



Legal Analysis Of The Implementation Of The Minister Of Religious Affairs Regulation Number 12 Of 2019 Concerning The Ethics And Behavior Of State Civil Apparatus Employees In The Ministry Of Religious Affairs Environment Towards Employee Performance At The Ministry Of Religious Affairs Office In Serang City

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ABSTRACT

The State Civil Apparatus (ASN) plays a central role in government administration and maintaining national integrity based on the values of Pancasila and the 1945 Constitution. Professionalism and work ethics are essential for creating a bureaucracy free from corruption, collusion, and nepotism. This study aims to analyze the role of civil servants within the Ministry of Religious Affairs of Serang City based on Ministerial Regulation Number 12 of 2019 and to assess the effectiveness of its implementation on employee performance. The research employs a normative legal method with a statutory approach, utilizing primary data from interviews and secondary data from primary, secondary, and tertiary legal materials. The results indicate that civil servants hold a vital role as public servants, yet the enforcement of sanctions for ethical violations remains weak, resulting in a lack of deterrence. Strengthening disciplinary enforcement is therefore necessary to uphold the professionalism and integrity of civil servants in public service.

Keywords: State Civil Apparatus, Regulations, Code of Ethics

ABSTRAK

Aparatur Sipil Negara (ASN) berperan sentral dalam penyelenggaraan pemerintahan dan pemeliharaan integritas bangsa berdasarkan nilai-nilai Pancasila dan UUD 1945. Profesionalitas dan etika kerja ASN menjadi syarat utama terciptanya birokrasi yang bersih dari korupsi, kolusi, dan nepotisme. Penelitian ini bertujuan untuk menganalisis peran ASN di lingkungan Kementerian Agama Kota Serang berdasarkan Peraturan Menteri Agama Nomor 12 Tahun 2019 serta menilai efektivitas penerapan regulasi tersebut terhadap kinerja pegawai. Metode yang digunakan ialah penelitian hukum normatif dengan pendekatan perundang-undangan, melalui data primer berupa wawancara dan data sekunder dari bahan hukum primer, sekunder, dan tersier. Hasil penelitian menunjukkan bahwa ASN memiliki kontribusi penting sebagai pelayan publik, namun penerapan sanksi terhadap pelanggaran kode etik masih lemah sehingga tidak menimbulkan efek jera. Diperlukan penguatan aspek penegakan disiplin agar nilai profesionalisme dan integritas ASN dalam pelayanan publik dapat terjamin.

Kata Kunci: Aparatur Sipil Negara, Peraturan, Kode Etik

INTRODUCTION

The State Civil Apparatus (ASN) has an important role in the implementation of government administration and maintaining the integrity of the unity and integrity of the nation with full loyalty to Pancasila and the 1945 Constitution (Aminah et al., 2024). In order to achieve the goals aspired to by the Indonesian nation. Today, the state civil apparatus is required to increase its professionalism in carrying out its duties and functions and is clean and free from corruption, collusion, and nepotism. As the vanguard of government administration, ASN must have consistency in its existence that behaves wisely by upholding the noble values of Pancasila and the 1945 Constitution, so that it is able to instill in the soul the values of integrity both structurally and culturally (Jahri et al., 2024). ASN is also required to comply with and obey the applicable laws and regulations regarding both personnel and other fields, so that the life of ASN will be in the spotlight in society (Santi et al., 2023). For this reason, an ASN must be able to be an example/role model in social life. However, some civil servants cannot be role models in society by committing crimes, both general and specific, such as embezzlement, murder, corruption, gambling, and so on. After the enactment of Law Number 5 of 2014, changes occurred in the Civil Servant work system, especially in the context of implementing the nation's ideals and realizing the state's goals as stated in the preamble to the Constitution of the Republic of Indonesia (Fitroni et al., 2025).

