



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

COPY OF

REGULATION OF THE MINISTER OF FINANCE OF THE REPUBLIC OF  
INDONESIA NUMBER 164/PMK.05/2011

CONCERNING

INSTRUCTIONS FOR PREPARATION AND RATIFICATION OF BUDGET  
IMPLEMENTATION CHECKLIST

BY THE GRACE OF GOD ALMIGHTY

THE MINISTER OF FINANCE OF REPUBLIC OF INDONESIA,

- Considering
- a. that in the framework of the implementation of the State Revenue and Expenditure Budget, State Ministries / Agencies have a duty to prepare a Budget Implementation Checklist;
  - b. that in connection with letter a, letter c under Article 8 of Act Number 17 of 2003 on State Finance in conjunction with Article 8 paragraph (2) of Act Number 1 of 2004 on State Treasury, the Minister of Finance as the Fiscal manager and the State General Treasurer has a duty and authority to ratify the Budget Implementation Checklist;
  - c. that pursuant to Article 14 paragraph (4) of Government Regulation Number 90 of 2010 on Preparation of Work Plan and Budget of State Ministries / Agencies, provisions on ratification procedures for budget implementation document shall be regulated by a Regulation of the Minister of Finance;
  - d. That in order to get the Expenditure Budget of State Ministries / Agencies undertaken in an orderly manner, complying to the provisions of legislation, efficiently, economically, effectively, transparently, and accountably with respect to the sense of justice and propriety, it is deemed necessary to do preparation and ratification of Budget Implementation Checklist;
  - e. Based on the considerations as referred to in letters a, b, c, and d, it is necessary to stipulate a Regulation of the Minister of Finance concerning Instructions for Preparation and Ratification of Budget Implementation Checklist;

- In View of
- 1. [Act Number 20 of 1997](#) on State Revenues (State Gazette of the Republic of Indonesia of 1997 Number 43, Supplement to State Gazette of the Republic of Indonesia Number 3687);



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2. [Act Number 17 of 2003](#) on State Finance (State Gazette of the Republic of Indonesia of 2003 Number 47, Supplement to State Gazette of the Republic of Indonesia Number 4286);
3. [Act Number 1 of 2004](#) on State Treasury (State Gazette of the Republic of Indonesia of 2004 Number 5, Supplement to State Gazette of the Republic of Indonesia Number 4355);
4. [Act Number 15 of 2004](#) on State Financial Audit, Management and Accountability (State Gazette of the Republic of Indonesia of 2004 Number 66, Supplement to State Gazette of the Republic of Indonesia Number 4400);
5. [Act Number 33 of 2004](#) on Financial Balance between Central Government and Regional Government (State Gazette of the Republic of Indonesia of 2004 Number 126, Supplement to State Gazette of the Republic of Indonesia Number 4438);
6. [Government Regulation Number 22 of 1997](#) concerning Types and Deposit of State Revenues (State Gazette of the Republic of Indonesia of 1997 Number 57, Supplement to State Gazette of the Republic of Indonesia Number 3694) as amended by [Government Regulation Number 52 of 1998](#) (State Gazette of the Republic of Indonesia of 1998 Number 85, Supplement to State Gazette of the Republic of Indonesia Number 3760);
7. [Government Regulation Number 73 of 1999](#) on Procedures for Use of Non-Tax State Revenues Sourced from Certain Activities (State Gazette of the Republic of Indonesia of 1999 Number 136, Supplement to State Gazette of the Republic of Indonesia Number 3871);
8. [Government Regulation Number 20 of 2004](#) on Government Work Plan (State Gazette of the Republic of Indonesia of 2004 Number 74, Supplement to State Gazette of the Republic of Indonesia Number 4405);
9. [Government Regulation Number 23 of 2005](#) on Financial Management of Public Service Agency (State Gazette of the Republic of Indonesia of 2005 Number 48, Supplement to State Gazette of the Republic of Indonesia Number 4502);
10. [Government Regulation Number 55 of 2005](#) on Fund Balance (State Gazette of the Republic of Indonesia of 2005 Number 137, Supplement to State Gazette of the Republic of Indonesia Number 4575);
11. [Government Regulation Number 7 of 2008](#) on



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Deconcentration and Assistance Tasks (State Gazette of the Republic of Indonesia of 2008 Number 20, Supplement to State Gazette of the Republic of Indonesia Number 4816);

