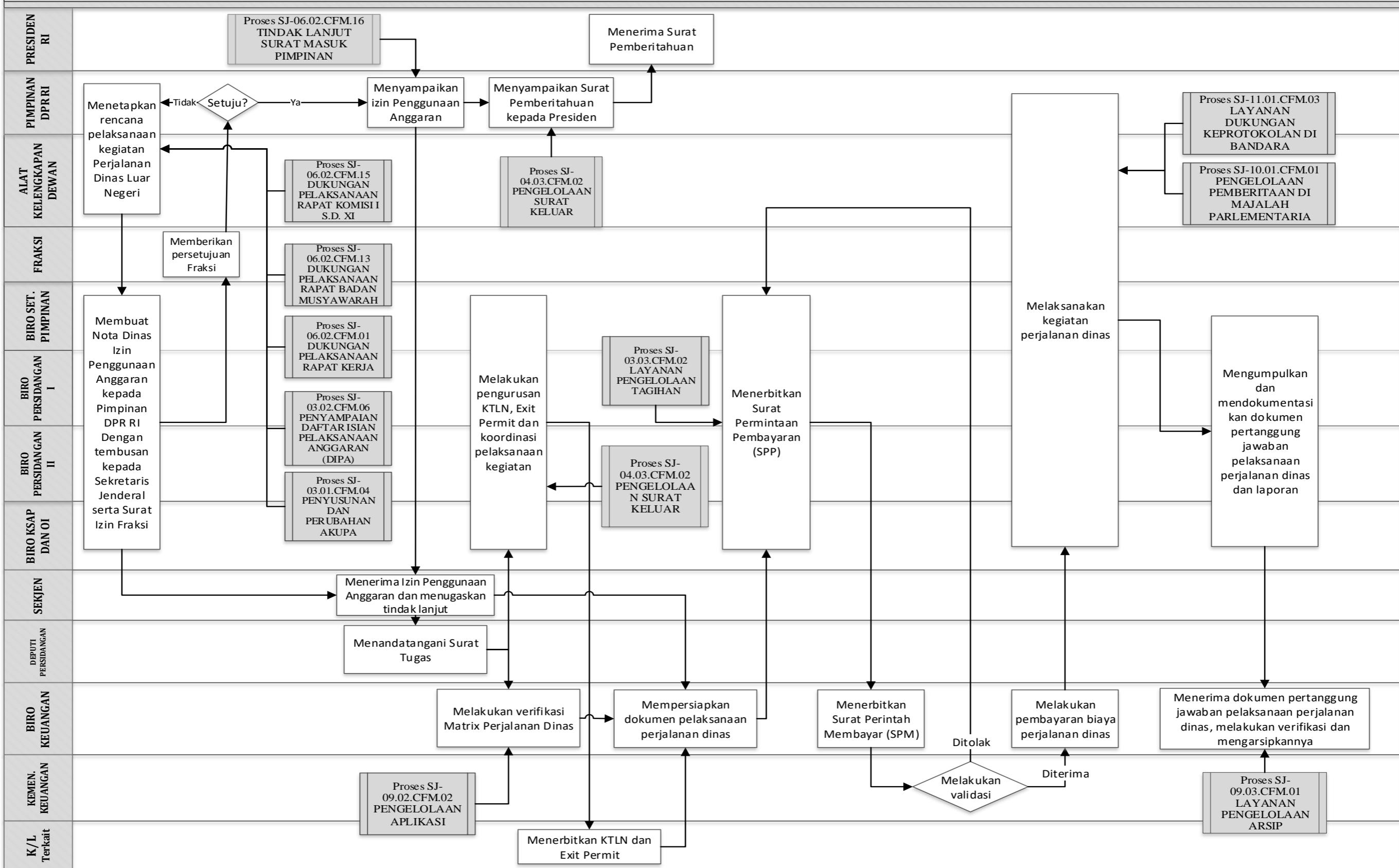
SJ – 04.02.CFM.03
PENGELOLAAN DAN PENGGUNAAN RUMAH JABATAN ANGGOTA (RJA)



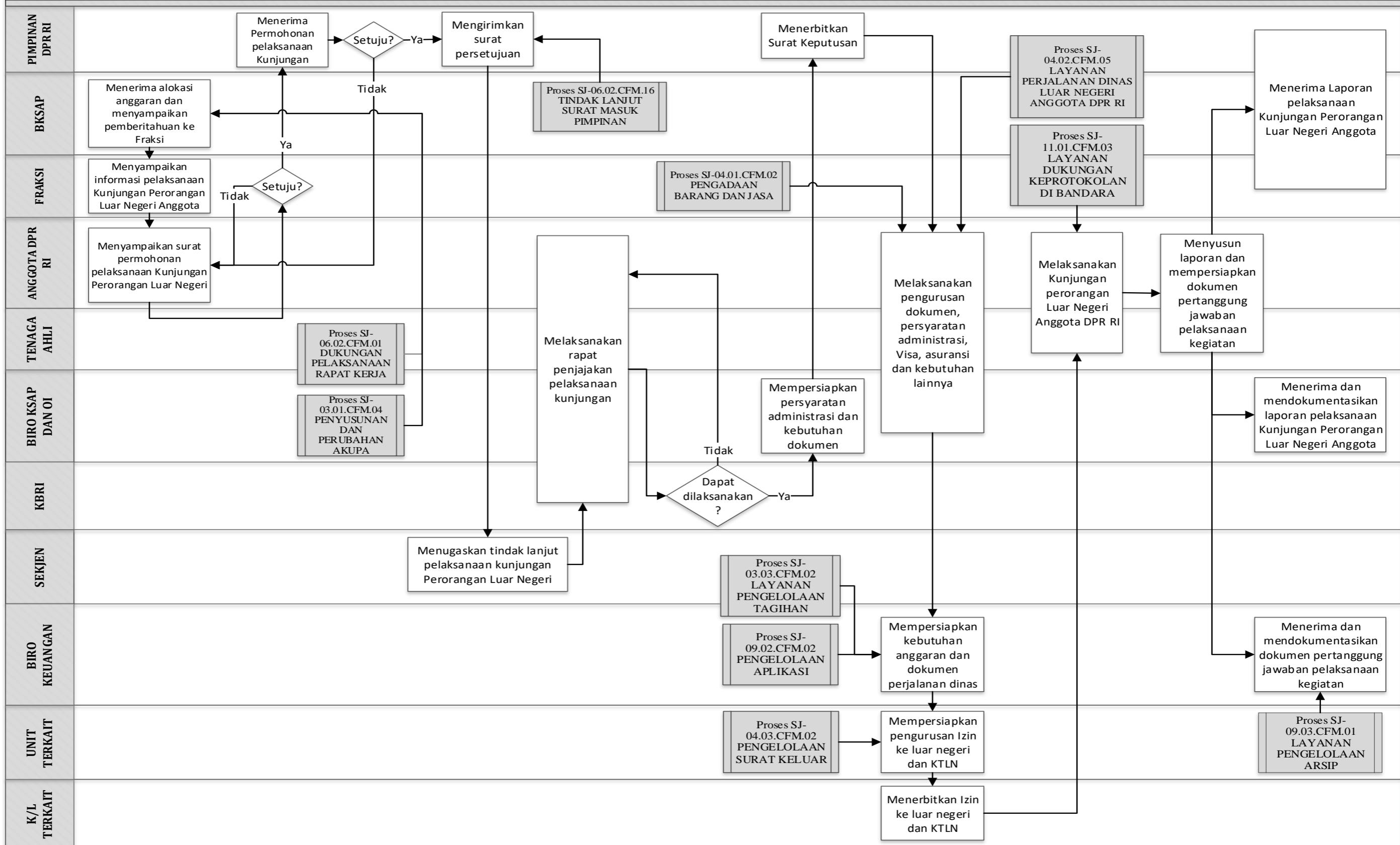
SJ – 04.02.CFM.04
LAYANAN PERJALANAN DINAS DALAM NEGERI ANGGOTA DPR RI

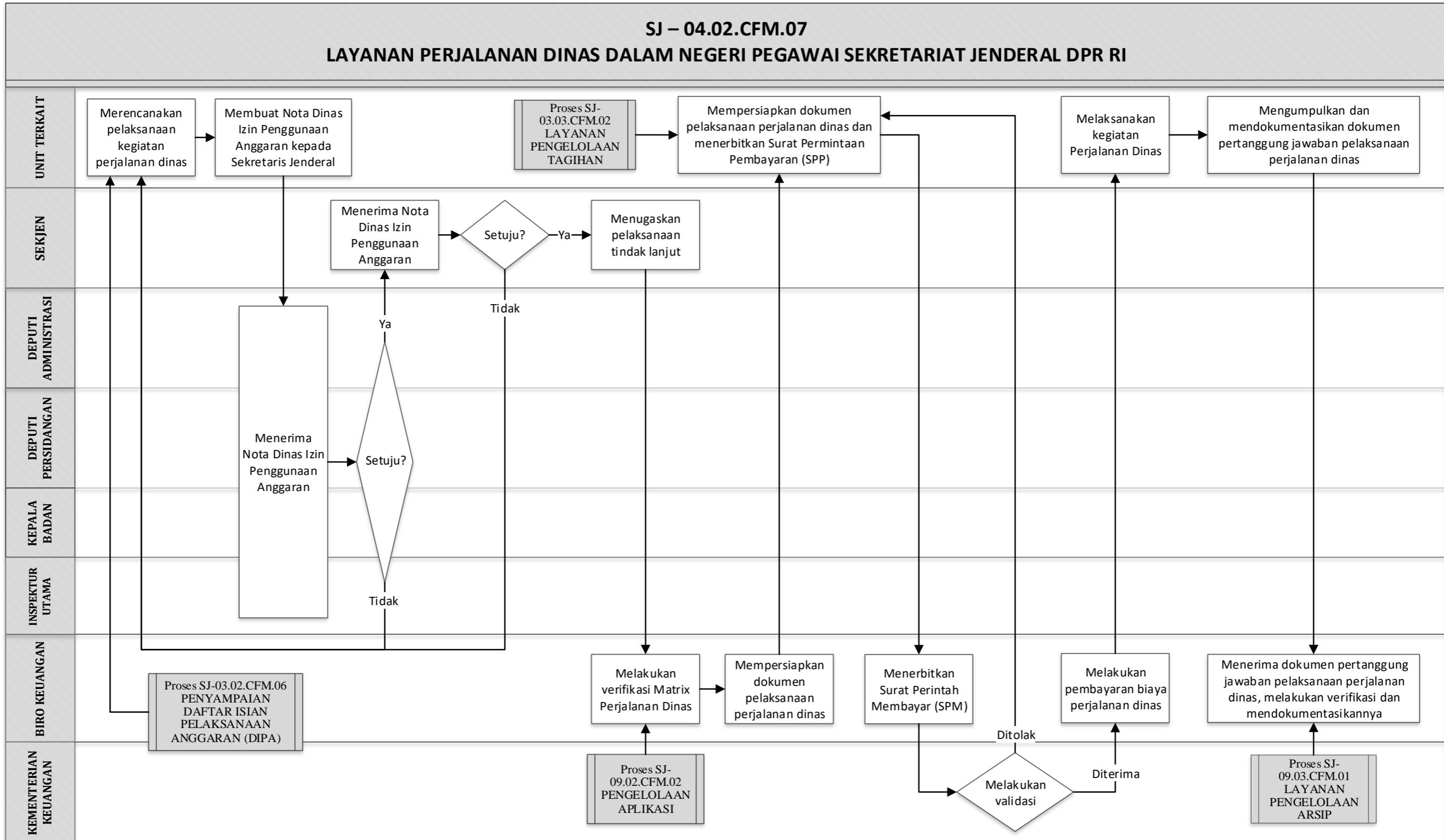


SJ – 04.02.CFM.05
LAYANAN PERJALANAN DINAS LUAR NEGERI ANGGOTA DPR RI

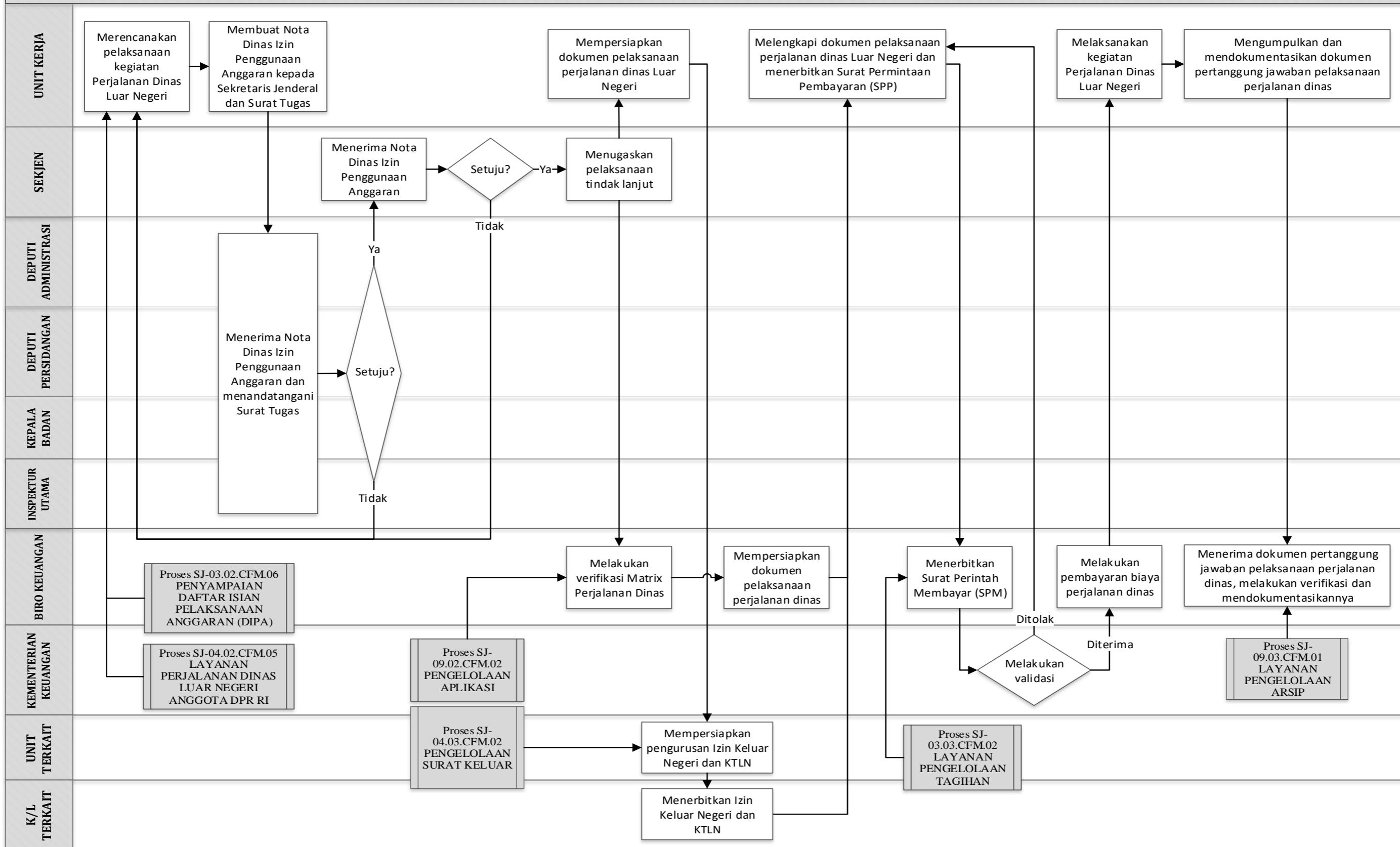


SJ – 04.02.CFM.06

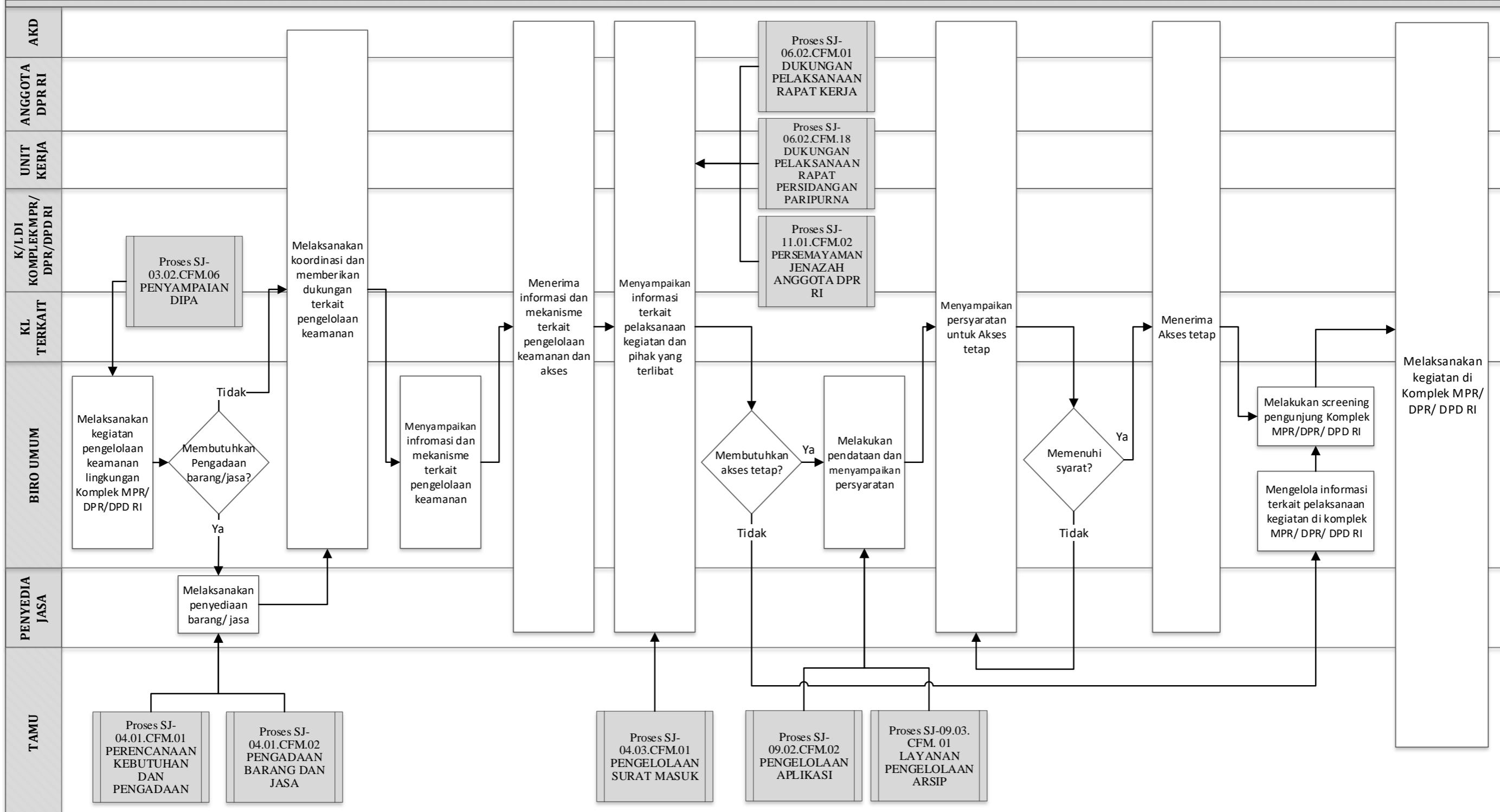




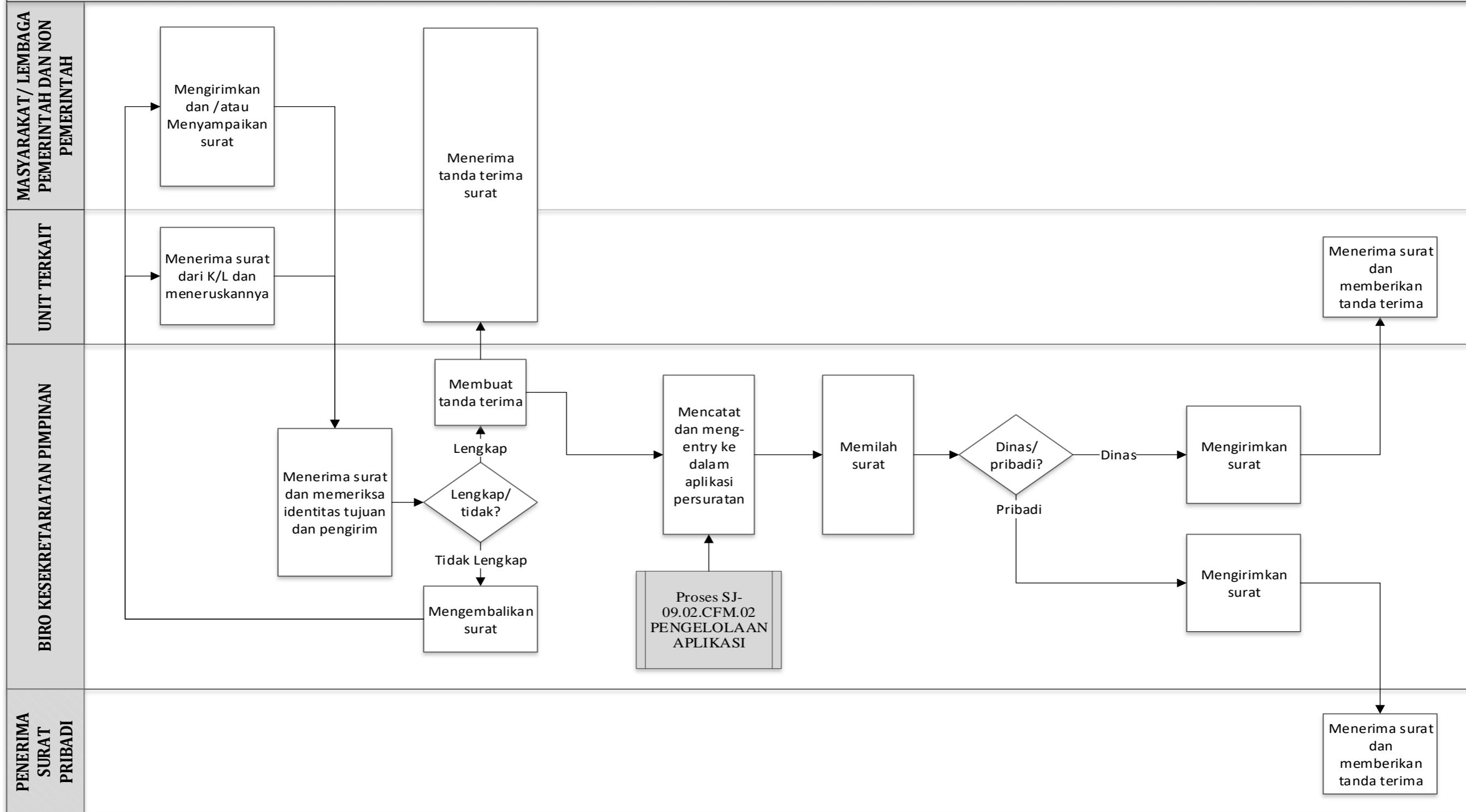
SJ – 04.02.CFM.08
LAYANAN PERJALANAN DINAS LUAR NEGERI PEGAWAI SEKRETARIAT JENDERAL DPR RI

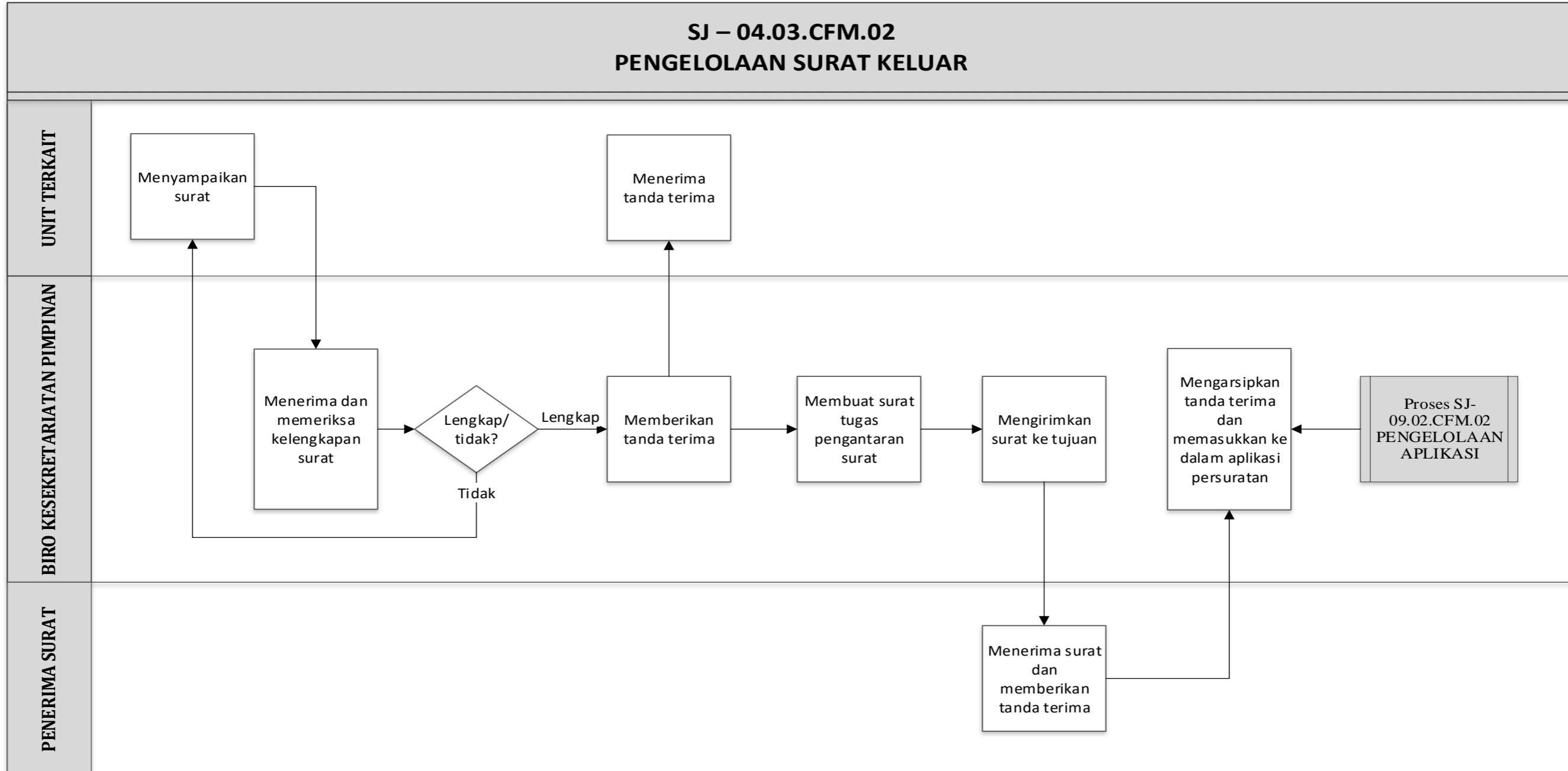


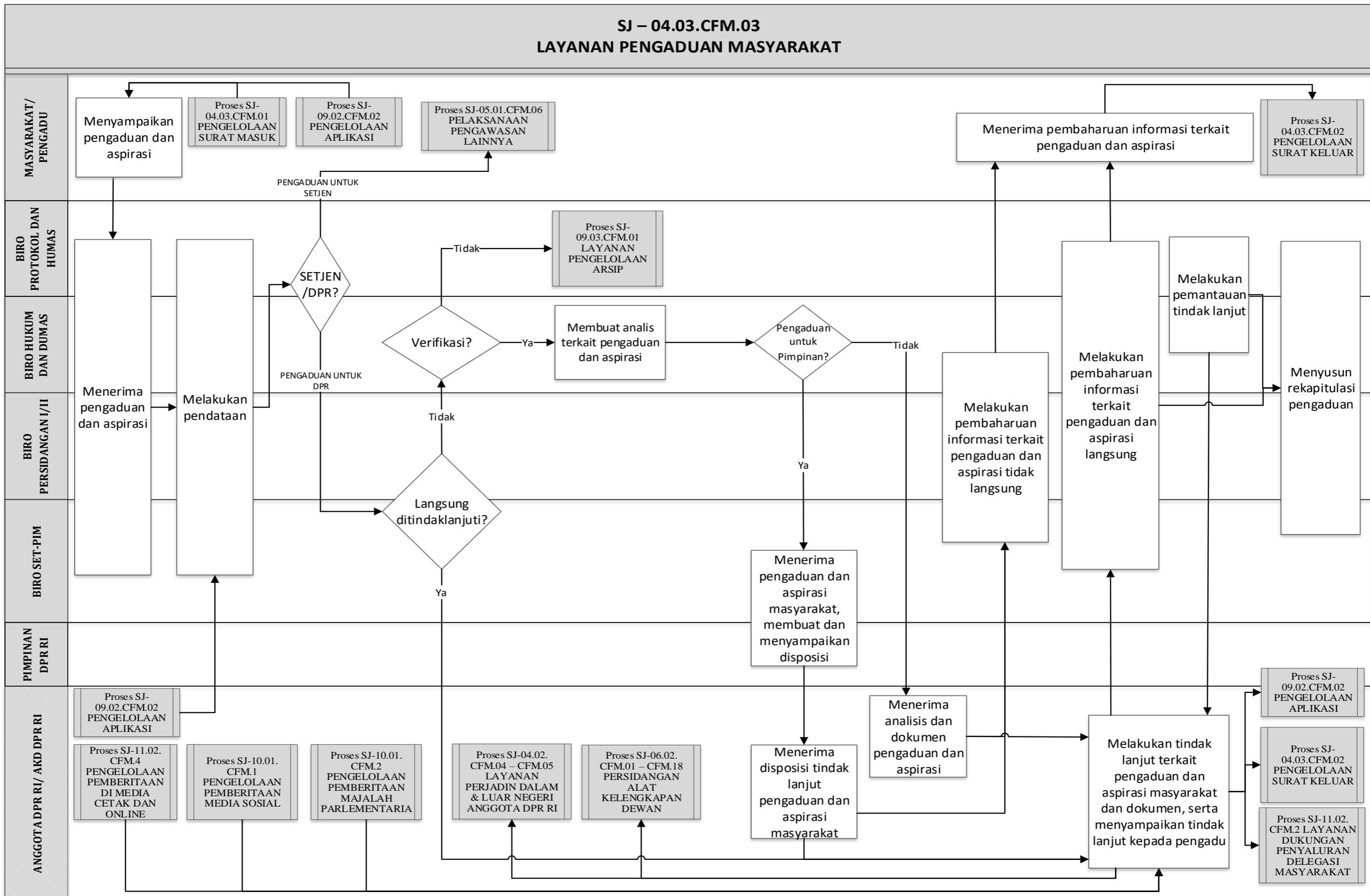
SJ - 04.02.CFM.09



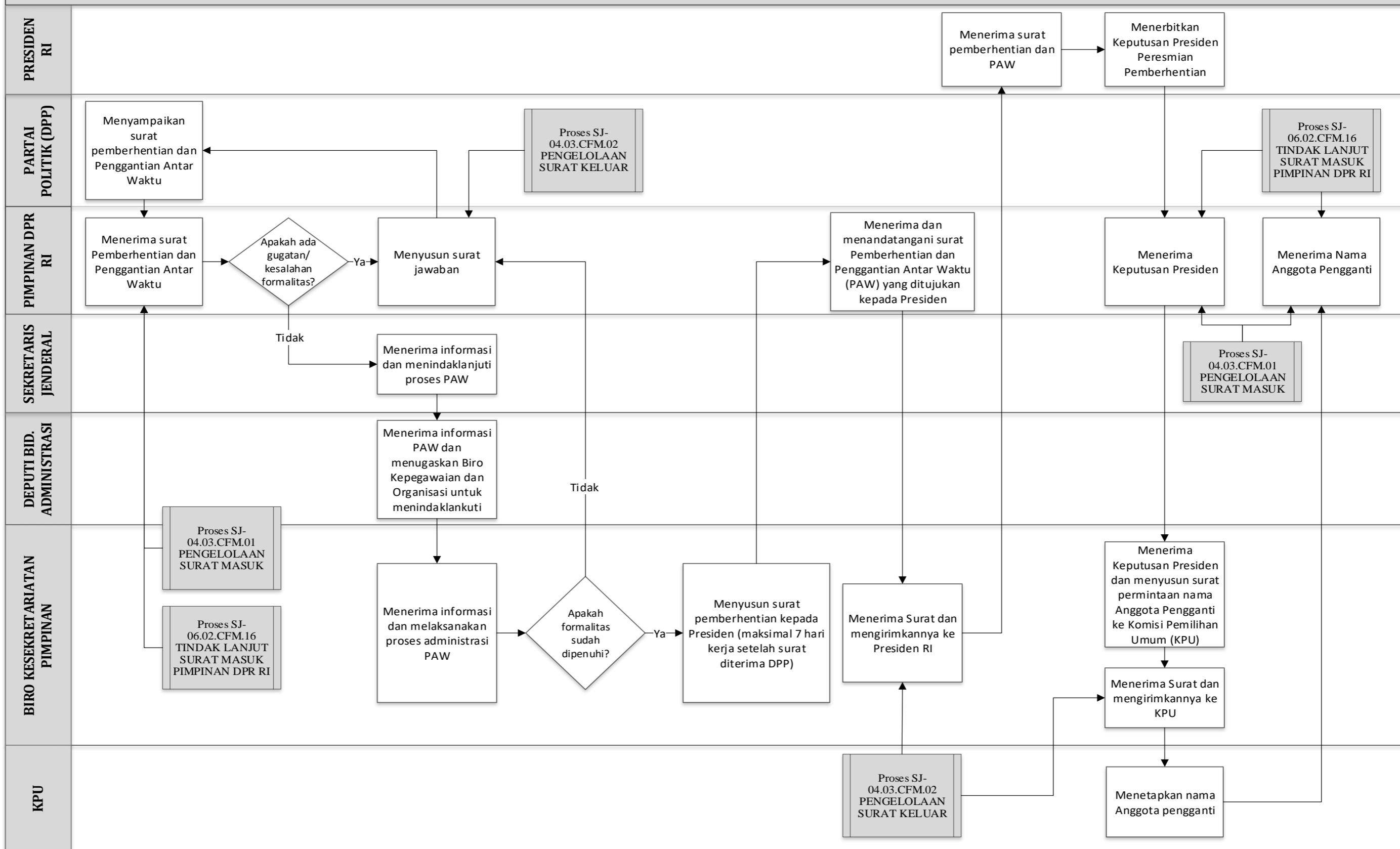
SJ – 04.03.CFM.01
PENGELOLAAN SURAT MASUK



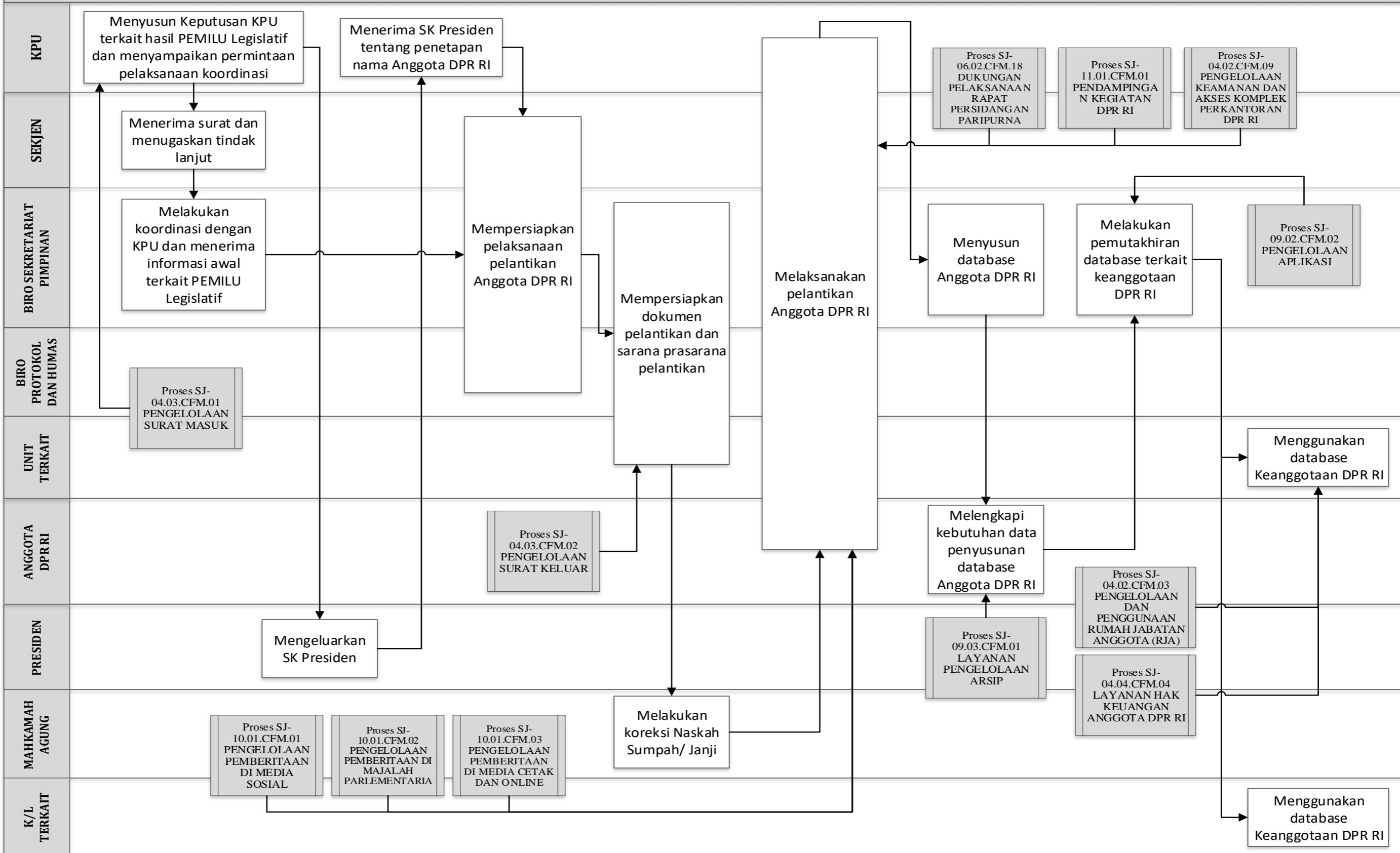


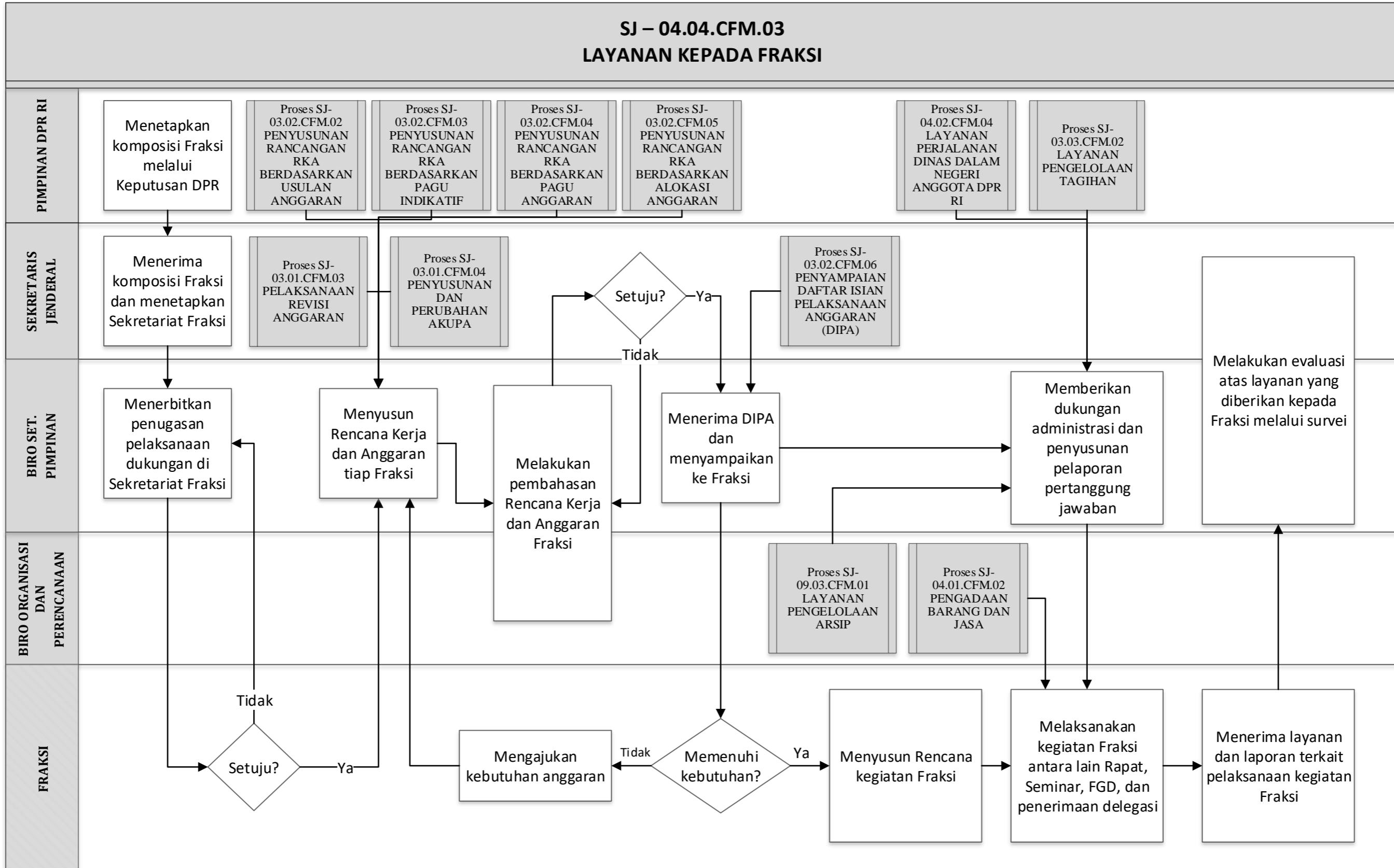


SJ – 04.04.CFM.01
LAYANAN PEMBERHENTIAN DAN PENGGANTIAN ANTAR WAKTU (PAW) ANGGOTA DPR RI

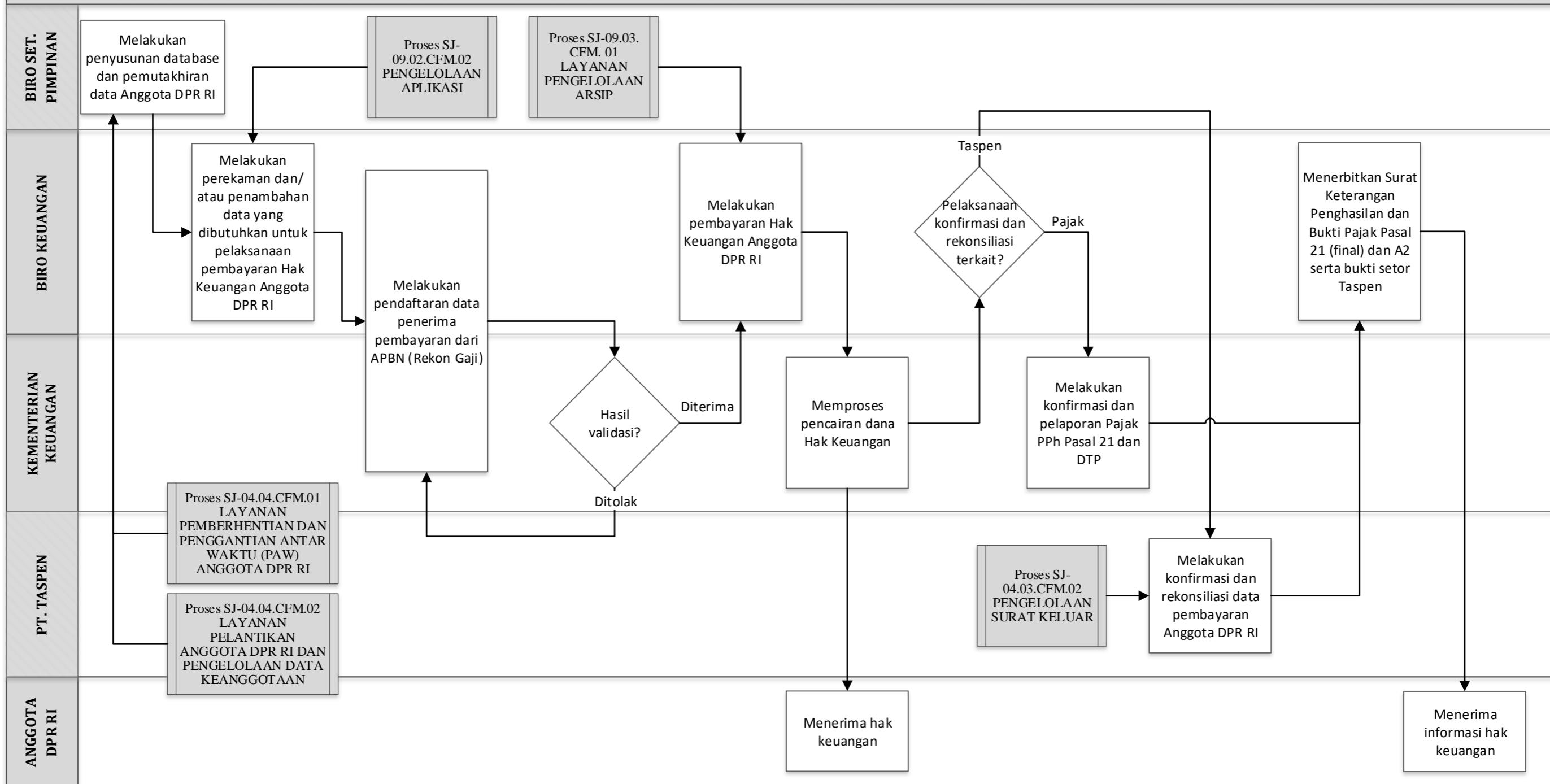


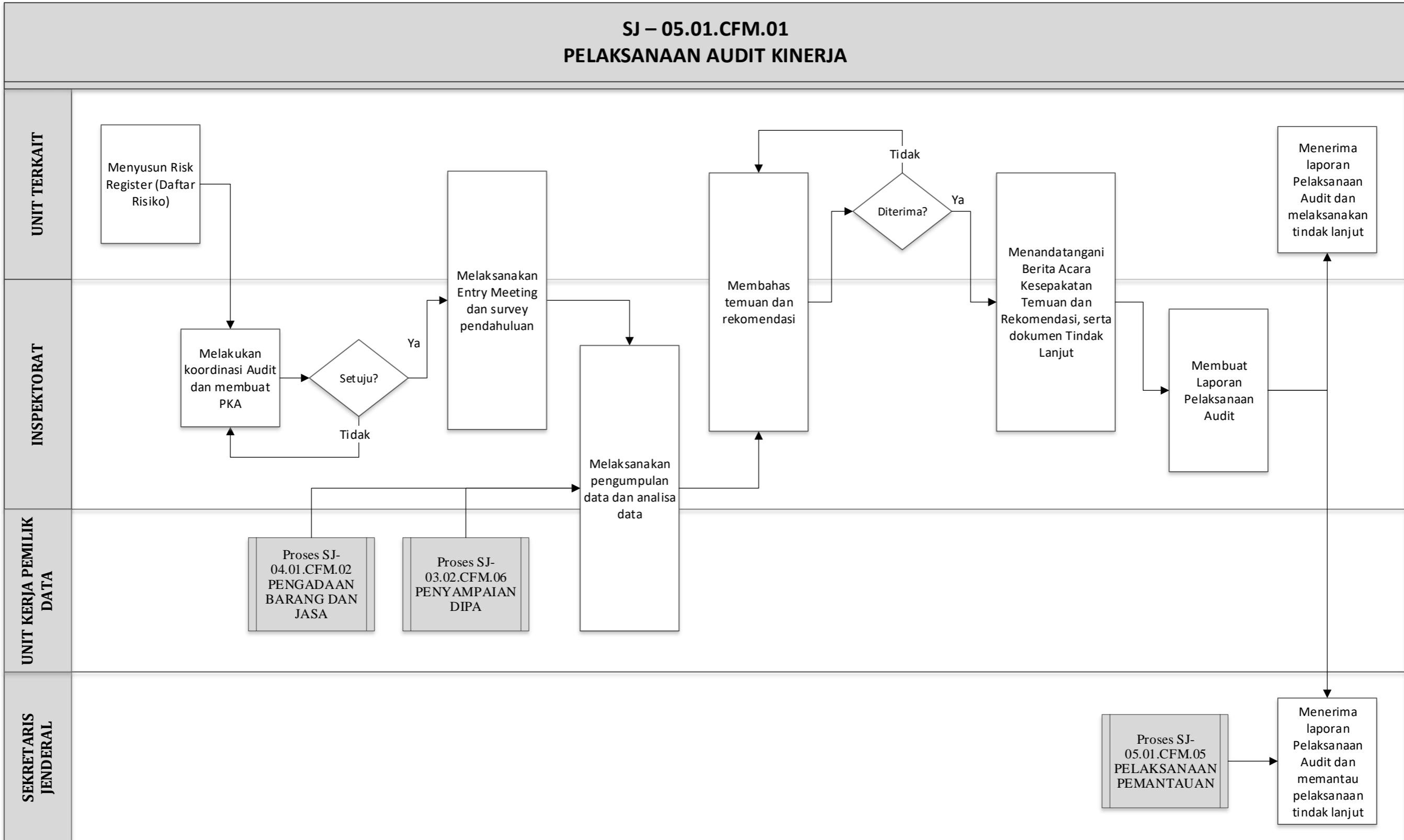
SJ – 04.04.CFM.02
LAYANAN PELANTIKAN ANGGOTA DPR RI DAN PENGELOLAAN DATA KEANGGOTAAN

