

	MANUAL DE PROCESOS Y PROCEDIMIENTOS
	PROCESO GESTIÓN JURÍDICA
	Caracterización del Proceso
	Código: PS06-CP01

RESPONSABLE
Subsecretario(a) Jurídico(a).

OBJETIVO
Brindar en forma oportuna e integral el asesoramiento jurídico que requiere la Secretaría y las entidades que conforman el Sector Hábitat, que permita la implementación y ejecución de las políticas, programas e intervenciones en temas relacionados con el hábitat en el Distrito Capital.

ALCANCE
Aplica para la defensa judicial y extrajudicial de la Secretaría, la emisión de conceptos jurídicos y el trámite jurídico de actuaciones administrativas.

BASE LEGAL
Véase Normograma.

REQUISITOS NORMATIVOS
NTCGP 1000: 4.2.1c, 4.2.1d, 8.1, 8.2.3, 8.4, 8.5.
NTD-SIG 001:2011: 4.2.1d, 4.2.2g, 4.2.2h, 4.2.6, 5.1a, 5.1b, 5.1c, 5.1d, 5.1e, 5.1f, 5.1g, 5.1h, 5.1i, 5.1j, 5.1l, 6.2d, 6.2e, 6.2f, 6.2g, 6.2h, 6.2i, 6.2j, 6.2k, 6.2l, 6.2m, 6.2n, 6.2o, 6.2p, 6.2q, 6.2r, 6.2s, 6.2t, 6.2u, 6.2v, 6.2w, 6.2x, 6.2y, 6.2z, 6.3a, 6.3b, 6.3c, 6.3d, 6.3e, 6.3f, 6.3g, 6.3h, 6.3i, 6.3j, 6.3k, 6.3l, 6.3m, 6.3n, 6.3o, 6.3p, 6.3q, 6.3r, 6.3s, 6.3t, 6.3u, 6.3v, 6.3w, 6.3x, 6.3y, 6.3z, 6.4a, 6.4b, 6.4c, 6.4d, 6.4e, 6.4f, 6.4g, 6.4h, 6.4i, 6.4j, 6.4k, 6.4l, 6.4m, 6.4n, 6.4o, 6.4p, 6.4q, 6.4r, 6.4s, 6.4t, 6.4u, 6.4v, 6.4w, 6.4x, 6.4y, 6.4z, 6.5a, 6.5b, 6.5c, 6.5d, 6.5e, 6.5f, 6.5g, 6.5h, 6.5i, 6.5j, 6.5k, 6.5l, 6.5m, 6.5n, 6.5o, 6.5p, 6.5q, 6.5r, 6.5s, 6.5t, 6.5u, 6.5v, 6.5w, 6.5x, 6.5y, 6.5z, 6.6a, 6.6b, 6.6c, 6.6d, 6.6e, 6.6f, 6.6g, 6.6h, 6.6i, 6.6j, 6.6k, 6.6l, 6.6m, 6.6n, 6.6o, 6.6p, 6.6q, 6.6r, 6.6s, 6.6t, 6.6u, 6.6v, 6.6w, 6.6x, 6.6y, 6.6z, 6.7a, 6.7b, 6.7c, 6.7d, 6.7e, 6.7f, 6.7g, 6.7h, 6.7i, 6.7j, 6.7k, 6.7l, 6.7m, 6.7n, 6.7o, 6.7p, 6.7q, 6.7r, 6.7s, 6.7t, 6.7u, 6.7v, 6.7w, 6.7x, 6.7y, 6.7z, 6.8a, 6.8b, 6.8c, 6.8d, 6.8e, 6.8f, 6.8g, 6.8h, 6.8i, 6.8j, 6.8k, 6.8l, 6.8m, 6.8n, 6.8o, 6.8p, 6.8q, 6.8r, 6.8s, 6.8t, 6.8u, 6.8v, 6.8w, 6.8x, 6.8y, 6.8z, 6.9a, 6.9b, 6.9c, 6.9d, 6.9e, 6.9f, 6.9g, 6.9h, 6.9i, 6.9j, 6.9k, 6.9l, 6.9m, 6.9n, 6.9o, 6.9p, 6.9q, 6.9r, 6.9s, 6.9t, 6.9u, 6.9v, 6.9w, 6.9x, 6.9y, 6.9z, 6.10a, 6.10b, 6.10c, 