

## INTISARI

Penelitian ini bertujuan untuk menganalisis prosedur verifikasi BPHTB di Badan Keuangan dan Aset Daerah (BKAD) Kabupaten Kulon Progo. Analisis pada penelitian ini menggunakan metode *walkthrough* pada pendekatan *lean government*. *Defect, over production, waiting, non-utilizing skills, transportation, inventory, motion*, dan *extra processing* merupakan 8 titik inefisiensi pada pendekatan *lean government*. Hasil penelitian menunjukkan bahwa terdapat 2 titik inefisiensi pada proses verifikasi BPHTB BKAD Kabupaten Kulon Progo yaitu *defect* berupa potensi rusak atau hilangnya berkas verifikasi akibat tidak adanya prosedur pengarsipan sebelum proses validasi dan *over production* berupa potensi bertambahnya pekerjaan yang tidak dibutuhkan akibat dari rusak atau hilangnya berkas verifikasi. Oleh karena itu, saran untuk BKAD Kulon Progo adalah melakukan perencanaan penyusunan prosedur pengarsipan pada proses verifikasi BPHTB, penyusunan prosedur secara teknis, dan meningkatkan kualitas komunikasi kerja antara pelaksana verifikasi BPHTB.

**Kata Kunci:** *lean government*, analisis, prosedur, BPHTB, verifikasi.

## ABSTRACT

*This research aim is to analyse fee for right of land and building acquisition verification procedure in Kulon Progo Region Financial and Asset Office. The analysis of this research is using walkthrough method of lean government approach. Defect, over production, waiting, non-utilizing skills, transportation, inventory, motion, and extra processing are 8 wastes of lean government approach. The observation shows that the fee for right of land and building acquisition verification procedure contains 2 wastes, comprise a possibility of high damaged or document lost as defect category in case there is missing procedure of verification document archive process before declaration and additional useless working motion as overproduction category due to high damaged or document lost. Therefore, the author recommends a procedure planning, procedure arrangement technically, and enhancing the quality of working communication in verification procedure process.*

**Keywords:** *lean government, analysis, procedure, fee for right of land and building acquisition, verification.*