In 1945, Indonesia established a State Civil Apparatus (ASN) that possessed integrity, professionalism, neutrality, and freedom from political interference, free from corruption, collusion, and nepotism, capable of providing public services to the community and serving as a unifying element of national unity based on Pancasila and the 1945 Constitution of the Republic of Indonesia (Sintha Andiningtyas Kirani et al., 2024).

As Civil Servants (ASN), appointed by a Decree (SK) from an agency or ministry, they must comply with and adhere to applicable laws and regulations. They must also be responsible for their work, demonstrate professionalism, honesty, and maintain a high level of loyalty and fidelity (Fikri, 2021). Article 1, paragraph 1 of Law Number 20 of 2023 concerning the State Civil Apparatus states that the State Civil Apparatus (ASN) is a profession for civil servants and government employees with employment contracts who work for government agencies. Furthermore, Article 1 number 2 of Law Number 20 of 2023 explains that State Civil Apparatus Employees, hereinafter referred to as ASN Employees, are civil servants and government employees with employment contracts appointed by the Civil Service Development Officer and assigned duties in a government position or other state duties and are paid remuneration based on statutory regulations (Pratiwi et al., 2025).

Therefore, PNS/ASN are: (1) Civil servants are positioned as elements of the state apparatus tasked with providing services to the public in a professional, honest, fair, and equitable manner in carrying out state, government, and development duties. (2) In these positions and duties, civil servants must be neutral

from the influence of all groups and political parties and must not discriminate in providing services to the public. (3) To ensure neutrality, civil servants are prohibited from being members and/or administrators of political parties.

Furthermore, State Civil Apparatus Employees are tasked with: (1) Implementing public policies established by the Civil Service Development Officer in accordance with statutory provisions. Civil Servants carry out their duties as public officials, as assigned by their superiors in accordance with their respective duties and in accordance with applicable regulations. (2) Providing professional and high-quality public services. Civil Servants are tasked with providing services to the public in accordance with their respective fields, and are expected to do so professionally and with excellent quality, promptly, and without the appearance of delay. (3) Strengthening the unity of the Unitary State of the Republic of Indonesia. Civil Servants are obligated to maintain national unity, particularly in relation to maintaining stability within society and maintaining unity within the Unitary State of the Republic of Indonesia.

Civil Servants (ASN) serve as planners, implementers, and supervisors of the general tasks of government and national development through the implementation of professional public policies and services, free from political interference, and free from corruption, collusion, and nepotism (Yusuf et al., 2024).

In this regard, ASN employees serve as planners, implementers, and supervisors of the general tasks of government and national development through the implementation of professional public policies and services, free from political interference, and free from corruption, collusion, and nepotism (Gofar et al., 2025).

The provisions and regulations mentioned above are general rules that Civil Servants must adhere to and observe in carrying out their duties and obligations as Civil Servants (Fitroni et al., 2025). Therefore, each Civil Service employee in their respective agency also has specific regulations designed to safeguard and supervise them in carrying out their daily work and duties. This is also the case at the Ministry of Religious Affairs, where there are regulations regarding the code of ethics for Civil Service employees within the Ministry of Religious Affairs, namely Minister of Religious Affairs Regulation Number 12 of 2019 concerning the Code of Ethics and Code of Conduct for Civil Service Employees at the Ministry of Religious Affairs. Article 9 of Minister of Religious Affairs Regulation Number 12 of 2019 concerning the Code of Ethics and Code of Conduct for Civil Service Employees at the Ministry of Religious Affairs states that the Code of Ethics and Code of Conduct, as referred to in Article 4 paragraph (4), includes: (1) Prioritizing duties and functions; (2) Improving knowledge, expertise, and other personal abilities through various available means and media necessary for carrying out duties; (3) Carrying out duties properly, diligently, and with full attention to the work; (4) Maintaining all state assets/properties at the Ministry of Religious Affairs. (5) Carry out work according to working hours; (6) Not provide information categorized as state secrets or official secrets; and (7) Carry out duties without collaboration with individuals with vested interests or those influencing decisions.

