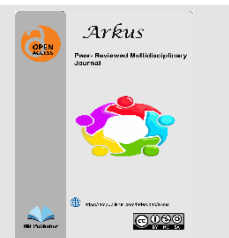




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## Administrative Burden at the Community Empowerment, Village, Population and Civil Registration Services Village Management Sector Central Java Province, Indonesia

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### ABSTRACT

This study discusses the administrative burden on the Office of Community Empowerment, Village, Population, and Civil Registration (Dispermadesdukcapil), especially in the field of Village Planning. The method used in this study is empirical jurisprudence by examining policies that have been in effect and in reality, in people's lives. This study is oriented towards the basic data obtained directly from research conducted in the field, i.e., by interview data collection techniques. Each state administrative tool certainly has its own administrative burden, including the Village Planning Sector Dispermadesdukcapil, which consists of two sections, namely facilitation of village government regulation and evaluation of village development arrangement. The field of Village Planning has its own tasks and functions that focus on facilitating the regulation of the village government. In its implementation, the office issued several policies, and there are certainly obstacles experienced in various ways, both in facilitating regulation, budget, and other activities.

### 1. Introduction

State administrative law (HAN) is a regulation that regulates government officials in carrying out various state activities or tasks in order to achieve predetermined goals. HAN is a law that studies the relationship between the state and the people. Indonesia, which is a modern country, has made efforts to meet the needs of its people with the aim of realizing social welfare. In its implementation, it is necessary to have an instrument that carries out government tasks and meets the welfare needs of the community. This instrument is called state administration. State administration, in its efforts to organize all aspects of state life, is carried out through bureaucracy. Bureaucracy is an important state instrument whose existence is considered

unavoidable. Therefore, the state built an administrative system called government bureaucracy. Government bureaucracy has the aim of serving the interests of the people, so in carrying out its duties, it must be based on principles for the realization of people's welfare. However, in reality, the public considers that the existing bureaucracy in Indonesia is still not optimal. People can judge this because they experience unpleasant things directly when receiving services from the bureaucracy. For example, processing letters or documents (birth certificates, land certificates, ID cards, and others) is considered difficult and complicated, and sometimes there is injustice, lack of transparency, unfriendliness, and so on.

Bureaucracy creates public services. Based on Law Number 25 of 2009 concerning Public Services, the definition of public services is an activity or series of activities in order to fulfill service needs in accordance with statutory regulations for every citizen and resident regarding goods, services, and/or administrative services provided by public service providers.<sup>1</sup> Public services are closely related to the government because the government has responsibilities, one of which is providing services to the community. Good or bad governments can be judged by public satisfaction. To achieve the goal of public services, namely satisfying the desires of the community, it is necessary to provide good quality services that are in accordance with the needs of the community. Therefore, Indonesia needs a government bureaucracy that is honest, fair, and transparent in serving the community. One of the bureaucracies in the service sector is the Community Empowerment, Village, Population, and Civil Registration Service (Dispermadesdukcapil), which is located at the provincial level and can be found in every province throughout Indonesia. Dispermadesdukcapil has the main task of carrying out government affairs in the fields of community empowerment, villages, population administration, and civil registration, which are the authority of the regions and assistance tasks assigned to the regions.<sup>2</sup> In carrying out its duties, Dispermadesdukcapil is faced with various challenges and, of course, also has several difficulties in carrying out its authority and policies, for example, the administrative burden. This administrative burden will, of course, affect the performance and services of Dispermadesdukcapil to the community, so it is necessary to know more about the administrative burdens faced by Dispermadesdukcapil, with the aim that in the future, it can be used as material for consideration and evaluation to create a better Dispermadesdukcapil.

## **2. Methods**

This research uses empirical juridical methods, namely researching policies that have been

implemented and the reality in people's lives, with the aim of collecting the necessary facts and data and then identifying problems and solving them. This research is oriented towards primary or basic data obtained directly from research conducted in the field, namely by using structured interview data collection techniques with sources who work in that field, where researchers have created several questions systematically.

