

UNIVERSITAS NEGERI SURABAYA



Universitas Negeri Surabaya

STANDARD OPERATING PROCEDURE (SOP) PROPOSING KARIS, KARSU, KARPEG AND TASPEN

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	UNIVERSITAS NEGERI SURABAYA
	QUALITY PROCEDURE
	PROPOSING KARIS, KARSU, KARPEG AND TASPEN

1.0. PURPOSE

This procedure aims to guide the process of proposing Karis, Karsu, Karpeg, and Taspen for educators and education personnel at the State University of Surabaya.

2.0. SCOPE

This procedure describes the implementation of the proposed process for obtaining Karis, Karsu, Karpeg and Taspen starting from receiving the proposal documents to sending the files to BKN and PT. Taspen.

3.0. REFERENCES

- 3.1. Decree of President Number 22 of 1984
- 3.2. Decree of President Number 11 of 20217 concerning ASN Management
- 3.3. Head of BAKN Circular Letter Number 08 / SE / 1983
- 3.4. Decree of the Head of BAKN Number 066 / KEP / 1974
- 3.5. Decree of Rector Number 3 of 2020 concerning Unesa's Internal Quality Assurance System

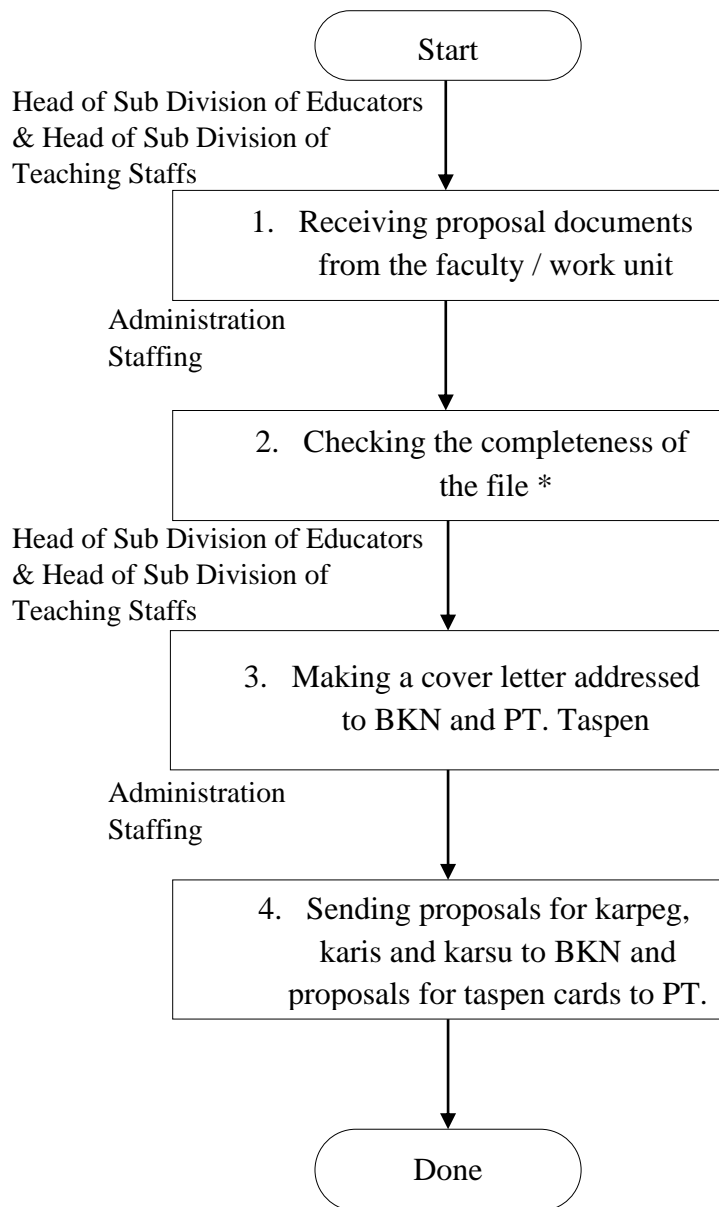
4.0. DEFINITION

- 4.1. Karis is a civil servant wife card
- 4.2. Karsu is a civil servant husband's card
- 4.3. Karpeg is a Civil Servant Card
- 4.4. Taspen Card is a participant card for Pension Insurance Savings
- 4.5. ASN is the State Civil Apparatus

5.0. PROVISION

- 5.1. Employees receive Karis, Karsu, Karpeg and Taspen Cards according to the recommendation of the faculty / work unit.

6.0. PROCEDURE DETAIL



***2.** The proposal file consists of:

1. Photocopy of CPNS Decree
2. Photocopy of SK PNS
3. Fill out the marriage form
4. Photocopy of marriage certificate

7.0. LIST OF RECORDS

- 7.1. Receipt from BKN
- 7.2. Copy of Wife's Card
- 7.3. Copy of Husband's Card
- 7.4. Copy of Employee Card
- 7.5. Copy of Taspen Card
- 7.6. Cover letter

8.0. NOTES OF CHANGES

REV.0, 25 October 2012: Documents starting from scratch (no changes)

REV.01, 20 September 2017, process flow, name and title

REV.02, 6 March 2020, name and title