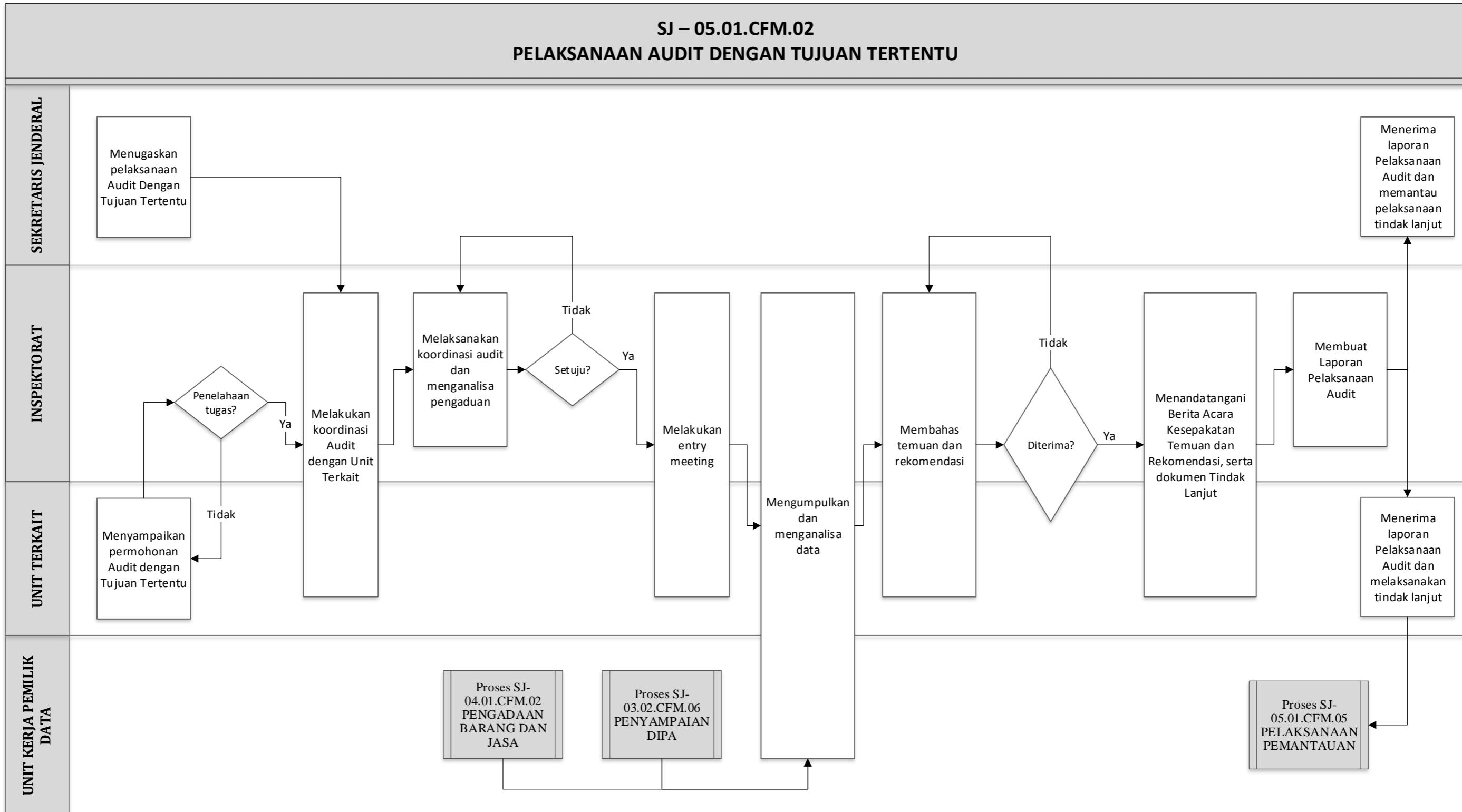




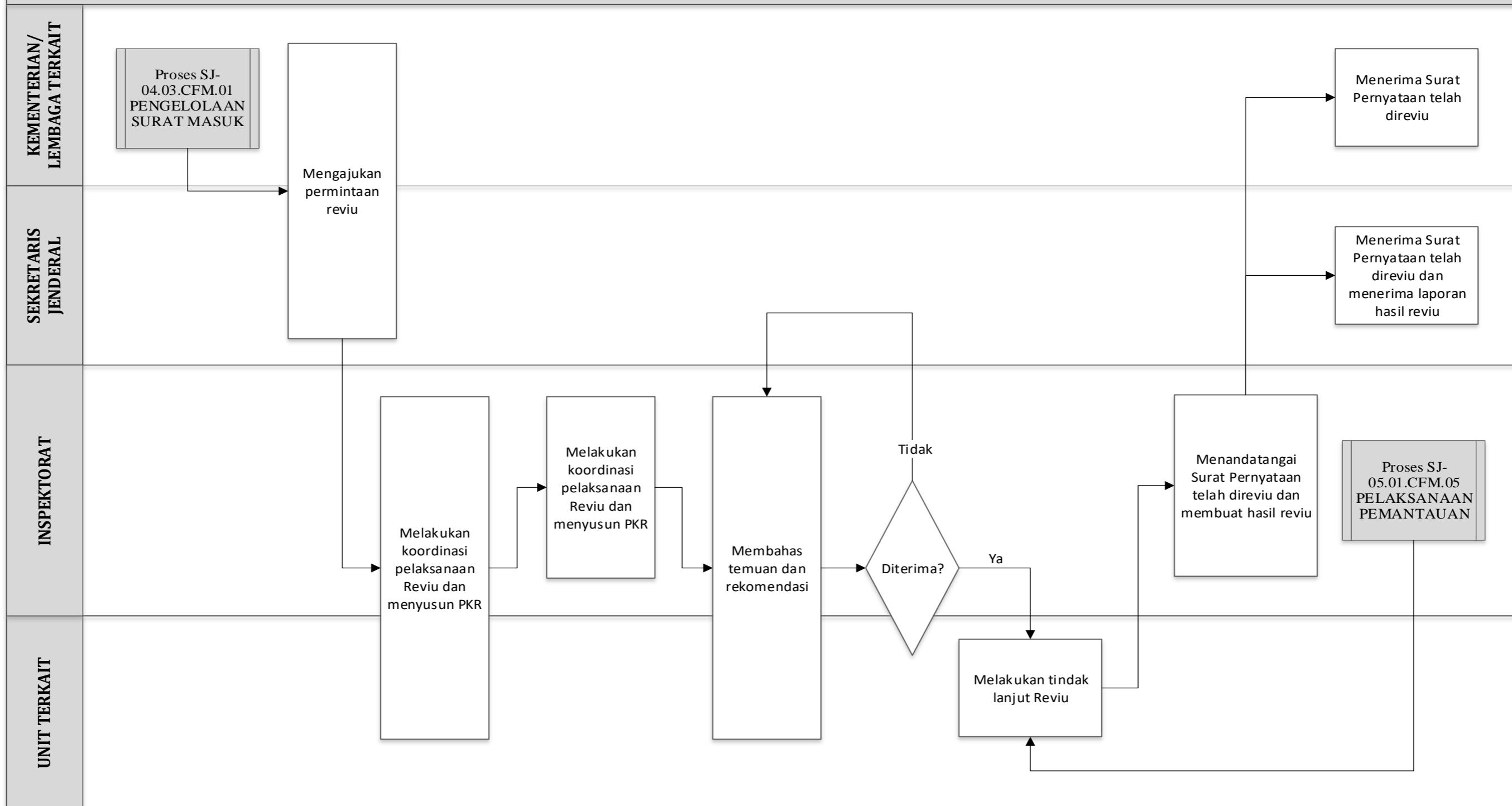
SJ – 04.04.CFM.04
LAYANAN HAK KEUANGAN ANGGOTA DPR RI

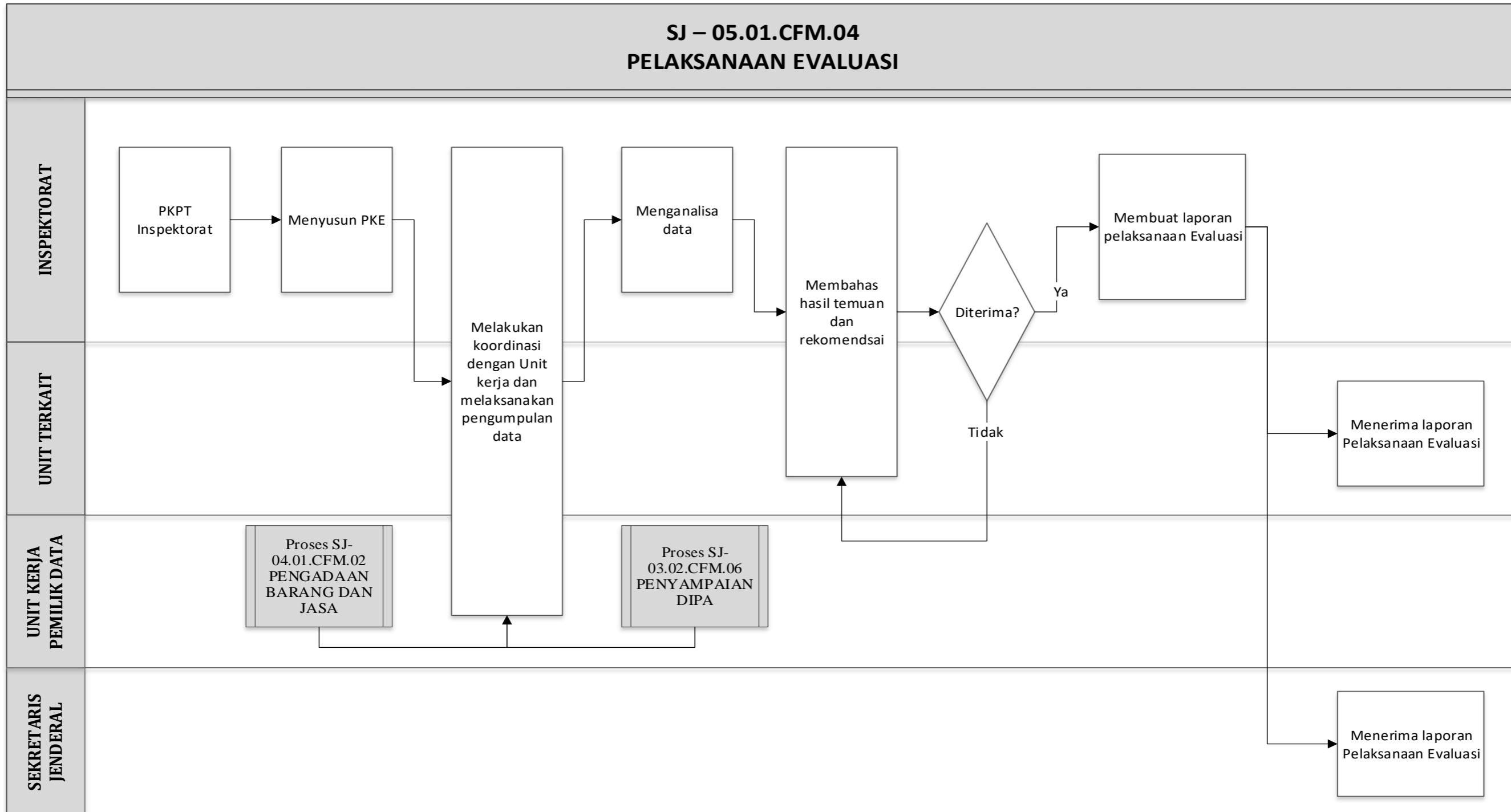


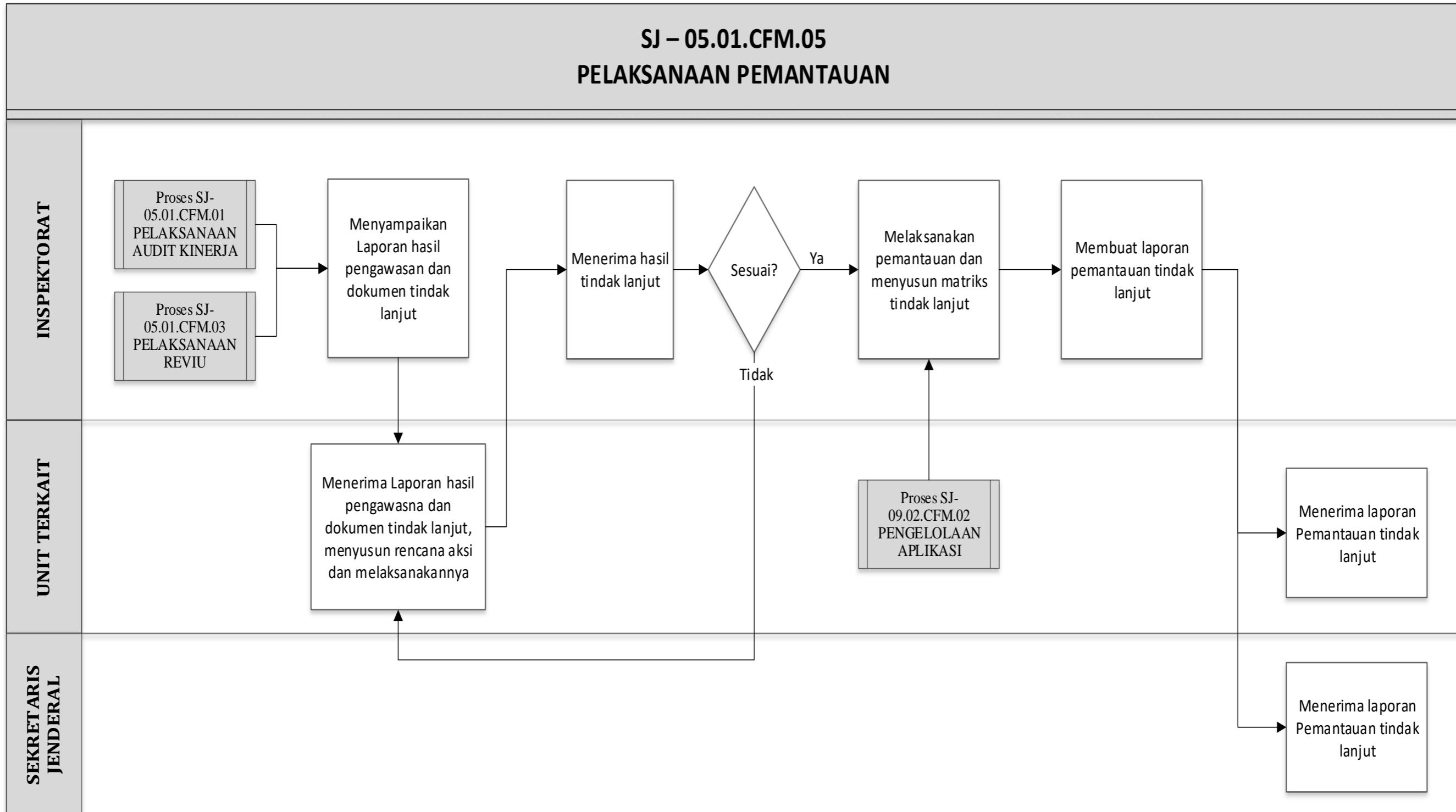




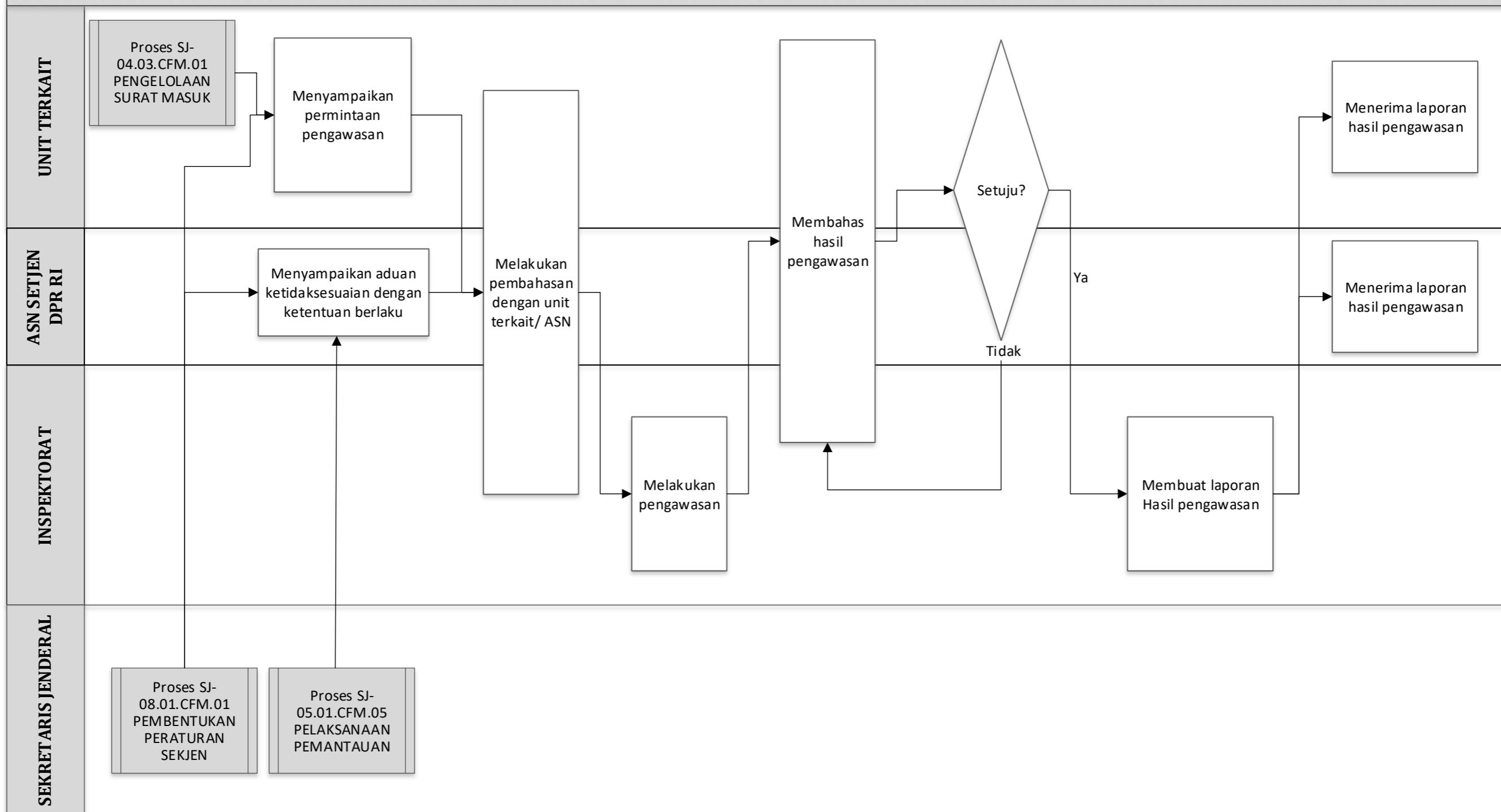
SJ – 05.01.CFM.03
PELAKSANAAN REVIU



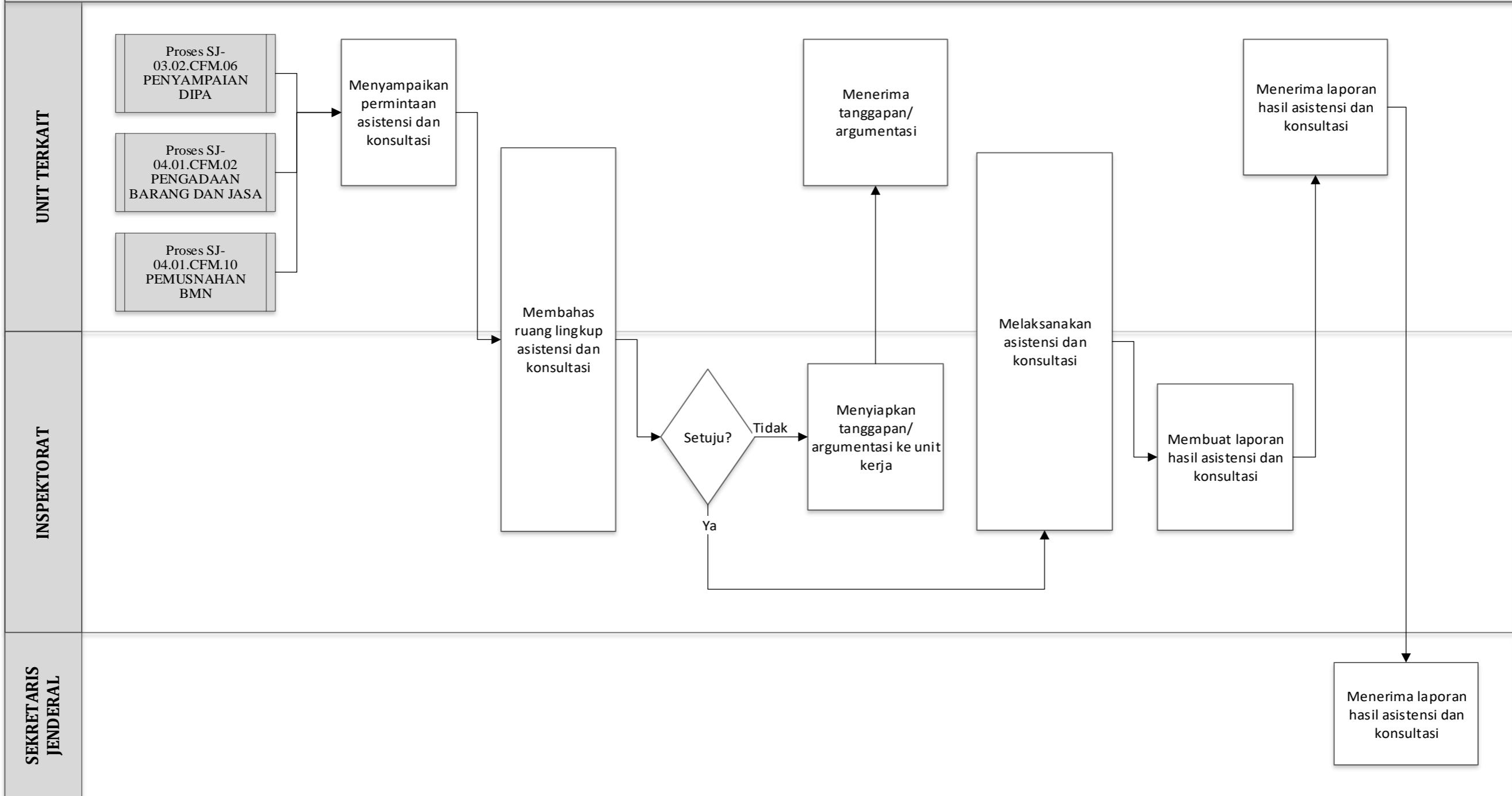


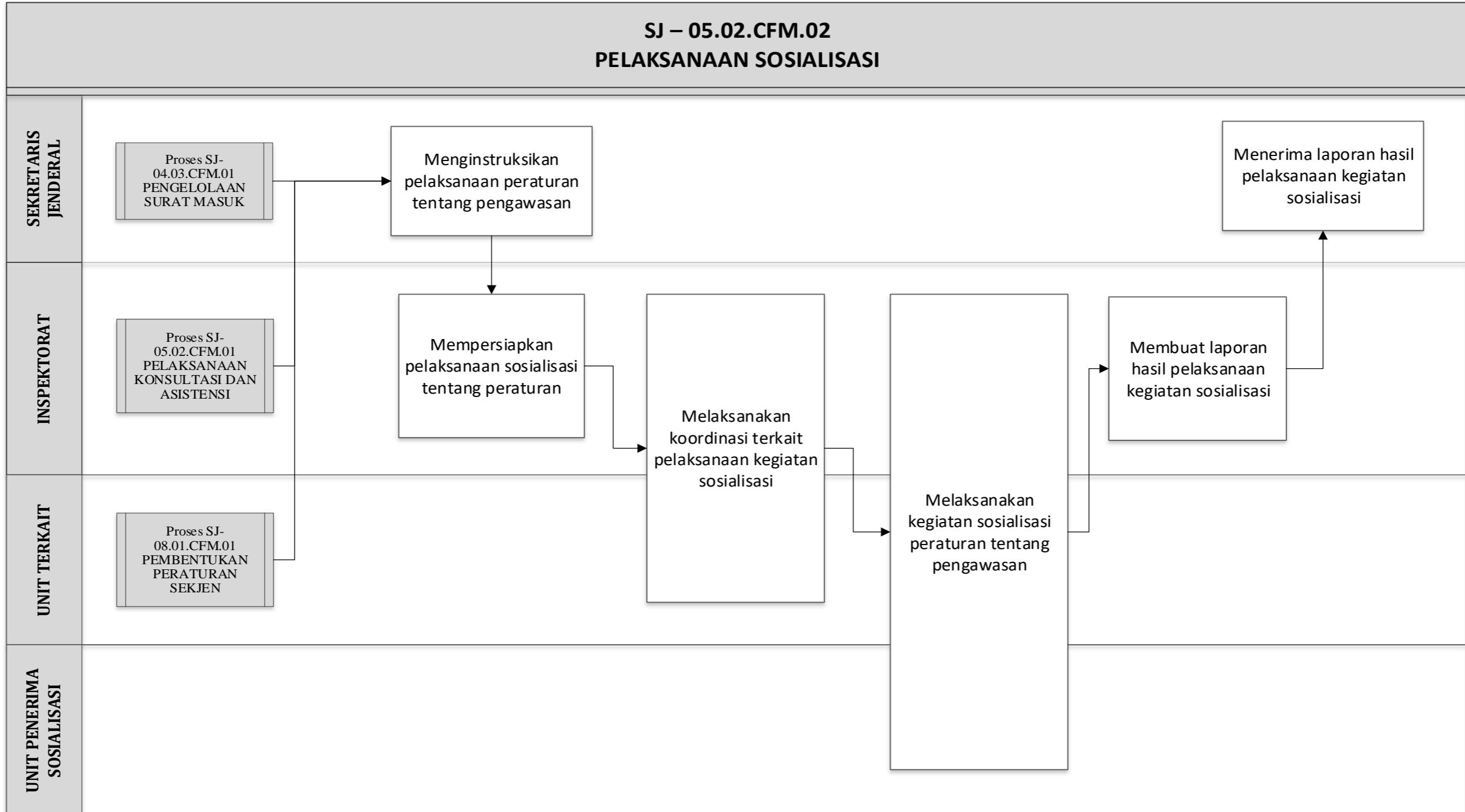


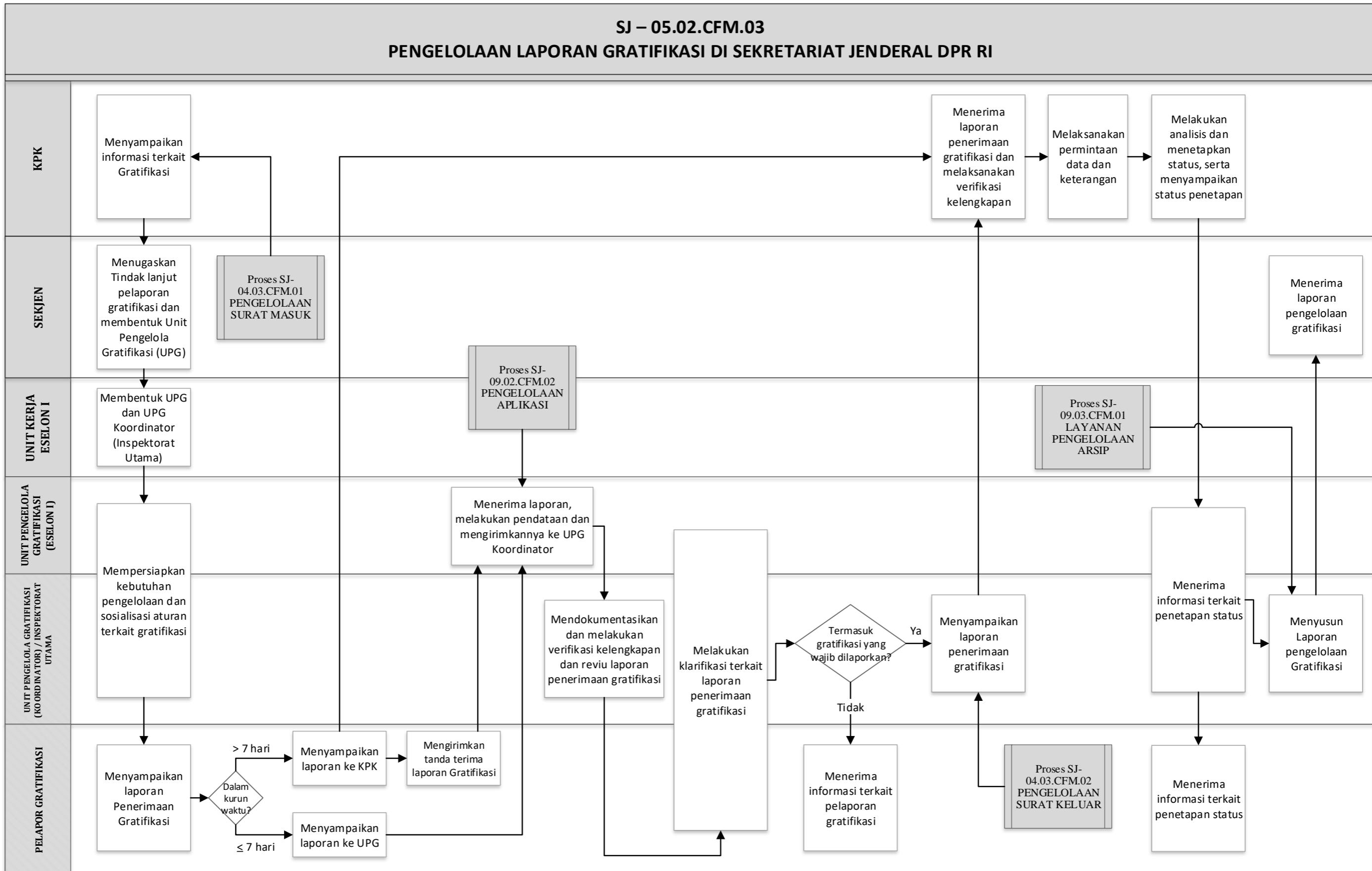
SJ – 05.01.CFM.06
PELAKSANAAN PENGAWASAN LAINNYA

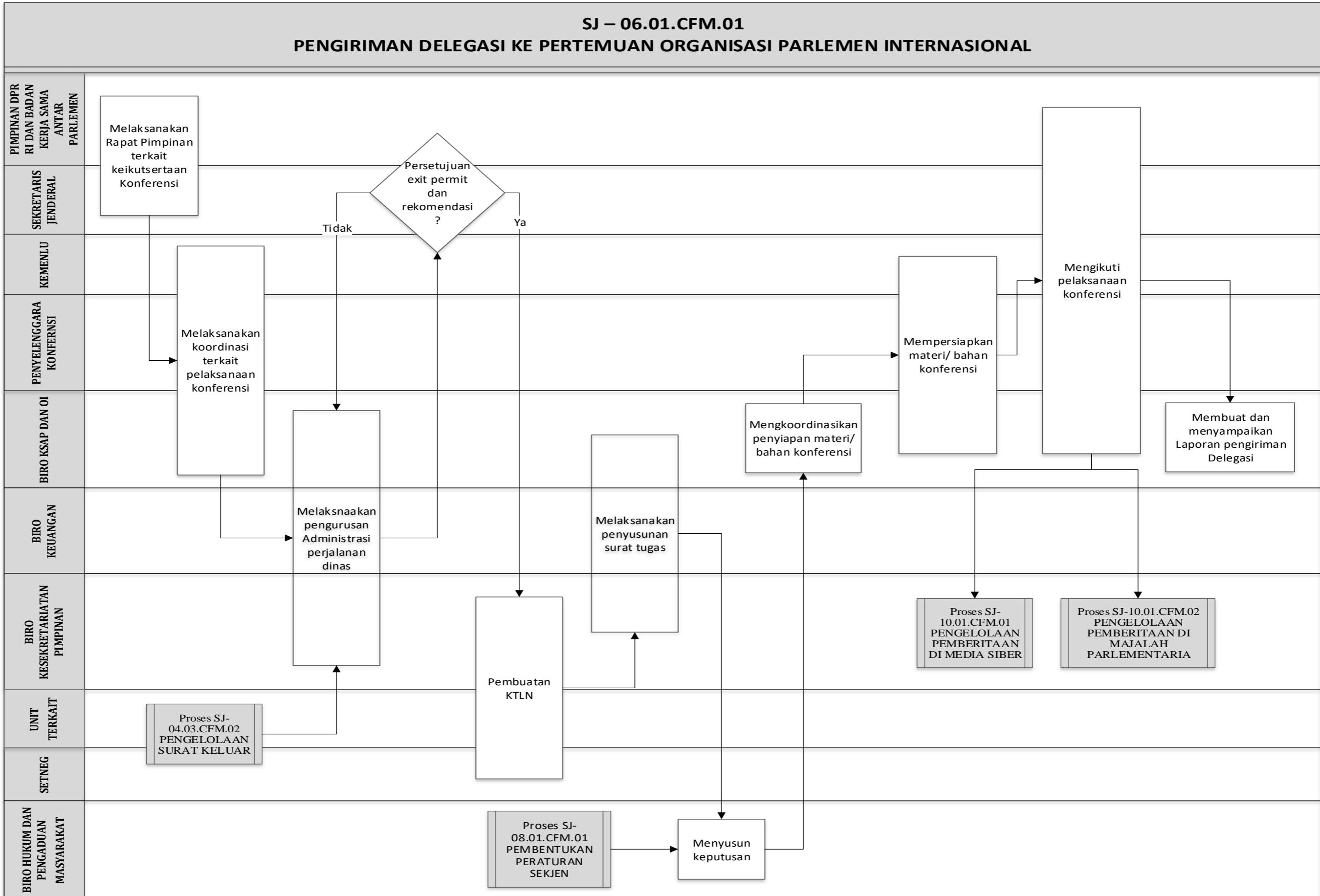


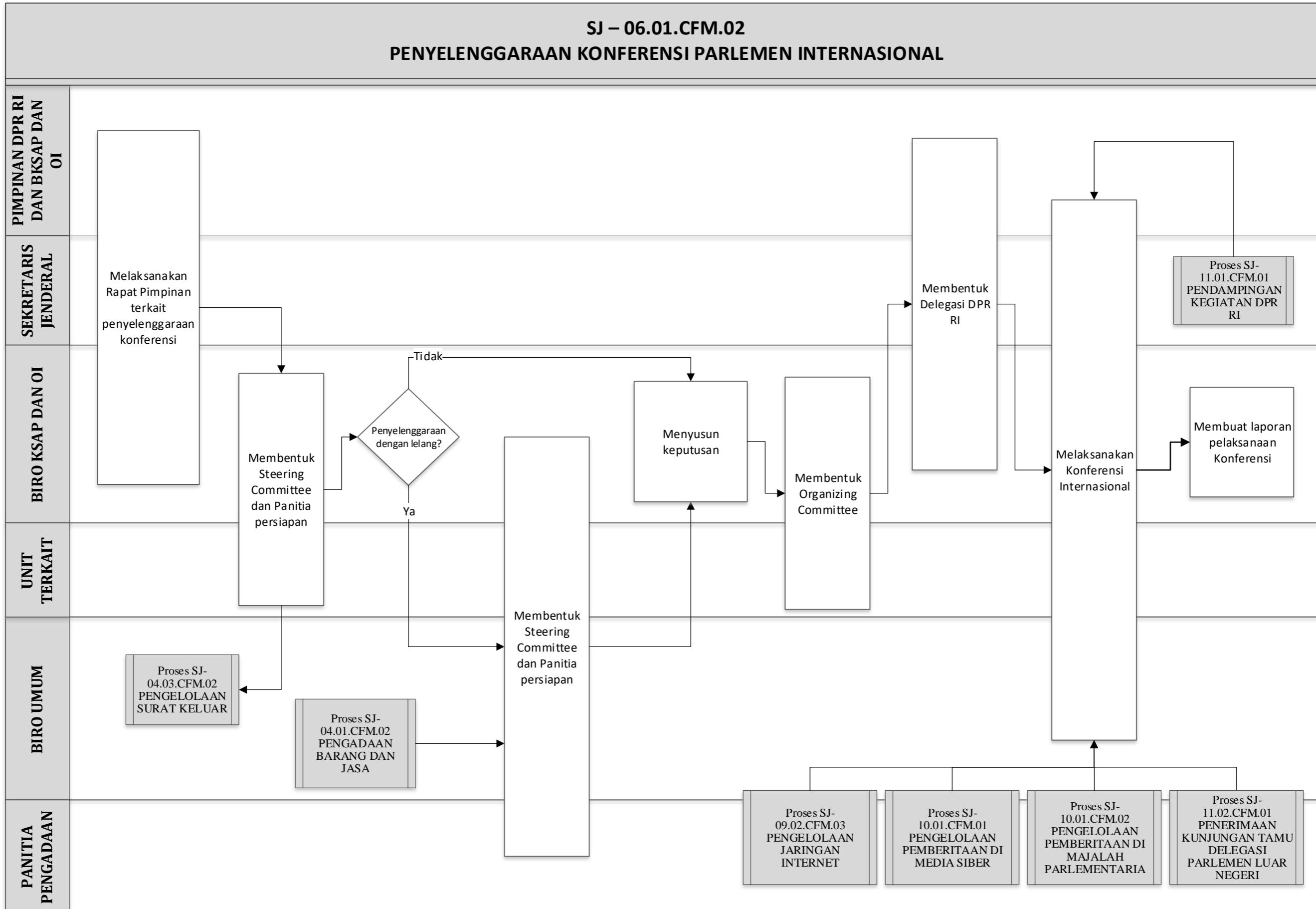
SJ – 05.02.CFM.01
PELAKSANAAN KONSULTASI DAN ASISTENSI