6.10d, 6.10e, 6.10f, 6.10g, 6.10h, 6.10i, 6.10j, 6.10k, 6.10l, 6.10m, 6.10n, 6.10o, 6.10p, 6.10q, 6.10r, 6.10s, 6.10t, 6.10u, 6.10v, 6.10w, 6.10x, 6.10y, 6.10z, 6.11a, 6.11b, 6.11c, 6.11d, 6.11e, 6.11f, 6.11g, 6.11h, 6.11i, 6.11j, 6.11k, 6.11l, 6.11m, 6.11n, 6.11o, 6.11p, 6.11q, 6.11r, 6.11s, 6.11t, 6.11u, 6.11v, 6.11w, 6.11x, 6.11y, 6.11z, 6.12a, 6.12b, 6.12c, 6.12d, 6.12e, 6.12f, 6.12g, 6.12h, 6.12i, 6.12j, 6.12k, 6.12l, 6.12m, 6.12n, 6.12o, 6.12p, 6.12q, 6.12r, 6.12s, 6.12t, 6.12u, 6.12v, 6.12w, 6.12x, 6.12y, 6.12z, 6.13a, 6.13b, 6.13c, 6.13d, 6.13e, 6.13f, 6.13g, 6.13h, 6.13i, 6.13j, 6.13k, 6.13l, 6.13m, 6.13n, 6.13o, 6.13p, 6.13q, 6.13r, 6.13s, 6.13t, 6.13u, 6.13v, 6.13w, 6.13x, 6.13y, 6.13z, 6.14a, 6.14b, 6.14c, 6.14d, 6.14e, 6.14f, 6.14g, 6.14h, 6.14i, 6.14j, 6.14k, 6.14l, 6.14m, 6.14n, 6.14o, 6.14p, 6.14q, 6.14r, 6.14s, 6.14t, 6.14u, 6.14v, 6.14w, 6.14x, 6.14y, 6.14z, 6.15a, 6.15b, 6.15c, 6.15d, 6.15e, 6.15f, 6.15g, 6.15h, 6.15i, 6.15j, 6.15k, 6.15l, 6.15m, 6.15n, 6.15o, 6.15p, 6.15q, 6.15r, 6.15s, 6.15t, 6.15u, 6.15v, 6.15w, 6.15x, 6.15y, 6.15z, 6.16a, 6.16b, 6.16c, 6.16d, 6.16e, 6.16f, 6.16g, 6.16h, 6.16i, 6.16j, 6.16k, 6.16l, 6.16m, 6.16n, 6.16o, 6.16p, 6.16q, 6.16r, 6.16s, 6.16t, 6.16u, 6.16v, 6.16w, 6.16x, 6.16y, 6.16z, 6.17a, 6.17b, 6.17c, 6.17d, 6.17e, 6.17f, 6.17g, 6.17h, 6.17i, 6.17j, 6.17k, 6.17l, 6.17m, 6.17n, 6.17o, 6.17p, 6.17q, 6.17r, 6.17s, 6.17t, 6.17u, 6.17v, 6.17w, 6.17x, 6.17y, 6.17z, 6.18a, 6.18b, 6.18c, 6.18d, 6.18e, 6.18f, 6.18g, 6.18h, 6.18i, 6.18j, 6.18k, 6.18l, 6.18m, 6.18n, 6.18o, 6.18p, 6.18q, 6.18r, 6.18s, 6.18t, 6.18u, 6.18v, 6.18w, 6.18x, 6.18y, 6.18z, 6.19a, 6.19b, 6.19c, 6.19d, 6.19e, 6.19f, 6.19g, 6.19h, 6.19i, 6.19j, 6.19k, 6.19l, 6.19m, 6.19n, 6.19o, 6.19p, 6.19q, 6.19r, 6.19s, 6.19t, 6.19u, 6.19v, 6.19w, 6.19x, 6.19y, 6.19z, 6.20a, 6.20b, 6.20c, 6.20d, 6.20e, 6.20f, 6.20g, 6.20h, 6.20i, 6.20j, 6.20k, 6.20l, 6.20m, 6.20n, 6.20o, 6.20p, 6.20q, 6.20r, 6.20s, 6.20t, 6.20u, 6.20v, 6.20w, 6.20x, 6.20y, 6.20z, 6.21a, 6.21b, 6.21c, 6.21d, 6.21e, 6.21f, 6.21g, 6.21h, 6.21i, 6.21j, 6.21k, 6.21l, 6.21m, 6.21n, 6.21o, 