## **3. Results and Discussion**

### **Position and authority of the community empowerment, village, population, and civil registration service of Central Java Province**

Regional offices are regional government administrators. Region can mean Province, Regency, or City. Regional offices have the task of establishing technical policies in accordance with the scope of their duties, validating and implementing public services, and encouraging the implementation of services in accordance with their scope of work.<sup>3</sup> Within the regional service, there is a position, which is an institution that has its own scope of work, which is given position and authority. Even though this government position is given the position and authority to carry out legal actions, it cannot just run alone. The government's position is based on the principle of legality, which states that the government is subject to authorized laws. The principle of legality is the basis of all government and state administration. Government organs exercise their authority based on public law, which is subject to the provisions of the State Administrative Law. From a legal perspective, authority is different from power in that authority is also a right and obligation. This government authority is obtained from statutory regulations in three ways, namely attribution (granting authority from one organ to another organ), delegation (delegation of existing authority to another position or body), and mandate (permission from a government organ to exercise authority). The Community Empowerment, Village, Population and Civil Registration Service of Central Java Province has the

role of making and implementing policies and policy evaluations regarding village governance, development and cooperation, community empowerment, village regulation, and facilitating village administration services. Apart from that, the dukcapil dispermades has the role of implementing and developing administration and secretariat for all work units within the scope of the service and implementing other official functions assigned by the Governor according to their duties and functions.<sup>4</sup>

Meanwhile, the authority of the Central Java Province Community Empowerment, Village, Population and Civil Registration Service is to formulate policies in the fields of village planning, village government administration, village development and cooperation, village community empowerment, and facilitating population administration services. In the field of village planning, there are two sections, namely facilitating village government regulations and evaluating village development arrangements. In the facilitation section, village government regulations have a portion to facilitate all draft district regulations and regent regulations in Central Java, which specifically regulate villages. Village matters are submitted to the province and submitted to the dispermades apart from villages handled by the legal bureau. The systematic way is that the district submits a draft regional regulation before it is adopted, and then it is discussed at the provincial level with the district development and supervision team specifically related to villages. Then, the output is a letter of facilitation in the name of the governor and signed by the regional secretary. Despite the facilitation from the district specifically related to villages in this service, apart from villages in the legal bureau, the output remains the same: the letter is signed by the provincial regional secretary on behalf of the governor. Applications from the district must also be signed by the regional secretary in accordance with provision 2. Regency regional regulations or regent regulations that regulate village matters, such as regional regulations on BPD and regional regulations on village elections. issuing a letter from the regional

secretary in the name of the governor encouraging districts to submit the letter even though it is actually stated in the provisions of the statutory regulations before it is determined that it is mandatory for provincial submission, but there are still many who have not submitted it if the regional regulations are all in place because before they are promulgated, there must be a register number at the legal bureau. The legal bureau will not provide a registration number if there are no facilitation results. So, if a regional regulation is guaranteed to be submitted to the province, however, if the regent's regulation requires a governor's regulation to be implemented directly, it cannot be controlled by the province even though the provisions are mandatory.

#### **Administrative burden at the community empowerment, village, population, and civil registration services of Central Java Province village management sector**

The administrative burden of state institutions is the task of managing, supervising, and implementing policies. State budget planning, human resource management, and oversight of public administration all work together to ensure that the country's various government operations work transparently and efficiently. Each state administrative tool definitely has its own administrative burden, including the Department of Empowerment Public, Villages, Population, and Civil Registration of Central Java Province (Dispermadesdukcapil). Dispermadesdukcapil has sub-fields, namely the Village Management Sector, Village Government Administration Sector, Village Development and Cooperation Sector, Village Community Empowerment Sector, and Population Administration Services Facilitation Sector. Each field has its own administrative burden in accordance with its duties and functions. This discussion will focus on the administrative burden of the Village Management Sector.