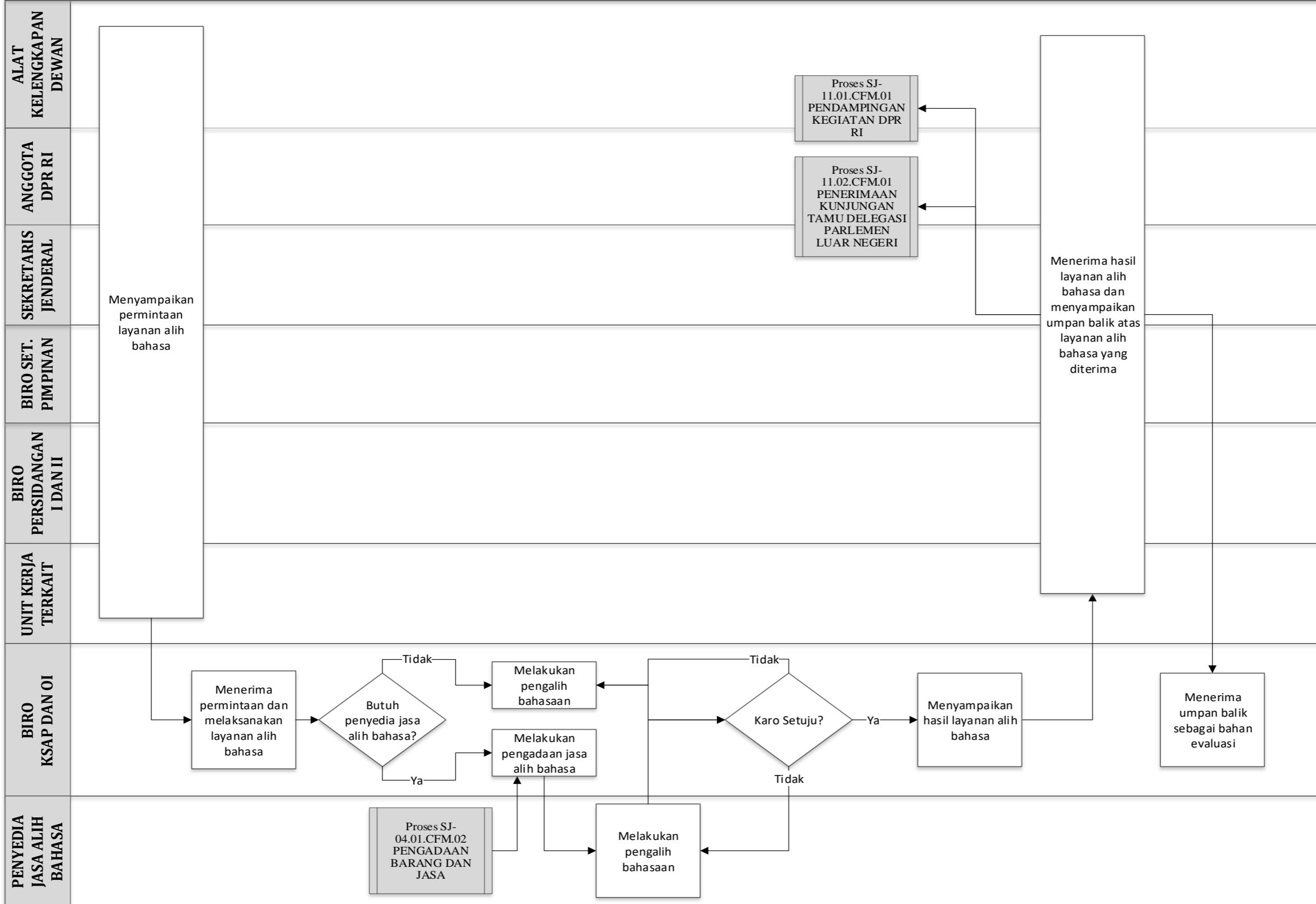




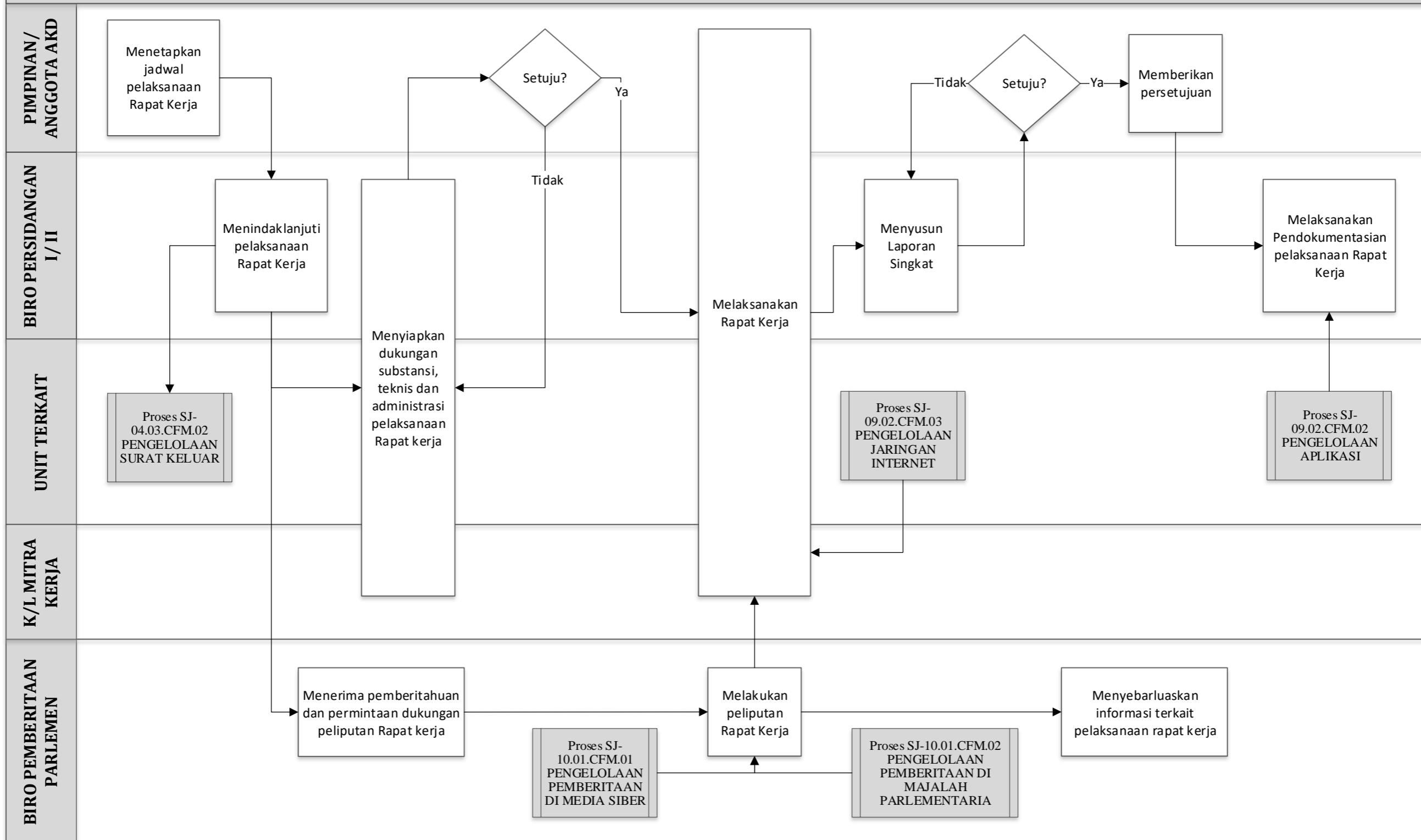




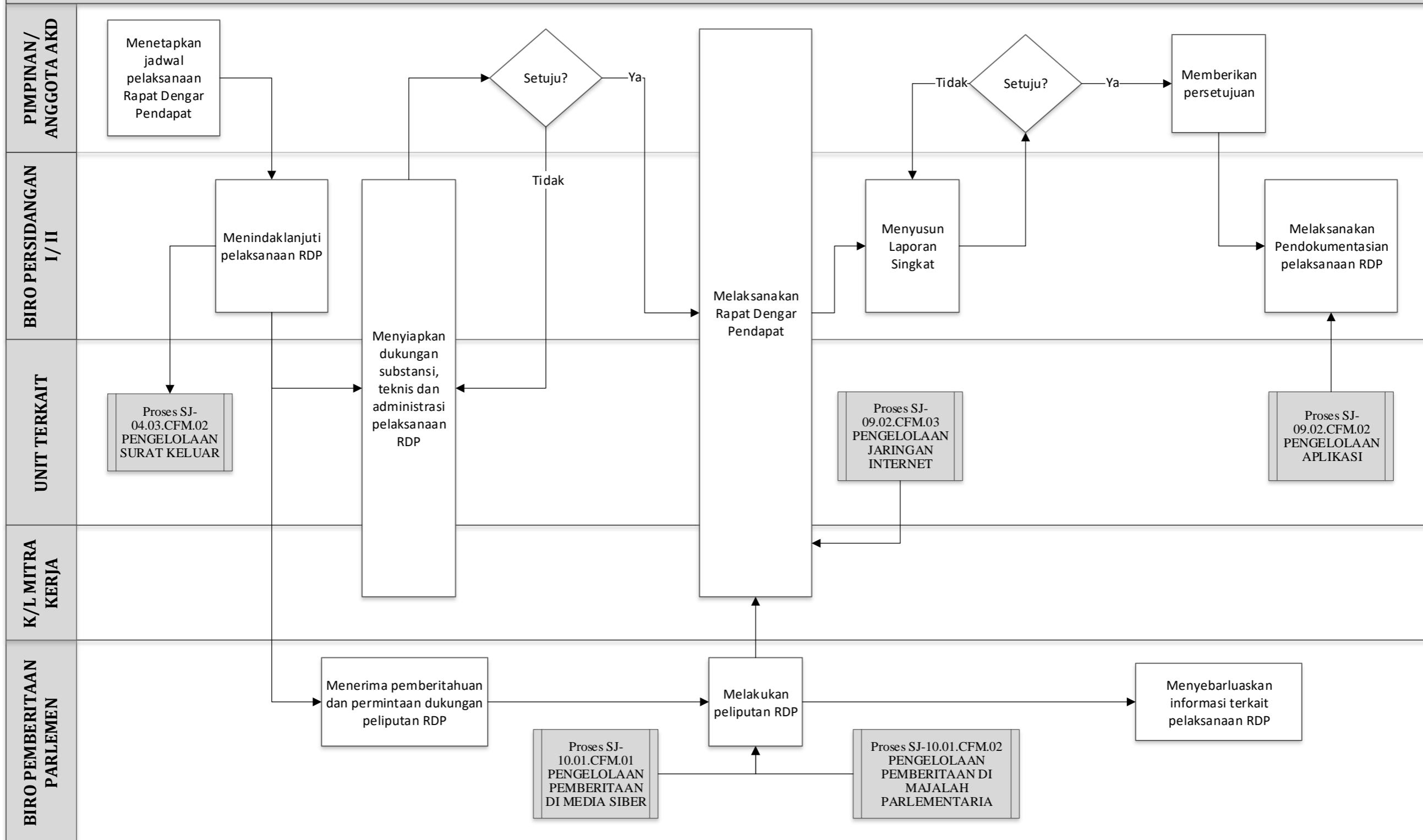
SJ – 06.01.CFM.03
LAYANAN ALIH BAHASA LISAN, TULISAN DAN ISYARAT



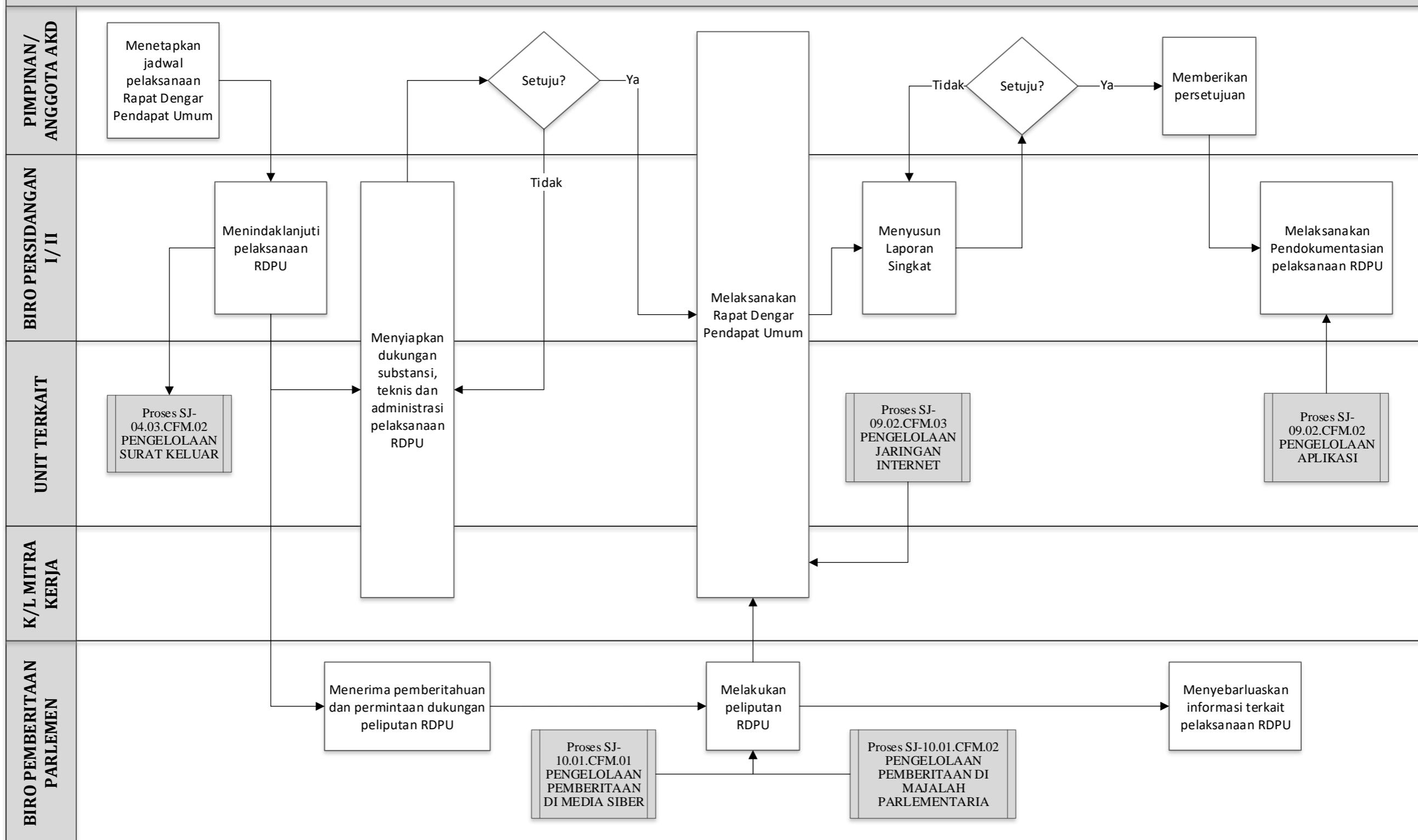
SJ – 06.02.CFM.01
DUKUNGAN PELAKSANAAN RAPAT KERJA



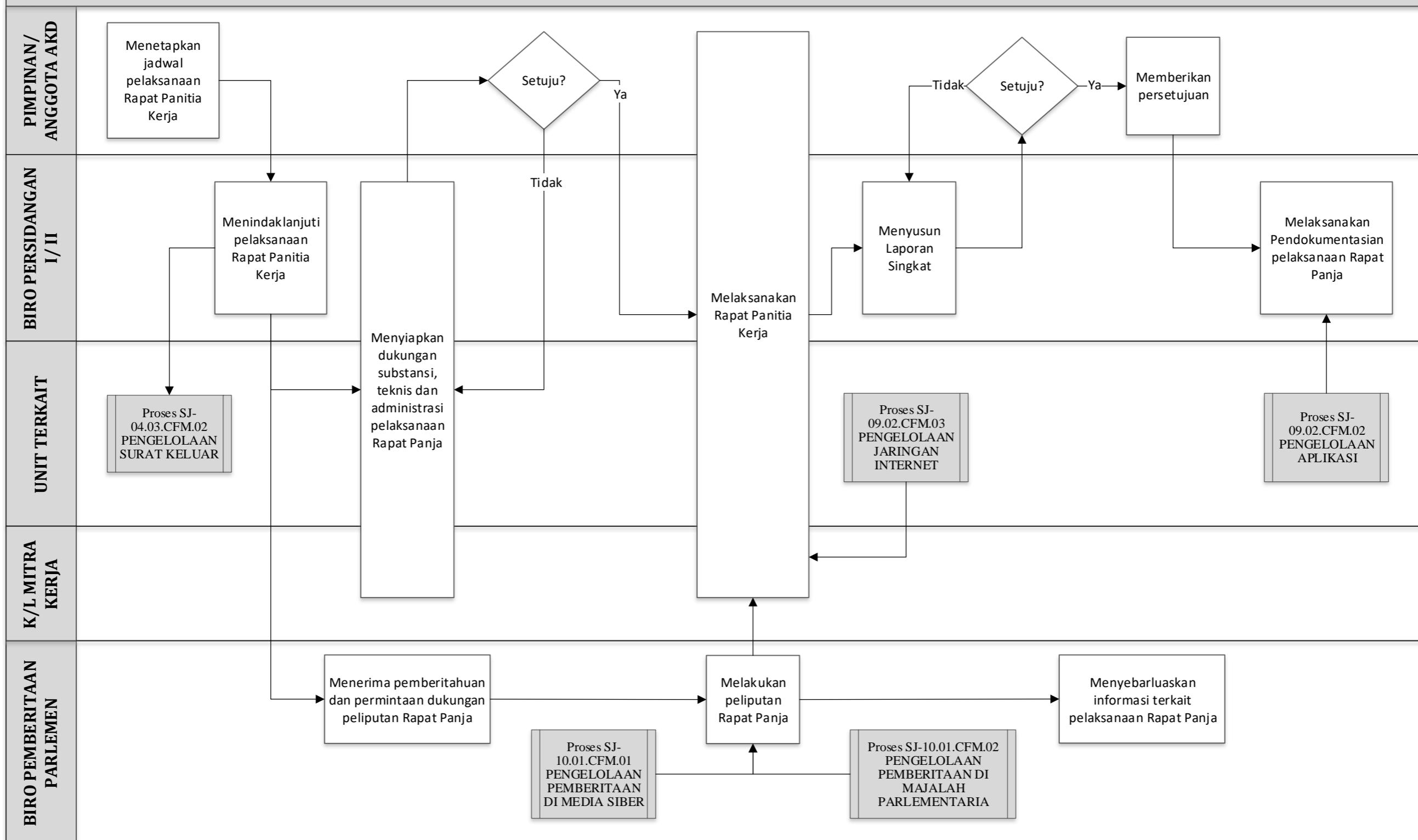
SJ – 06.02.CFM.02
DUKUNGAN PELAKSANAAN RAPAT DENGAR PENDAPAT



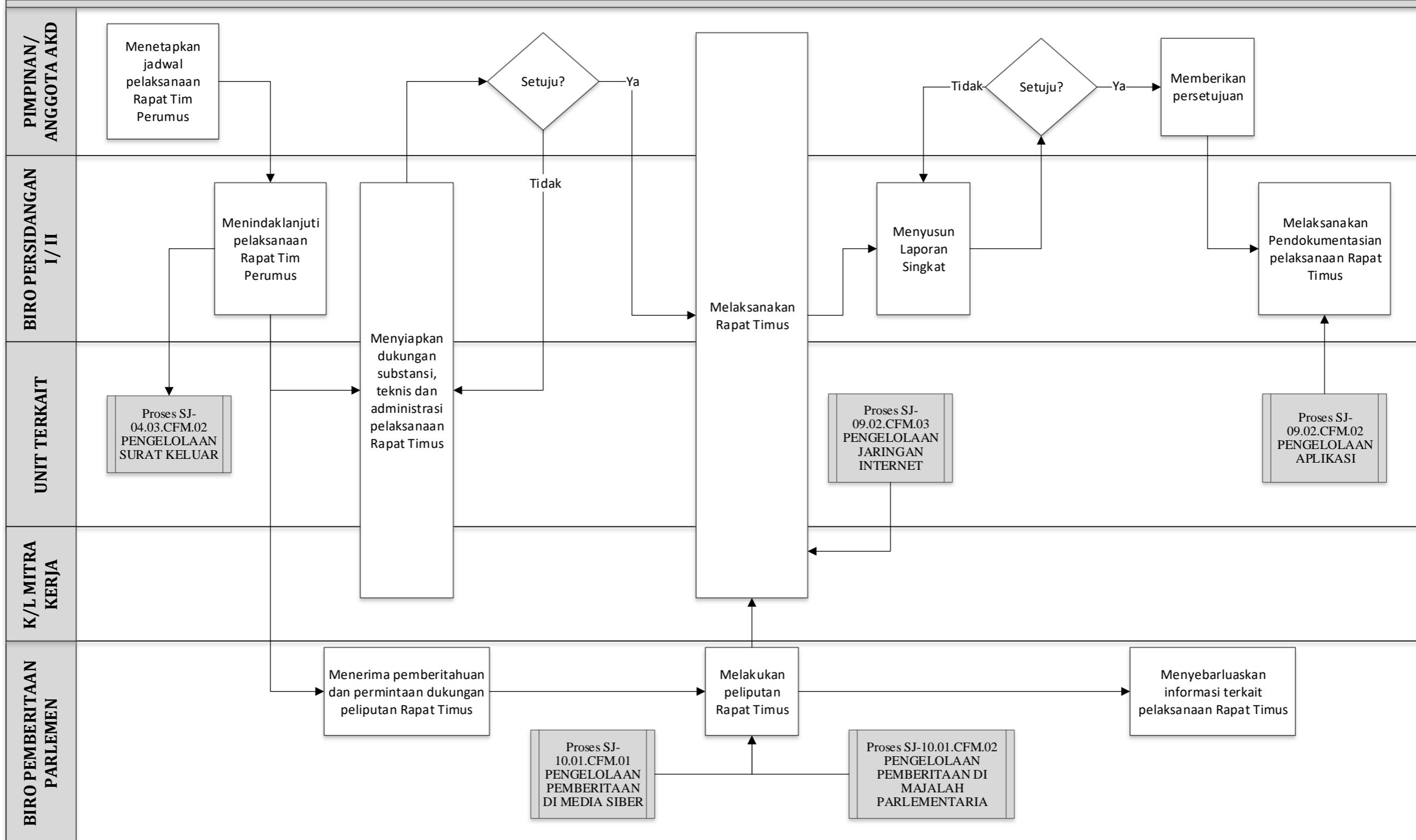
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DUKUNGAN PELAKSANAAN RAPAT DENGAR PENDAPAT UMUM



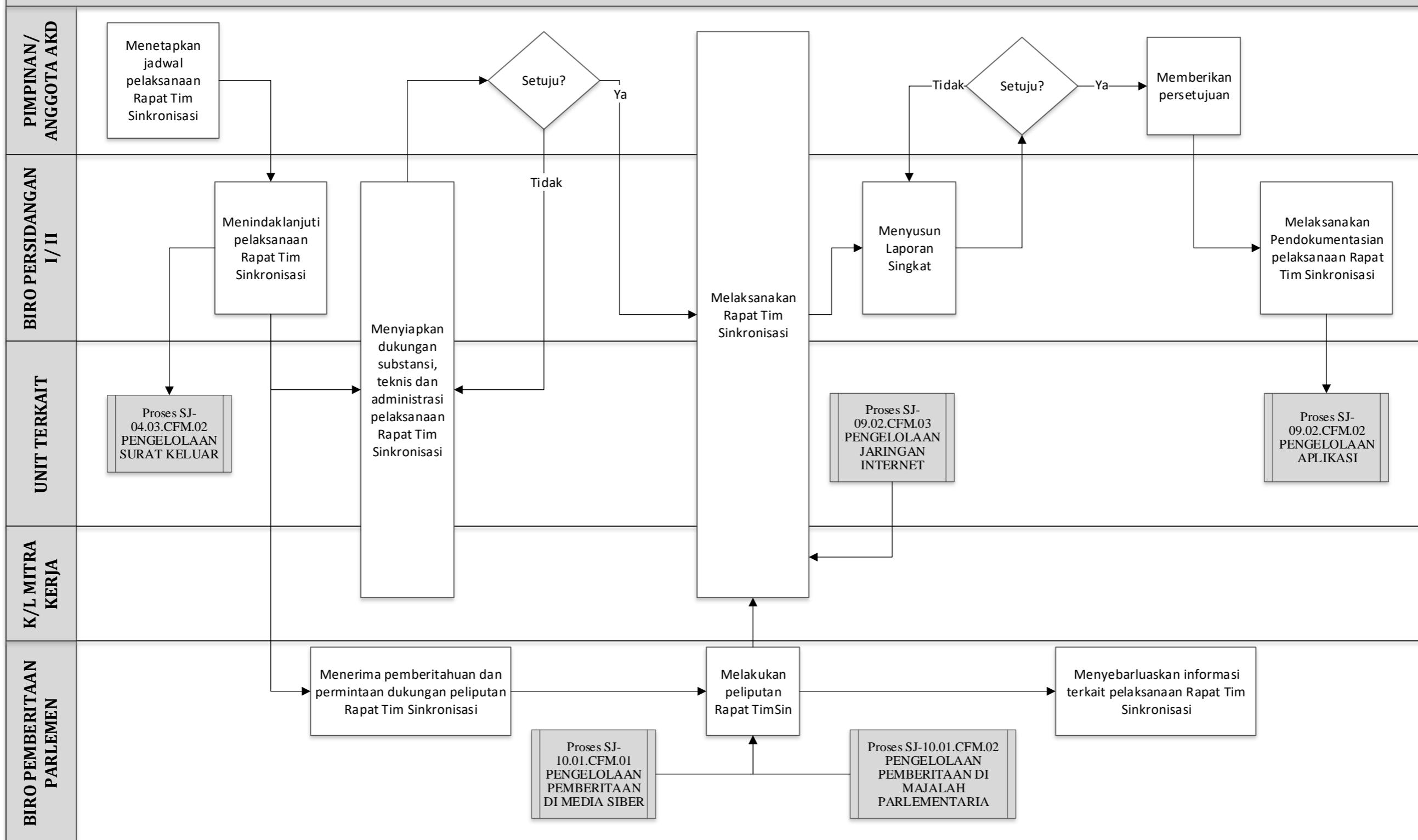
SJ – 06.02.CFM.04
DUKUNGAN PELAKSANAAN RAPAT PANITIA KERJA



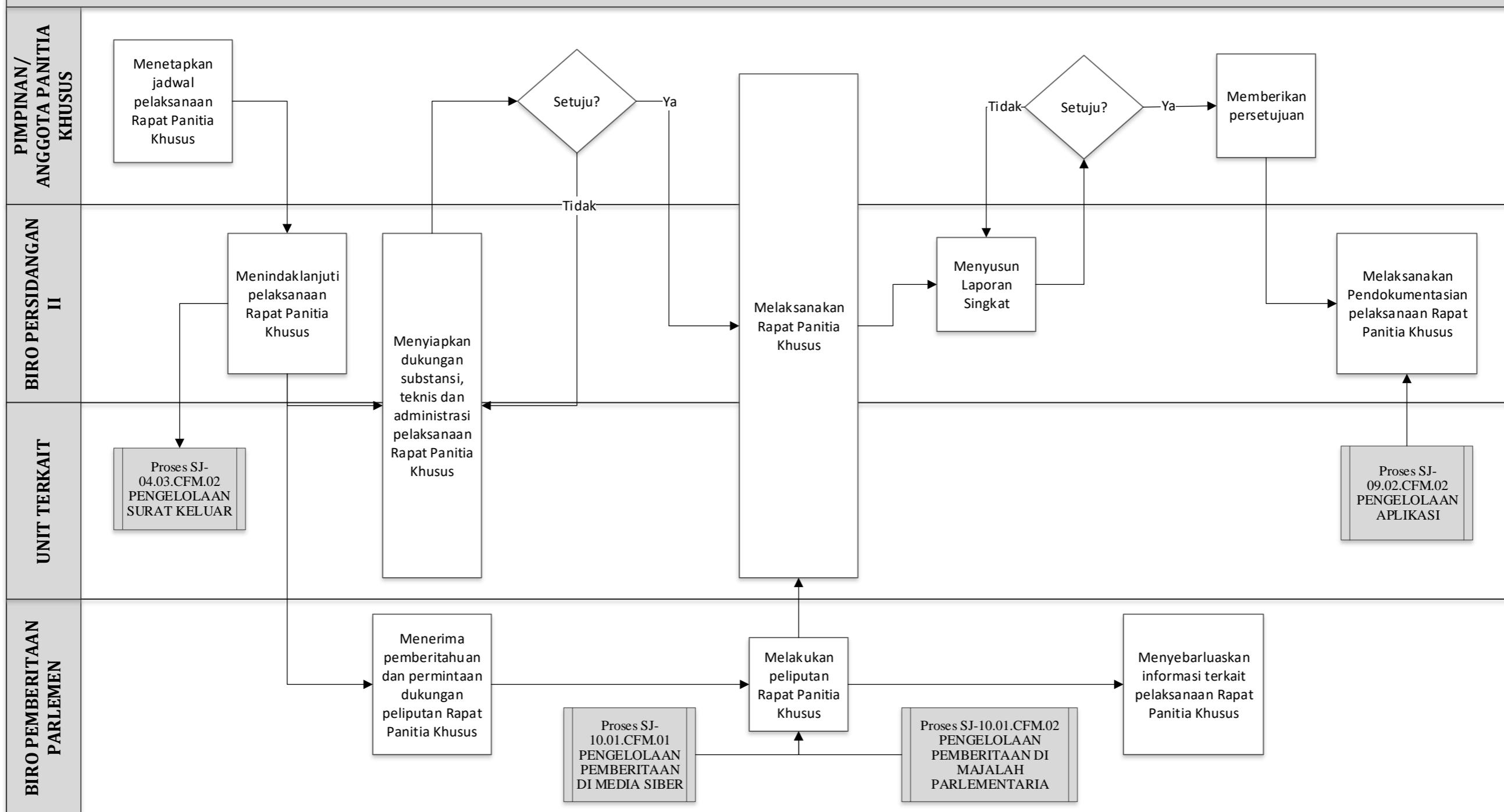
SJ – 06.02.CFM.05
DUKUNGAN PELAKSANAAN RAPAT TIM PERUMUS



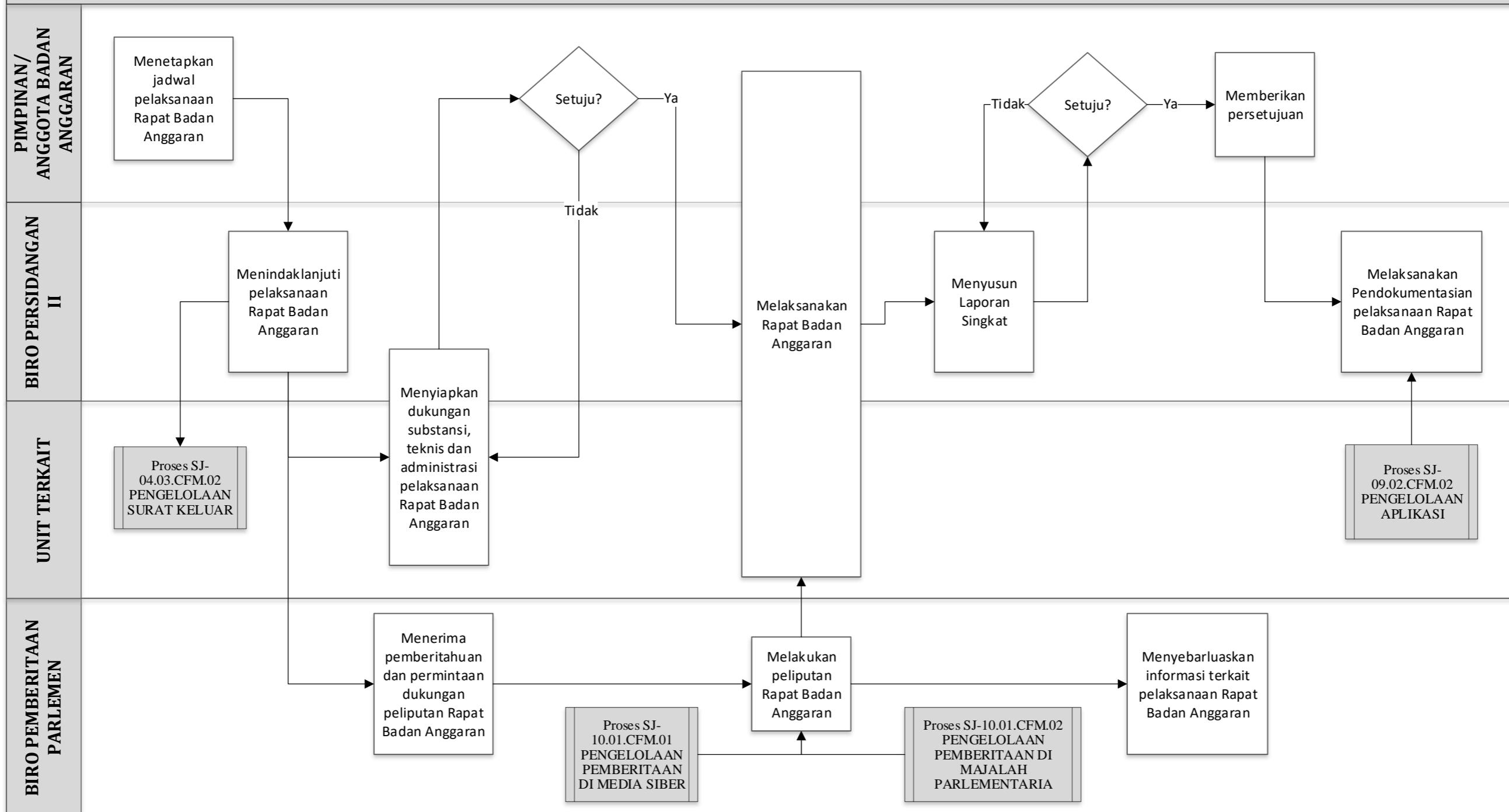
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DUKUNGAN PELAKSANAAN RAPAT TIM SINKRONISASI



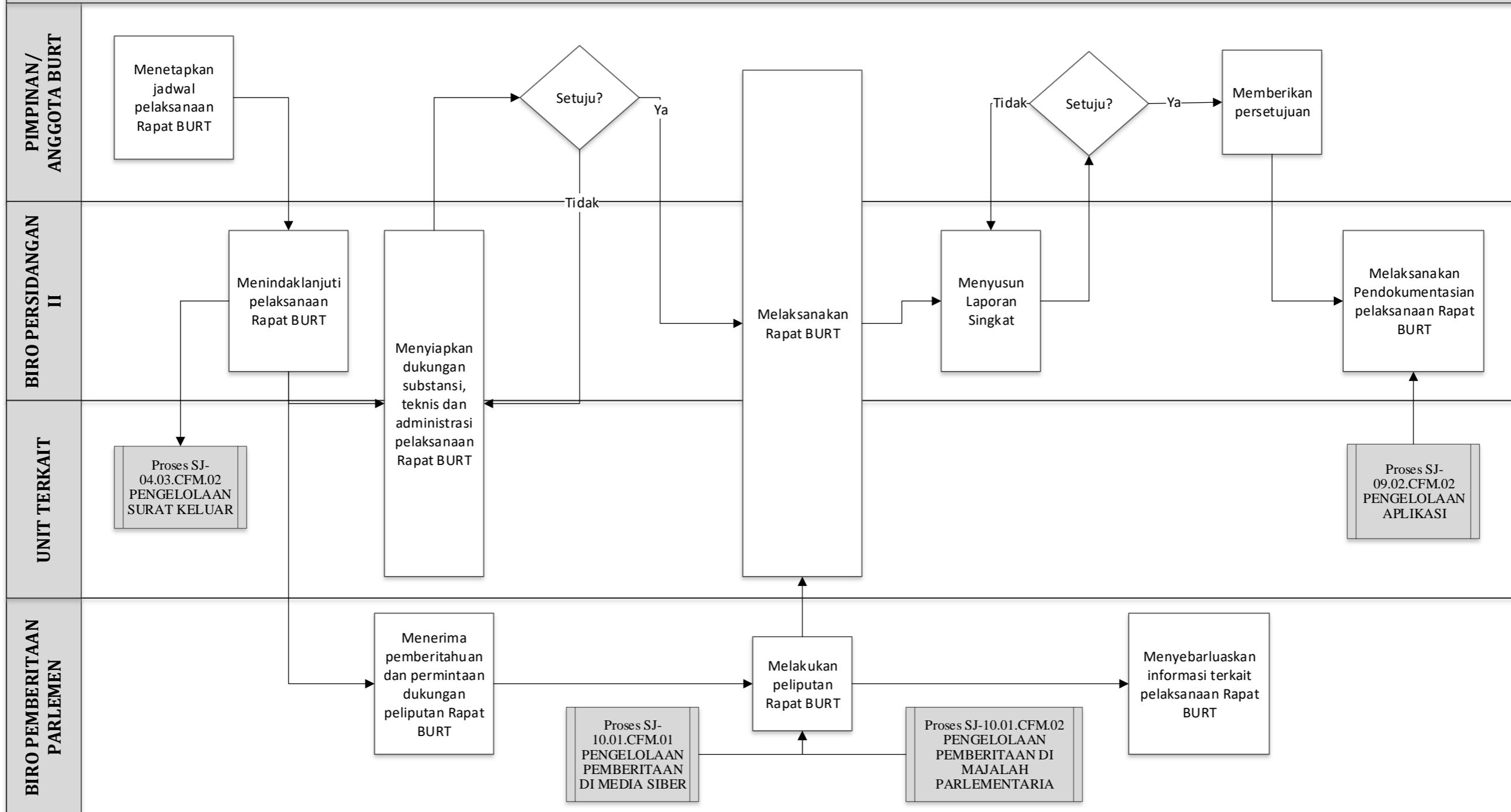
SJ – 06.02.CFM.07
DUKUNGAN PELAKSANAAN RAPAT PANITIA KHUSUS



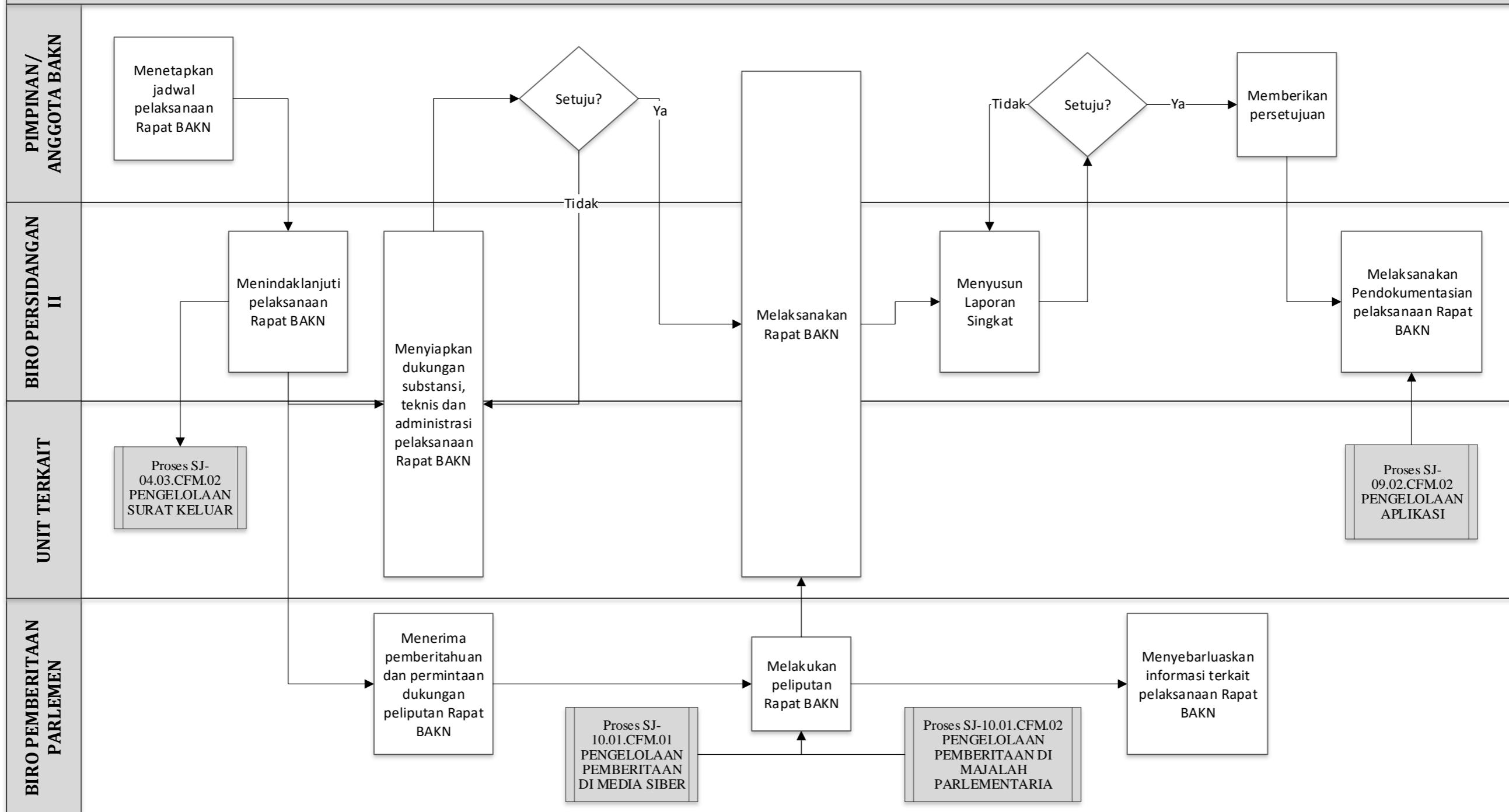
SJ – 06.02.CFM.08
DUKUNGAN PELAKSANAAN RAPAT BADAN ANGGARAN



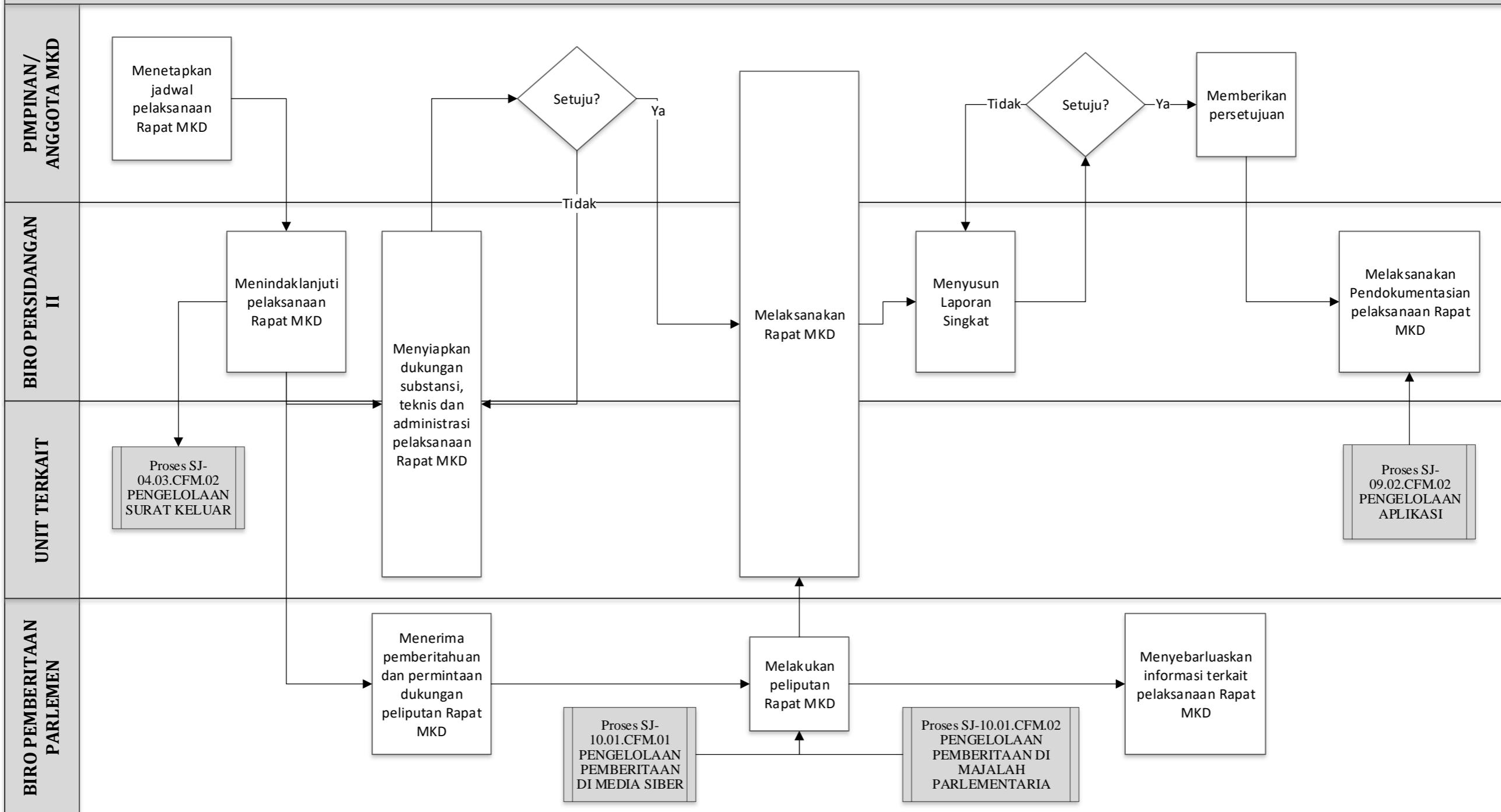
SJ – 06.02.CFM.09
DUKUNGAN PELAKSANAAN RAPAT BADAN URUSAN RUMAH TANGGA



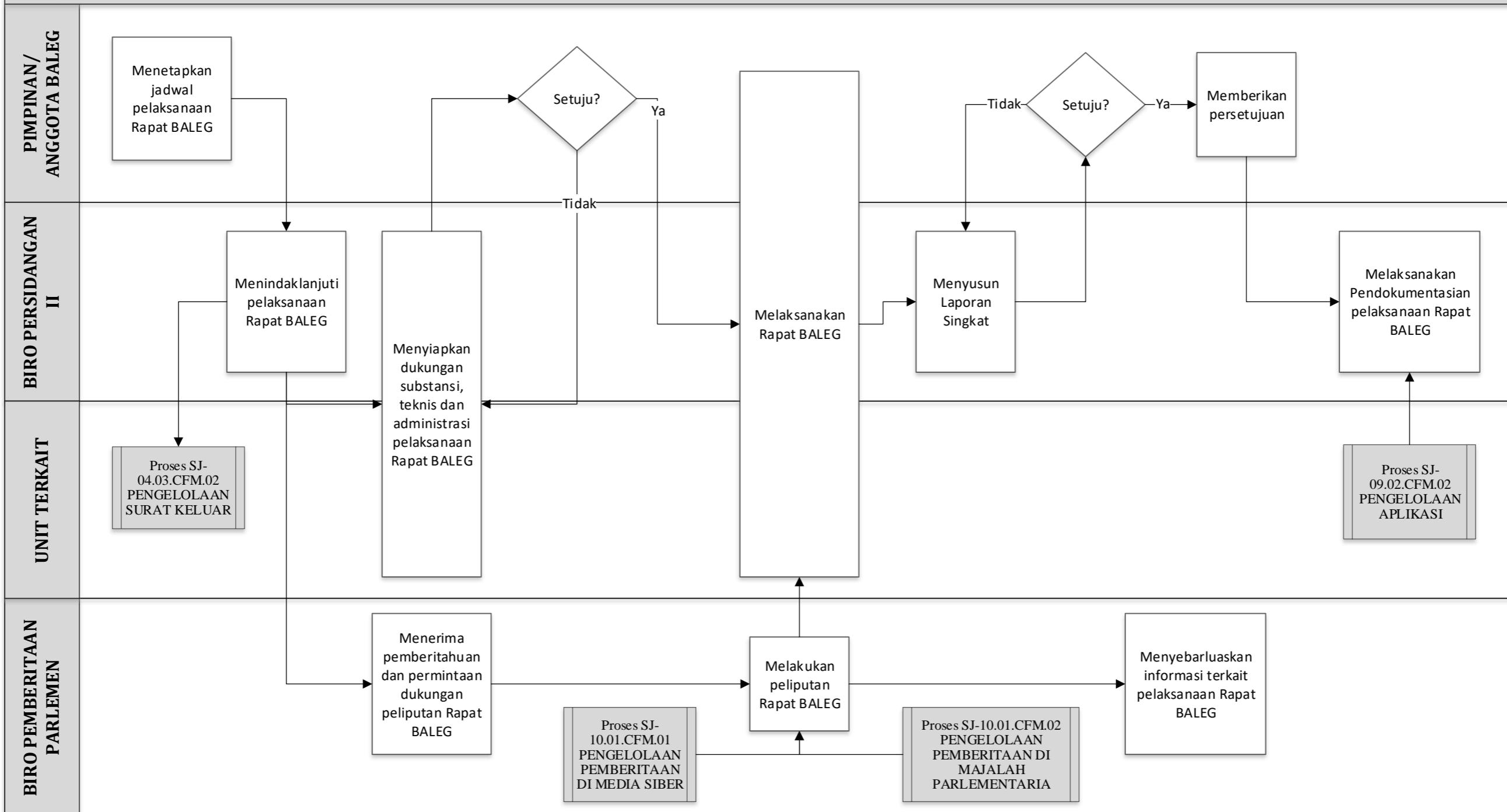
SJ – 06.02.CFM.10
DUKUNGAN PELAKSANAAN RAPAT BADAN AKUNTABILITAS KEUANGAN NEGARA