6.21p, 6.21q, 6.21r, 6.21s, 6.21t, 6.21u, 6.21v, 6.21w, 6.21x, 6.21y, 6.21z, 6.22a, 6.22b, 6.22c, 6.22d, 6.22e, 6.22f, 6.22g, 6.22h, 6.22i, 6.22j, 6.22k, 6.22l, 6.22m, 6.22n, 6.22o, 6.22p, 6.22q, 6.22r, 6.22s, 6.22t, 6.22u, 6.22v, 6.22w, 6.22x, 6.22y, 6.22z, 6.23a, 6.23b, 6.23c, 6.23d, 6.23e, 6.23f, 6.23g, 6.23h, 6.23i, 6.23j, 6.23k, 6.23l, 6.23m, 6.23n, 6.23o, 6.23p, 6.23q, 6.23r, 6.23s, 6.23t, 6.23u, 6.23v, 6.23w, 6.23x, 6.23y, 6.23z, 6.24a, 6.24b, 6.24c, 6.24d, 6.24e, 6.24f, 6.24g, 6.24h, 6.24i, 6.24j, 6.24k, 6.24l, 6.24m, 6.24n, 6.24o, 6.24p, 6.24q, 6.24r, 6.24s, 6.24t, 6.24u, 6.24v, 6.24w, 6.24x, 6.24y, 6.24z, 6.25a, 6.25b, 6.25c, 6.25d, 6.25e, 6.25f, 6.25g, 6.25h, 6.25i, 6.25j, 6.25k, 6.25l, 6.25m, 6.25n, 6.25o, 6.25p, 6.25q, 6.25r, 6.25s, 6.25t, 6.25u, 6.25v, 6.25w, 6.25x, 6.25y, 6.25z, 6.26a, 6.26b, 6.26c, 6.26d, 6.26e, 6.26f, 6.26g, 6.26h, 6.26i, 6.26j, 6.26k, 6.26l, 6.26m, 6.26n, 6.26o, 6.26p, 6.26q, 6.26r, 6.26s, 6.26t, 6.26u, 6.26v, 6.26w, 6.26x, 6.26y, 6.26z, 6.27a, 6.27b, 6.27c, 6.27d, 6.27e, 6.27f, 6.27g, 6.27h, 6.27i, 6.27j, 6.27k, 6.27l, 6.27m, 6.27n, 6.27o, 6.27p, 6.27q, 6.27r, 6.27s, 6.27t, 6.27u, 6.27v, 6.27w, 6.27x, 6.27y, 6.27z, 6.28a, 6.28b, 6.28c, 6.28d, 6.28e, 6.28f, 6.28g, 6.28h, 6.28i, 6.28j, 6.28k, 6.28l, 6.28m, 6.28n, 6.28o, 6.28p, 6.28q, 6.28r, 6.28s, 6.28t, 6.28u, 6.28v, 6.28w, 6.28x, 6.28y, 6.28z, 6.29a, 6.29b, 6.29c, 6.29d, 6.29e, 6.29f, 6.29g, 6.29h, 6.29i, 6.29j, 6.29k, 6.29l, 6.29m, 6.29n, 6.29o, 6.29p, 6.29q, 6.29r, 6.29s, 6.29t, 6.29u, 6.29v, 6.29w, 6.29x, 6.29y, 6.29z, 6.30a, 6.30b, 6.30c, 6.30d, 6.30e, 6.30f, 6.30g, 6.30h, 6.30i, 6.30j, 6.30k, 6.30l, 6.30m, 6.30n, 6.30o, 6.30p, 6.30q, 6.30r, 6.30s, 6.30t, 6.30u, 6.30v, 6.30w, 6.30x, 6.30y, 6.30z, 6.31a, 6.31b, 6.31c, 6.31d, 6.31e, 6.31f, 6.31g, 6.31h, 6.31i, 6.31j, 6.31k, 6.31l, 6.31m, 6.31n, 6.31o, 6.31p, 6.31q, 6.31r, 6.31s, 6.31t, 6.31u, 6.31v, 6.31w, 6.31x, 6.31y, 6.31z, 6.32a, 6.32b, 6.32c, 6.32d, 6.32e, 6.32f, 6.32g, 6.32h, 6.32i, 6.32j, 6.32k, 6.32l, 6.32m, 6.32n, 6.32o, 6.32p, 6.32q, 6.32r, 6.32s, 6.32t, 6.32u, 6.32v, 6.32w, 6.32x, 6.32y, 6.32z, 