A Code of Ethics is a norm that must be adhered to by everyone in a particular institution or agency. Therefore, the function of a code of ethics has three meanings:

- (1) As a means of social control;
- (2) As a deterrent to interference from other parties.
- (3) As a deterrent to misunderstandings and conflicts.

From the above definition, it can be understood that a code of ethics defines the boundaries that every employee must adhere to to avoid violating regulations and to regulate their behavior, ensuring they do not violate applicable norms. The issue of discipline among Civil Servants remains questionable, as Civil Servants continue to prioritize personal duties over their duties and functions as Civil Servants, resulting in non-compliance with established working hours. Similarly, Civil Servants within the Ministry of Religious Affairs in Serang City continue to prioritize personal interests, resulting in a lack of discipline or late arrival to the office. This clearly violates Minister of Religious Affairs Regulation Number 12 of 2019 concerning the Code of Ethics and Code of Conduct for Civil Servants at the Ministry of Religious Affairs.

The Ministry of Religious Affairs in Serang City provides an attendance facility to enforce employee attendance discipline. Employees who arrive late are subject to sanctions in the form of verbal warnings. Enforcing work discipline through the implementation of work regulations and procedures, while instilling work ethics and norms, creates an orderly, safe, calm, and enjoyable work environment. However, in reality, this isn't as ideal as it seems. For example, many employees still display a less-than-friendly attitude when providing services to the public, and some employees are frequently late.

METHODS

Legal research is an analytical process that encompasses specific methods, systematics, and thinking aimed at studying specific legal phenomena and then seeking solutions to emerging problems. Therefore, an appropriate research method is required. This method helps the research process align with the problem formulation being studied and the research objectives to be achieved (Maisondra, 2022). There are two types of legal research: normative legal research and empirical legal research. Normative legal research utilizes secondary data sources or literature. Empirical legal research utilizes data sourced directly from the community. In the research conducted by the researcher for this journal, the Normative Legal Research method was used (Wulandari, 2019). **Data Sources** The data sources used in this research are as follows: (1) Primary Data Sources: Primary data are research sources obtained directly from original sources (not through intermediaries). Primary data sources can include the opinions of individuals or groups (Melisa et al., 2025). (2) Secondary Data Sources: The next data source used by the author is secondary material, namely data collected, processed, and presented by other parties, not obtained directly from the researcher and the research subjects (Fauzi et al., 2024).

RESULTS AND DISCUSSION

The Role of Civil Servants within the Ministry of Religious Affairs of Serang City Based on Ministerial Regulation Number 12 of 2019

Civil servants hold the position of elements of the state apparatus, state servants, and public servants who, with full loyalty and obedience to Pancasila, the 1945 Constitution, the state, and the government, are tasked with providing services to the public professionally, honestly, fairly, and equitably in carrying out state, government, and development duties. Civil servants must be able to implement all applicable laws and regulations, particularly those relating to personnel, such as Law Number 5 of 2014 concerning the State Civil Apparatus and Government Regulation Number 94 of 2021 concerning Civil Servant Discipline. Article 3 of Law Number 5 of 2014 states that every civil servant in carrying out their duties and profession must be guided by principles, including core values and a code of ethics and conduct. Meanwhile, Articles 4 and 5 of the ASN Law stipulate that the core values, code of ethics, and code of conduct are outlined in detail.

Based on an interview conducted by the researcher with the Head of the Serang City Ministry of Religious Affairs Office, Mr. H. Lukmanul Hakim, S.Ag., M.Si. "... According to Mr. H. Lukmanul Hakim, S.Ag., M.Si., in addition to the provisions contained in the ASN Law, every employee must adhere to the guidelines stipulated in Government Regulation Number 94 of 2021 concerning Civil Servant Discipline, which Among them, it contains 17 obligations and 15 prohibitions. The substance contained in the ASN Law Among other things, it is emphasized that the State Civil Apparatus is a form of profession, therefore it requires principles, basic values, a code of ethics and a code of conduct as well as competency development. Civil servants as part of the State Civil Apparatus are one of the elements of state administration. As one of the elements of the state apparatus, civil servants in their position as government apparatus are controlled by the government even though every time there is a change of head of government, Civil Servants must continue to serve the state and the legitimate government without being affected by the change. Therefore, as a public servant, it means that in carrying out their duties, ASN must continue to strive to serve the interests of the community and facilitate all matters of community members.