12. [Government Regulation Number 71 of 2010](#) concerning Government Accounting Standards (State Gazette of the Republic of Indonesia of 2010 Number 123, Supplement to State Gazette of the Republic of Indonesia Number 5165);
13. [Government Regulation Number 90 of 2010](#) concerning Preparation of Work Plan and Budget of State Ministries / Agencies (State Gazette of the Republic of Indonesia of 2010 Number 152, Supplement to State Gazette of the Republic of Indonesia Number 5178);
14. [Government Regulation Number 10 of 2011](#) on Procedures for Provision of Foreign Loans and Grant Revenues (State Gazette of the Republic of Indonesia of 2011 Number 23, Supplement to State Gazette of the Republic of Indonesia Number 5202);
15. [Presidential Decree Number 56/P of 2010](#);
16. [Minister of Finance Regulation Number 156/PMK.07/2008](#) on Guidelines for Management of Deconcentration Fund and Assistance Tasks as amended by Regulation of the Minister of Finance Number 248/PMK.07/2010;
17. [Minister of Finance Regulation Number 126/PMK.07/2010](#) on Implementation and Accountability of Transfer Budget to Regions;
18. [Minister of Finance Regulation Number 93/PMK.02/2011](#) on Guidelines for Preparation and Reviewing of Work Plan and Budget of State Ministries / Agencies;

DECIDES:

To stipulate : REGULATION OF THE MINISTER OF FINANCE CONCERNING INSTRUCTIONS FOR PREPARATION AND RATIFICATION OF BUDGET IMPLEMENTATION CHECKLIST.

Article 1

In this Regulation of the Minister of Finance:

1. State Revenue and Expenditure Budget or *Anggaran Pendapatan dan Belanja Negara*, hereinafter referred to as APBN, is an annual financial plan of the Central



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Government approved by the House of Representatives, the validity period of which is from January 1 to December 31 of the relevant year.

2. Budget Implementation Checklist or *Daftar Isian Pelaksanaan Anggaran*, hereinafter referred to as DIPA, is a budget implementation document prepared by the Budget User / Proxy of Budget User and approved by the Director General of Treasury or Head of the Regional Office of the Directorate General of Treasury, on behalf of the Minister of Finance as the State General Treasurer.
3. Budget User / Proxy of Budget User or *Pengguna Anggaran / Kuasa Pengguna Anggaran*, hereinafter referred to as PA / KPA, is a Minister / a Head of Agency or their proxies who are responsible for budget management in the relevant Ministry / Agency.
4. Function is the embodiment of governance tasks in a specific field carried out in order to achieve national preparation goals.
5. Sub-function is a further elaboration of the function, detailed into several categories.
6. Programs are an elaboration of the State Ministry / Agency policy containing one (1) or several activities using resources provided to achieve measurable outcomes in accordance with the mission carried out by an agency or the public in coordination with the relevant State Ministry / Agency.
7. Outcomes are performance or goals to be achieved through the mobilization of resources and budget on programs and activities.
8. Key Performance Indicator of Programs, hereinafter referred to as KPI of Programs is a key indicator that reflects performance of the program.
9. Activities are part of the programs implemented by 1 (one) or more work units as part of the achievement of measurable targets in a program consisting of a set of actions in the form of resource mobilization, in the form of personnel (human resources), capital goods, including equipment and technology, funds or combination of some or all types of resources as inputs to produce outputs in the form of goods and services.
10. Activity Performance Indicator or *Indikator Kinerja Kegiatan*, hereinafter referred to as IKK, is a reflection of benchmark as a basis for assessing the performance of activities.
11. Outputs are goods or services that result from the



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implementation of 1 (one) or several packages of work incorporated in an activity.

12. Type of expenditure is an economic classification in the government financial statistics standards.
13. Fund Disbursement Plan is a plan of monthly funding requirements made by the PA / KPA for the implementation of activities for 1 (one) fiscal year.
14. Estimated Revenue is a monthly planned revenue made by the PA / KPA, which is expected to be received for 1 (one) fiscal year.
15. Work Unit, hereinafter referred to as WU, is part of an organizational unit within a State Ministry / Agency carrying 1 (one) or some of the activities of an organization that burden the APBN fund.
16. Regional Work Unit or *Satuan Kerja Perangkat Daerah*, hereinafter referred to as SKPD, is an organization / institutions in a local government responsible for the implementation of deconcentration / assistance tasks in certain field in a province, regency, or city.
17. Deconcentration is delegation of authority from the government to the Governor as a government representative.
18. Assistance Tasks are an assignment from the government to a region and / or a village or other designation, with an obligation to report and be accountable for the implementation to the assignor.
19. Joint Affairs are government affairs beyond the government affairs as the full authority of the government, organized jointly by the government, provincial government and regency / city government.
20. Computer Data Archives or *Arsip Data Komputer*, hereinafter referred to as ADK, are softcopy of data archives stored in digital storage media.
21. Budget Nominative List or *Daftar Nominatif Anggaran*, hereinafter referred to as DNA, is a budget allocation summary of a work unit issued by the Director General of Treasury, detailed based on an organizational unit of a State Ministry / Agency and Province as stipulated in the Presidential Decree on the details of the State Revenue and Expenditure Budget.

Article 2

- (1) In the framework of APBN implementation, a Minister / Head of Agency as the PA shall prepare DIPA of the State Ministry / Agency he leads.



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- (2) DIPA as referred to in paragraph (1) shall be based on the Presidential Decree on the details of the State Revenue and Expenditure Budget.