6.33a, 6.33b, 6.33c, 6.33d, 6.33e, 6.33f, 6.33g, 6.33h, 6.33i, 6.33j, 6.33k, 6.33l, 6.33m, 6.33n, 6.33o, 6.33p, 6.33q, 6.33r, 6.33s, 6.33t, 6.33u, 6.33v, 6.33w, 6.33x, 6.33y, 6.33z, 6.34a, 6.34b, 6.34c, 6.34d, 6.34e, 6.34f, 6.34g, 6.34h, 6.34i, 6.34j, 6.34k, 6.34l, 6.34m, 6.34n, 6.34o, 6.34p, 6.34q, 6.34r, 6.34s, 6.34t, 6.34u, 6.34v, 6.34w, 6.34x, 6.34y, 6.34z, 6.35a, 6.35b, 6.35c, 6.35d, 6.35e, 6.35f, 6.35g, 6.35h, 6.35i, 6.35j, 6.35k, 6.35l, 6.35m, 6.35n, 6.35o, 6.35p, 6.35q, 6.35r, 6.35s, 6.35t, 6.35u, 6.35v, 6.35w, 6.35x, 6.35y, 6.35z, 6.36a, 6.36b, 6.36c, 6.36d, 6.36e, 6.36f, 6.36g, 6.36h, 6.36i, 6.36j, 6.36k, 6.36l, 6.36m, 6.36n, 6.36o, 6.36p, 6.36q, 6.36r, 6.36s, 6.36t, 6.36u, 6.36v, 6.36w, 6.36x, 6.36y, 6.36z, 6.37a, 6.37b, 6.37c, 6.37d, 6.37e, 6.37f, 6.37g, 6.37h, 6.37i, 6.37j, 6.37k, 6.37l, 6.37m, 6.37n, 6.37o, 6.37p, 6.37q, 6.37r, 6.37s, 6.37t, 6.37u, 6.37v, 6.37w, 6.37x, 6.37y, 6.37z, 6.38a, 6.38b, 6.38c, 6.38d, 6.38e, 6.38f, 6.38g, 6.38h, 6.38i, 6.38j, 6.38k, 6.38l, 6.38m, 6.38n, 6.38o, 6.38p, 6.38q, 6.38r, 6.38s, 6.38t, 6.38u, 6.38v, 6.38w, 6.38x, 6.38y, 6.38z, 6.39a, 6.39b, 6.39c, 6.39d, 6.39e, 6.39f, 6.39g, 6.39h, 6.39i, 6.39j, 6.39k, 6.39l, 6.39m, 6.39n, 6.39o, 6.39p, 6.39q, 6.39r, 6.39s, 6.39t, 6.39u, 6.39v, 6.39w, 6.39x, 6.39y, 6.39z, 6.40a, 6.40b, 6.40c, 6.40d, 6.40e, 6.40f, 6.40g, 6.40h, 6.40i, 6.40j, 6.40k, 6.40l, 6.40m, 6.40n, 6.40o, 6.40p, 6.40q, 6.40r, 6.40s, 6.40t, 6.40u, 6.40v, 6.40w, 6.40x, 6.40y, 6.40z, 6.41a, 6.41b, 6.41c, 6.41d, 6.41e, 6.41f, 6.41g, 6.41h, 6.41i, 6.41j, 6.41k, 6.41l, 6.41m, 6.41n, 6.41o, 6.41p, 6.41q, 6.41r, 6.41s, 6.41t, 6.41u, 6.41v, 6.41w, 6.41x, 6.41y, 6.41z, 6.42a, 6.42b, 6.42c, 6.42d, 6.42e, 6.42f, 6.42g, 6.42h, 6.42i, 6.42j, 6.42k, 6.42l, 6.42m, 6.42n, 6.42o, 6.42p, 6.42q, 6.42r, 6.42s, 6.42t, 6.42u, 6.42v, 6.42w, 6.42x, 6.42y, 6.42z, 6.43a, 6.43b, 6.43c, 6.43d, 6.43e, 6.43f, 6.43g, 6.43h, 6.43i, 6.43j, 6.43k, 6.43l, 6.43m, 6.43n, 6.43o, 6.43p, 6.43q, 6.43r, 6.43s, 6.43t, 6.43u, 6.43v, 6.43w, 6.43x, 6.43y, 6.43z, 6.44a, 6.44b, 6.44c, 6.44d, 6.44e, 6.44f, 6.44g, 6.44h, 6.44i, 6.44j, 6.44k, 6.44l, 