Every civil servant must have full loyalty and obedience to Pancasila, the 1945 Constitution, the State and the Government. The Civil Servant Code of Ethics for Disciplinary Conduct is defined as a habit or character arising from habits and values or qualities that become the subject of study regarding moral standards and judgments. The code of ethics includes the analysis and application of concepts such as right, wrong, good, bad, and responsibility. The values contained in ethics and morals are very specific spiritually reflecting the nobility of human nature that must be used as the most fundamental guideline for human actions, both personally as government officials and as members of society. A code of ethics is an ethical system agreed upon by a particular community group. Codes of ethics are generally included in social norms, but if there are codes of ethics that have rather severe sanctions, then they fall into the category of legal norms. A code of ethics

can also be interpreted as a pattern of rules, procedures, signs, ethical guidelines in carrying out an activity or work.

The Civil Servant (ASN) employee code of ethics is a set of rules or procedures that serve as a guideline for all ASN employees, with the goal of ensuring their professionalism in providing the best possible service to the public. Generally, a code of ethics is a set of norms, principles, and values that serve as guidelines for members of a particular professional group in their attitudes, behavior, and activities. In everyday life, every human being has bonds. Within the family, personal life is limited by provisions or guidelines derived from both customs and religion. In social life, the benchmark is positive law, the implementation of which is intended to maintain and foster a sense of justice. While in professional life, the dignity and honor of members are determined by the code of ethics. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline states that the ASN code of ethics is a guideline for the attitudes, behavior, and actions of ASN in carrying out their duties and in daily social interactions.

Linked to government management, ASN must be able to develop professionalism in efforts to achieve their mission. This means that any action that is inappropriate, unsupportive, or even hinders the achievement of the mission is considered an ethical violation. Government employees who slack off to the office or fail to diligently carry out their assigned duties may be considered to have violated the civil servant or ASN code of ethics. In general, government ethics has two functions in government administration:

1. A guideline, reference, benchmark, and guide in carrying out government duties.
2. A benchmark for assessing the decisions and/or actions of government officials as good or bad, commendable or reprehensible.

In explaining government ethics, it can be stated that, in essence, the sources of government ethics can come from laws and regulations, religious values, and socio-cultural values derived from community life, as well as from customs and similar practices.

This is reaffirmed and further elaborated in Article 4 of the Minister of Religious Affairs Regulation Number 12 of 2019, which states:

1. Faith and devotion to God Almighty, as referred to in Article 3 letter a, constitute the belief, awareness, and responsibility of ASN employees as creatures of God Almighty.
2. Integrity, as referred to in Article 3 letter b, constitutes attitudes and actions that reflect harmony between heart, mind, words, and deeds, as individuals or ASN employees, in carrying out their duties properly and correctly.
3. Professionalism, as referred to in Article 3 letter c, constitutes the attitudes and behavior of ASN employees in carrying out their duties in a disciplined, competent, and timely manner, with the best results.

4. Responsibility as referred to in Article 3 letter d is the attitude and behavior of ASN employees who are always committed to prioritizing the interests of the state above personal interests, other parties, and/or groups.
5. Exemplary behavior as referred to in Article 3 letter e is the manifestation of noble and commendable personal qualities in carrying out duties and in community life, thereby serving as a role model for fellow ASN employees and members of the community.