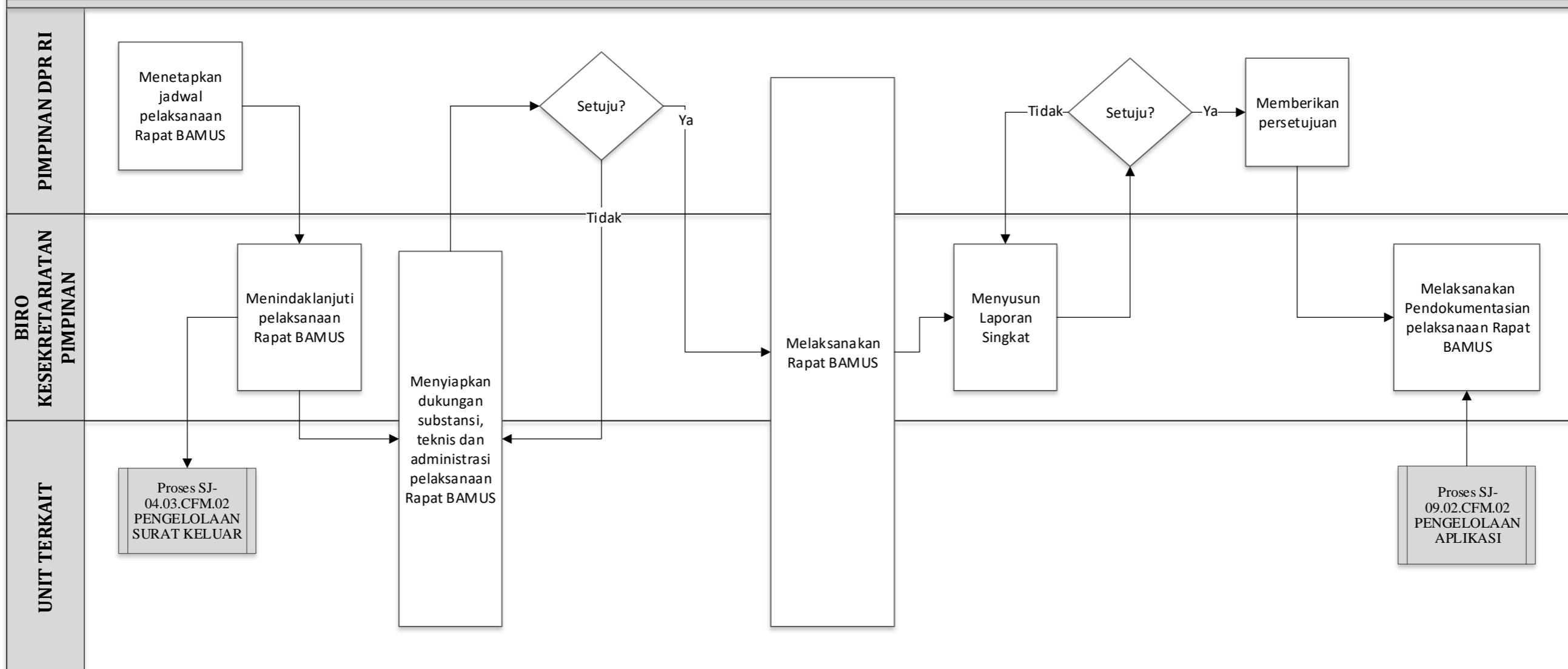
SJ – 06.02.CFM.11
DUKUNGAN PELAKSANAAN RAPAT MAHKAMAH KEHORMATAN DEWAN



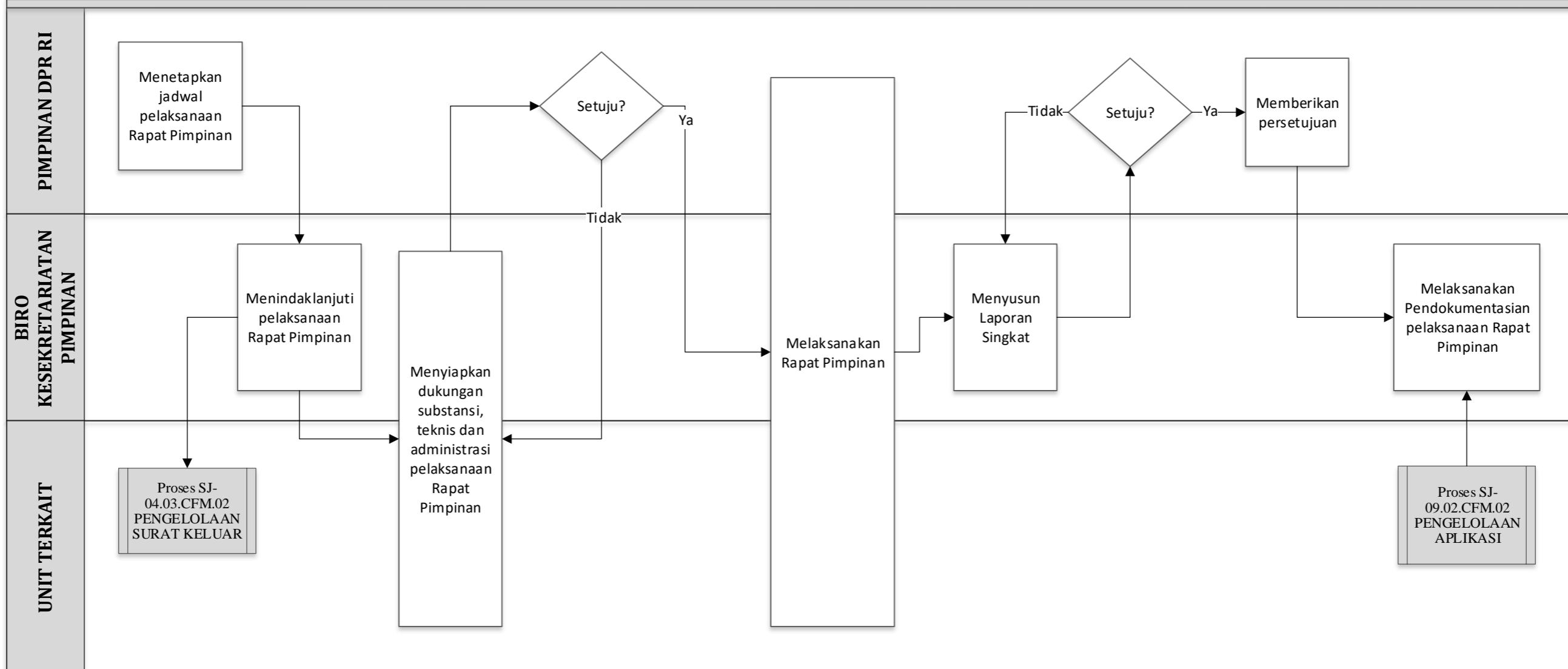
SJ – 06.02.CFM.12
DUKUNGAN PELAKSANAAN RAPAT BADAN LEGISLASI



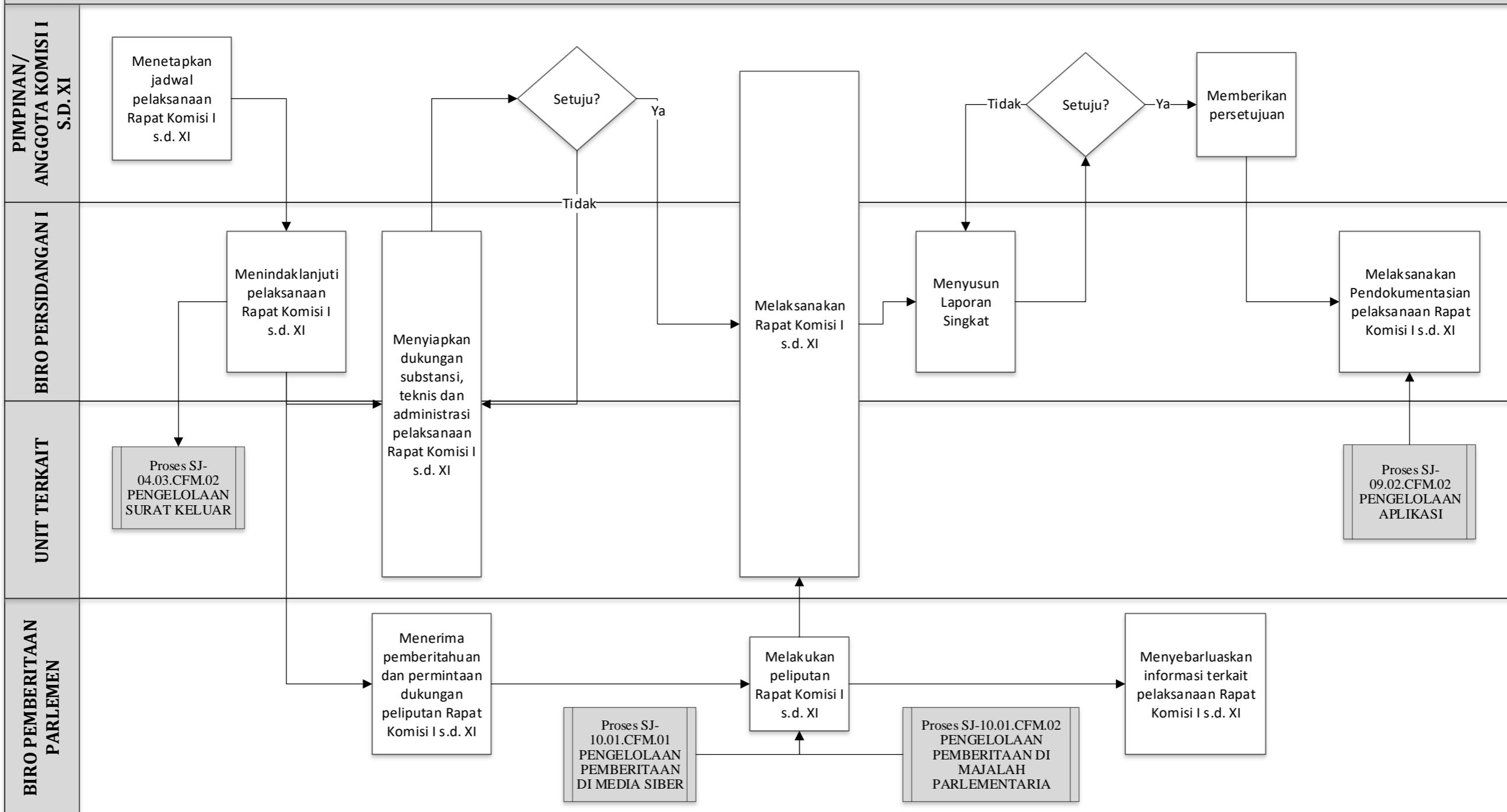
SJ – 06.02.CFM.13
DUKUNGAN PELAKSANAAN RAPAT BADAN MUSYAWARAH



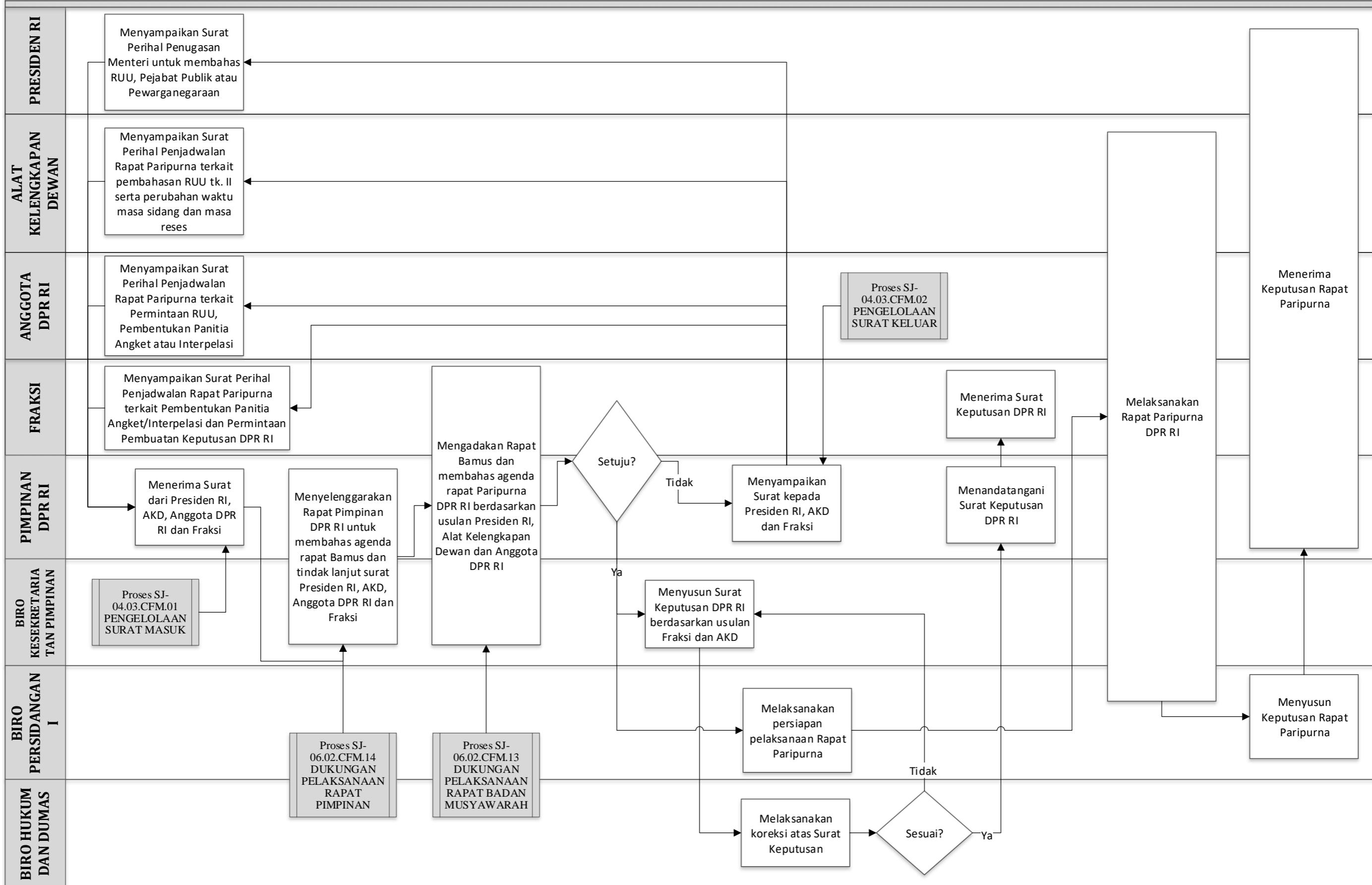
SJ – 06.02.CFM.14
DUKUNGAN PELAKSANAAN RAPAT PIMPINAN



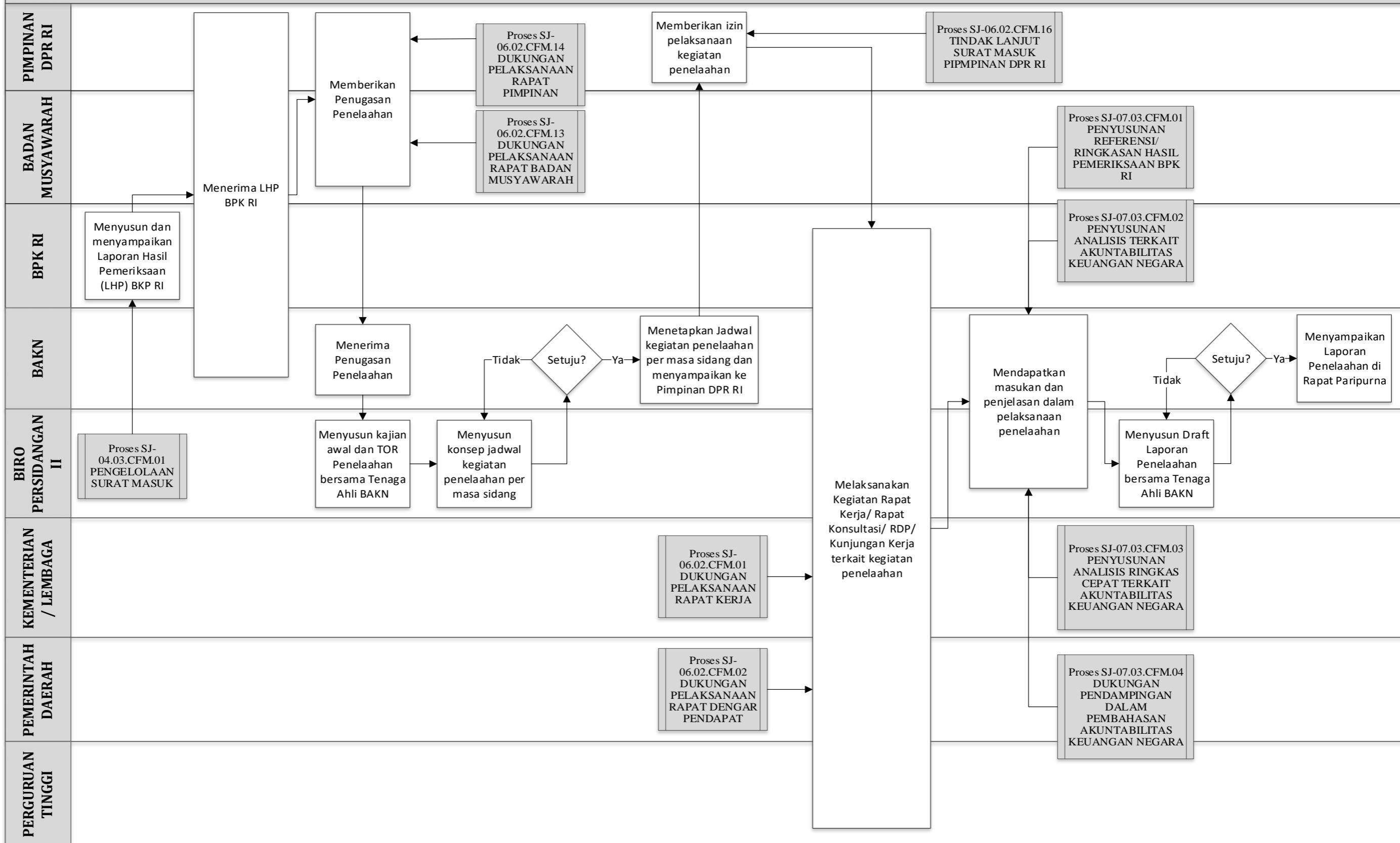
SJ – 06.02.CFM.15
DUKUNGAN PELAKSANAAN RAPAT KOMISI I S.D. XI



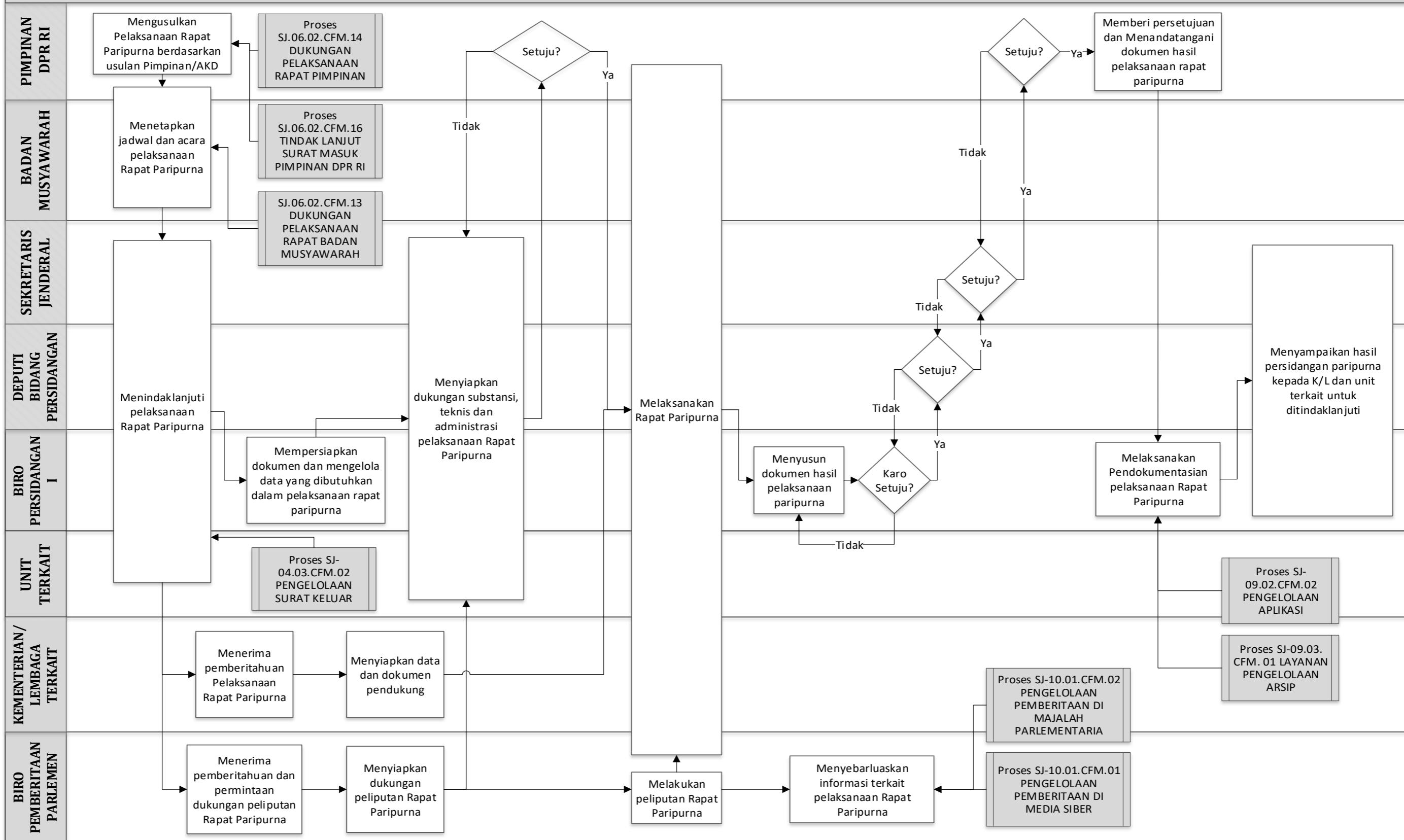
SJ – 06.02.CFM.16
TINDAK LANJUT SURAT MASUK PIMPINAN DPR RI



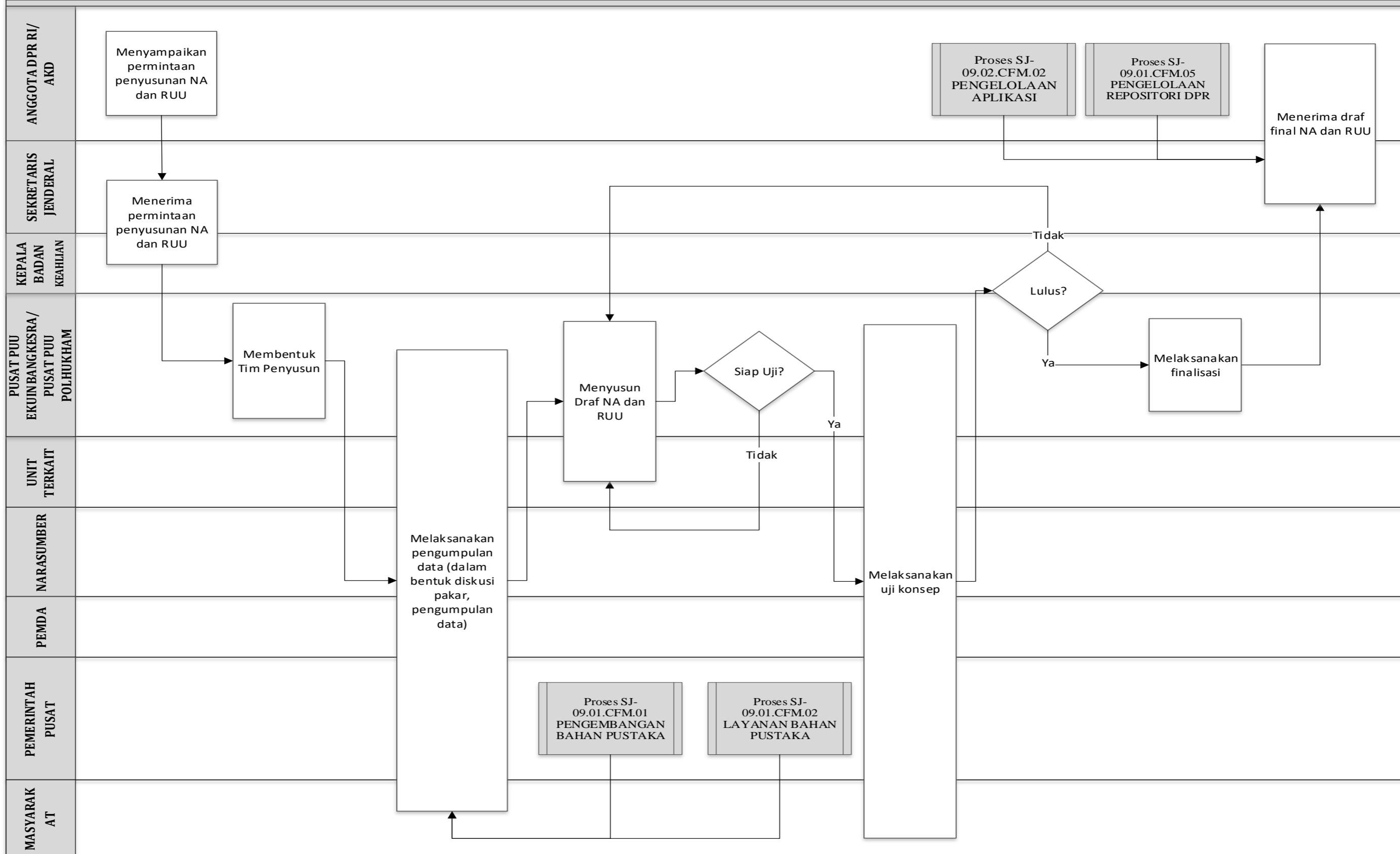
SJ – 06.02.CFM.17
DUKUNGAN PELAKSANAAN PENELAHAHAN BADAN AKUNTABILITAS KEUANGAN NEGARA



SJ – 06.02.CFM.18
DUKUNGAN PELAKSANAAN RAPAT PERSIDANGAN PARIPURNA

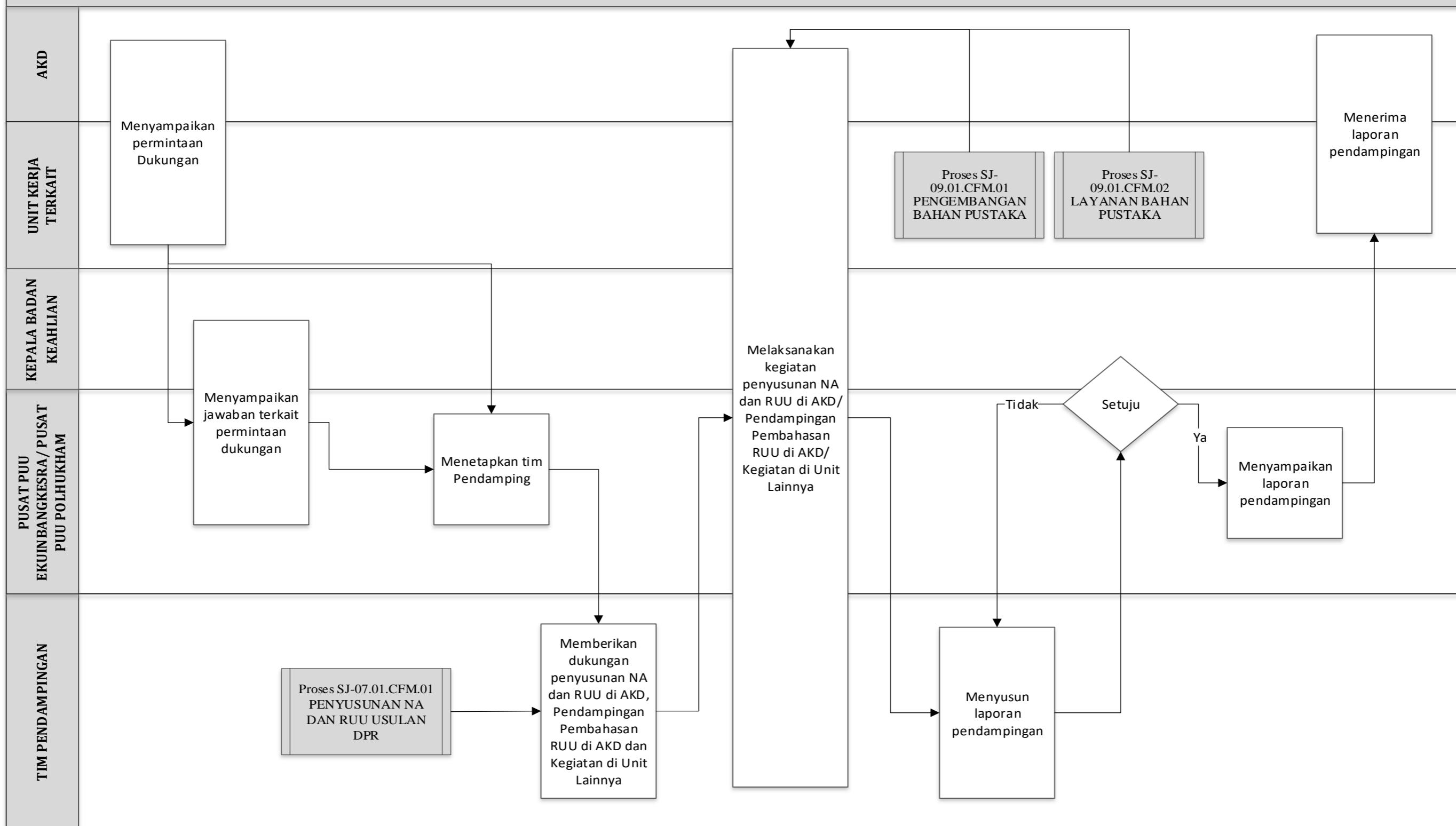


SJ – 07.01.CFM.01
PENYUSUNAN NASKAH AKADEMIK (NA) DAN RANCANGAN UNDANG-UNDANG (RUU) USULAN DPR

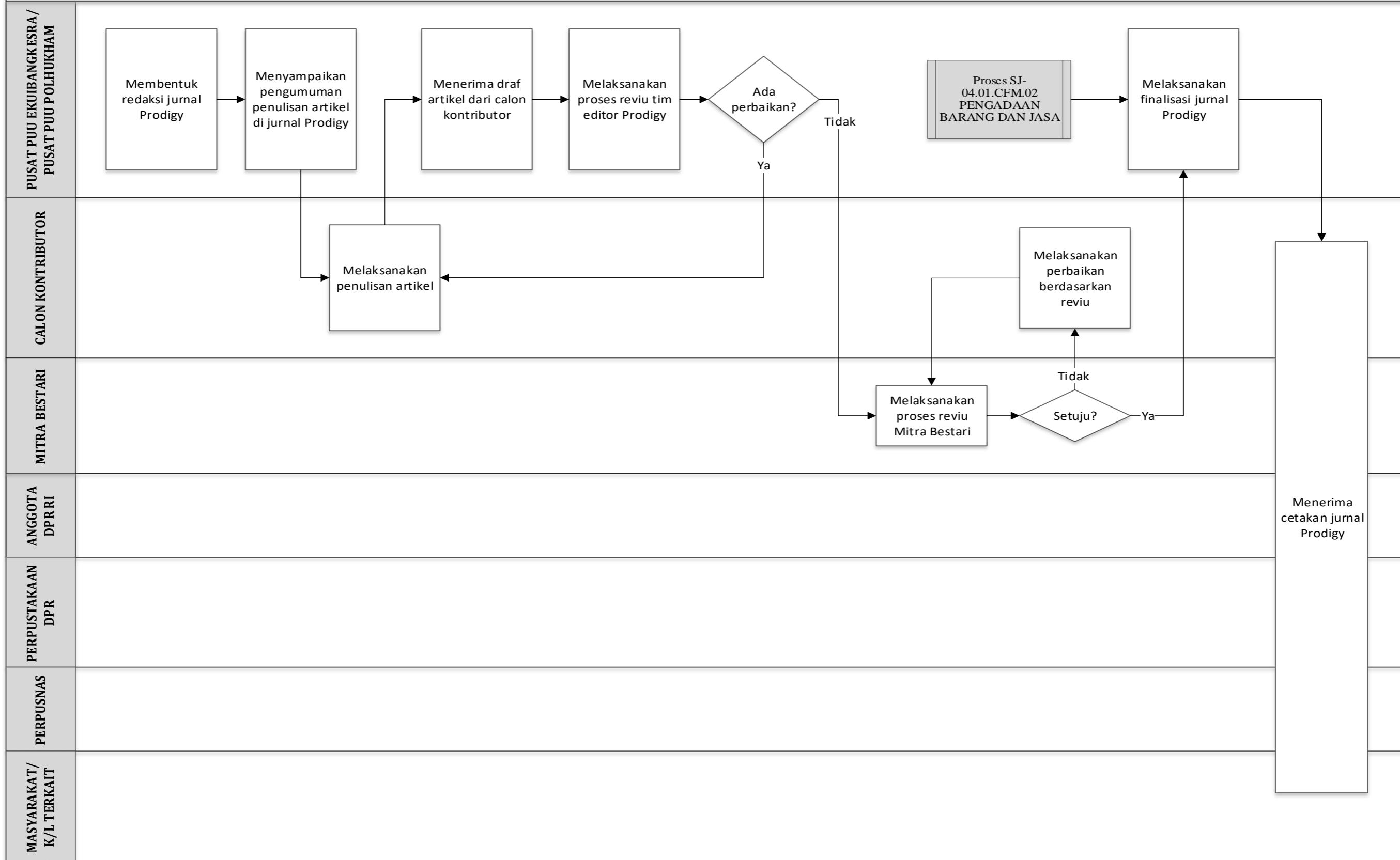


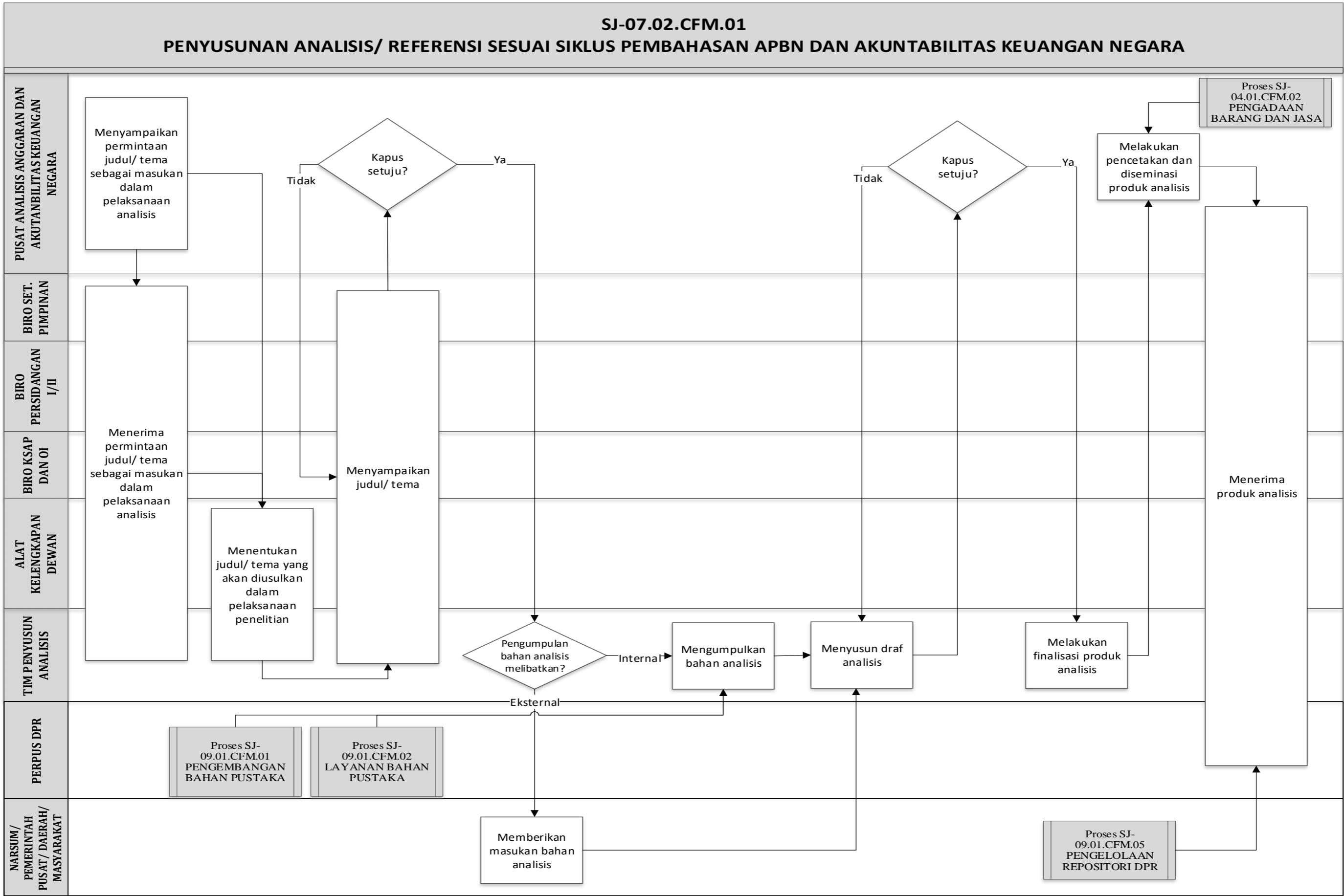
SJ – 07.01.CFM.02

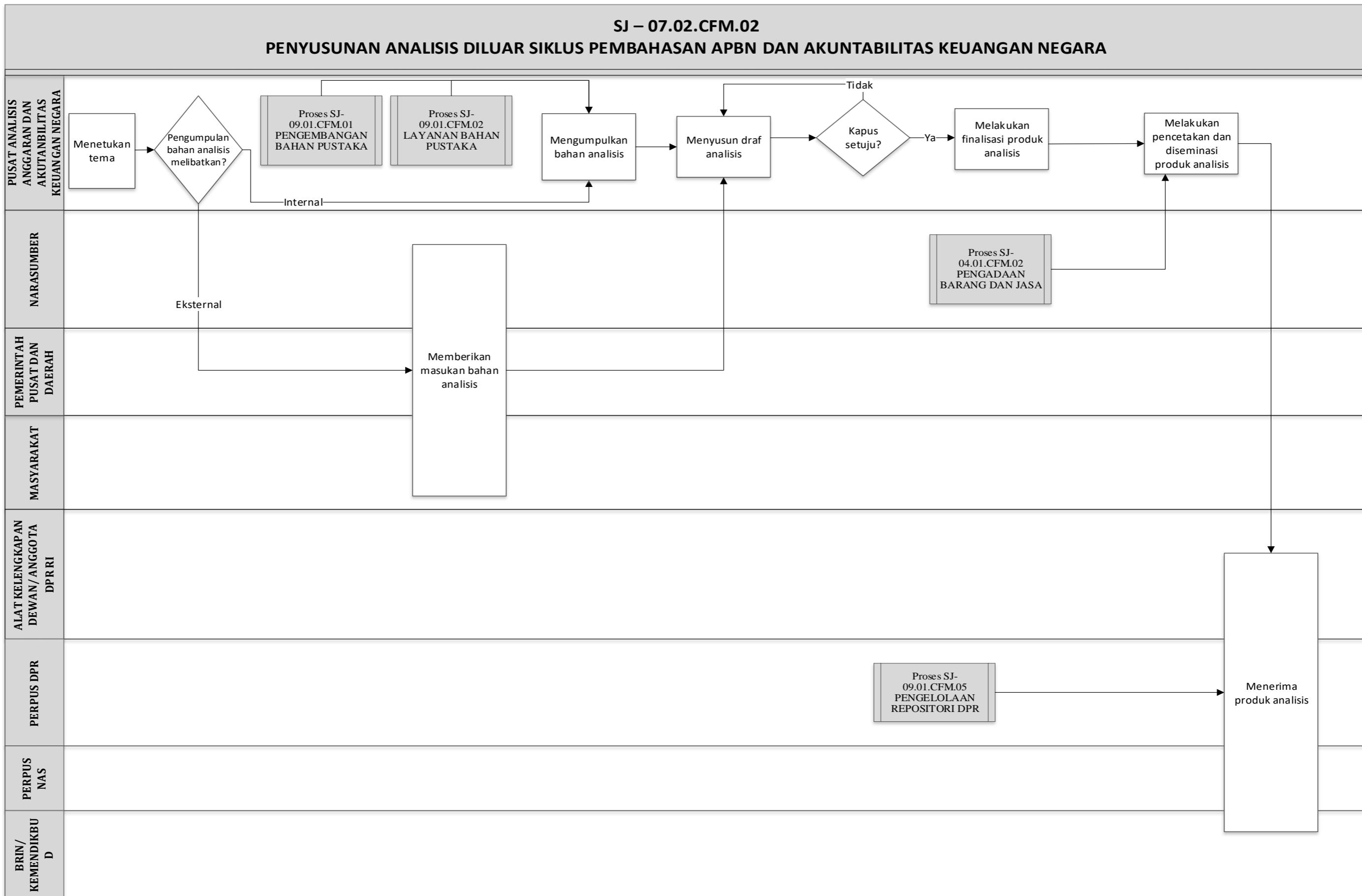
DUKUNGAN PENYUSUNAN NA DAN RUU DI AKD, PENDAMPINGAN PEMBAHASAN RUU DI AKD, DAN KEGIATAN DI UNIT LAINNYA