The Village Management Sector has the task of preparing policy formulation, coordinating and

implementing policies, evaluating and reporting in the field of evaluating village planning and development and facilitating village government regulations. Meanwhile, its function is as follows: Set materials for policy formulation, policy coordination, and implementation, evaluation and reporting in the field of evaluating village planning and development; Prepare materials for policy formulation, policy coordination and implementation, evaluation, and reporting in the field of facilitating village government regulations; and carry out other official duties assigned by the Head of Service in accordance with his duties and functions.<sup>5</sup>

In the field of village planning, there are two sections, namely facilitating village government regulations and evaluating village development arrangements. In carrying out its obligations, the village planning sector makes several policies. Policies that have been made include issuing regional secretary letters on behalf of the governor. The practice is to encourage districts to submit the letter. Even though the statutory provisions stipulate that before it is determined, it is mandatory to submit it to the province, there are still many who have not submitted it. However, especially regional regulations, all of them have been reported because before they are promulgated, there must be a registration number at the law firm. The legal bureau will not provide a registration number if there are no facilitation results. So if it is a regional regulation it is certain that it will be submitted to the province but if the regent's regulation requires a governor's regulation to be implemented directly and cannot be controlled by the province even though the provisions are mandatory. In facilitating regulations for village governments, the field of village planning also often experiences obstacles, namely when encountering district regulations or regent regulations which in quotation marks contain interests. In facilitating it, it must be normative, but looking at the conditions in the field, between officials in the district, there are clashes and differences of opinion, so it must be accommodated in how it must remain normative but also be able to

accommodate these competent interests.<sup>6,7</sup>

The village management sector also said that the existing operational budget is quite minimal. However, actually facilitating does not require large costs because what is needed is only for a few activities, such as meeting support components, and when carrying out monitoring in districts, which require transportation costs, which are sometimes not covered. This year, Dispermadesdukcapil has not been able to reach all 29 districts due to budget limitations. The budget source is obtained from the Provincial APBD and then broken down in each field in each activity. The Community Empowerment, Village, Population and Civil Registration Service does not directly serve the community because it is at the tiered provincial level, and its task is to facilitate communication and coordination with the districts, then the districts which distribute it to the villages. However, sometimes, they also go directly to the field for certain activities, including providing financial assistance and facilitating village election activities by directly monitoring villages. It is only limited to monitoring because the Central Java Province Community Empowerment, Village, Population and Civil Registration Service does not have the authority to resolve problems if there are problems but only goes down to monitor and compare implementation in one district with another because each district has its own characteristics which are different. can be equated, then the role of this service is to take what is good and can be implemented. The field of village management in facilitating does not depend on the budget, if there is no budget the facilitation must continue. If the application has been submitted, you have to think about how this agency can continue to issue output letters from the regional secretary. Current conditions are that in November the budget has almost run out but there are still many applications that need to be met, so if there is no need for a meeting, it can be communicated via telephone. There is a time limit of 15 working days after the application is submitted, the output must be provided, but the district can also understand if it exceeds this limit.<sup>8,9</sup>

#### 4. Conclusion

In the regional service, there is an institution that has its own scope of work, which is given position and authority. As in the community, village, population, and civil registration service of Central Java Province, namely formulating policies in the field of village planning, village government administration, which has authority in village development and cooperation, empowering village communities, and facilitating population administration services. Specifically in the field of facilitating village government regulations, it has a portion to facilitate all draft district regional regulations and regent regulations in Central Java, which specifically regulate villages. Village matters are submitted to the province and put forward to the dispermades apart from villages handled by the legal bureau.

Each state administration tool, including the Central Java Province Community Empowerment, Village, Population, and Civil Registration Service (Dispermadesdukcapil), has its own administrative burden. In facilitating regulations for village governments, the field of village planning often experiences problems, namely when encountering district regional regulations or regent regulations, which, in quotation marks, contain the interests of the region. In facilitating it, it must be normative but still look at the conditions that occur in the field, such as the conditions that occur between officials in the district. There are clashes and differences of opinion, so it must be accommodated. It must remain normative but also be able to accommodate these competent interests. Apart from that, in the field of village planning, the existing operational budget is quite minimal. However, in its implementation, facilitation does not require large costs. If there is no budget, the facilitation must continue. because what is needed is only for a few activities, such as meeting support components and carrying out monitoring in districts, which require transportation costs that are sometimes not covered. If the application has been submitted, the department must immediately complete and issue an output letter from the regional

secretary in accordance with the time limit of 15 working days after the application is submitted. The output must be given, but in reality, sometimes it exceeds this time limit because the large number of applications that come in collide with the department's agenda.

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