Professionalism and responsibility are points in the Ministry of Religious Affairs' Code of Ethics for Civil Servants, as stipulated in Article 4 paragraph (3) and Article 4 paragraph (4) of Minister of Religious Affairs Regulation Number 12 of 2019. This demonstrates that professionalism and responsibility are essential for Civil Servants at the Ministry of Religious Affairs to support their performance. However, their implementation remains very difficult due to the presence of individuals who deliberately neglect these principles for personal gain. Therefore, strict sanctions are necessary in this regard. However, in Minister of Religious Affairs Regulation Number 12 of 2019, these sanctions have not been significantly elaborated, and the sanctions contained in Minister of Religious Affairs Regulation Number 13 of 2019 are not yet considered effective enough to create a deterrent effect on these individuals.

The sanctions contained in Article 39 of Minister of Religious Affairs Regulation Number 13 of 2019 include moral sanctions, which are outlined as follows:

1. If the Honorary Council decides that the Reported ASN Employee is proven to have violated the Code of Ethics and Code of Conduct, the Council The honor of providing recommendations in the form of imposing moral sanctions on the Reported ASN Employee.
2. Moral sanctions as referred to in paragraph (1) shall take the form of:
 - a. a closed statement; or
 - b. a public statement.
3. Moral sanctions in the form of a closed statement as referred to in paragraph (2) letter a shall constitute a written statement of regret and apology from the Reported ASN Employee to the Minister and the Authorized Official.
4. Moral sanctions in the form of a public statement as referred to in paragraph (2) letter b shall constitute a written statement of regret and apology from the Reported ASN Employee to the Minister and the Authorized Official, and shall be announced publicly through:
 - a. an official ASN Employee meeting forum;
 - b. a flag ceremony; or
 - c. the Ministry of Religious Affairs website.

The role of the State Civil Apparatus, as described above, is primarily to serve and provide the best service to the community. However, sometimes there are individuals who are irresponsible in carrying out their duties. This certainly requires strict sanctions, not only moral and disciplinary sanctions, but also

sanctions that must be carried out by these individuals must be permanent and not just temporary. Such as demotion or even salary reduction and so on. This is to create a deterrent effect for those who violate these and to create a peaceful, calm, and humble environment for the Ministry of Religious Affairs.

Effectiveness of Minister of Religious Affairs Regulation Number 12 of 2019 at the Ministry of Religious Affairs Office in Serang City.

Violations of the Civil Service Code of Ethics include any statements, writings, or actions by Civil Service Employees or civil servants/PPPK that violate the provisions of the regulations relating to the Civil Service Corps and the Civil Service Code of Ethics. "Speech" refers to any words spoken in front of or audible to others, such as in meetings, lectures, discussions, by telephone, radio, television, recordings, or other communication devices. "Writing" refers to written statements or feelings, whether in writing or in the form of drawings, caricatures, or other similar forms. "Action" refers to any behavior, attitude, or action. Any violation of the Civil Service Code of Ethics will be subject to sanctions in the form of disciplinary action, in accordance with the regulations, in this case Government Regulation Number 94 of 2021 concerning Civil Service Discipline. Discipline enforcement can be interpreted as punishment, although this is not the true meaning. Discipline comes from the Latin word "Disciplina," which means training or education in politeness and spirituality, as well as character development.

Thus, discipline is related to developing an appropriate attitude toward work. Discipline is defined as "a mental attitude reflected in the actions and behavior of individuals, groups, or communities, in the form of compliance or obedience to regulations established by the government or the ethical norms and rules prevailing in society." Work discipline is an attitude of respect, appreciation, obedience, and adherence to applicable regulations, both written and unwritten.

Both written and unwritten, and are able to carry them out and not evade the sanctions if they violate the duties and authority assigned to them. Therefore, from the above definition, it can be concluded that work discipline is diligence, obedience, activities, and a highly respectful attitude that are evident in accordance with the rules and regulations mutually agreed upon between the organization and its employees. Civil servants who are aware of their responsibilities are those who comply with their obligations and avoid all prohibitions within their responsibilities as Civil servants, thus fulfilling the character of a good Civil servant.