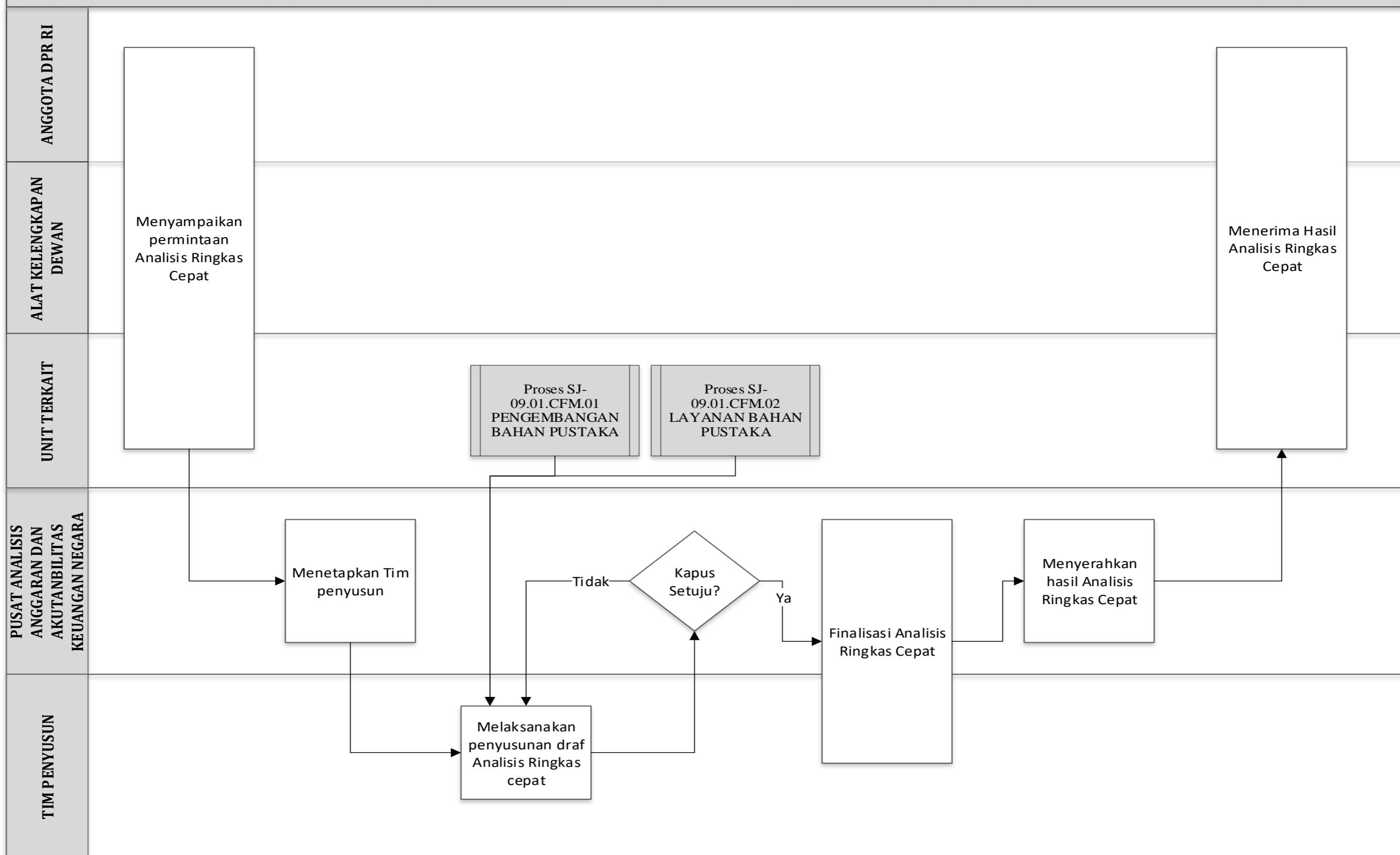
SJ – 07.01.CFM.03
PENYUSUNAN KARYA ILMIAH BIDANG HUKUM DAN PERUNDANG-UNDANGAN



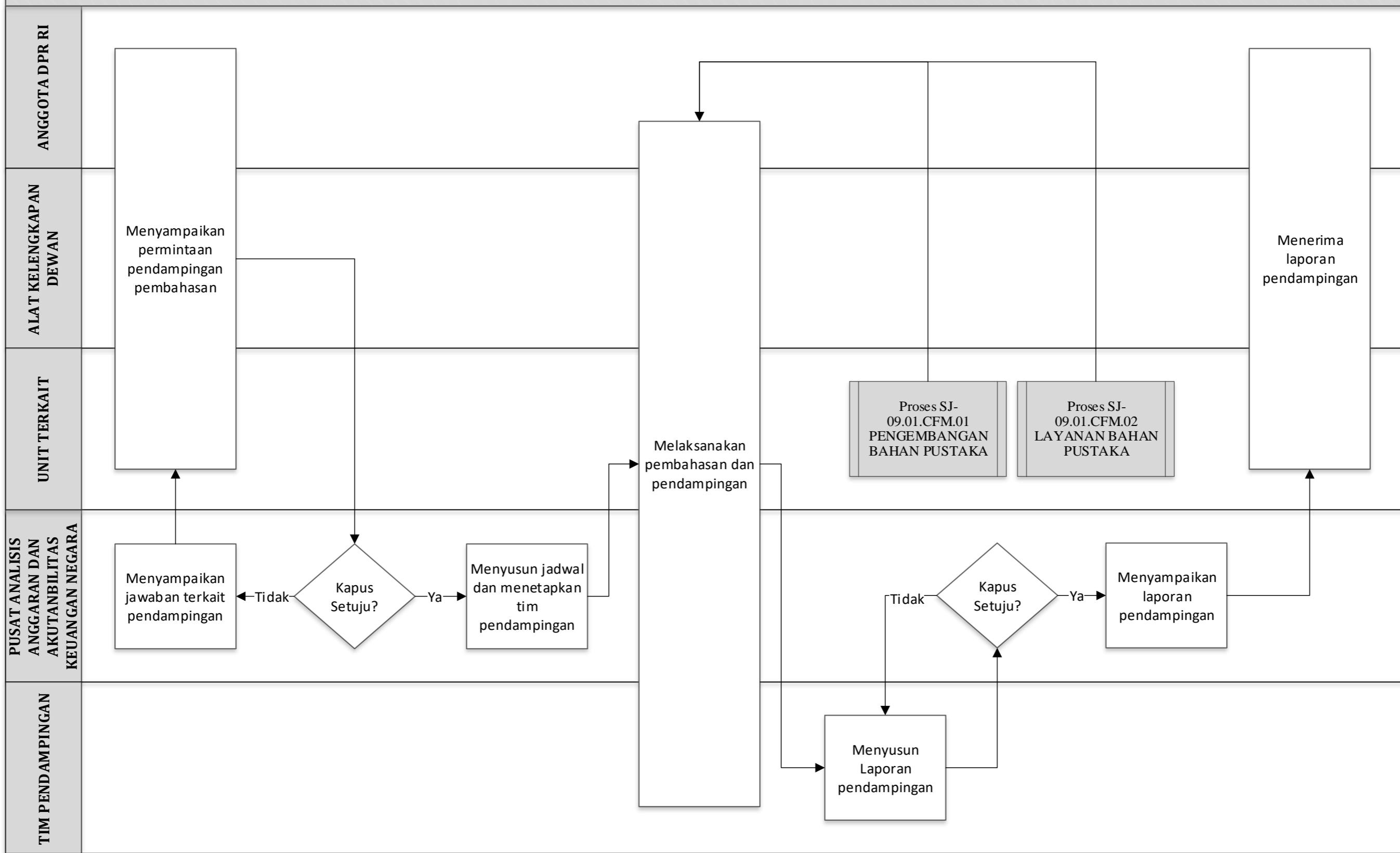




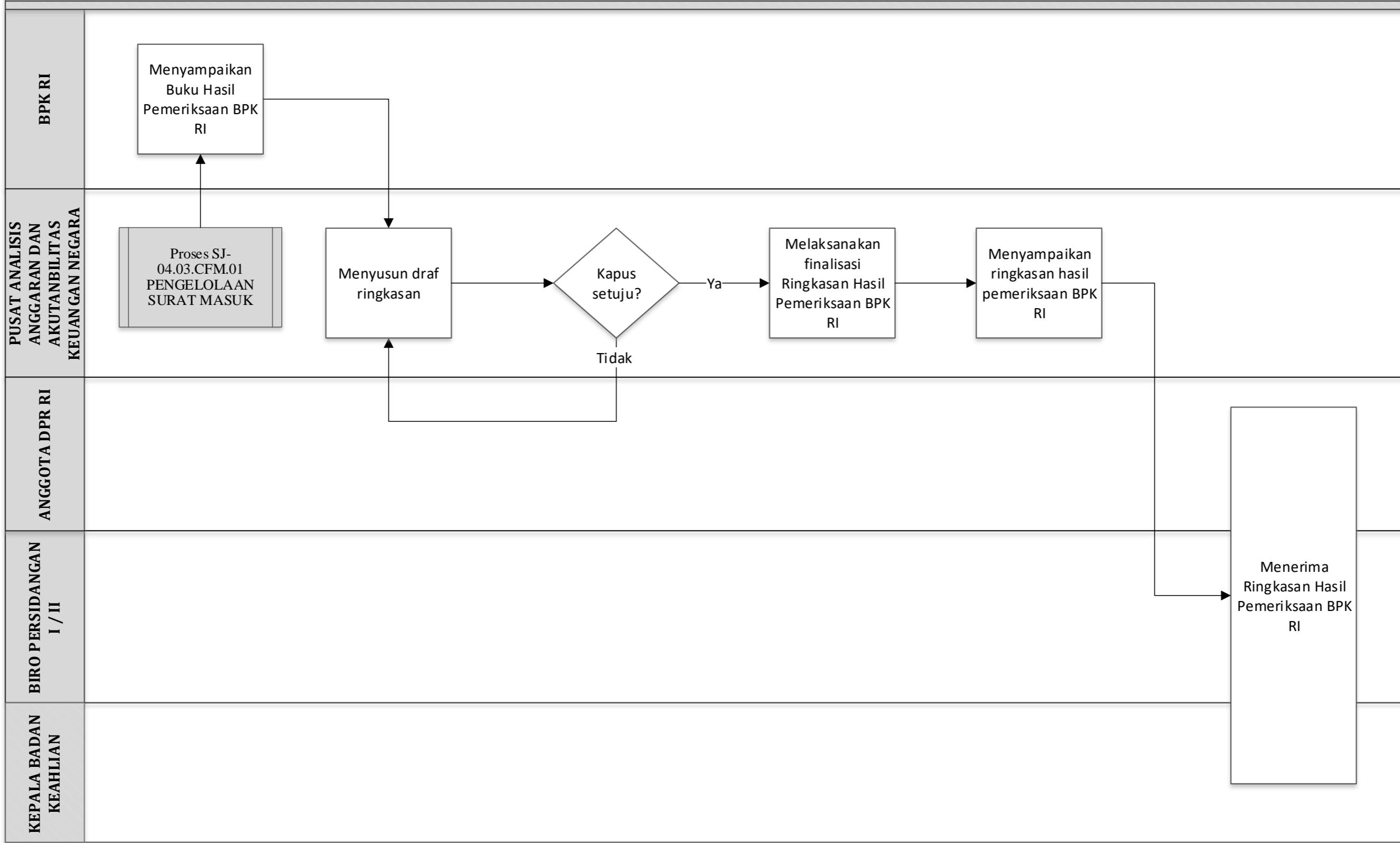
SJ – 07.02.CFM.03
PENYUSUNAN ANALISIS RINGKAS CEPAT (BY DEMAND)



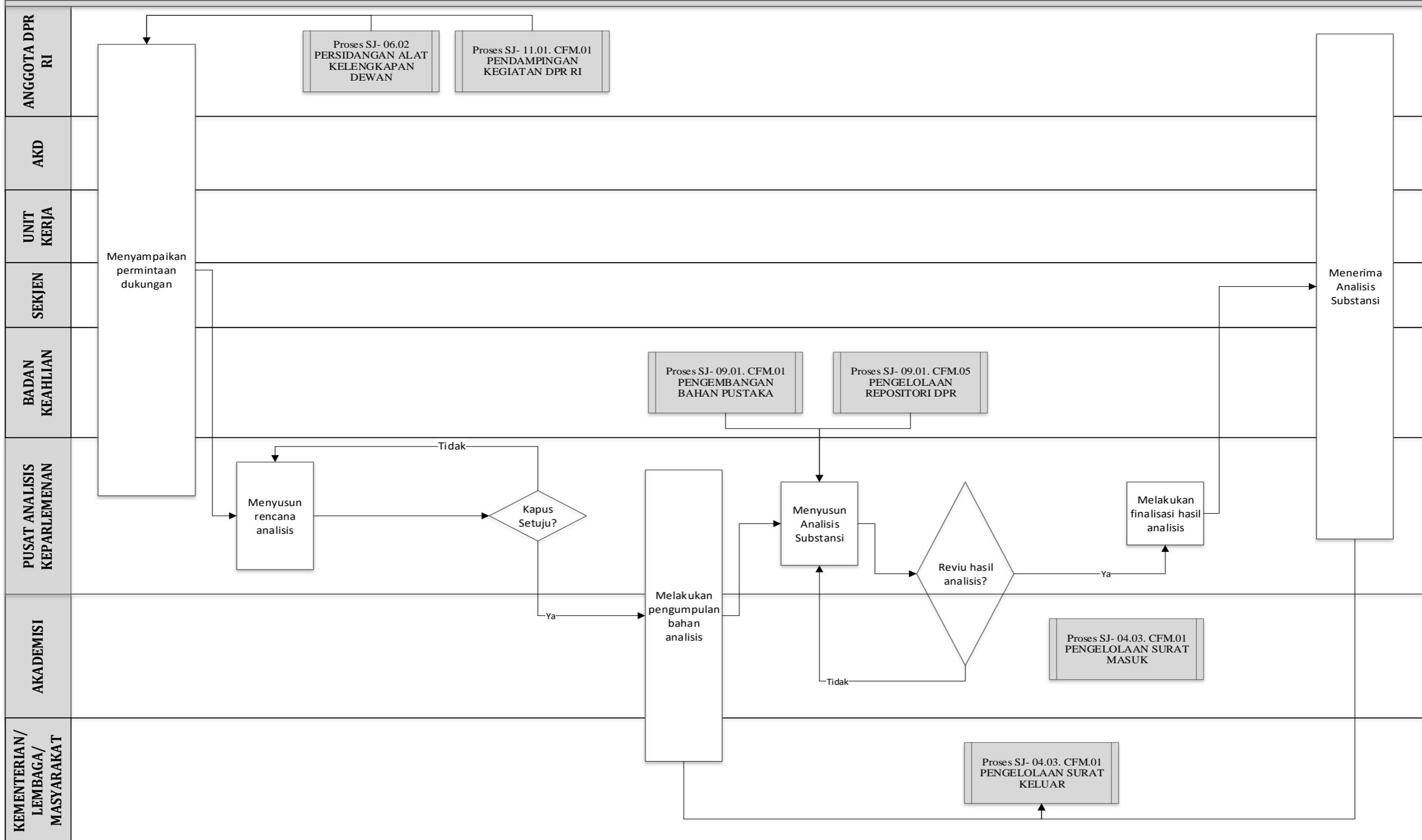
SJ – 07.02.CFM.04



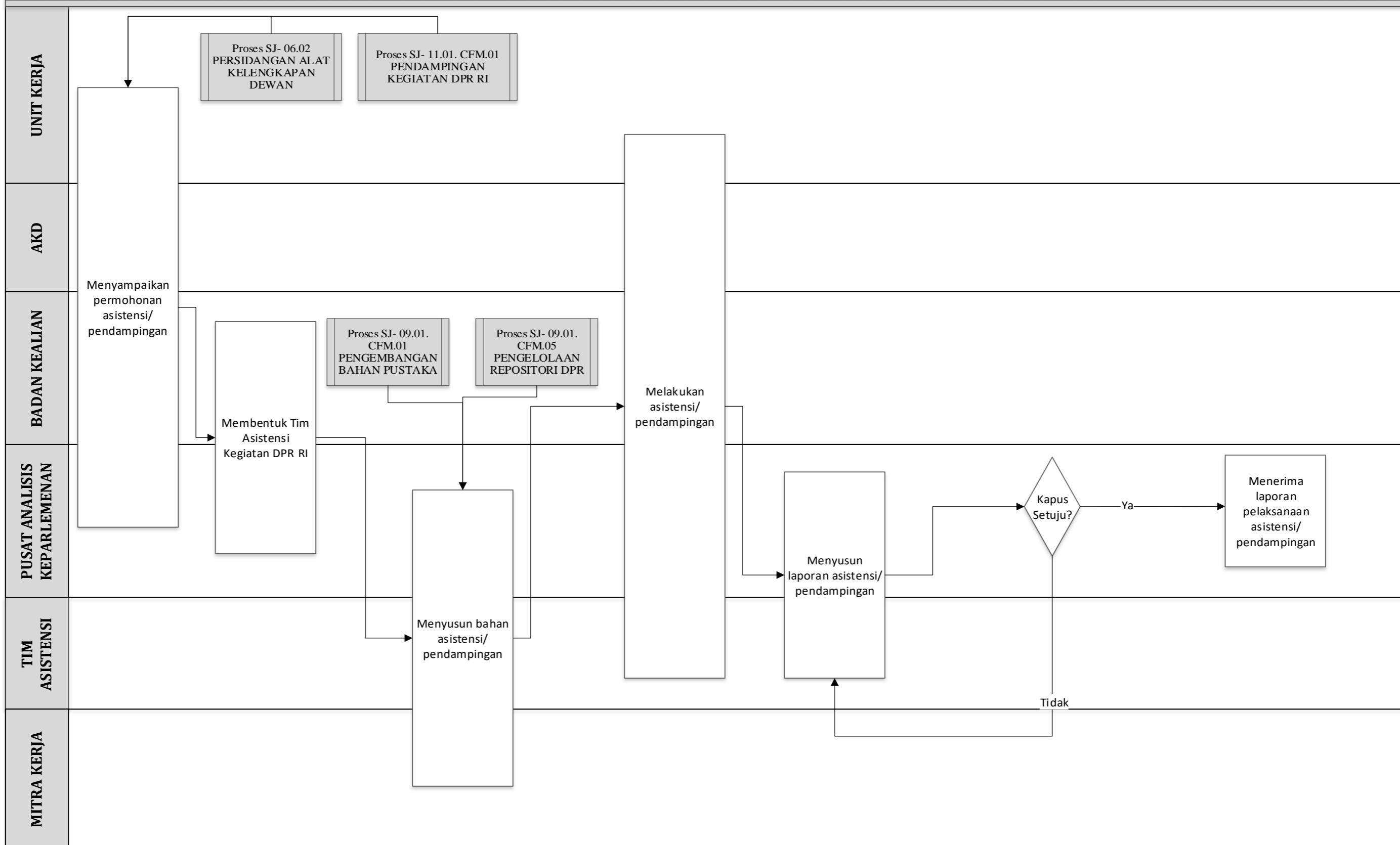
SJ – 07.02.CFM.05
PENYUSUNAN REFERENSI/ RINGKASAN HASIL PEMERIKSAAN BPK RI



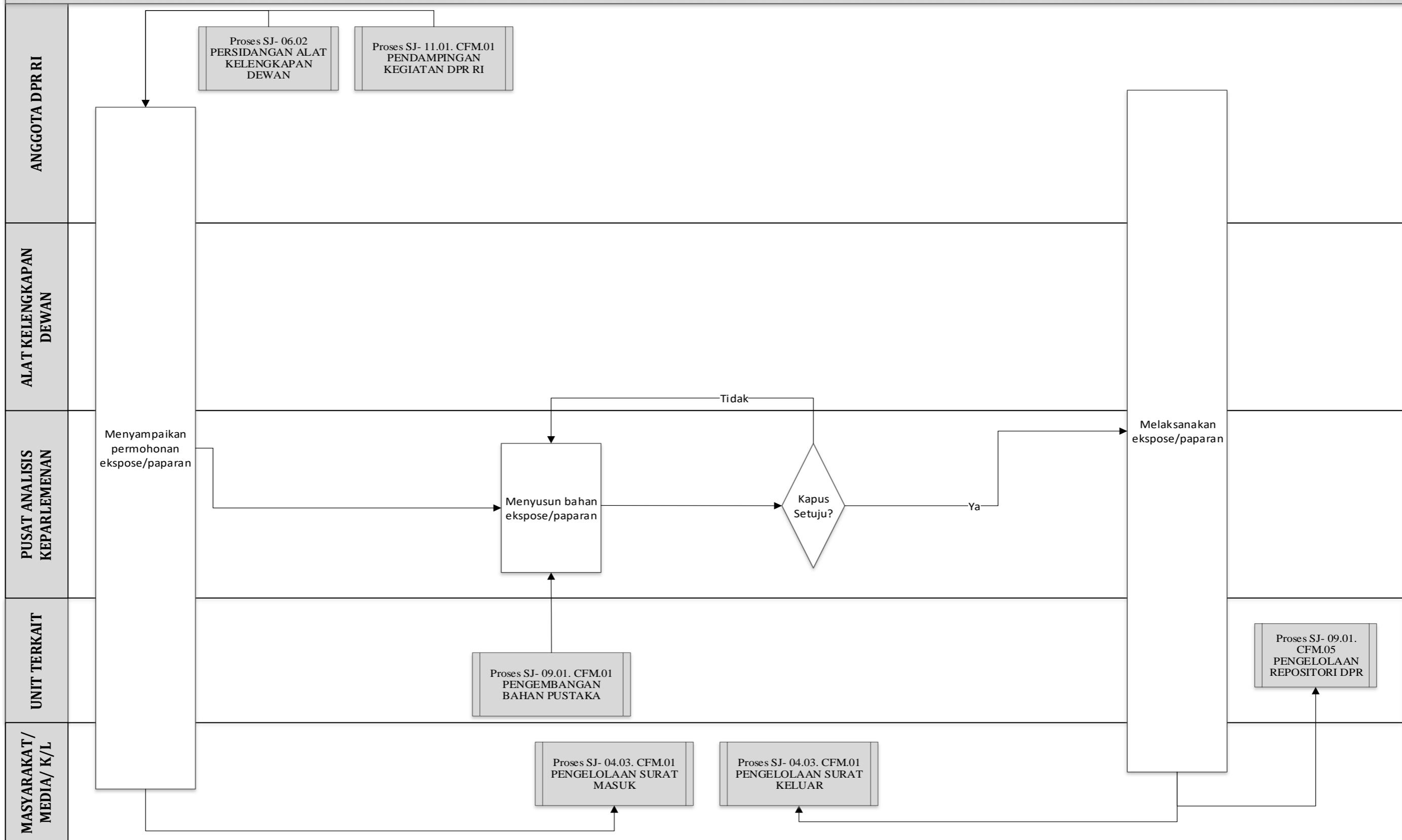
SJ - 07.03.CFM.01
ANALISIS DUKUNGAN PELAKSANAAN FUNGSI DPR DAN SEKRETARIAT JENDERAL DPR RI



SJ - 07.03.CFM.02
ASISTENSI/PENDAMPINGAN DALAM MENDUKUNG FUNGSI DPR RI DAN SEKRETARIAT JENDERAL DPR RI

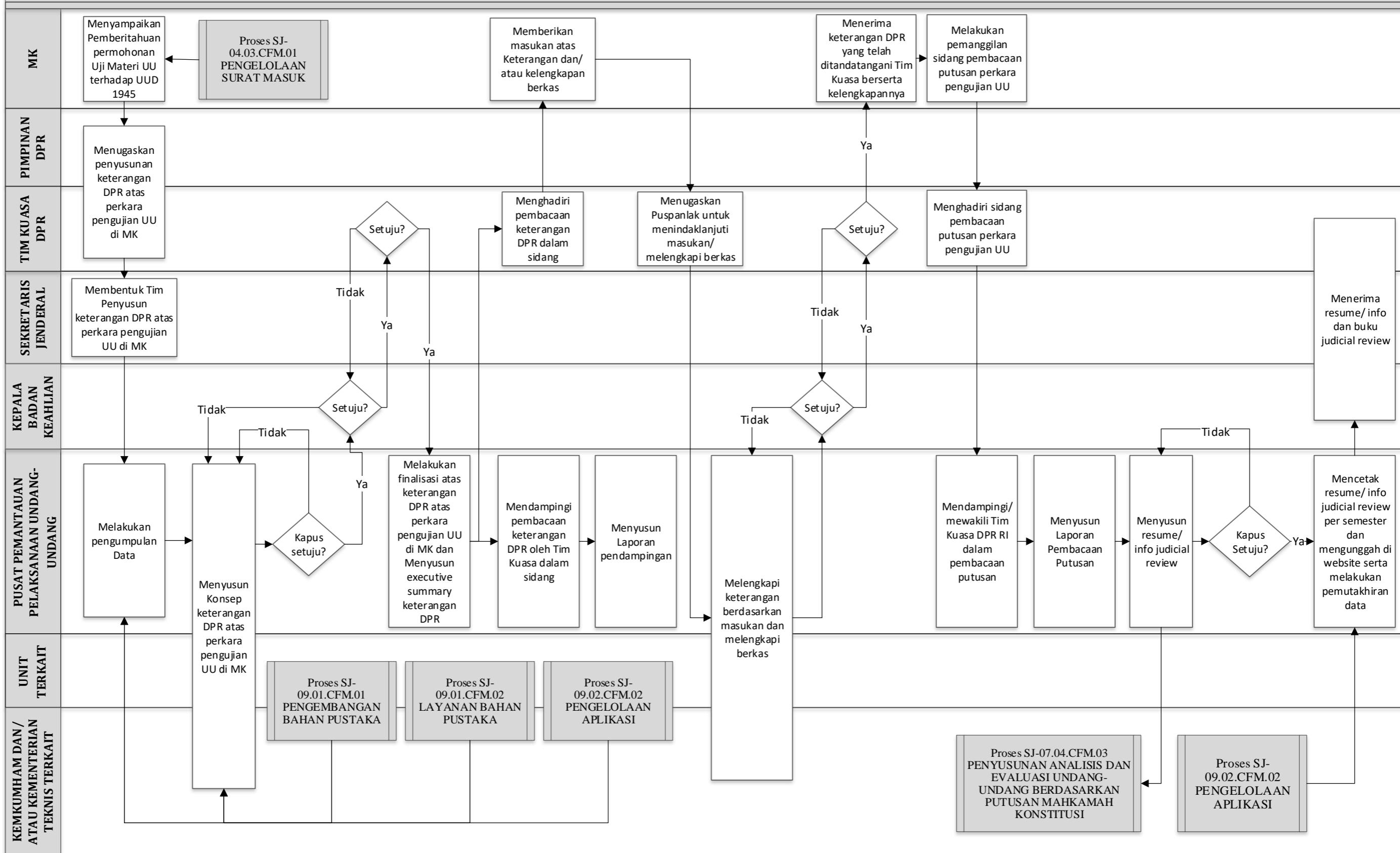


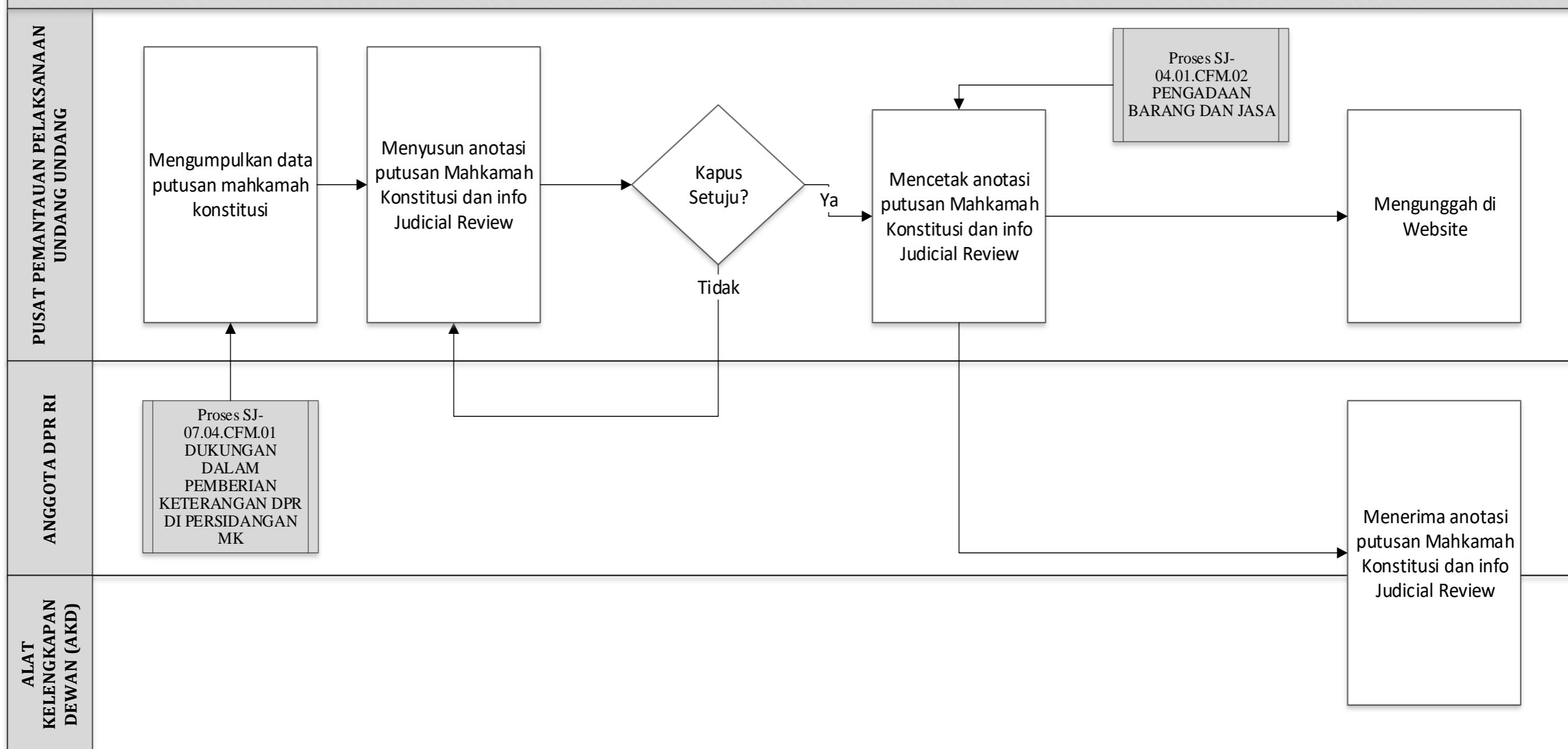
SJ – 07.03.CFM.03
EKSPOSE/PAPARAN DALAM MENDUKUNG FUNGSI DPR RI DAN SEKRETARIAT JENDERAL DPR RI



SJ – 07.04.CFM.01

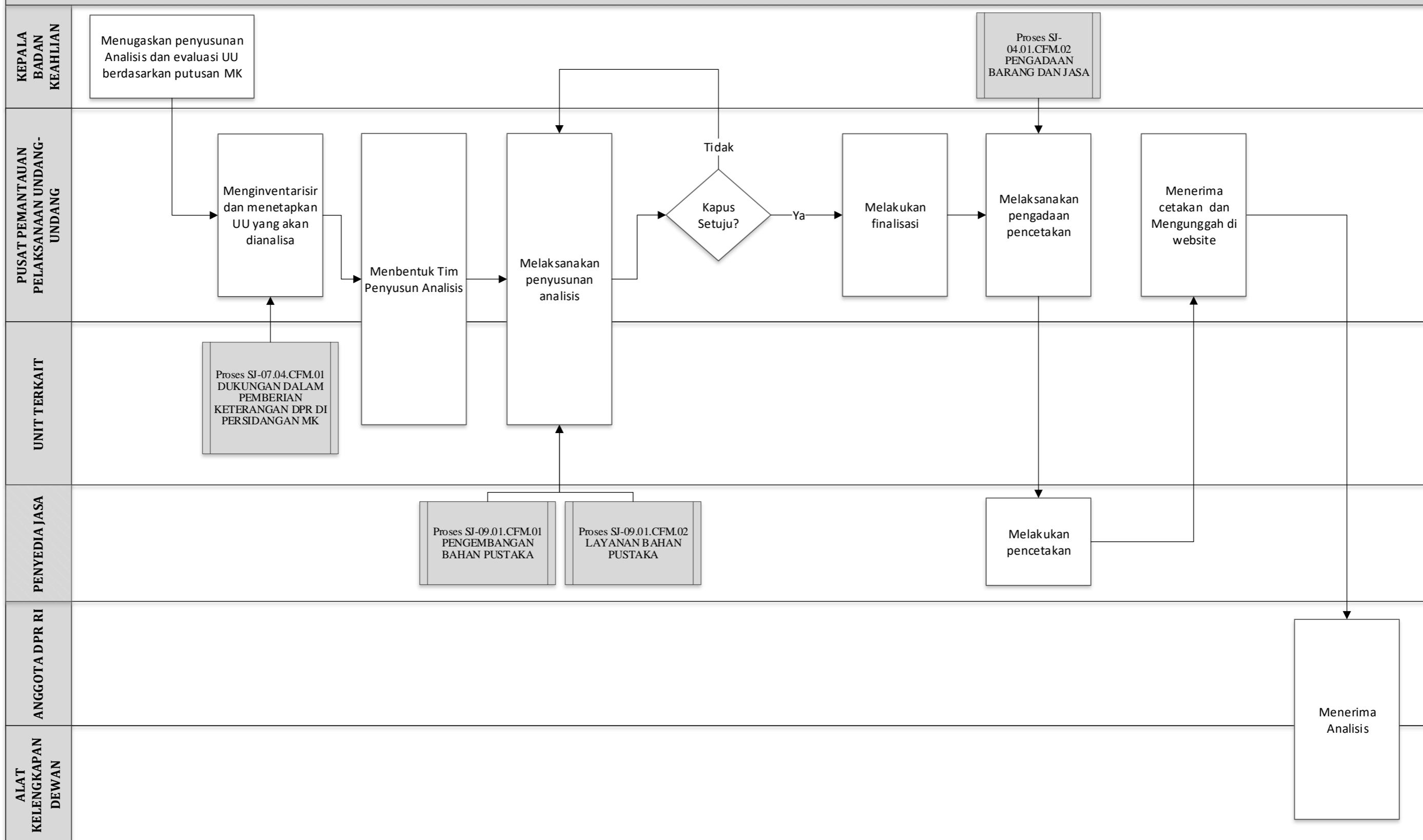
DUKUNGAN DALAM PEMBERIAN KETERANGAN DPR DI PERSIDANGAN MAHKAMAH KONSTITUSI



SJ – 07.04.CFM.02**PENYUSUNAN PASAL/ AYAT UNDANG-UNDANG YANG DIBATALKAN MELALUI PUTUSAN MAHKAMAH KONSTITUSI (ANOTASI)**

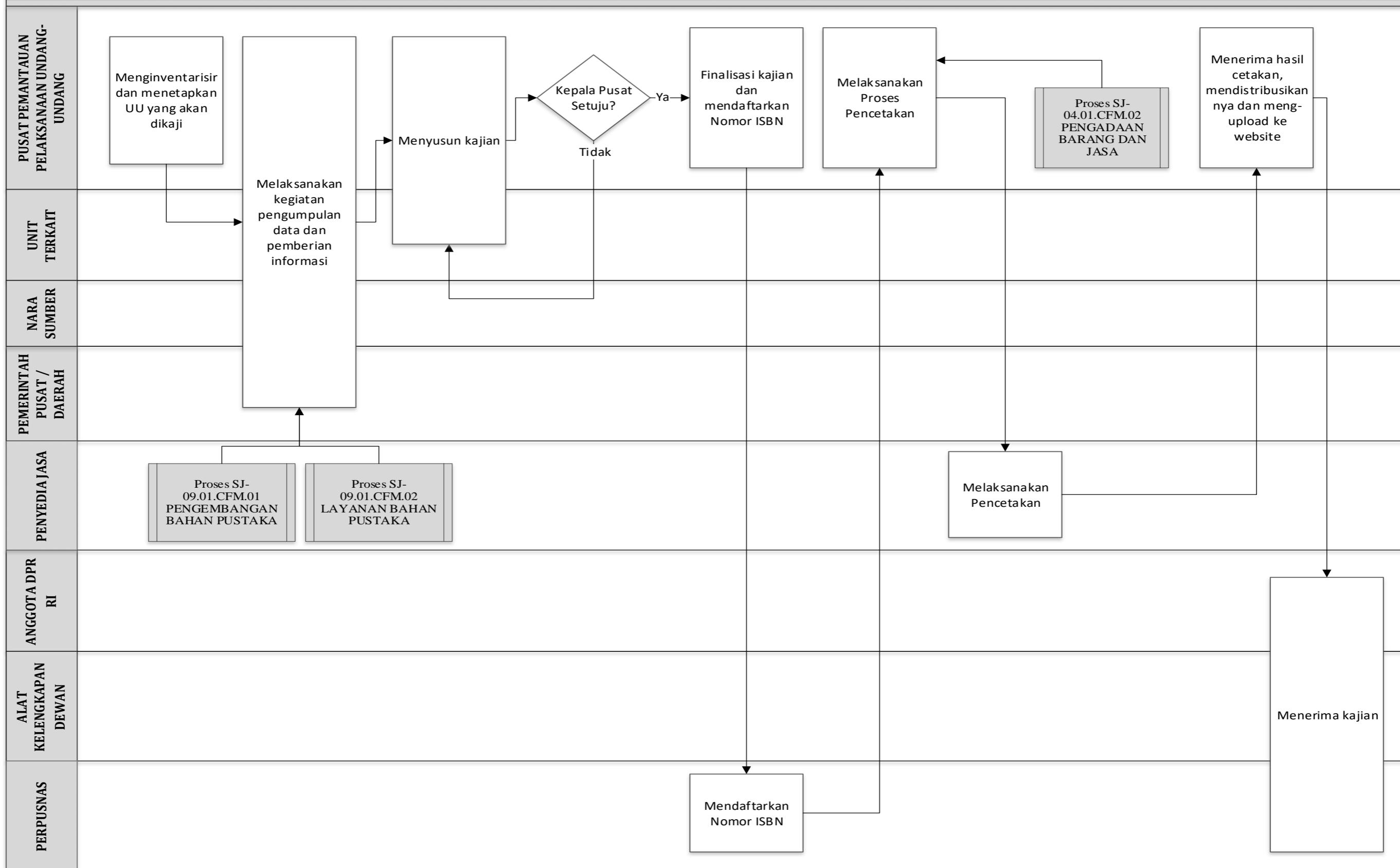
SJ – 07.04.CFM.03

PENYUSUNAN ANALISIS DAN EVALUASI UNDANG-UNDANG BERDASARKAN PUTUSAN MAHKAMAH KONSTITUSI



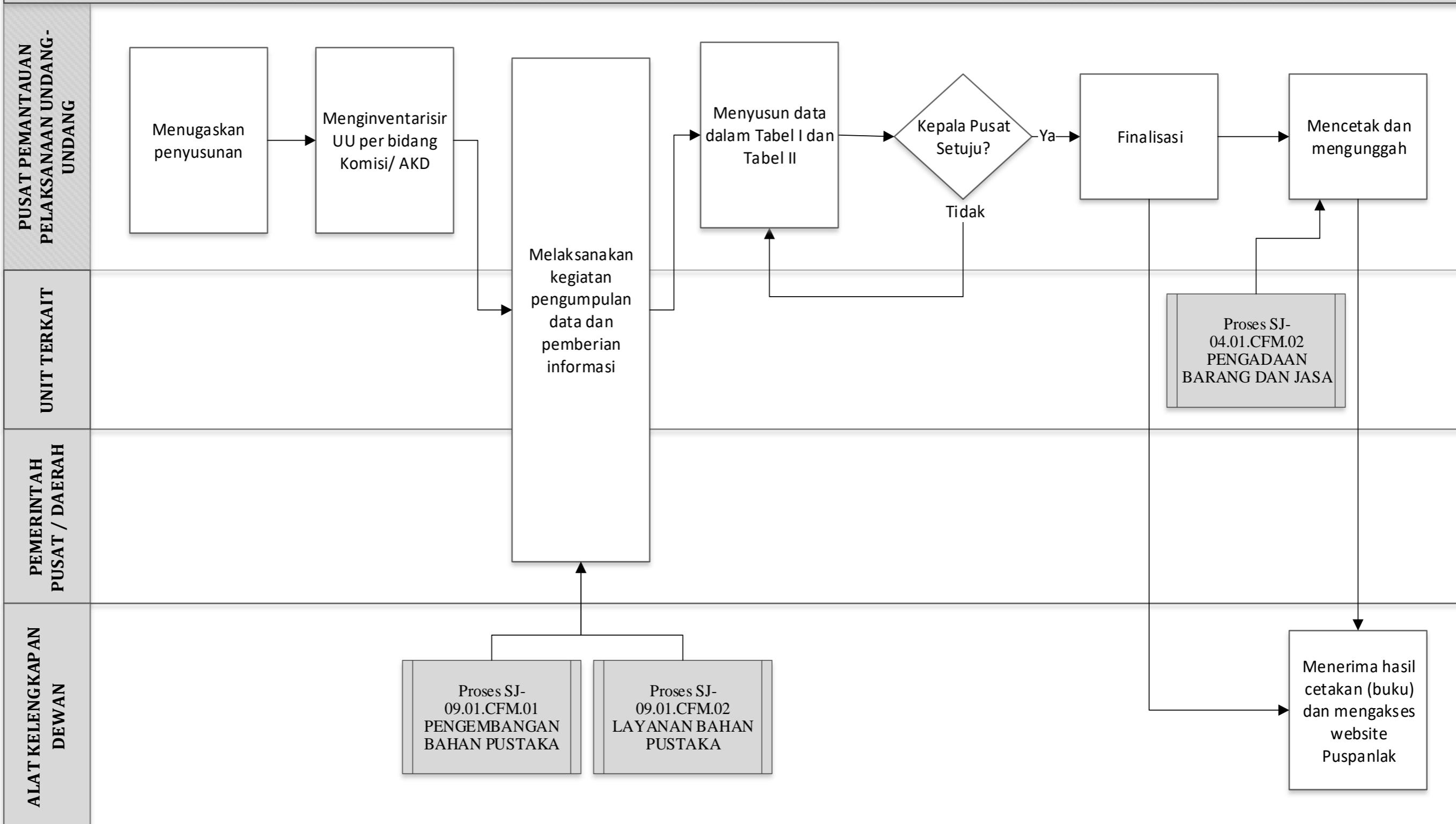
SJ – 07.04.CFM.04

PENYUSUNAN KAJIAN, ANALISIS DAN EVALUASI PEMANTAUAN PELAKSANAAN UNDANG-UNDANG

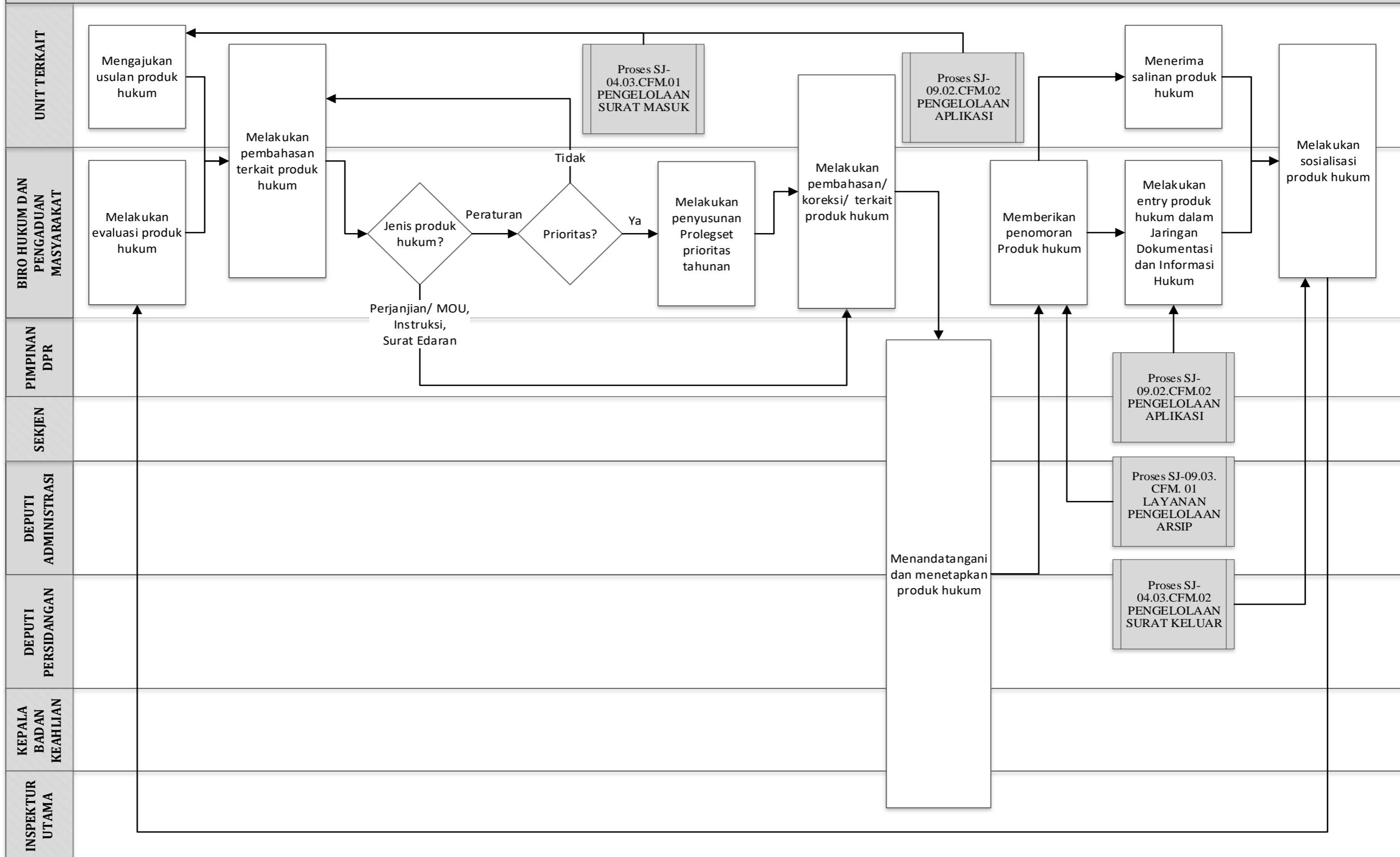


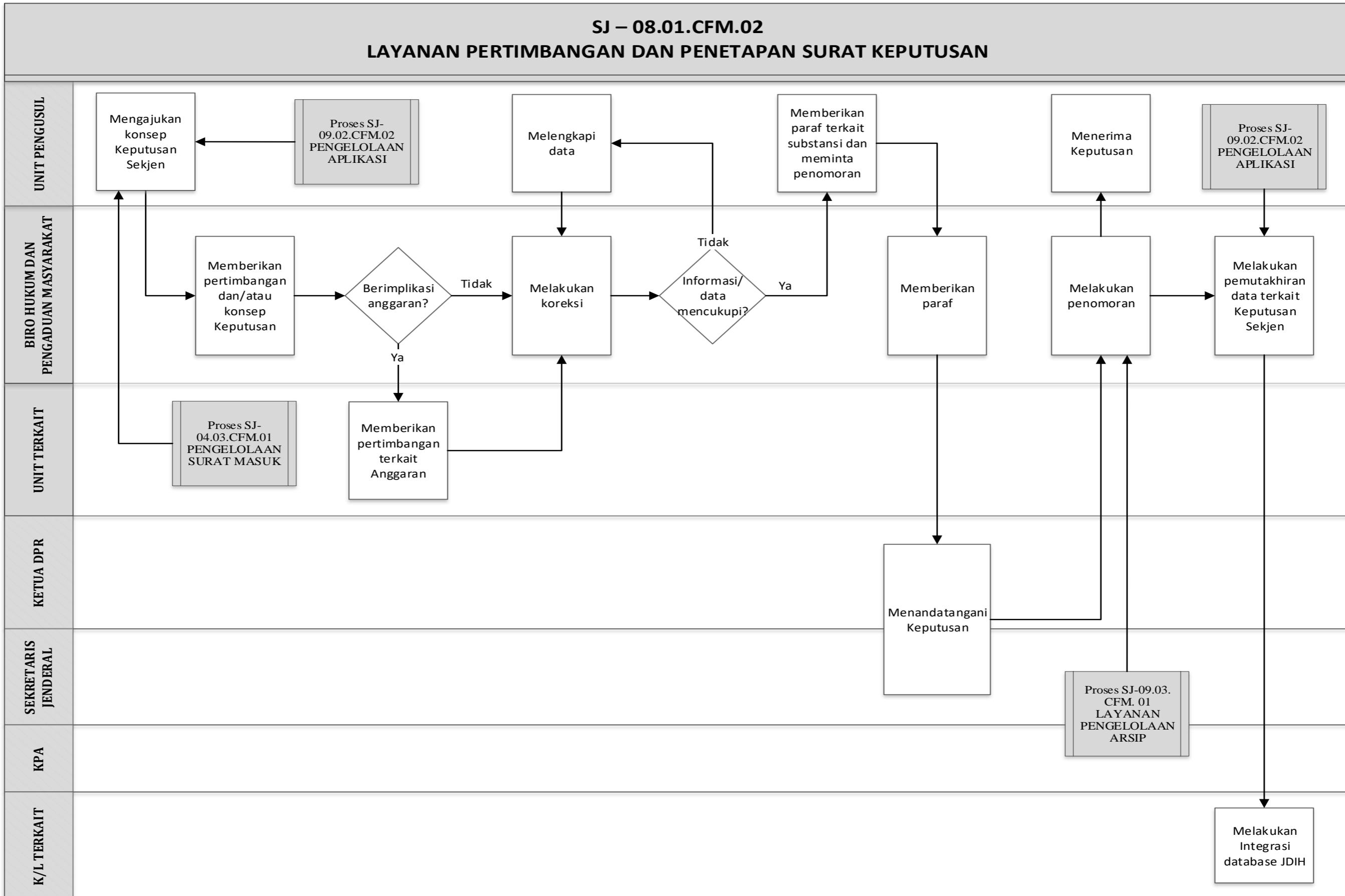
SJ – 07.04.CFM.05

PENYUSUNAN PERATURAN PELAKSANAAN UNDANG-UNDANG

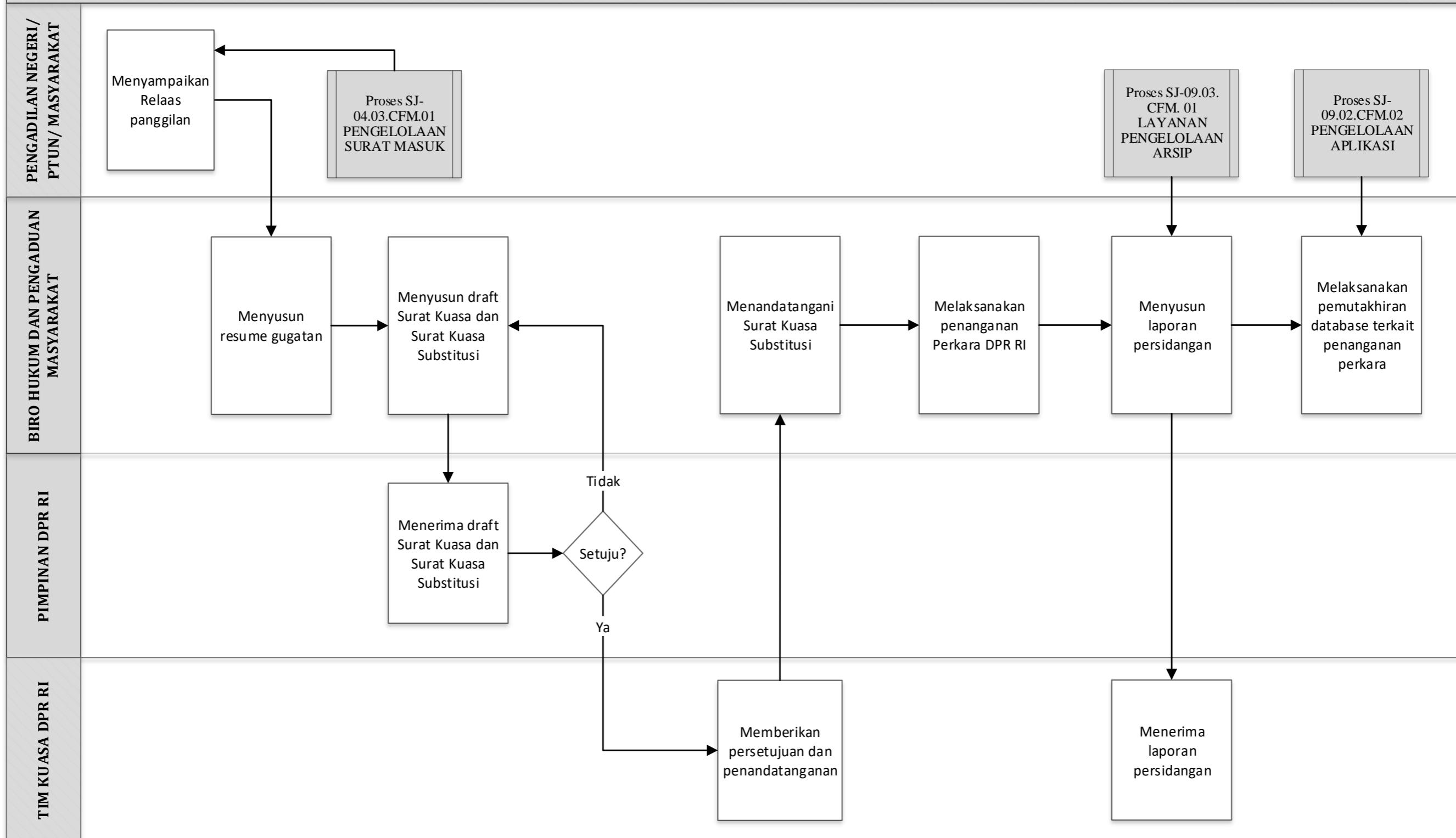


SJ – 08.01.CFM.01
PEMBENTUKAN PERATURAN, PERJANJIAN DAN MEMORANDUM OF UNDERSTANDING (MOU)