6.44m, 6.44n, 6.44o, 6.44p, 6.44q, 6.44r, 6.44s, 6.44t, 6.44u, 6.44v, 6.44w, 6.44x, 6.44y, 6.44z, 6.45a, 6.45b, 6.45c, 6.45d, 6.45e, 6.45f, 6.45g, 6.45h, 6.45i, 6.45j, 6.45k, 6.45l, 6.45m, 6.45n, 6.45o, 6.45p, 6.45q, 6.45r, 6.45s, 6.45t, 6.45u, 6.45v, 6.45w, 6.45x, 6.45y, 6.45z, 6.46a, 6.46b, 6.46c, 6.46d, 6.46e, 6.46f, 6.46g, 6.46h, 6.46i, 6.46j, 6.46k, 6.46l, 6.46m, 6.46n, 6.46o, 6.46p, 6.46q, 6.46r, 6.46s, 6.46t, 6.46u, 6.46v, 6.46w, 6.46x, 6.46y, 6.46z, 6.47a, 6.47b, 6.47c, 6.47d, 6.47e, 6.47f, 6.47g, 6.47h, 6.47i, 6.47j, 6.47k, 6.47l, 6.47m, 6.47n, 6.47o, 6.47p, 6.47q, 6.47r, 6.47s, 6.47t, 6.47u, 6.47v, 6.47w, 6.47x, 6.47y, 6.47z, 6.48a, 6.48b, 6.48c, 6.48d, 6.48e, 6.48f, 6.48g, 6.48h, 6.48i, 6.48j, 6.48k, 6.48l, 6.48m, 6.48n, 6.48o, 6.48p, 6.48q, 6.48r, 6.48s, 6.48t, 6.48u, 6.48v, 6.48w, 6.48x, 6.48y, 6.48z, 6.49a, 6.49b, 6.49c, 6.49d, 6.49e, 6.49f, 6.49g, 6.49h, 6.49i, 6.49j, 6.49k, 6.49l, 6.49m, 6.49n, 6.49o, 6.49p, 6.49q, 6.49r, 6.49s, 6.49t, 6.49u, 6.49v, 6.49w, 6.49x, 6.49y, 6.49z, 6.50a, 6.50b, 6.50c, 6.50d, 6.50e, 6.50f, 6.50g, 6.50h, 6.50i, 6.50j, 6.50k, 6.50l, 6.50m, 6.50n, 6.50o, 6.50p, 6.50q, 6.50r, 6.50s, 6.50t, 6.50u, 6.50v, 6.50w, 6.50x, 6.50y, 6.50z, 6.51a, 6.51b, 6.51c, 6.51d, 6.51e, 6.51f, 6.51g, 6.51h, 6.51i, 6.51j, 6.51k, 6.51l, 6.51m, 6.51n, 6.51o, 6.51p, 6.51q, 6.51r, 6.51s, 6.51t, 6.51u, 6.51v, 6.51w, 6.51x, 6.51y, 6.51z, 6.52a, 6.52b, 6.52c, 6.52d, 6.52e, 6.52f, 6.52g, 6.52h, 6.52i, 6.52j, 6.52k, 6.52l, 6.52m, 6.52n, 6.52o, 6.52p, 6.52q, 6.52r, 6.52s, 6.52t, 6.52u, 6.52v, 6.52w, 6.52x, 6.52y, 6.52z, 6.53a, 6.53b, 6.53c, 6.53d, 6.53e, 6.53f, 6.53g, 6.53h, 6.53i, 6.53j, 6.53k, 6.53l, 6.53m, 6.53n, 6.53o, 6.53p, 6.53q, 6.53r, 6.53s, 6.53t, 6.53u, 6.53v, 6.53w, 6.53x, 6.53y, 6.53z, 6.54a, 6.54b, 6.54c, 6.54d, 6.54e, 6.54f, 6.54g, 6.54h, 6.54i, 6.54j, 6.54k, 6.54l, 6.54m, 6.54n, 6.54o, 6.54p, 6.54q, 6.54r, 6.54s, 6.54t, 6.54u, 6.54v, 6.54w, 6.54x, 6.54y, 6.54z, 6.55a, 6.55b, 6.55c, 6.55d, 6.55e, 6.55f, 6.55g, 6.55h, 6.55i, 6.55j, 6.55k, 6.55l, 6.55m, 6.55n, 6.55o, 6.55p, 6.55q, 6.55r, 6.55s, 6.55t, 6.55u, 6.55v, 6.55w, 6.55x, 