With the aim of educating and fostering civil servants, those who violate these obligations and prohibitions will be subject to disciplinary sanctions. Article 1 Number 1 of Government Regulation Number 94 of 2021 concerning Civil Servant Discipline, what is meant by Civil Servant Discipline is the ability of Civil Servants to comply with obligations and avoid prohibitions stipulated in laws and/or official regulations, which, if disobedient or violated, will be subject to disciplinary sanctions. To improve discipline among Civil Servants, the government has issued a regulatory policy through Government Regulation Number 94 of 2021 concerning

Civil Servant Discipline. Civil Servants, as government officials and public servants, are expected to always be ready to carry out their assigned duties to the best of their ability.

The process for imposing penalties for violations of the Civil Servant Code of Ethics has not been specifically regulated, but refers to Government Regulation Number 94 of 2021 concerning Civil Servant Discipline. The State understands that the system for imposing disciplinary sanctions on Civil Servants is as follows:

1. Summons

Civil Servants suspected of violating the Civil Servants' Code of Ethics are summoned by an authorized official or the agency's Code of Ethics Honorary Council. If the first summons is not received, a second summons will be issued, taking into account the domicile and date of the summons. If the second summons is not received, a penalty for violating the Code of Ethics can be imposed, as failure to attend the second summons is considered acceptance of the suspicion of violating the Civil Servants' Code of Ethics.

2. Examination

Before conducting the examination, the Code of Ethics Honorary Council will first review the report or materials regarding the violation of the Civil Servants' Code of Ethics committed by the Civil Servant.

3. Imposition of Penalties

The purpose of sanctions for violating the Code of Ethics is to improve and educate Civil Servants (PNS) who violate the Code of Ethics.

4. Delivery of Punishment

The delivery of moral sanctions can be carried out in the following ways: A closed statement, namely the delivery of the punishment by an authorized official or another designated official in a closed room. The definition of "closed room" is that the delivery of the statement is known only to the Civil Servant concerned, the official making the statement, and other officials related to the official's records. This means must not hold a lower rank than the Civil Servant concerned. Public statements may be made through official Civil Servant meetings, such as flag ceremonies, the mass media, and other forums deemed appropriate.

5. Objections to Penalties

Decisions regarding penalties for violations of the code of ethics are final, meaning no objections may be filed. Therefore, the Code of Ethics Honorary Council must be careful, thorough, and wise in conducting investigations, as its decision is final. To obtain objective information, the Code of Ethics Honorary Council may request information from other parties deemed to have knowledge of the code of ethics violation.

Sanctions for Code of Ethics Violations Violations of the Civil Servant Code of Ethics may be subject to moral sanctions. In addition to moral sanctions, they can also take the form of administrative sanctions, and even further, disciplinary

sanctions against the Civil Servant. Disciplinary sanctions refer to minor disciplinary sanctions, including verbal warnings, written warnings, and statements of dissatisfaction. These minor disciplinary sanctions generally have no impact on the Civil Servant, but are more moral in nature, as a person will feel embarrassed if reprimanded by a superior. This feeling of shame is a moral sanction. Severe penalties can also be imposed on civil servants who violate the code of ethics, including dismissal from office. Disciplinary punishment in the form of dismissal from office is removal from an organic position. Dismissal also means the revocation of all authority inherent in that position.

During the dismissal, the civil servant in question receives full salary except for position allowances. Civil servants who are subject to disciplinary sanctions in the form of honorable discharge not at their own request as civil servants, if they meet the length of service and retirement age requirements according to applicable laws and regulations, are entitled to a pension. Dishonorable discharge as a civil servant. Civil servants who are subject to the disciplinary penalty of dishonorable discharge are not entitled to their pension even if they meet the length of service and retirement age requirements. Civil servants suspected of committing disciplinary violations are summoned in writing by their immediate superior for questioning. A Civil Servant suspected of committing a disciplinary violation must be summoned no later than 7 (seven) working days before the examination date. If the person concerned fails to appear on the scheduled examination date, a second summons must be issued no later than 7 (seven) working days from the date the person concerned was supposed to be examined during the first summons. If the Civil Servant concerned still fails to appear on the examination date, the authorized official will impose a disciplinary sanction based on the available evidence and testimony without conducting an examination.