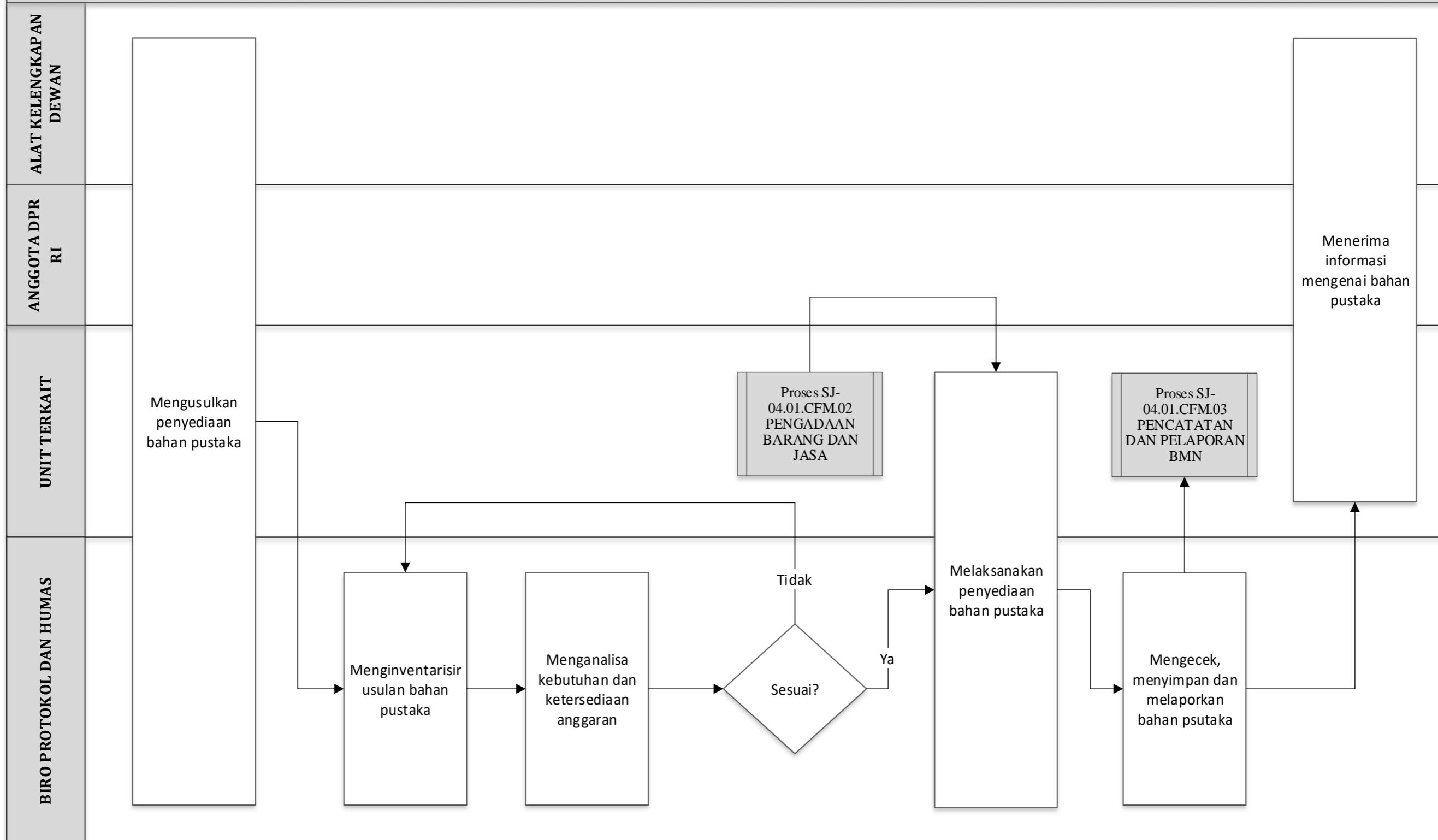




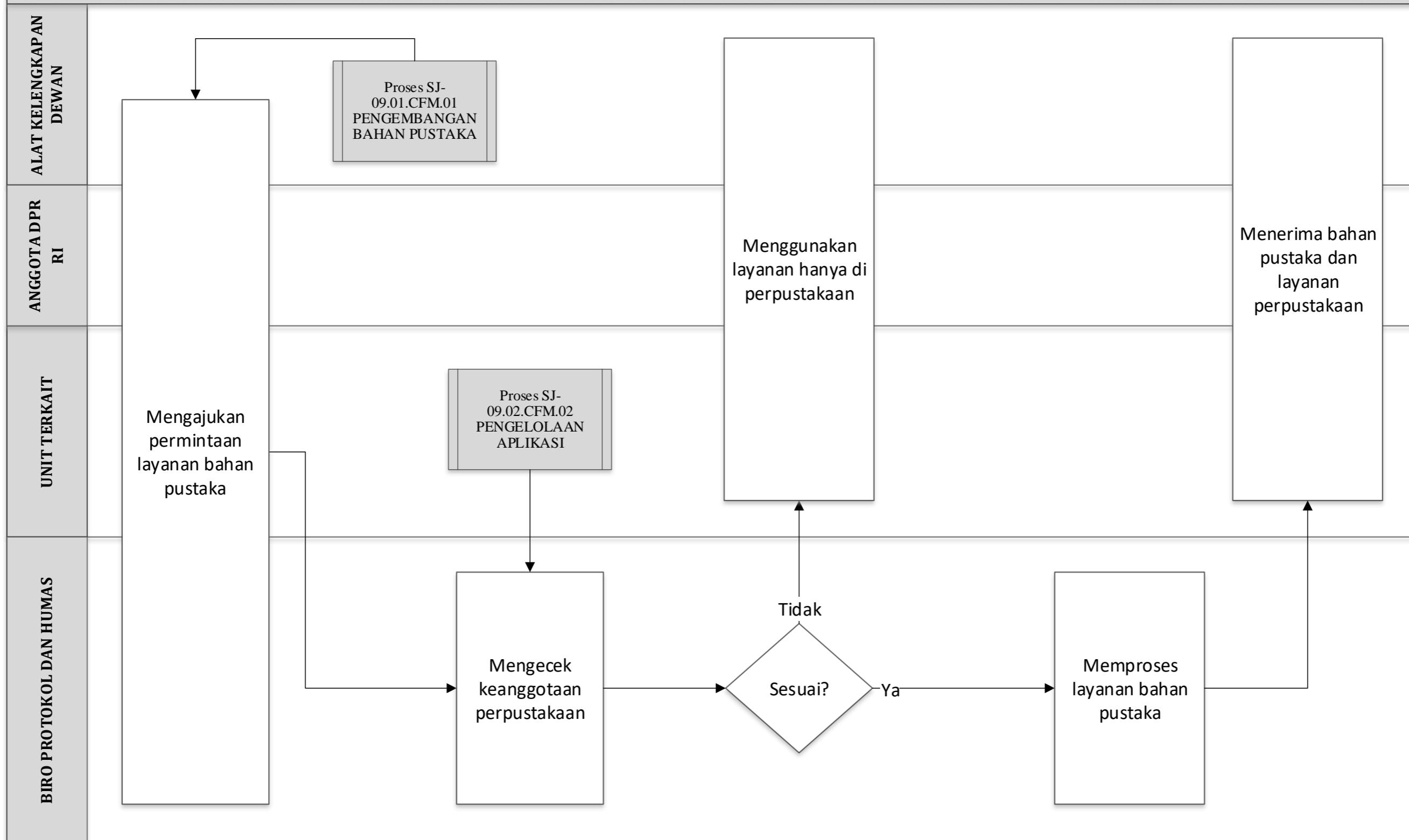
SJ – 08.01.CFM.03
PENANGANGAN PERKARA DPR (LITIGASI)



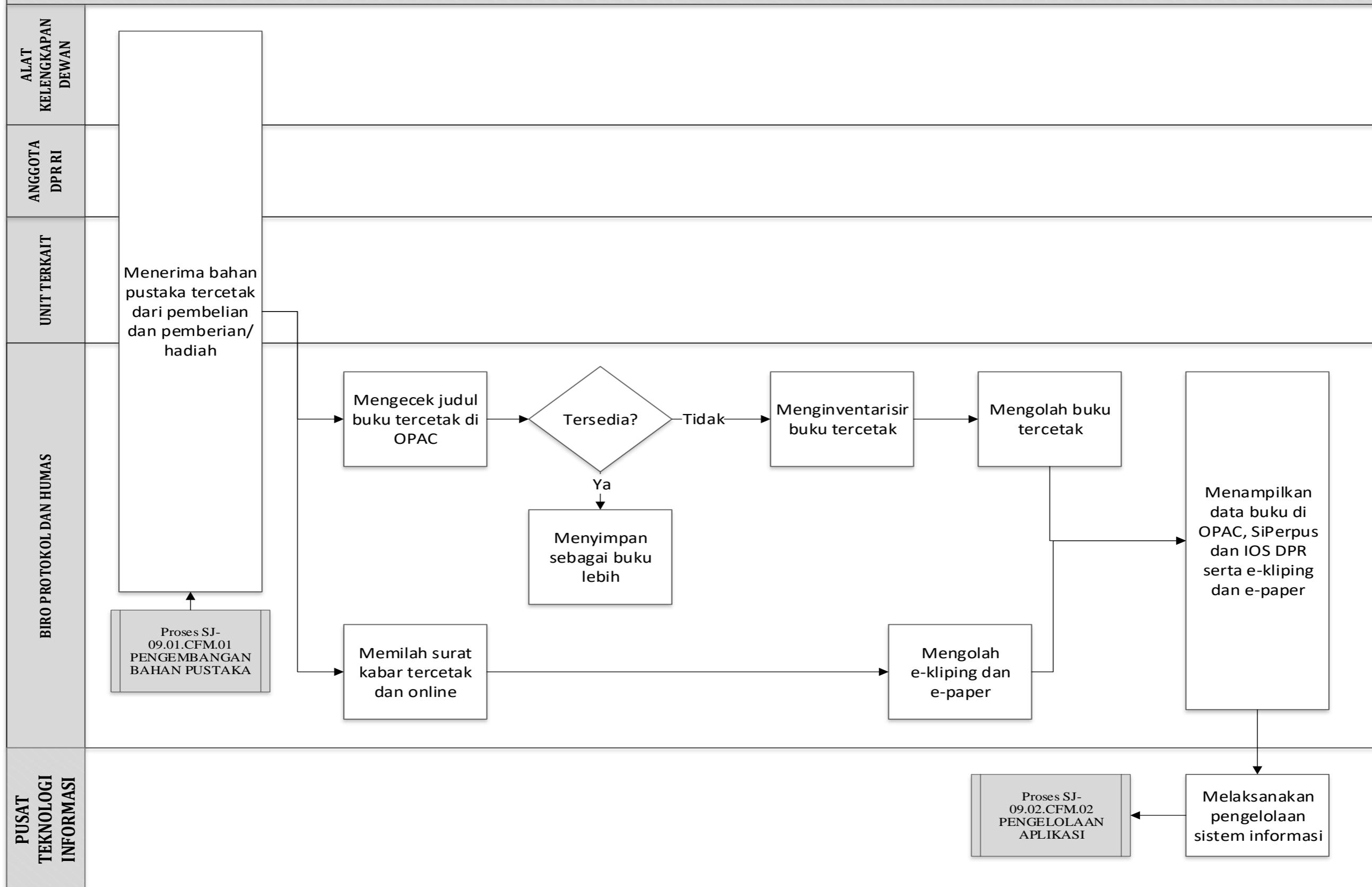
SJ – 09.01.CFM.01



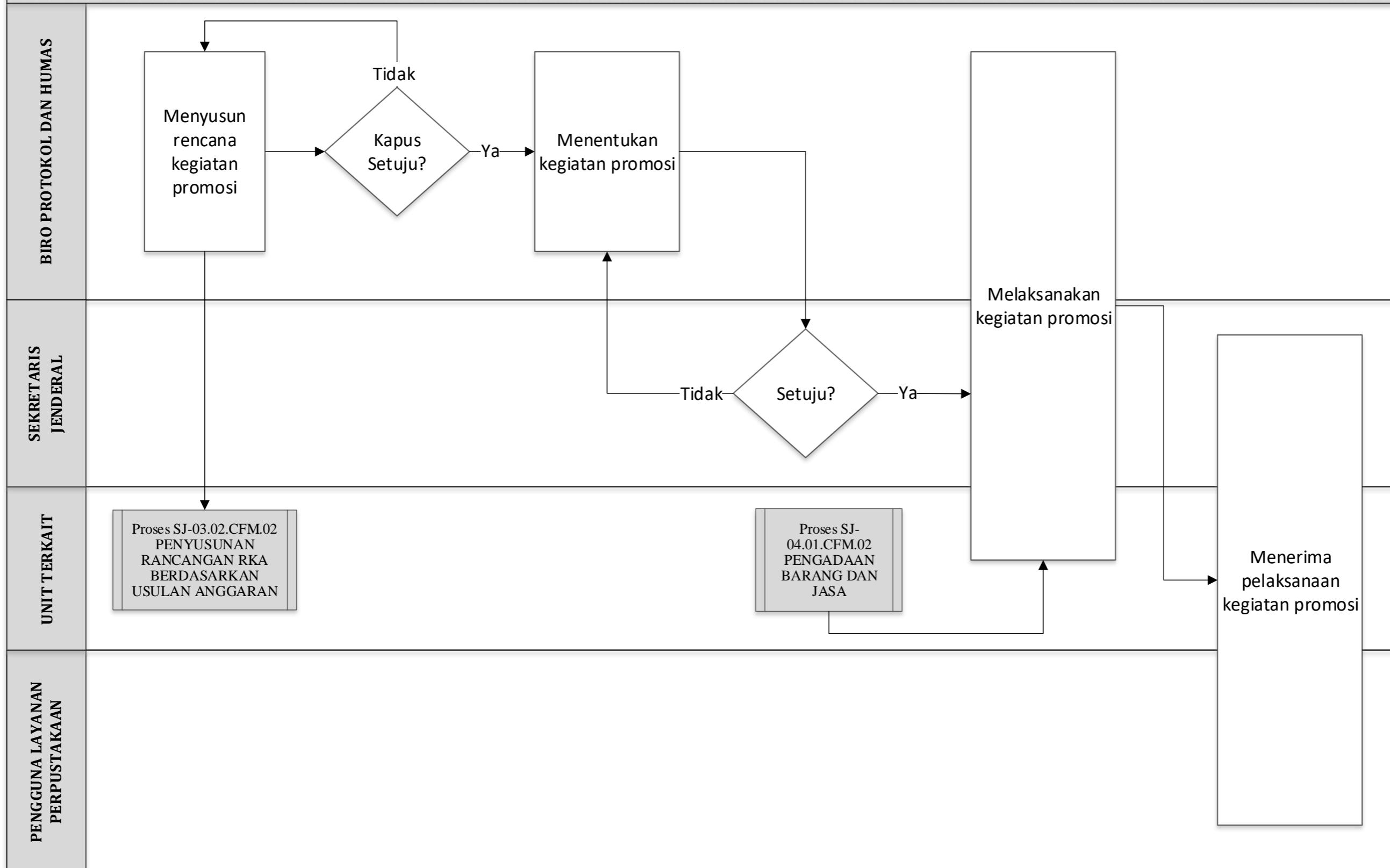
SJ – 09.01.CFM.02
LAYANAN BAHAN PUSTAKA



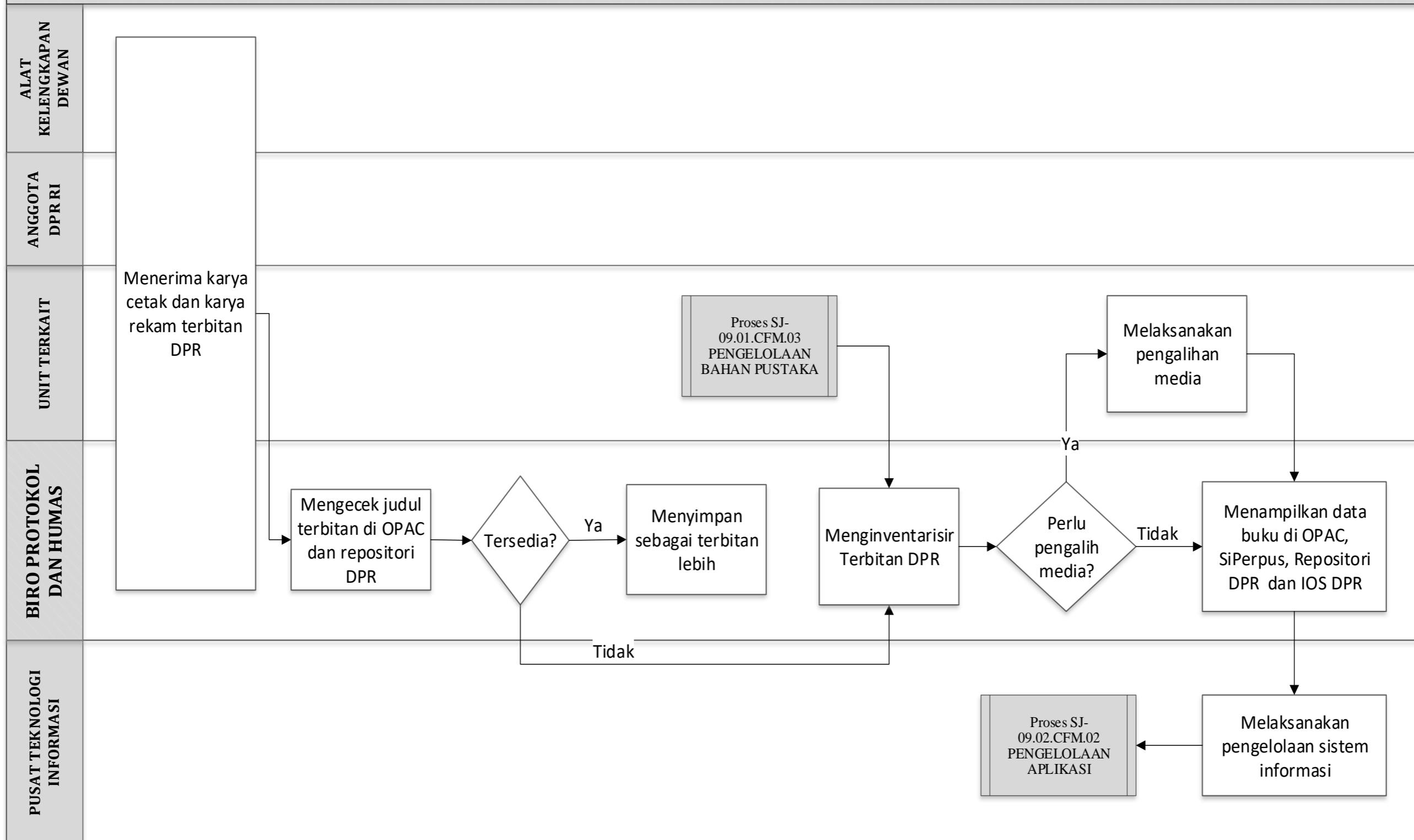
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PENGELOLAAN BAHAN PUSTAKA



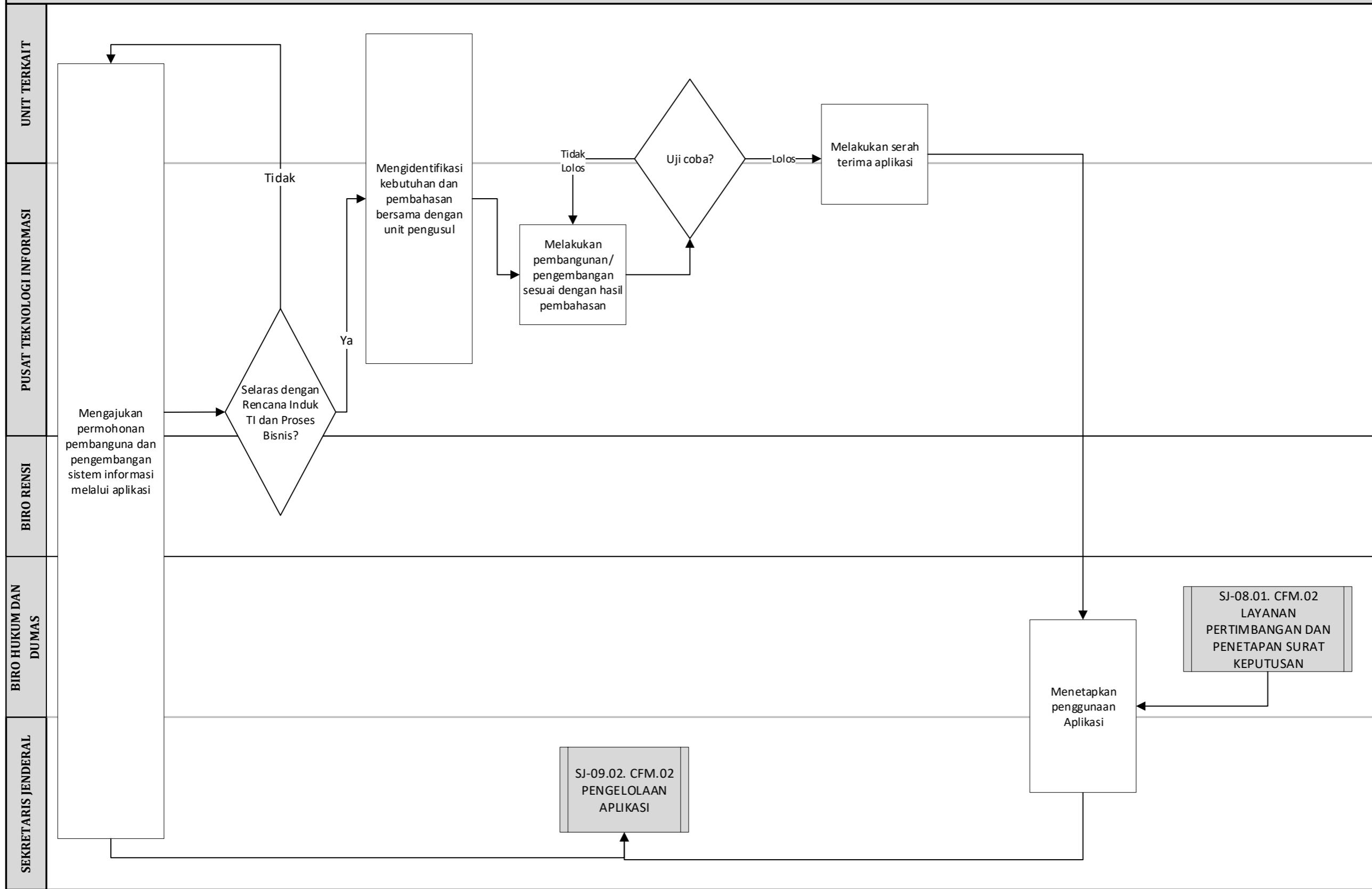
SJ – 09.01.CFM.04
PROMOSI PERPUSTAKAAN



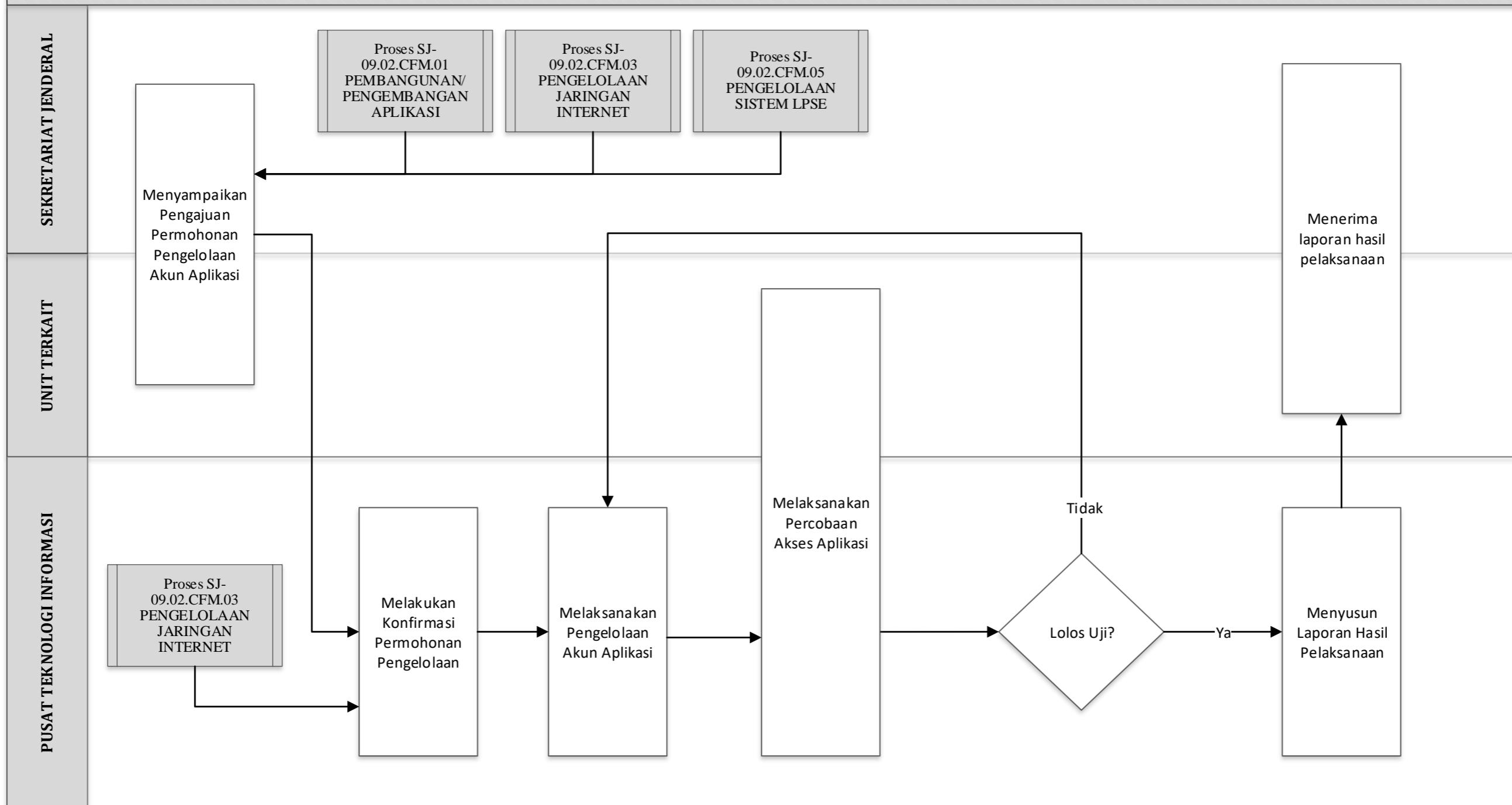
SJ – 09.01.CFM.05
PENGELOLAAN REPOSITORY DPR



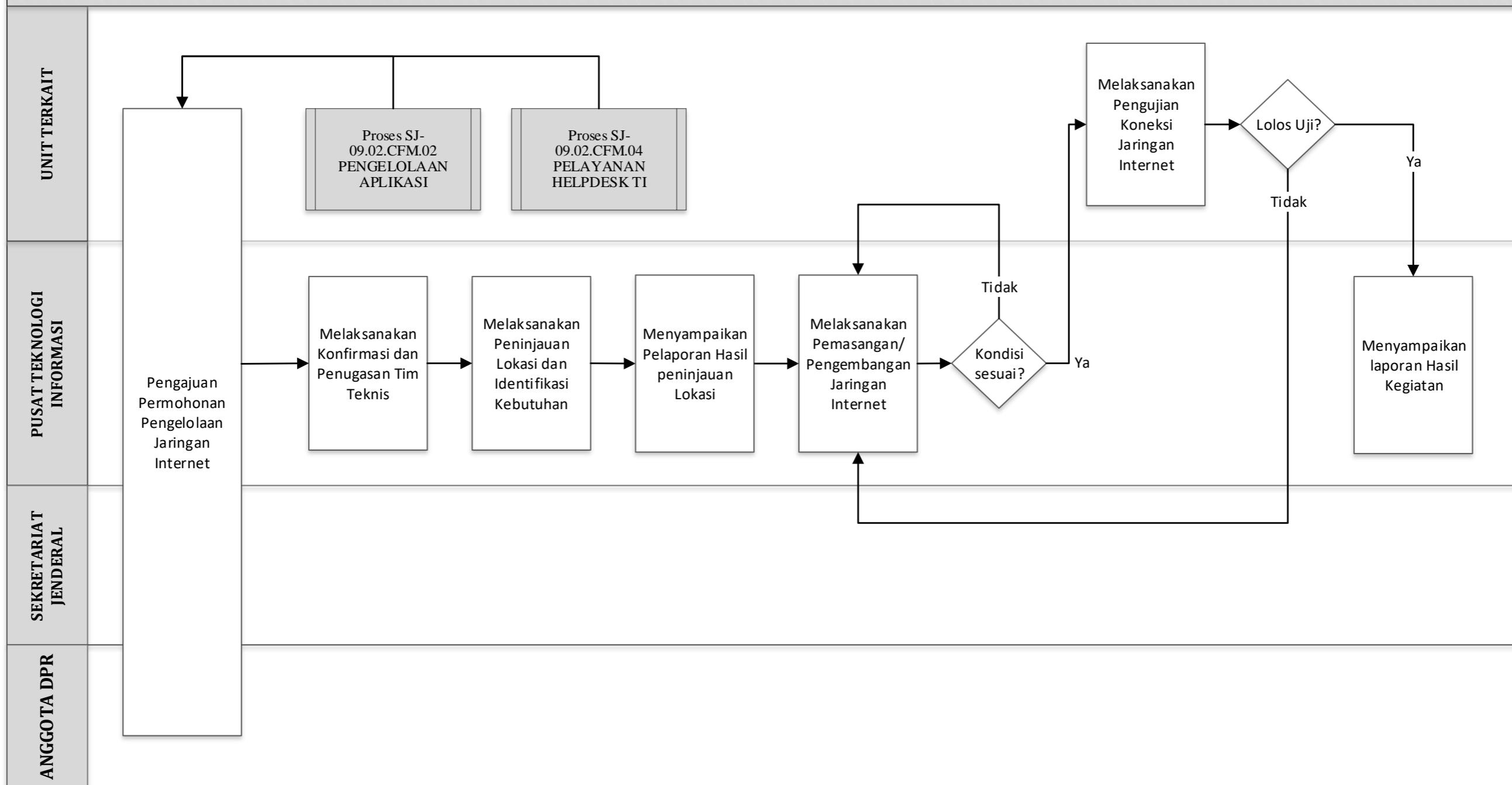
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PEMBANGUNAN/ PENGEMBANGAN APLIKASI SISTEM INFORMASI

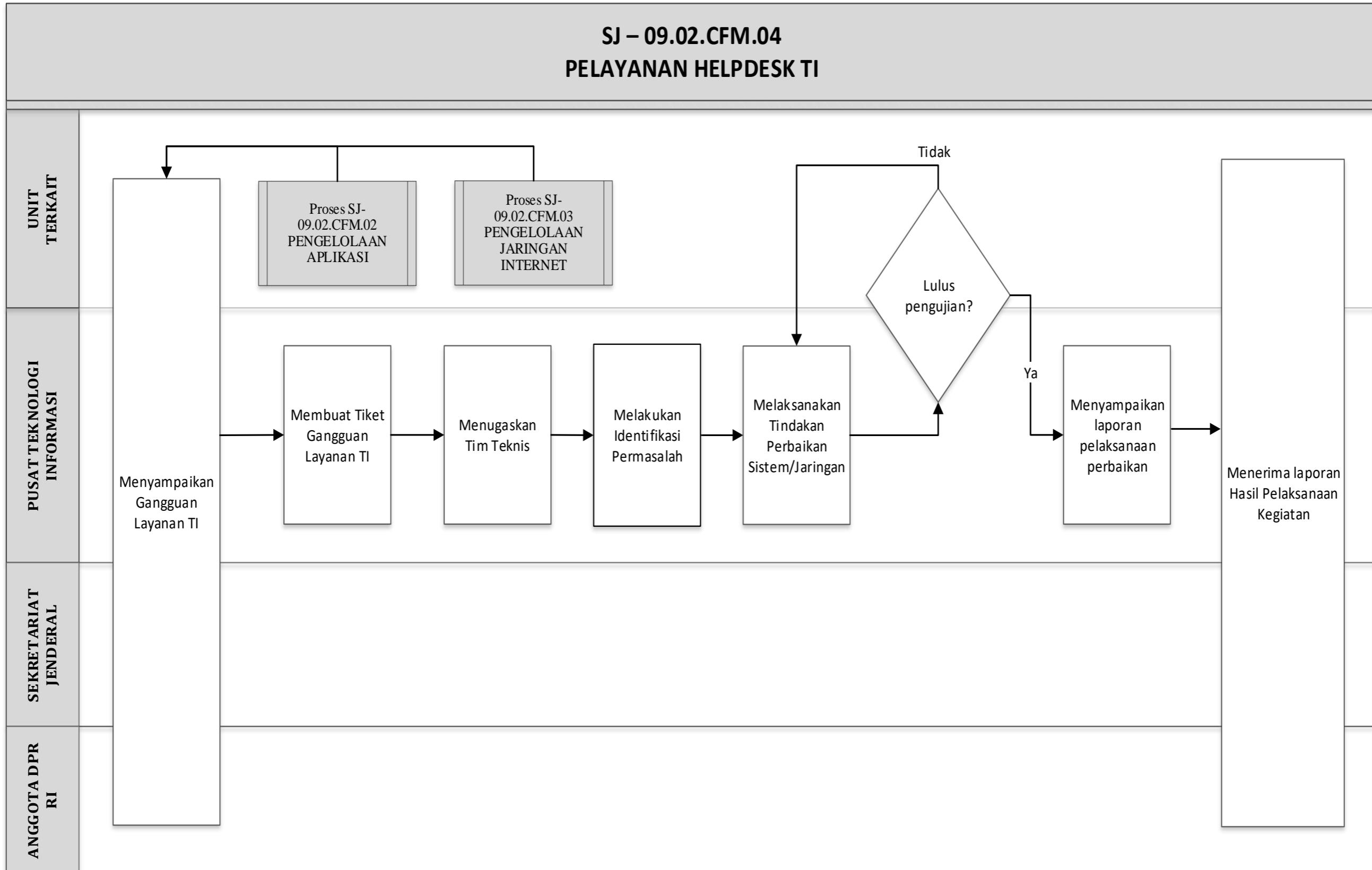


SJ – 09.02.CFM.02
PENGELOLAAN APLIKASI

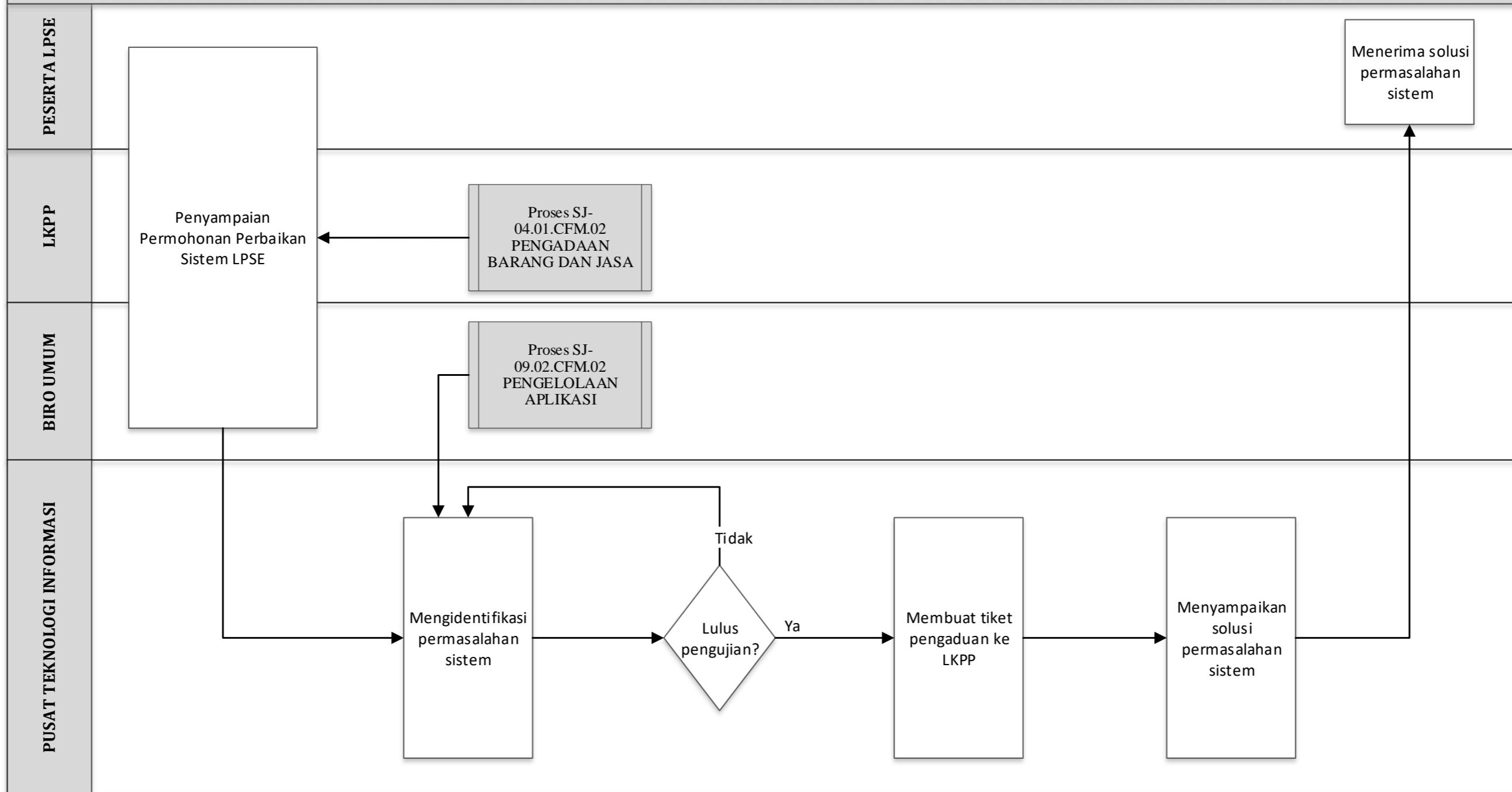


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PENGELOLAAN JARINGAN INTERNET