6.55y, 6.55z, 6.56a, 6.56b, 6.56c, 6.56d, 6.56e, 6.56f, 6.56g, 6.56h, 6.56i, 6.56j, 6.56k, 6.56l, 6.56m, 6.56n, 6.56o, 6.56p, 6.56q, 6.56r, 6.56s, 6.56t, 6.56u, 6.56v, 6.56w, 6.56x, 6.56y, 6.56z, 6.57a, 6.57b, 6.57c, 6.57d, 6.57e, 6.57f, 6.57g, 6.57h, 6.57i, 6.57j, 6.57k, 6.57l, 6.57m, 6.57n, 6.57o, 6.57p, 6.57q, 6.57r, 6.57s, 6.57t, 6.57u, 6.57v, 6.57w, 6.57x, 6.57y, 6.57z, 6.58a, 6.58b, 6.58c, 6.58d, 6.58e, 6.58f, 6.58g, 6.58h, 6.58i, 6.58j, 6.58k, 6.58l, 6.58m, 6.58n, 6.58o, 6.58p, 6.58q, 6.58r, 6.58s, 6.58t, 6.58u, 6.58v, 6.58w, 6.58x, 6.58y, 6.58z, 6.59a, 6.59b, 6.59c, 6.59d, 6.59e, 6.59f, 6.59g, 6.59h, 6.59i, 6.59j, 6.59k, 6.59l, 6.59m, 6.59n, 6.59o, 6.59p, 6.59q, 6.59r, 6.59s, 6.59t, 6.59u, 6.59v, 6.59w, 6.59x, 6.59y, 6.59z, 6.60a, 6.60b, 6.60c, 6.60d, 6.60e, 6.60f, 6.60g, 6.60h, 6.60i, 6.60j, 6.60k, 6.60l, 6.60m, 6.60n, 6.60o, 6.60p, 6.60q, 6.60r, 6.60s, 6.60t, 6.60u, 6.60v, 6.60w, 6.60x, 6.60y, 6.60z, 6.61a, 6.61b, 6.61c, 6.61d, 6.61e, 6.61f, 6.61g, 6.61h, 6.61i, 6.61j, 6.61k, 6.61l, 6.61m, 6.61n, 6.61o, 6.61p, 6.61q, 6.61r, 6.61s, 6.61t, 6.61u, 6.61v, 6.61w, 6.61x, 6.61y, 6.61z, 6.62a, 6.62b, 6.62c, 6.62d, 6.62e, 6.62f, 6.62g, 6.62h, 6.62i, 6.62j, 6.62k, 6.62l, 6.62m, 6.62n, 6.62o, 6.62p, 6.62q, 6.62r, 6.62s, 6.62t, 6.62u, 6.62v, 6.62w, 6.62x, 6.62y, 6.62z, 6.63a, 6.63b, 6.63c, 6.63d, 6.63e, 6.63f, 6.63g, 6.63h, 6.63i, 6.63j, 6.63k, 6.63l, 6.63m, 6.63n, 6.63o, 6.63p, 6.63q, 6.63r, 6.63s, 6.63t, 6.63u, 6.63v, 6.63w, 6.63x, 6.63y, 6.63z, 6.64a, 6.64b, 6.64c, 6.64d, 6.64e, 6.64f, 6.64g, 6.64h, 6.64i, 6.64j, 6.64k, 6.64l, 6.64m, 6.64n, 6.64o, 6.64p, 6.64q, 6.64r, 6.64s, 6.64t, 6.64u, 6.64v, 6.64w, 6.64x, 6.64y, 6.64z, 6.65a, 6.65b, 6.65c, 6.65d, 6.65e, 6.65f, 6.65g, 6.65h, 6.65i, 6.65j, 6.65k, 6.65l, 6.65m, 6.65n, 6.65o, 6.65p, 6.65q, 6.65r, 6.65s, 6.65t, 6.65u, 6.65v, 6.65w, 6.65x, 6.65y, 6.65z, 6.66a, 6.66b, 6.66c, 6.66d, 6.66e, 6.66f, 6.66g, 6.66h, 6.66i, 6.66j, 6.66k, 6.66l, 6.66m, 6.66n, 6.66o, 6.66p, 6.66q, 6.66r, 6.66s, 6.66t, 6.66u, 6.66v, 6.66w, 6.66x, 6.66y, 6.66z, 6.67a, 6.67b, 6.67c, 6.67d, 6.67e, 6.67f, 6.67g, 6.67h, 6.67i, 6.67