Article 3

DIPA includes a description of Function, Sub-function, Programs, Outcomes, IKU of Programs, Activities, IKK, Outputs, Type of Expenditure, Budget Allocation, Fund Disbursement Plan and Estimated Revenue of the State Ministry / Agency.

Article 4

- (1) Minister / Head of Agency as the PA shall appoint and assign:
- a. KPA of WU of Head Office;
  - b. KPA of WU of Vertical / Technical Implementing Unit, including WU of the Head Office outside DKI Jakarta, and
  - c. KPA of WU in regions.
- to prepare DIPA of State Ministry / Agency.
- (2) Minister / Head of Agency as the PA shall set KPA of SKPD upon proposal of the Governor / Regent / Mayor to prepare DIPA of Assistance Tasks and DIPA of Joint Affairs.
- (3) Minister / Head of Agency as the PA shall delegate the authority to the Governor, appoint KPA on SKPD to prepare DIPA of Deconcentration.

Article 5

- (1) KPA as referred to in Article 4 shall be responsible for:
- a. DIPA preparation as referred to in Article 2 paragraph (2) and Article 3.
  - b. determination and calculation of costs and the use of funds stated in the DIPA.
  - c. determination and calculation of allocation and distribution of funds stated in DIPA of the State General Treasurer.
- (2) In the preparation of DIPA, KPA can only make changes to the code writing errors of regency / city, authority code, and pay office code.

Article 6

- (1) KPA of WU of Head Office as referred to in Article 4 paragraph (1) letter a shall deliver DIPA and ADK to the Director General of Treasury.

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- (2) KPA as referred to in Article 4 paragraph (1) letter b and letter c, paragraph (2), and paragraph (3) shall submit DIPA and ADK to the Head of the Directorate General of Treasury.
- (3) ADK as referred to in paragraph (1) and paragraph (2) comes from the application of RKAKL-DIPA.

Article 7

In the context of ratification of DIPA, validation of DIPA and ADK shall be first performed as referred to in Article 6 under:

1. The Presidential Decree on the details of the State Revenue and Expenditure Budget, and
2. DNA.

Article 8

- (1) The Director General of Treasury on behalf of the Minister of Finance as the State General Treasurer shall certify DIPA of WU of the Head Office located in DKI Jakarta and DIPA of Budget Section of the State General Treasurer.
- (2) Head of the Regional Office of the Directorate General of Treasury, on behalf of the Minister of Finance as the State General Treasurer shall certify DIPA of WU of Vertical / Technical Implementing Unit, including WU of the Head Office outside DKI Jakarta and central WU in regions, DIPA of Deconcentration, DIPA of Assistance Tasks, and DIPA of Joint Affairs.

Article 9

- (1) In case KPA has not delivered DIPA as referred to in Article 6 until the time limit specified, then:
  - a. the Director General of Treasury shall issue a Ratification Letter of DIPA enclosed by DIPA issued by the Director General of Treasury pursuant to the Presidential Decree on the details of the State Revenue and Expenditure Budget as a temporary DIPA.
  - a. Head of the Regional Office of the Directorate General of Treasury shall issue a Ratification Letter of DIPA enclosed by DIPA issued by the Head of the Regional Office of the Directorate General of Treasury, based on DNA as a temporary DIPA.
- (2) The time limit as referred to in paragraph (1) shall be conducted by the Director General of Treasury.



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- (3) Funds to be disbursed upon the temporary DIPA as referred to in paragraph (1) shall be limited to payments of salaries, day-to-day expenses of office, power bills and services, and side dishes / groceries.

Article 10

- (1) KPA shall issue Operational Instructions under the DIPA.
- (2) Operational Instructions as referred to in paragraph (1) is a further elaboration of DIPA and serve as guidelines for the implementation of KPA.

Article 11

- (1) Instructions for Preparation and Ratification of DIPA shall be as set out to in Appendix I, which constitutes an integral and inseparable part of this Ministerial Regulation.
- (2) Format and Procedures for Filling of DIPA, DNA, and Operational Instructions shall be as set out in Appendix II, which constitutes an integral and inseparable part of this Ministerial Regulation.

Article 12

The provisions regarding instructions for preparation and ratification of DIPA referred to in this Ministerial Regulation shall be implemented in the framework of the preparation and ratification of DIPA from the 2012 Fiscal Year.

Article 13

This Regulation of the Minister of Finance shall come into force on the date of its promulgation.  
For public cognizance, this Regulation of the Minister of Finance shall be promulgated by placing it in State Gazette of the Republic of Indonesia.

Stipulated in Jakarta  
on October 10, 2011  
MINISTER OF FINANCE  
Signed,  
AGUS D.W. MARTOWARDOJO





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Promulgated in Jakarta  
on October 10, 2011  
MINISTER OF LAW AND HUMAN RIGHTS  
Signed  
PATRIALIS AKBAR

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2011 NUMBER 630

[Appendix I. ....](#)

[Appendix IIa ....](#)

[Appendix IIb ....](#)