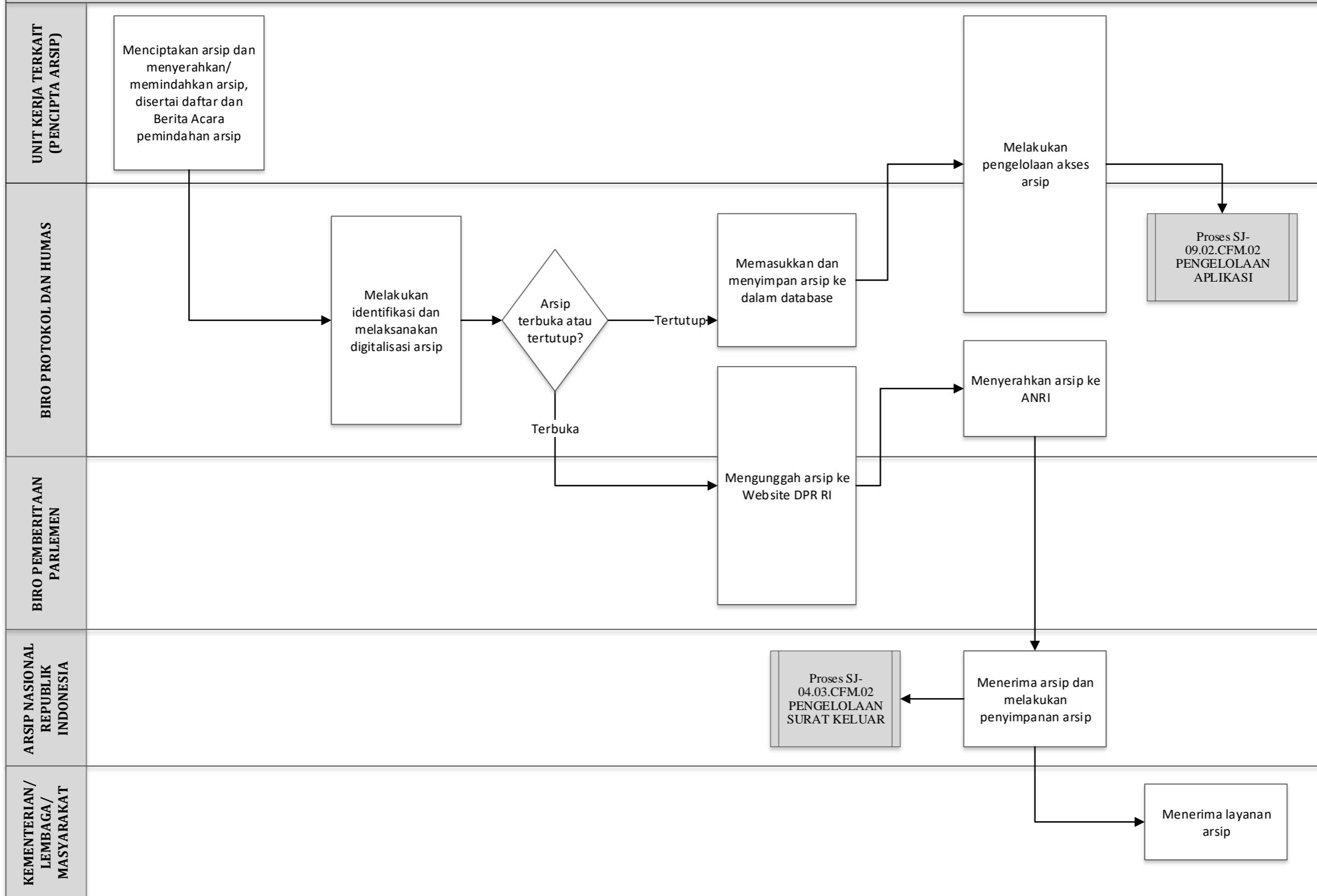




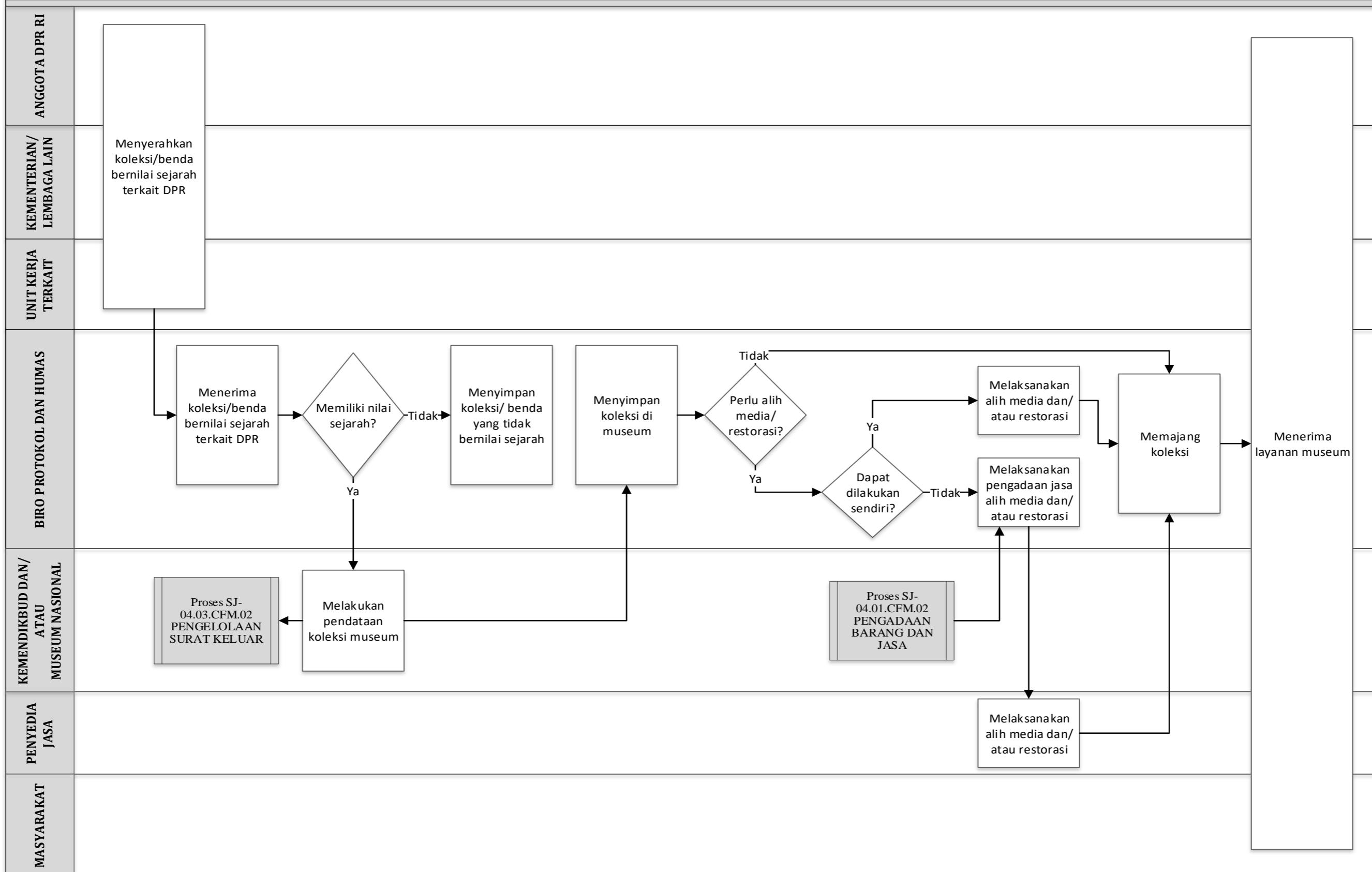
SJ – 09.02.CFM.05
PENGELOLAAN SISTEM LPSE



SJ – 09.03.CFM.01
LAYANAN PENGELOLAAN ARSIP

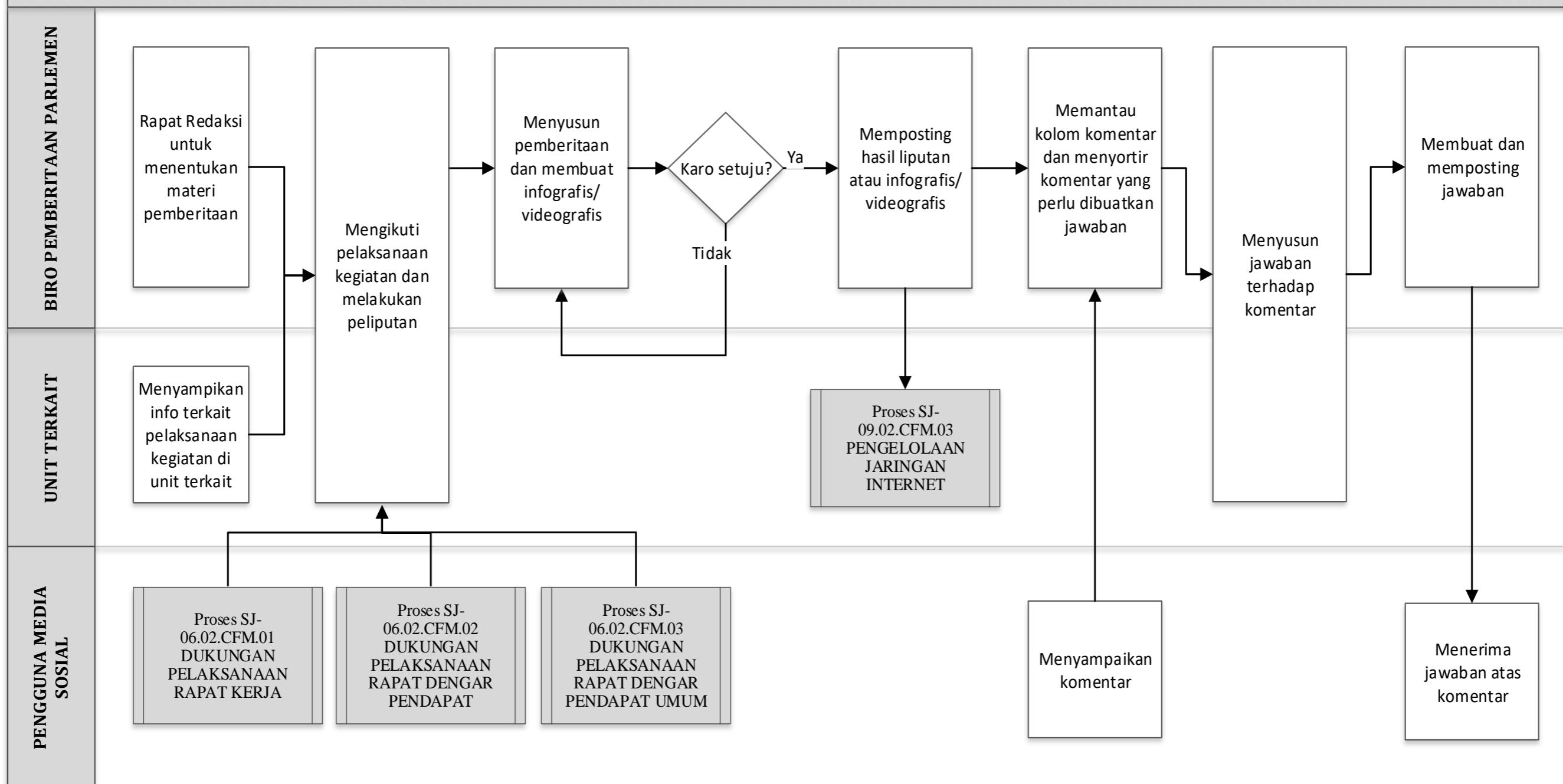


SJ – 09.03.CFM.02
LAYANAN PENGELOLAAN KOLEKSI DAN/ATAU BENDA MUSEUM

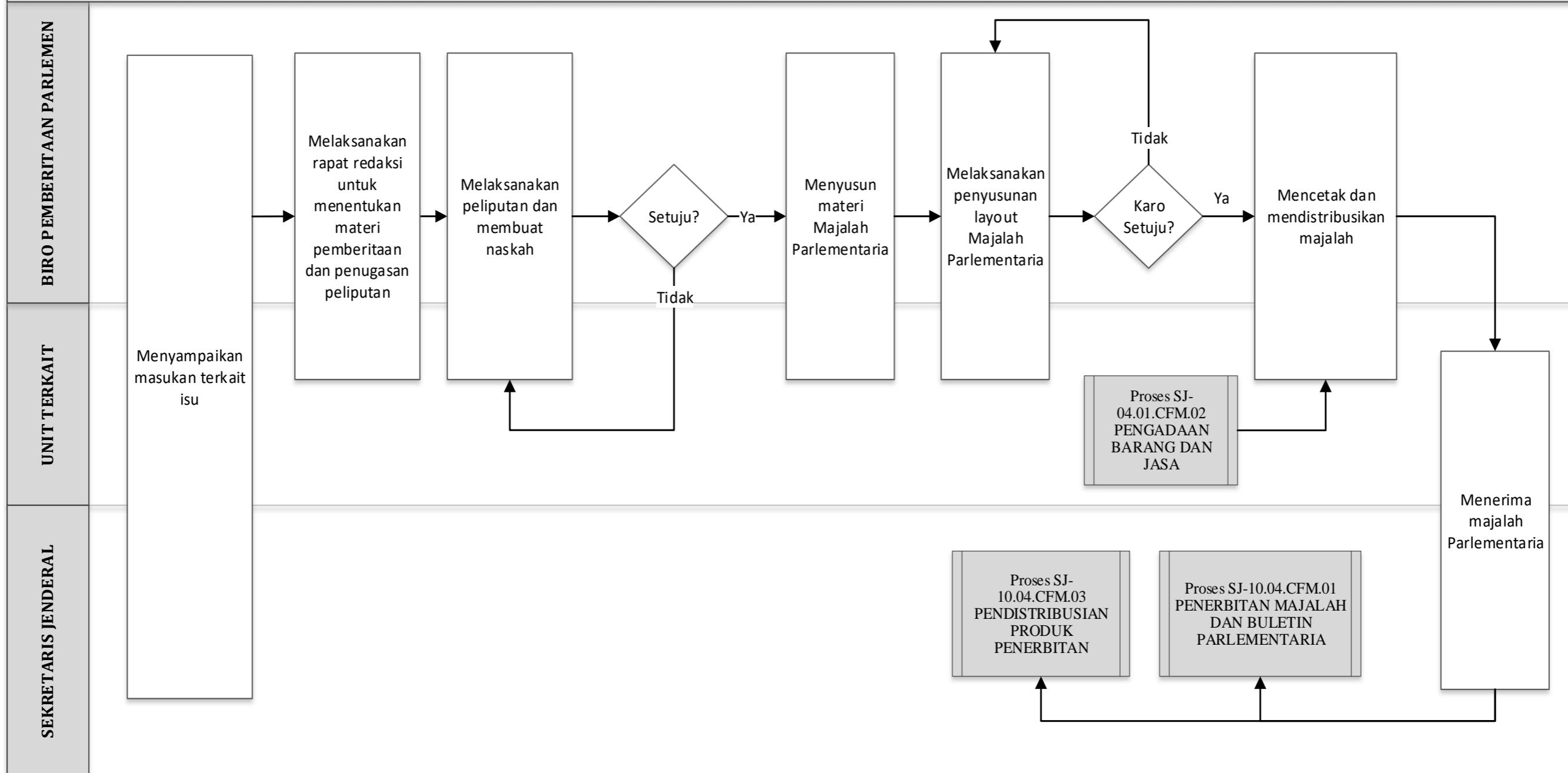


SJ – 10.01.CFM.01

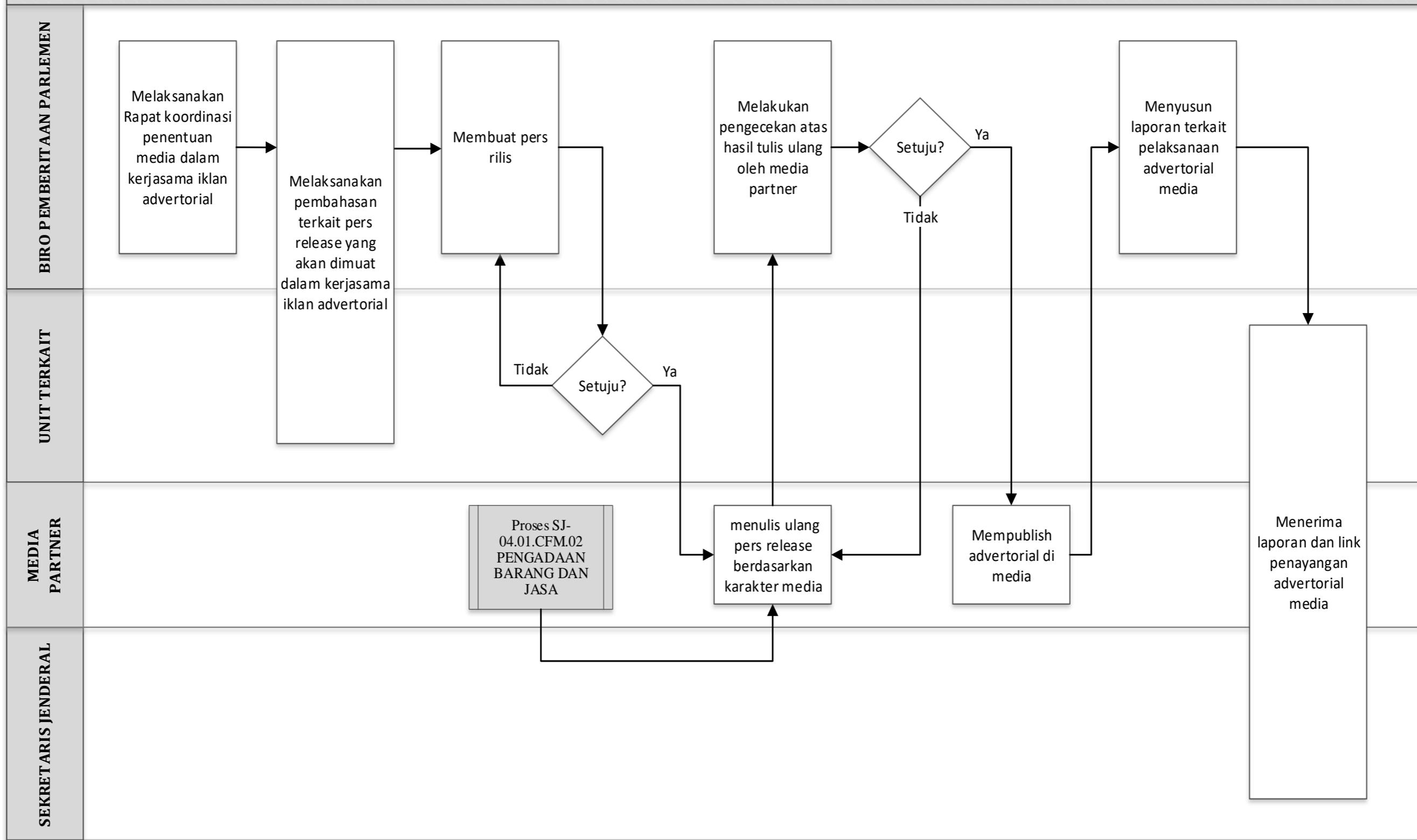
PENGELOLAAN PEMBERITAAN DI MEDIA SOSIAL



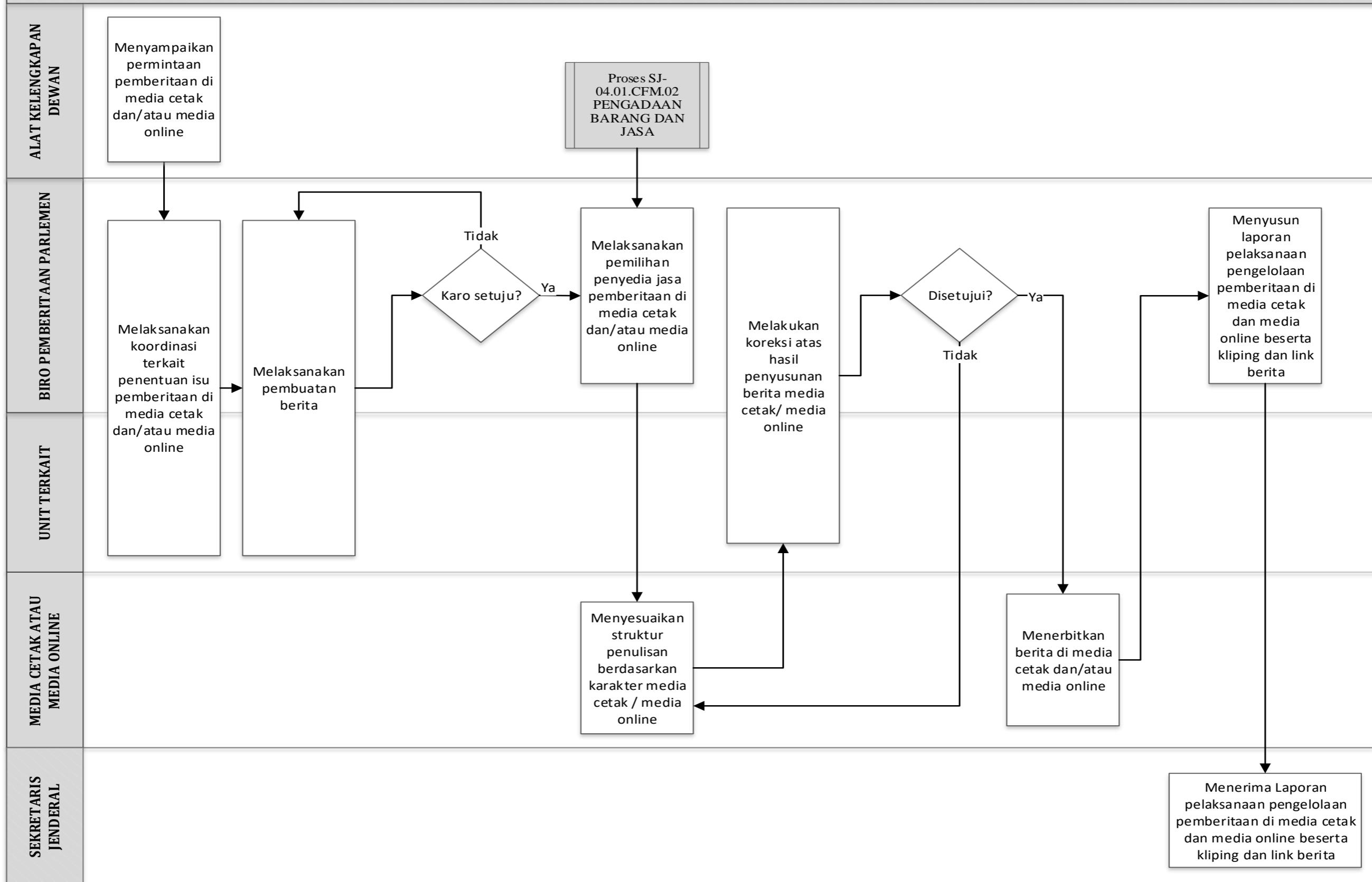
SJ – 10.01.CFM.02
PENGELOLAAN PEMBERITAAN DI MAJALAH PARLEMENTARIA



SJ – 10.01.CFM.03
PENGELOLAAN ADVERTORIAL MEDIA

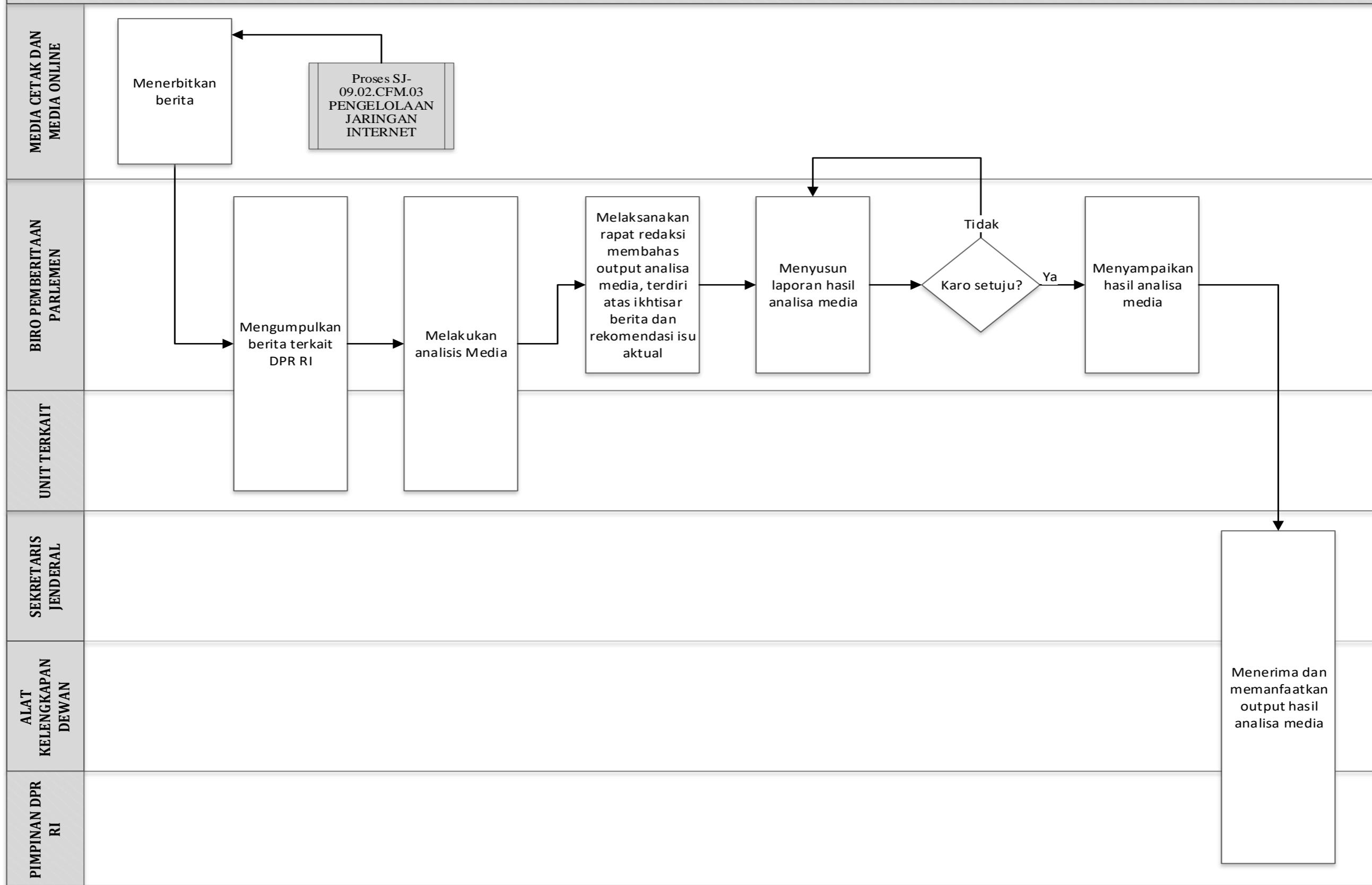


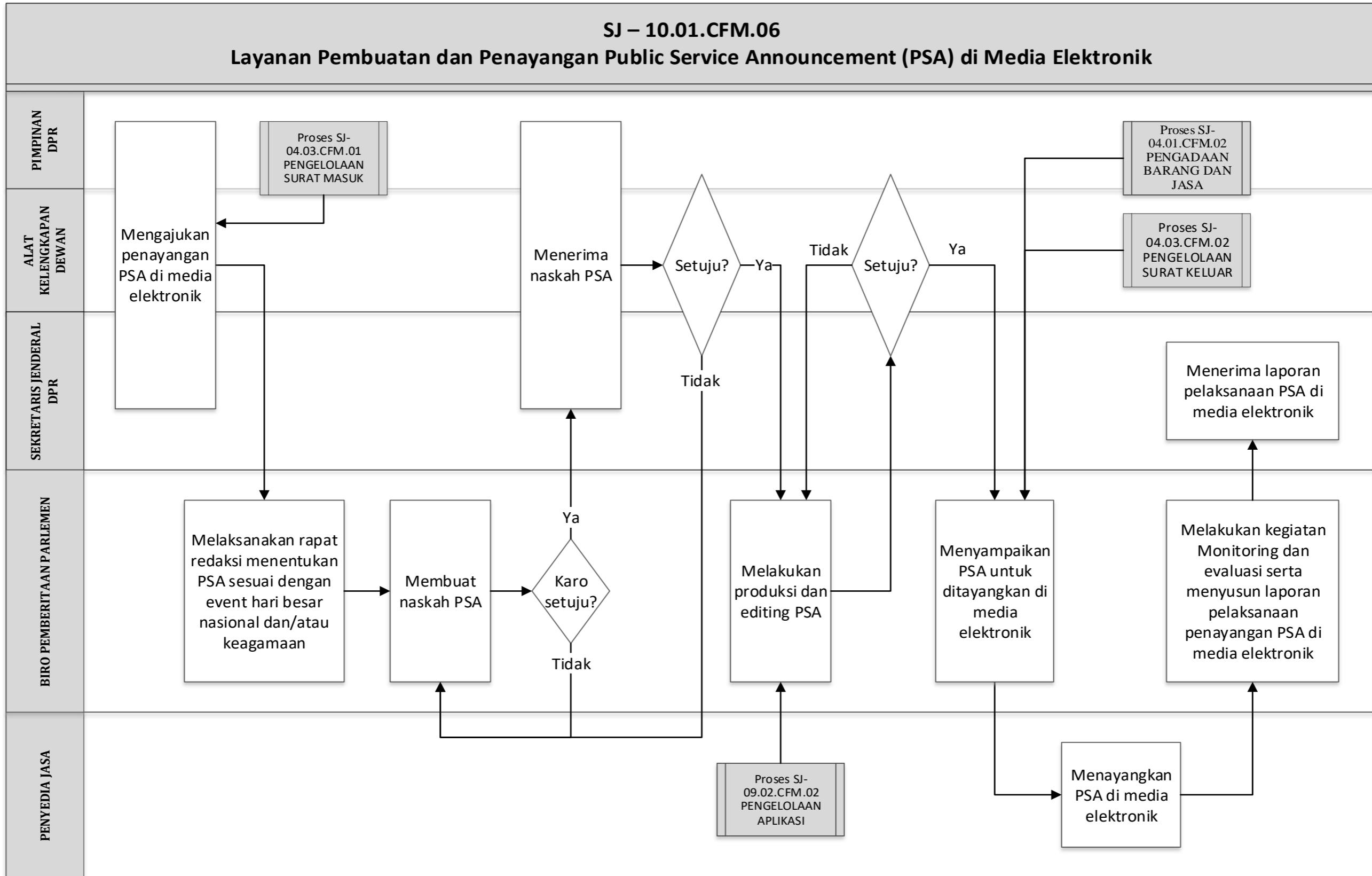
SJ – 10.01.CFM.04
PENGELOLAAN PEMBERITAAN DI MEDIA CETAK DAN ONLINE

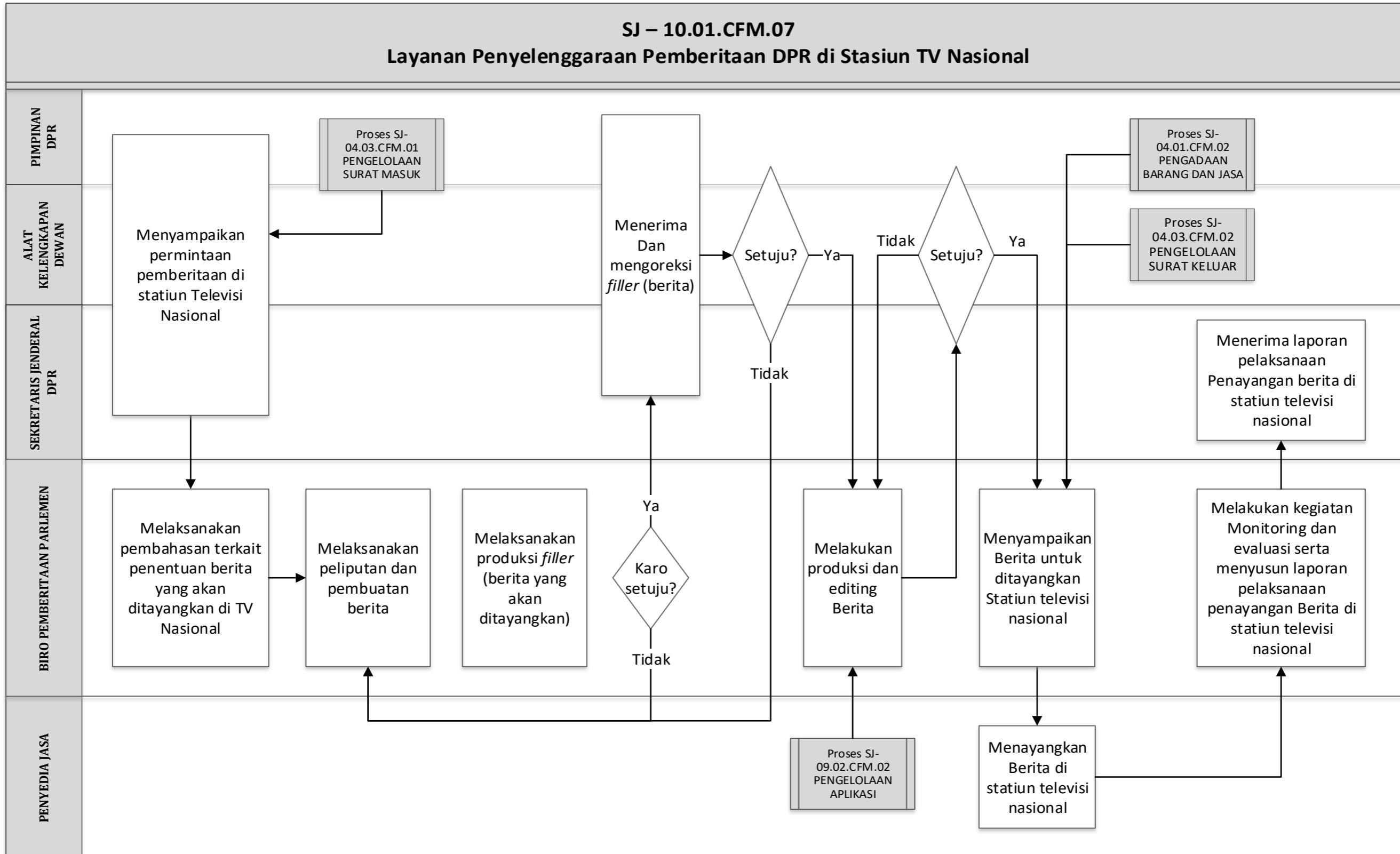


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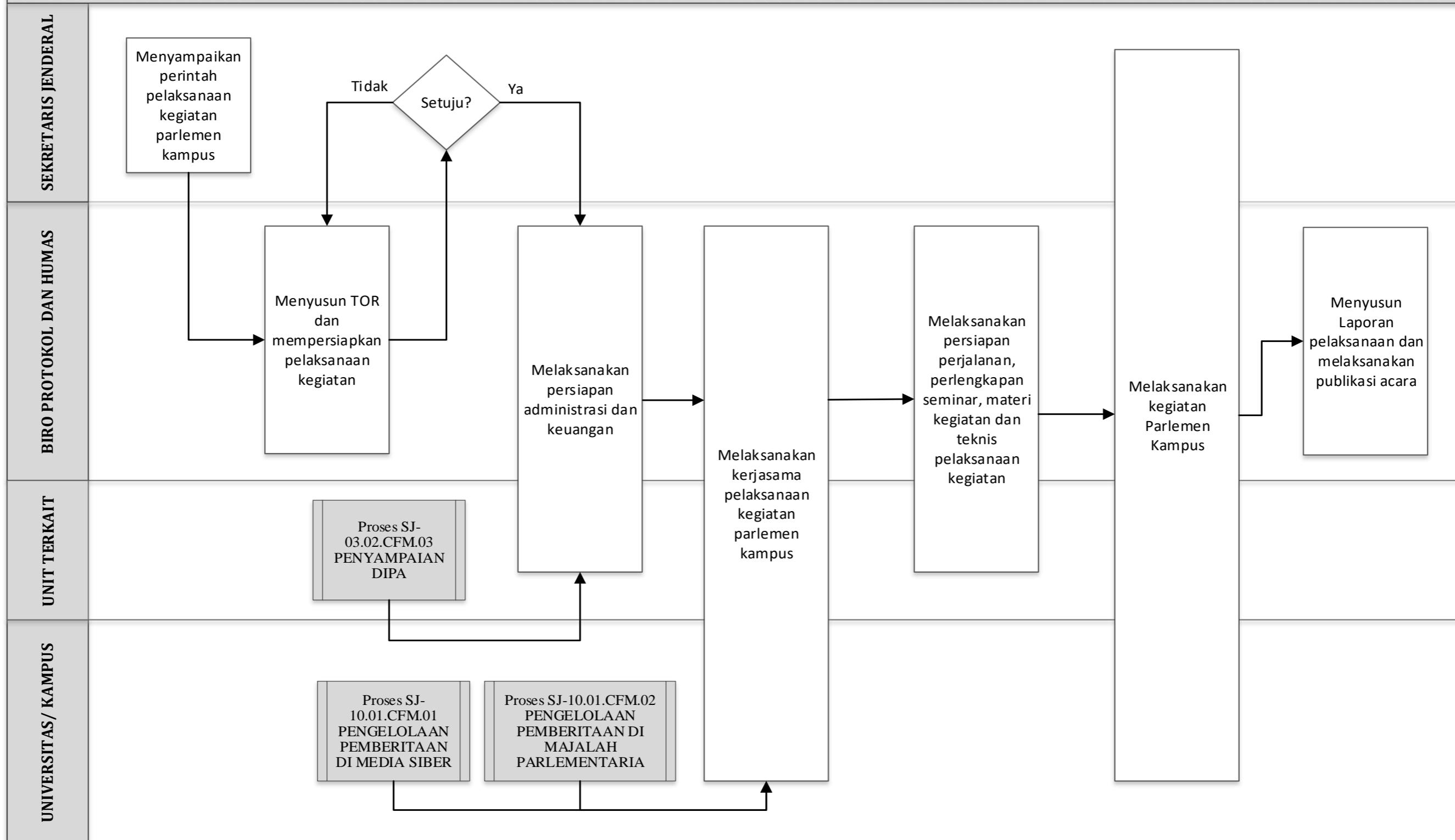
PENGELOLAAN ANALISA MEDIA



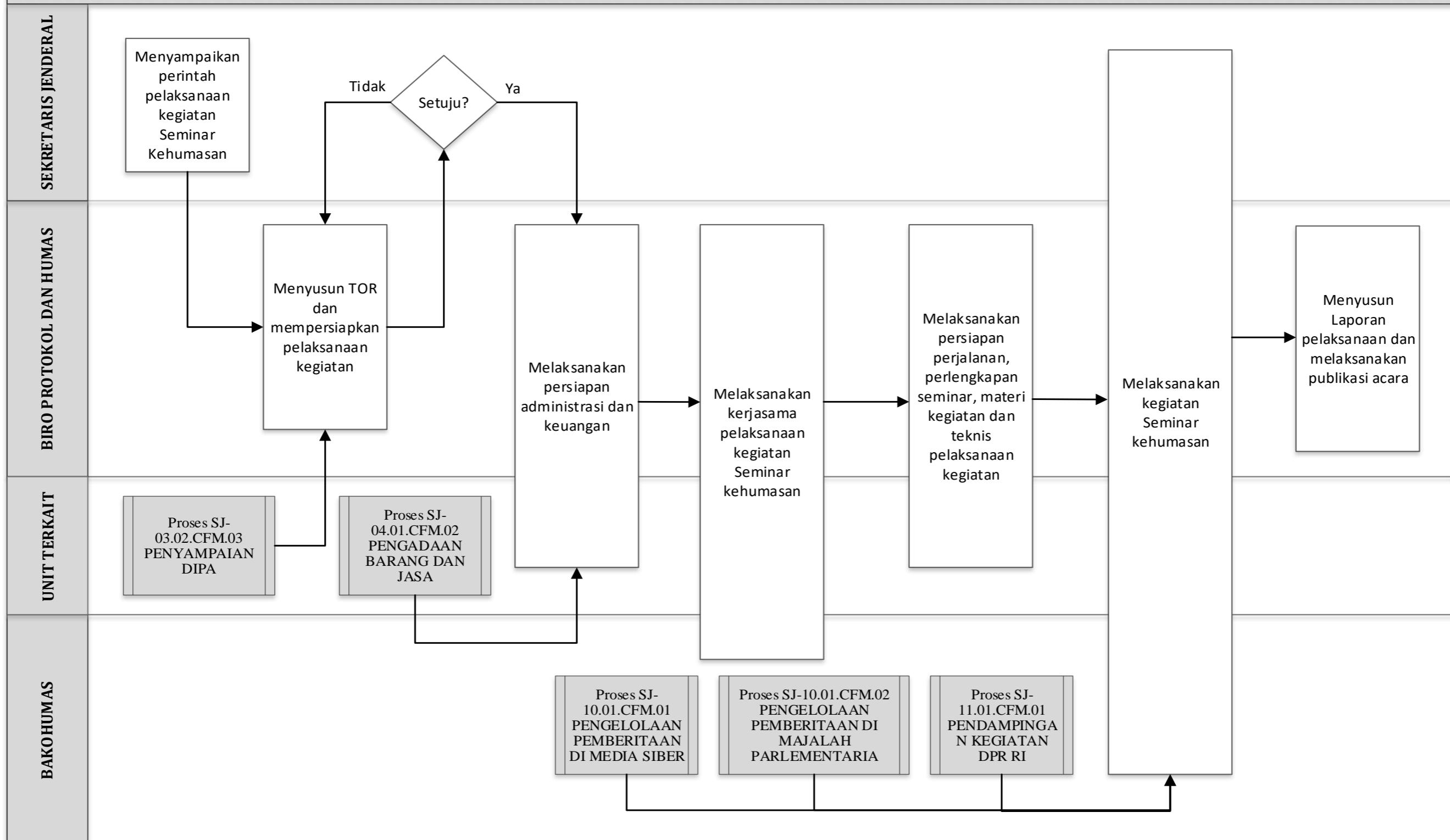




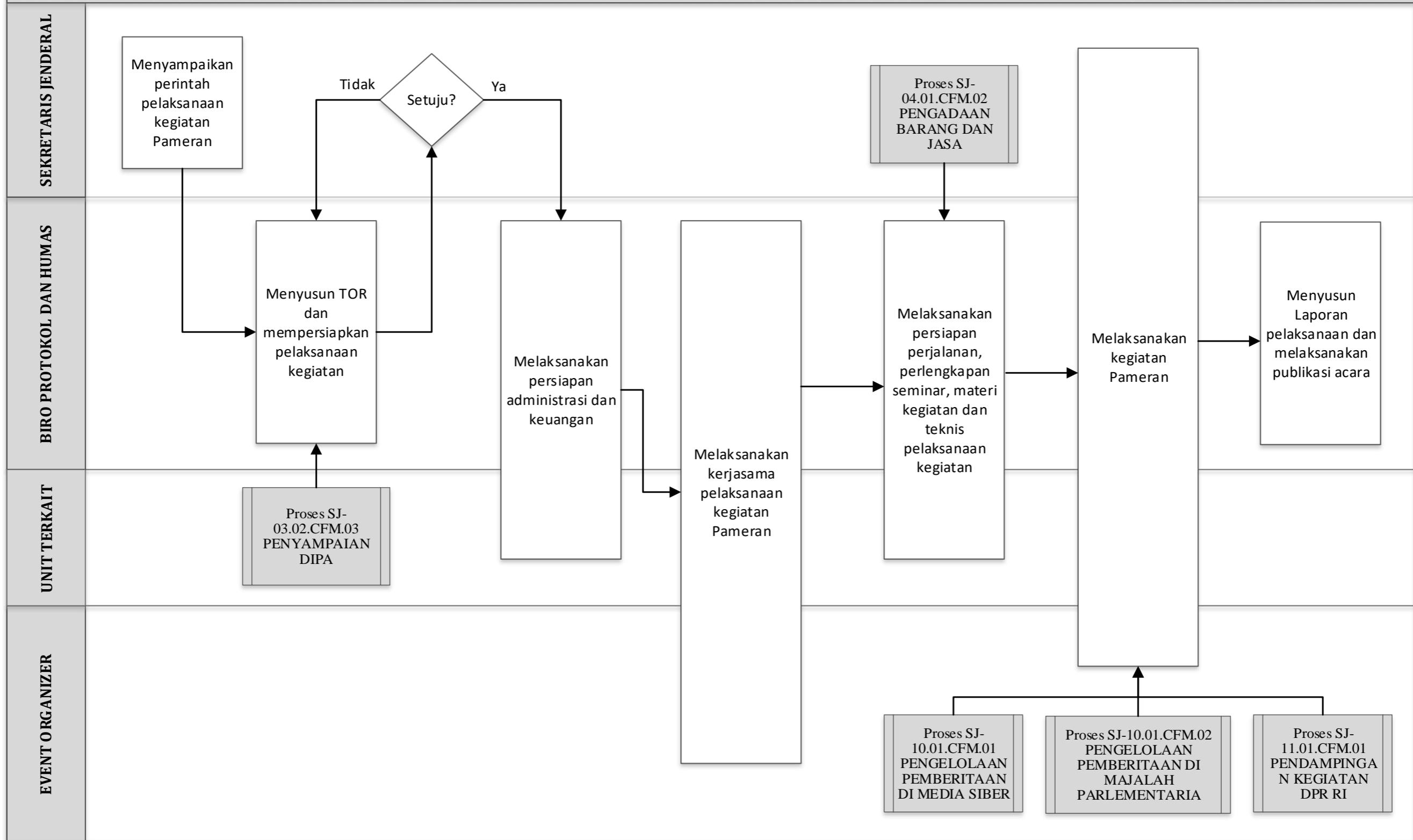
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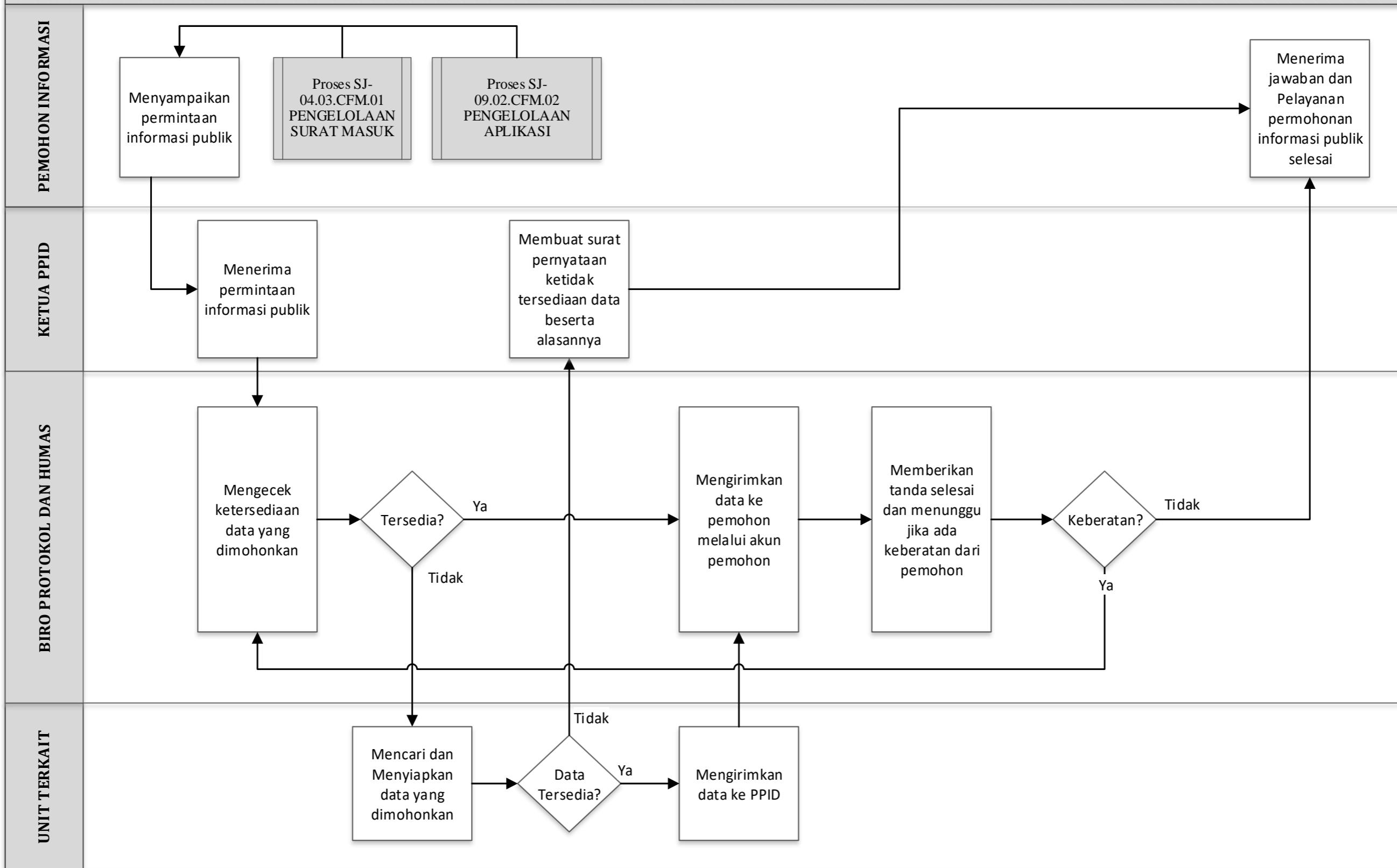
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PENGELOLAAN SEMINAR KEHUMASAN