Before imposing a disciplinary sanction on a Civil Servant, each direct superior must first examine the Civil Servant suspected of committing a disciplinary violation. The examination shall be conducted in private, and the results shall be recorded in an examination report. If, according to the examination results, the authority to impose a disciplinary sanction on the Civil Servant concerned rests with the person's direct superior, the direct superior must impose the disciplinary sanction. If the matter is a higher-ranking official, the immediate superior is required to report the matter hierarchically, along with a report of the examination. To ensure a smooth examination, Civil Servants suspected of committing disciplinary violations and potentially facing severe disciplinary sanctions may be temporarily relieved from their duties by their immediate superior upon the examination. This temporary release from their duties is valid until a disciplinary decision is made. Civil Servants who are temporarily relieved from their duties retain their employee rights in accordance with statutory regulations.

The examination of Civil Servants who violate discipline must be conducted thoroughly and objectively, so that the official authorized to punish can carefully consider the type of disciplinary sanction to be imposed on the Civil Servants.

Efforts to deliver disciplinary sanctions are carried out by: Every imposition of disciplinary sanctions is determined by a decision of the official authorized to punish. In principle, the delivery of disciplinary sanctions is carried out Not by the official authorized to punish. The civil servant concerned is summoned in writing to be present to receive the disciplinary decision. The disciplinary decision is delivered privately by the official authorized to punish or another designated official, to the civil servant concerned, with a copy sent to the relevant agency official. If the office of the official authorized to punish and the office of the civil servant subjected to the disciplinary punishment are far apart, the official authorized to punish may appoint another official to deliver the disciplinary decision, provided that their rank or page number is not lower than that of the civil servant subjected to the disciplinary punishment.

The disciplinary decision must be delivered no later than 14 working days from the date of the decision. If the civil servant subjected to the punishment is not present at the time the disciplinary decision is delivered, the disciplinary decision will be sent to the person concerned at their last known address recorded at their agency. Disciplinary decisions imposed by Presidential Decree are delivered to the civil servant subjected to the disciplinary punishment by the head of their parent agency. The above are the procedures for summons, examination, and delivery of disciplinary decisions based on Government Regulation Number 94 of 2021 concerning Civil Servant Discipline. Provisions regarding the Indonesian National Armed Forces and the Indonesian National Police will be regulated separately based on the applicable laws of their respective agencies.

The purpose of imposing disciplinary sanctions is essentially a developmental one, namely to improve and educate Civil Servants who commit disciplinary violations so that they develop an attitude of remorse and strive to not repeat the offense and improve themselves in the future. It is also intended to discourage other Civil Servants from committing disciplinary violations. Before imposing disciplinary sanctions, the authorized official must carefully study the results of the investigation and pay close attention to the factors that prompted or caused the Civil Servant to commit the disciplinary violation and the impact of that violation. Although the form of disciplinary violation is the same, the factors that prompted and the resulting impact of the disciplinary violation are different, and therefore the type of disciplinary punishment imposed will vary. Civil Servants found to have committed a disciplinary violation must be subject to disciplinary punishment commensurate with the violation. The level and type of disciplinary action do not have to be hierarchical.

Regarding the Code of Ethics and Guidelines for Employee Conduct within the Ministry of Religious Affairs in Serang City, most employees commit disciplinary violations such as being late for work, leaving early, and other irregularities that lead to reduced employee effectiveness. Based on an interview conducted by the researcher with the Head of the Ministry of Religious Affairs Office in Serang City, Mr. H. Lukmanul Hakim, S.Ag., M.Si, "...According to Mr. H. Lukmanul Hakim, S.Ag., M.Si, the regulations regarding the code of ethics for State