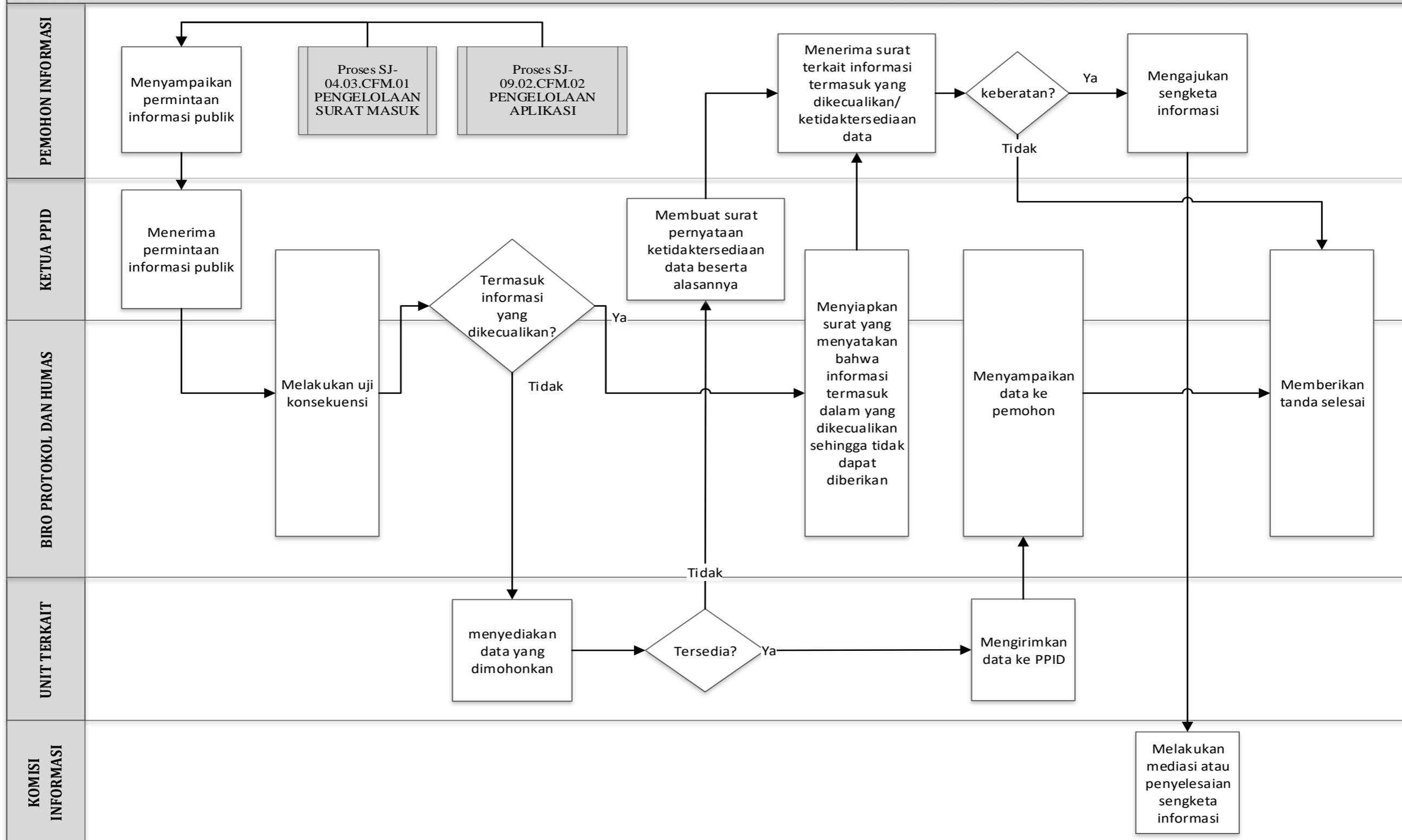
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PENGELOLAAN PAMERAN



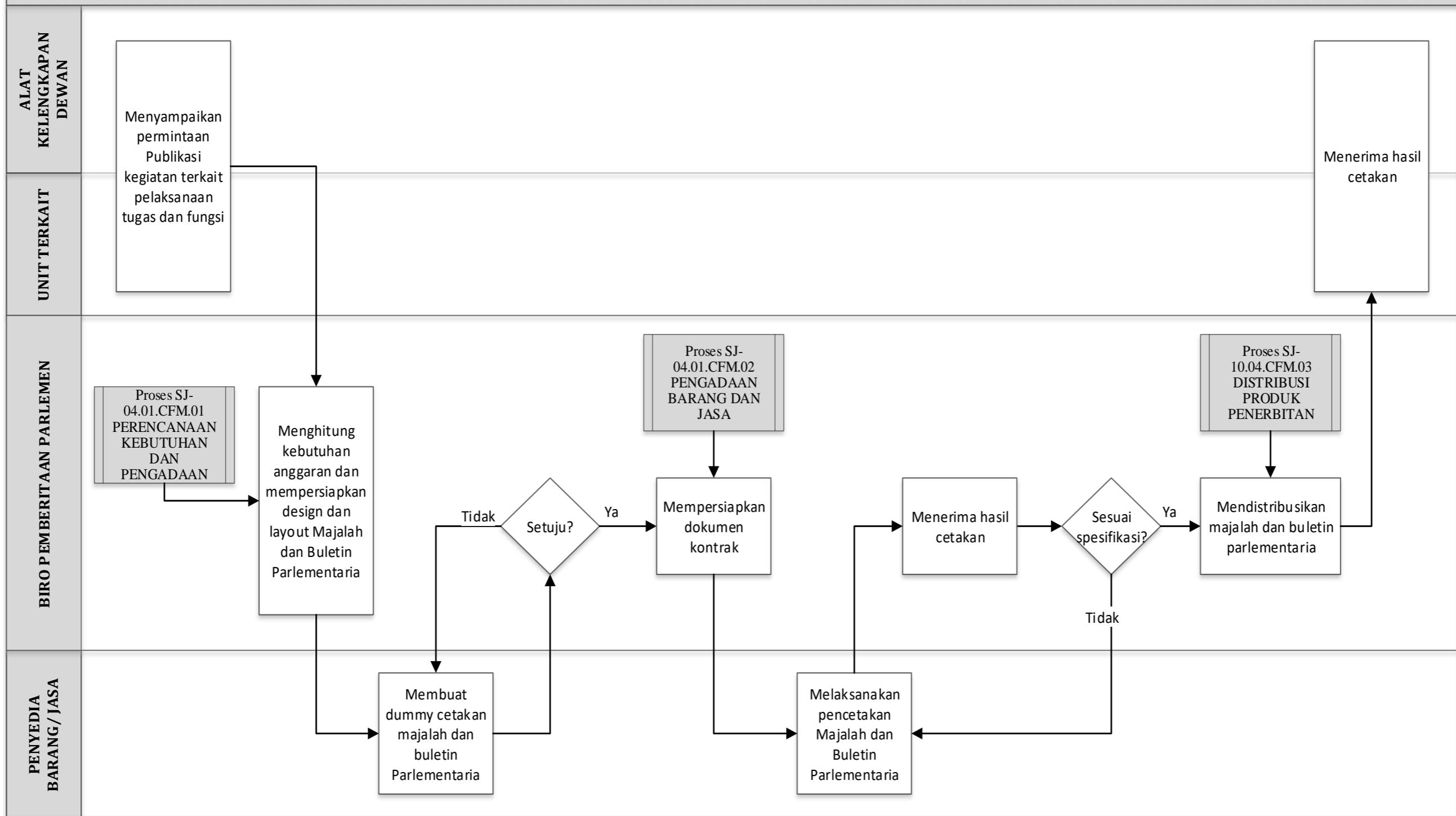
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PENGELOLAAN PELAYANAN INFORMASI PUBLIK



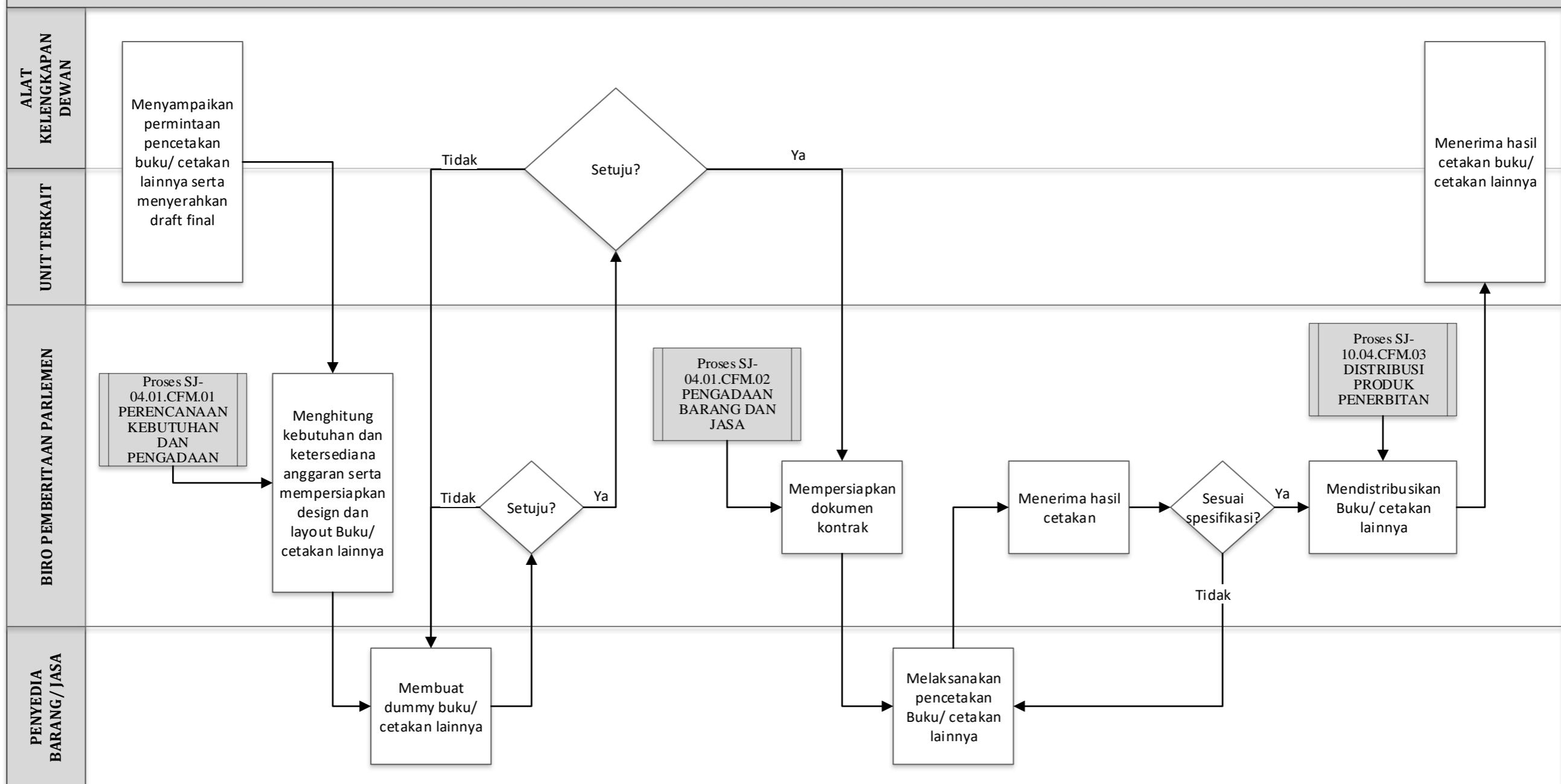
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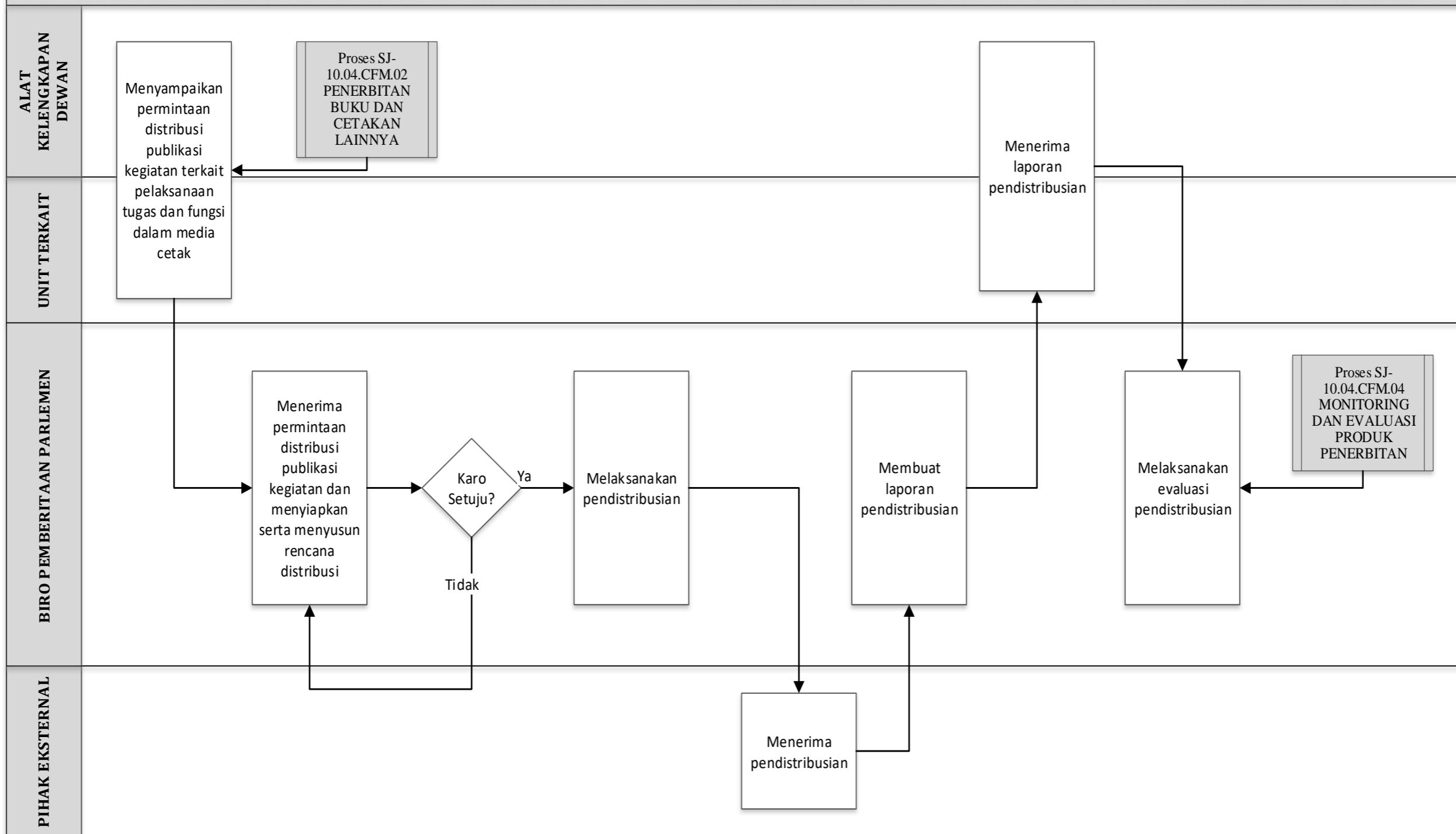
SJ – 10.04.CFM.01
PENERBITAN MAJALAH DAN BULETIN PARLEMENTARIA DPR RI



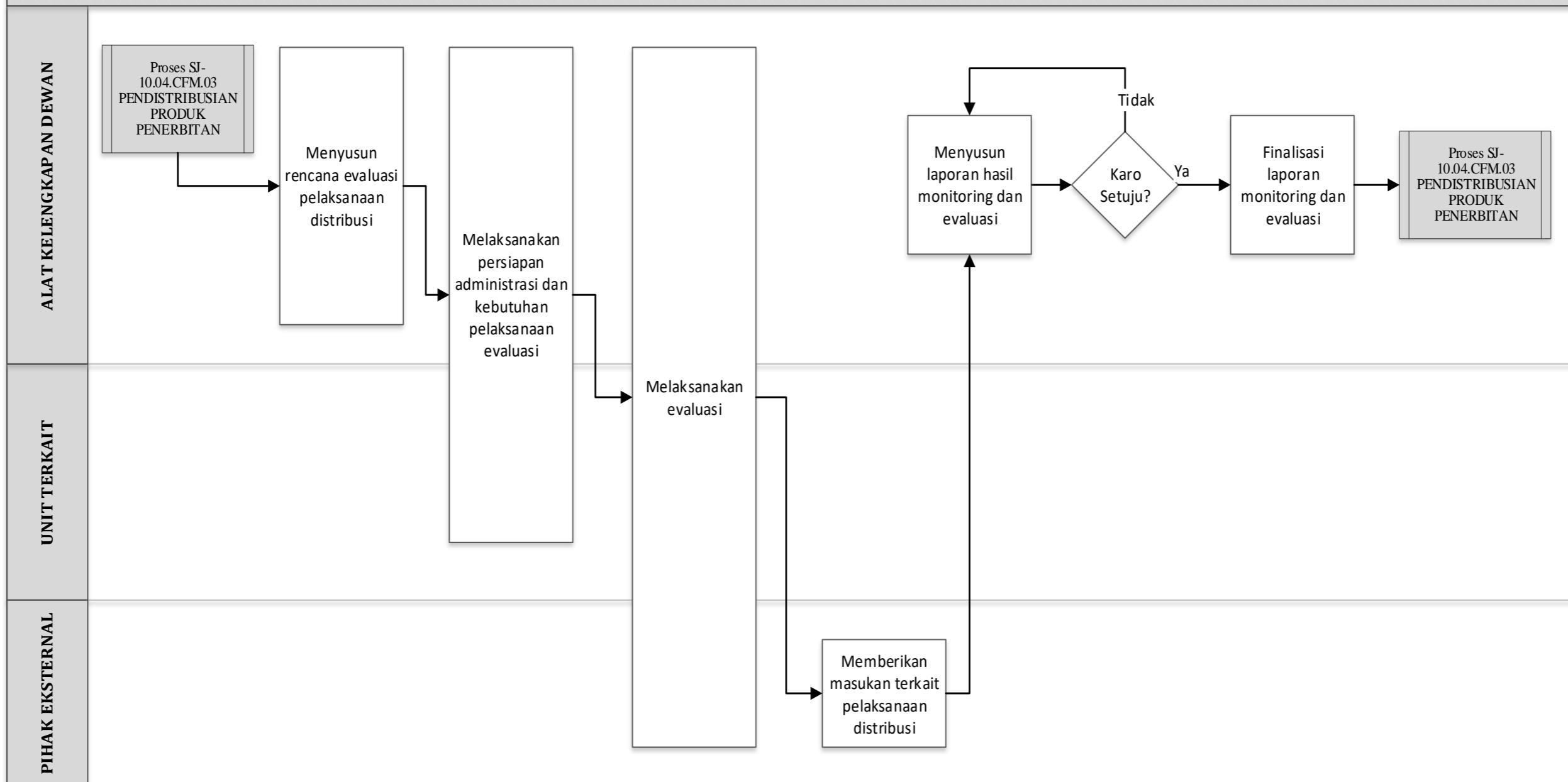
SJ – 10.04.CFM.02
PENERBITAN BUKU DAN CETAKAN LAINNYA



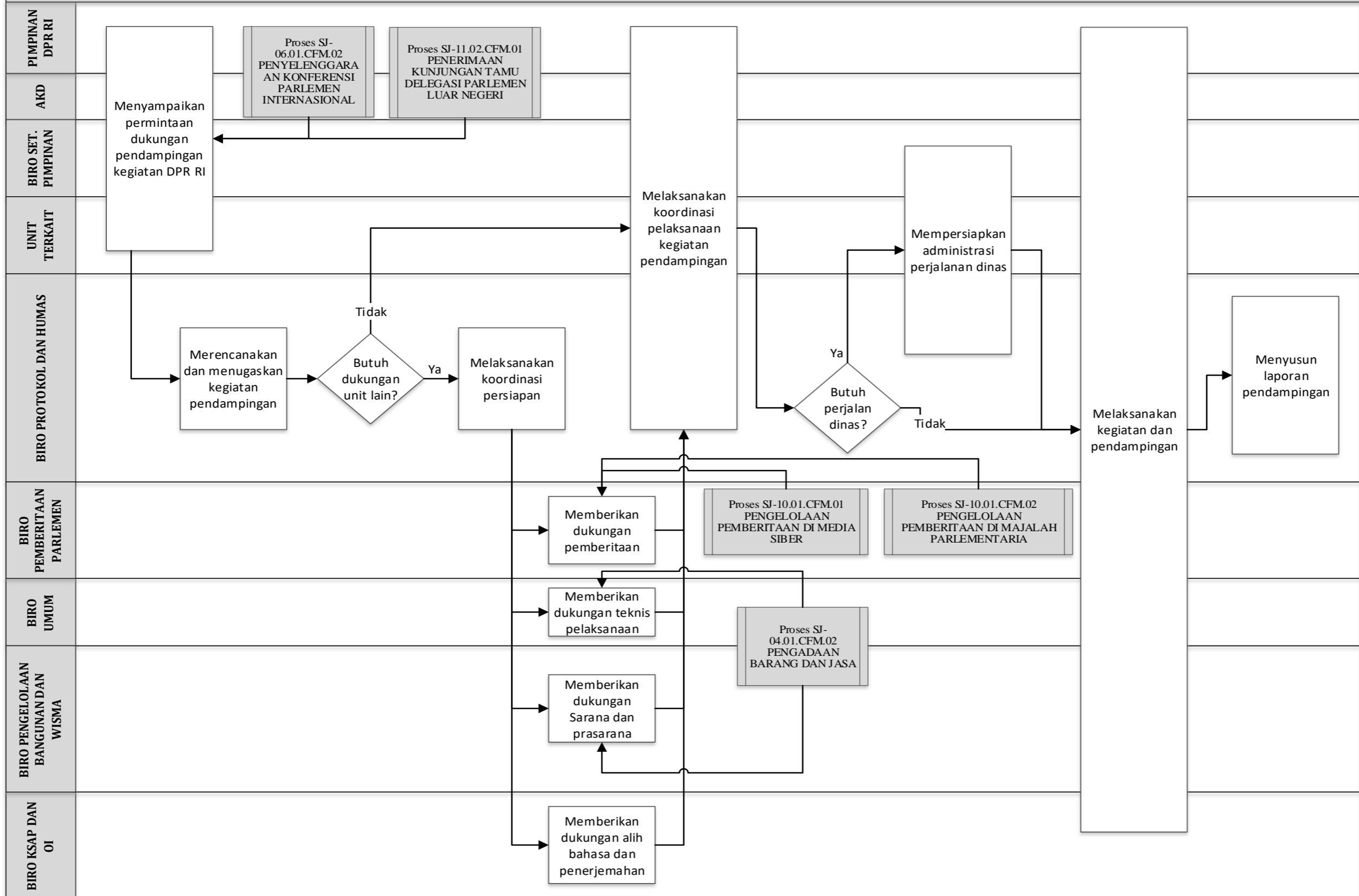
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PENDISTRIBUSIAN PRODUK PENERBITAN



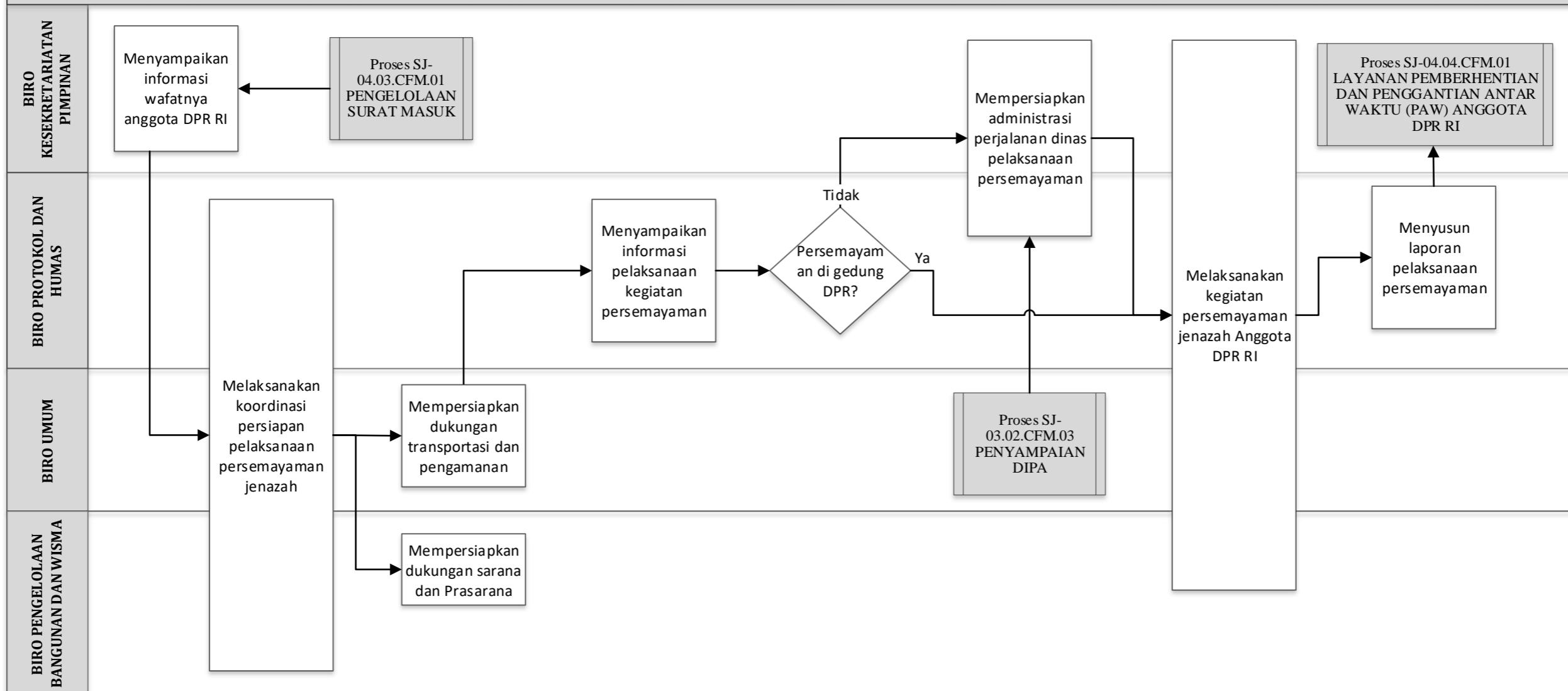
SJ – 10.04.CFM.04
MONITORING DAN EVALUASI PRODUK PENERBITAN



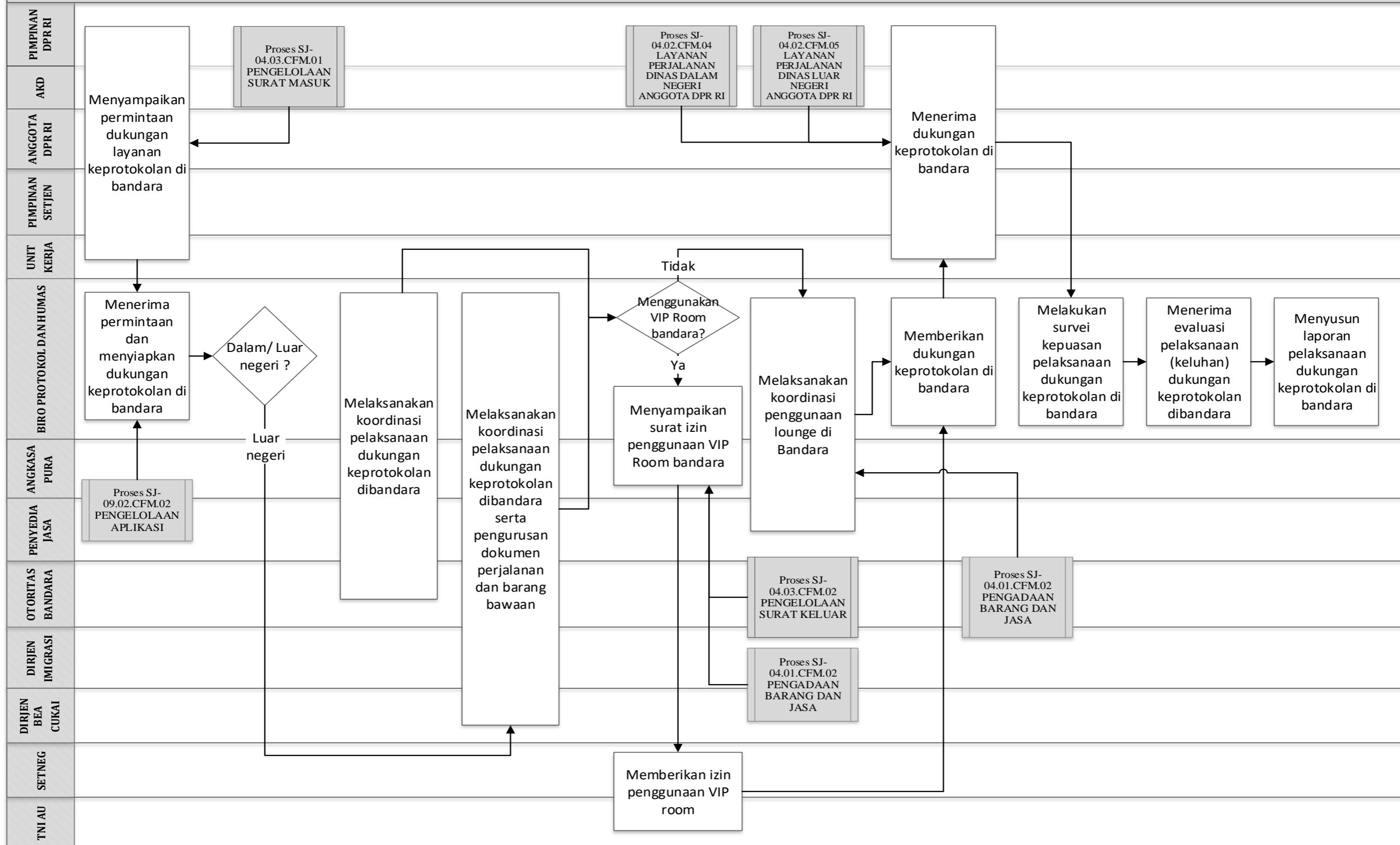
SJ – 11.01.CFM.01
PENDAMPINGAN KEGIATAN DPR RI



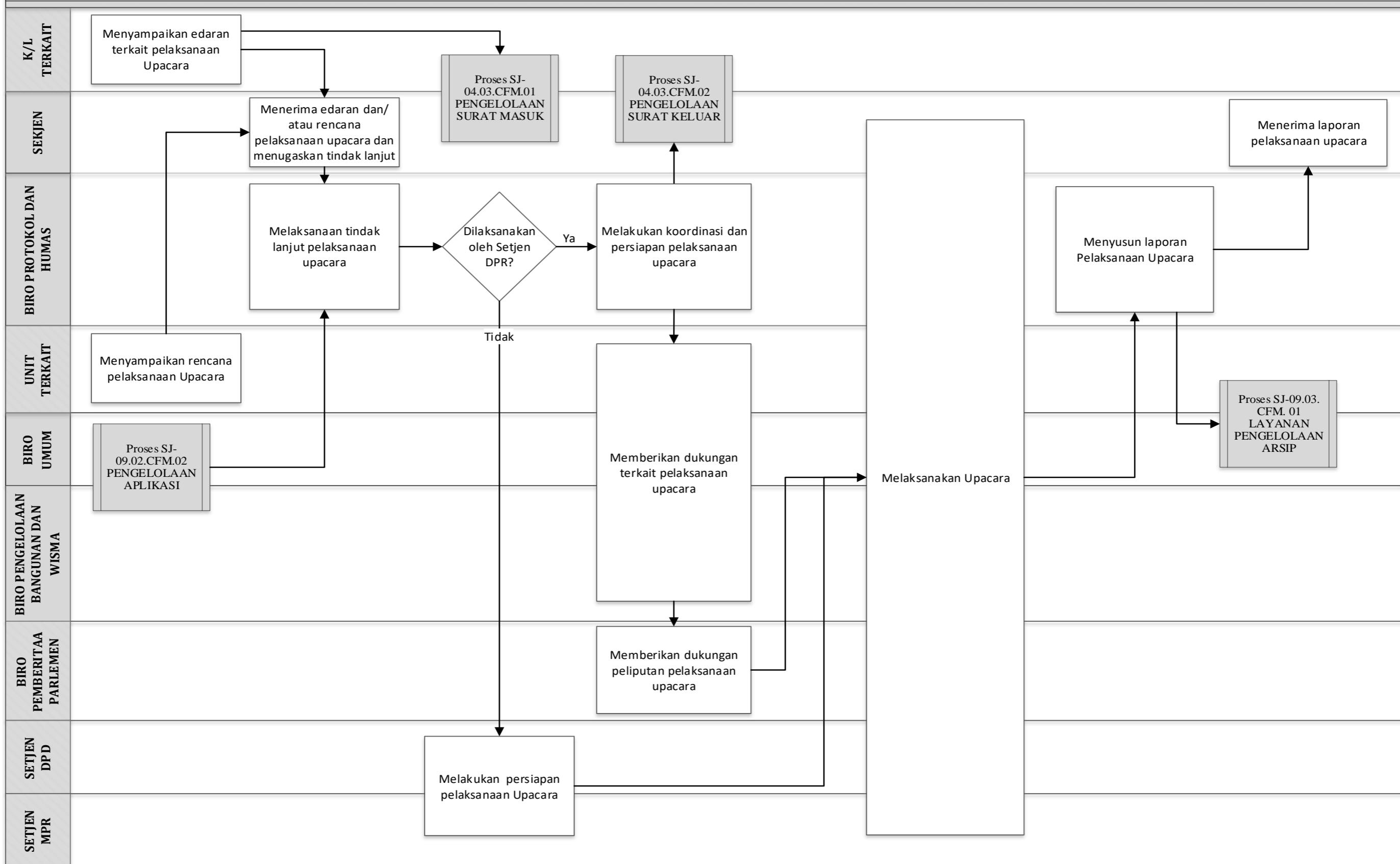
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PERSEMAYAMAN JENAZAH ANGGOTA DPR RI



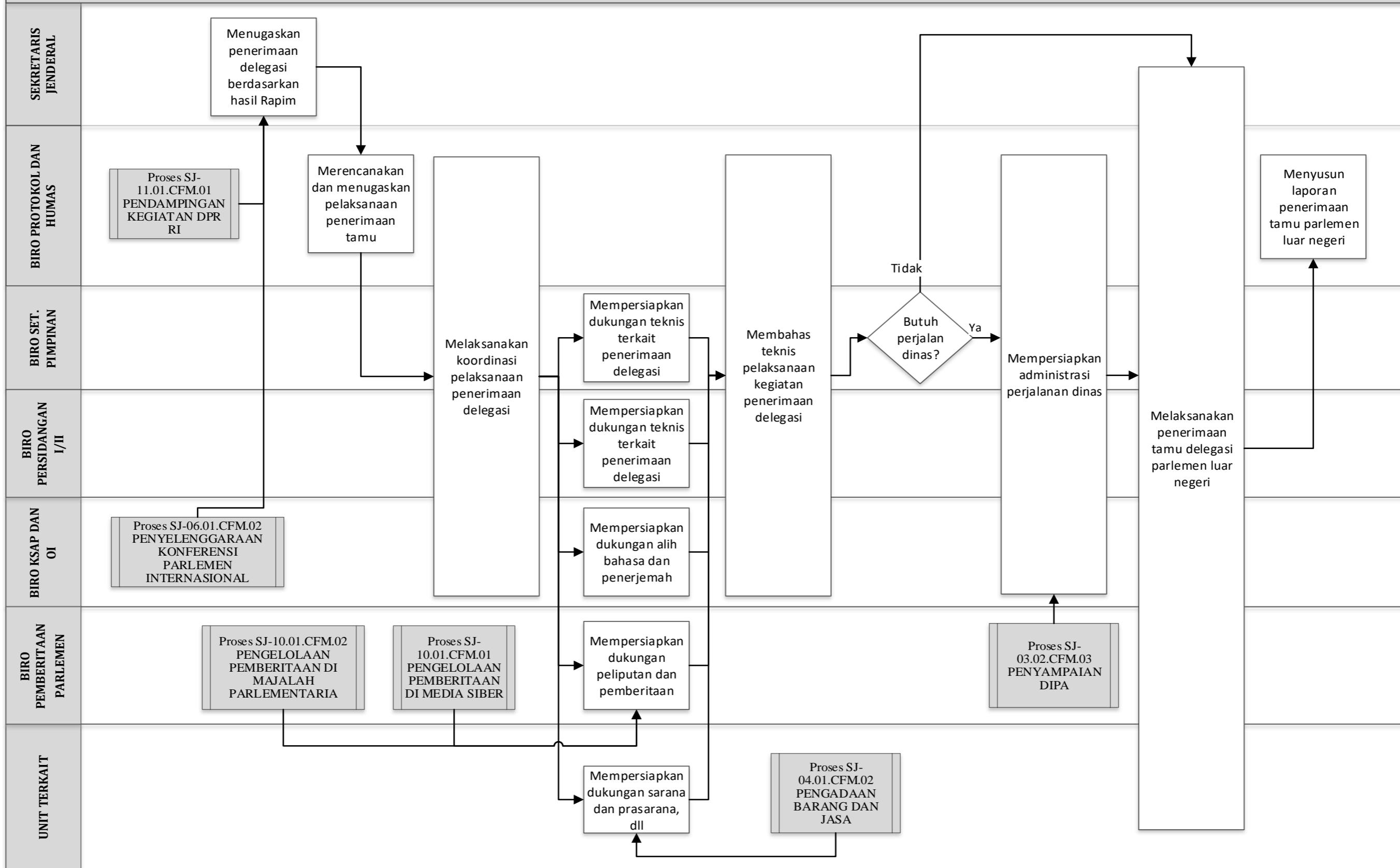
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LAYANAN DUKUNGAN KEPROTOKOLAN DI BANDARA



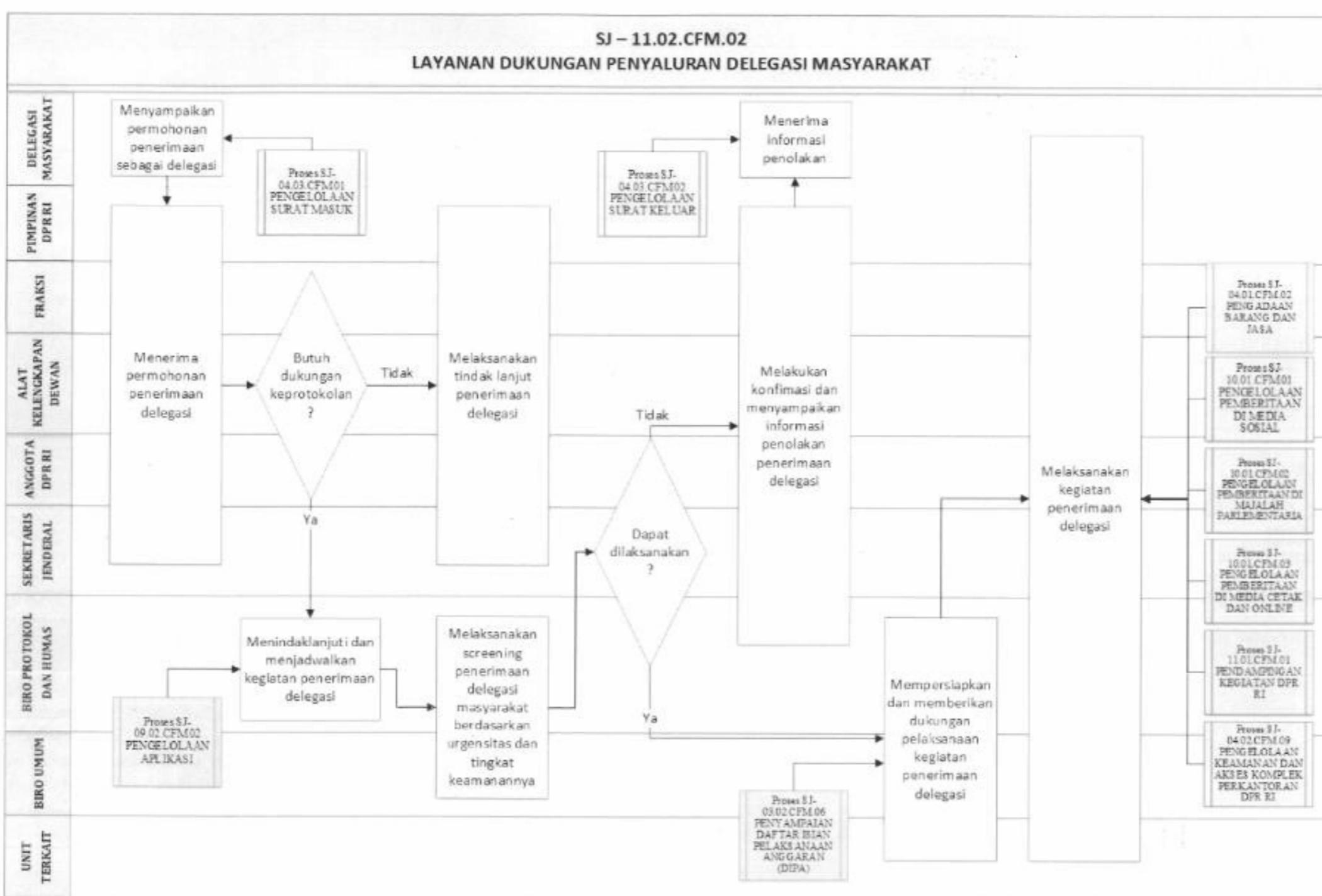
SJ – 11.01.CFM.04
PELAKSANAAN UPACARA



SJ – 11.02.CFM.01
PENERIMAAN KUNJUNGAN TAMU DELEGASI PARLEMEN LUAR NEGERI



SJ – 11.02.CFM.02



SEKRETARIS JENDERAL,

TTD.

INDRA ISKANDAR