Civil Apparatus Employees within the Ministry of Religious Affairs in Serang City should primarily include strict sanctions for State Civil Apparatus who lack discipline. This is expected to create an effective and efficient government. Discipline must be enforced within an agency. Without good discipline from State Civil Apparatus, it is difficult for the government to achieve its goals. Sanctions imposed on State Civil Apparatus in the Ministry of Religious Affairs in Serang City who violate disciplinary regulations include:

1. Verbal warning, a disciplinary penalty in the form of a verbal warning is stated and delivered verbally by an official authorized to punish the State Civil Apparatus who committed a disciplinary violation. If a superior reprimands a subordinate but does not explicitly state it as a disciplinary penalty, it is not a disciplinary penalty.
2. Written warning, a disciplinary penalty in the form of a written warning is stated and delivered in writing by an authorized official. Punish civil servants who commit disciplinary violations.
3. Written statement of dissatisfaction. Disciplinary punishment in the form of a written statement of dissatisfaction is stated and delivered in writing by an official authorized to punish civil servants who commit disciplinary violations.
4. Postponement of periodic salary increases for a maximum of one year. Disciplinary punishment in the form of postponing periodic salary increases, is set for a minimum period of three months and a maximum period of one year. The period of postponement of periodic salary increases is The salary reduction will be calculated in full towards the next periodic salary increase.
5. Salary reduction of one periodic salary increase for a maximum of one year. Disciplinary punishment in the form of a salary reduction of one periodic salary increase is set for a minimum period of three months and a maximum period of one year. After the period of serving the disciplinary punishment is completed, the civil servant's basic salary will immediately return to its original basic salary. The salary reduction period will be calculated in full towards the next periodic salary increase. If, during the period of serving the disciplinary punishment, the civil servant in question meets the requirements for a periodic salary increase, the periodic salary increase will be granted starting the month following the end of the disciplinary punishment period.
6. Postponement of promotion for a maximum period of one year. Disciplinary punishment in the form of a postponement of promotion is set for a minimum period of six months and a maximum period of one year, starting from the date of the civil servant's promotion. Demotion to a lower rank will be for a maximum period of one year. Disciplinary punishment in the form of demotion to a lower rank is imposed for a minimum of six months and a maximum of one year. After the disciplinary punishment of demotion is completed, the civil servant in question automatically reverts

to their original rank. The period of service in the last rank before being subjected to the disciplinary punishment of demotion is counted as length of service for the next promotion. Subsequent promotions for civil servants subjected to disciplinary punishment in the form of demotion can only be considered after the civil servant in question has been reinstated to their original rank for at least one year.

The implementation of disciplinary measures against civil servants is still insufficient and ineffective in deterring civil servants. Minister of Religious Affairs Regulation Number 12 of 2019 should provide detailed information on this matter to prevent individuals from intentionally violating the rules.

CONCLUSION

Based on the results of the research on the Legal Review of the Implementation of Minister of Religious Affairs Regulation Number 12 of 2019 concerning the Code of Ethics and Code of Conduct for Civil Servants of the Ministry of Religious Affairs on Employee Performance at the Ministry of Religious Affairs Office in Serang City, the following conclusions can be drawn: (1) The role of Civil Servants within the Ministry of Religious Affairs Office in Serang City, according to Minister of Religious Affairs Regulation Number 12 of 2019, is that Civil Servants (ASN) have a crucial role as servants of the state and the community, and are required to carry out their duties with professionalism, honesty, and fairness, while adhering to the applicable code of ethics and regulations. The ASN code of ethics serves as a guideline for behavior that supports the achievement of government missions and upholds moral values in public service. (2) The effectiveness of Minister of Religious Affairs Regulation Number 12 of 2019 at the Ministry of Religious Affairs Office in Serang City is less effective because the sanctions issued are not sufficiently strict, and the Regulation does not provide a significant description of the sanctions imposed on Civil Servants who commit violations. However, in the Regulation of the Minister of Religion Number 13 of 2019, it is explained significantly, but the sanctions are not yet effective and do not have a deterrent effect on civil servants who commit violations.

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