PROVEEDOR		ENTRADAS	ACTIVIDADES CLAVE	RESPONSABLE	SALIDAS	CLIENTE	
Interno	Externo					Interno	Externo
Todos los procesos	Usuarios Partes interesadas	Solicitud de información, PQRS.	VERIFICAR: Hacer seguimiento.	Subsecretario(a) Jurídico(a)	Respuestas a las PQRS y solicitudes de información.	Gestión de bienes, servicios e infraestructura	Usuarios Partes interesadas
		Mapa de riesgos	VERIFICAR: Realizar la evaluación y seguimiento a los controles definidos en el mapa de riesgos para mitigar los riesgos identificados.	Subsecretario(a) Jurídico(a)	Mapa de riesgos Plan de mejoramiento	Evaluación, control y mejoramiento	
Gestión de bienes, servicios e infraestructura		Informe de seguimiento a los requerimientos recibidos en la entidad Análisis de la encuesta de satisfacción y percepción de la prestación del servicio al ciudadano	ACTUAR: Elaborar los planes de mejoramiento.	Subsecretario(a) Jurídico(a)	Plan de mejoramiento	Evaluación, Control y Mejoramiento	
Todos los procesos	Usuarios Partes interesadas	Problemas reales, potenciales o de mejora					

REGISTROS

- Plan de Gestión.
- Actos administrativos.
- Conceptos jurídicos.
- Respuestas a peticiones y solicitudes.
- Contestación de demandas.
- Memoriales.
- Cumplimiento de fallos en contra de la entidad.
- Extractos de actas con la decisión adoptada por el Comité de Conciliación, según el caso.

DOCUMENTOS

Véase Mapa Interactivo.

MONITOREO Y SEGUIMIENTO

- Comité Directivo (mensual).
- Comité de Conciliación (bimensual)
- Comité SIG (bimensual).
- Plan de Gestión (mensual).
- Mapa de riesgos.

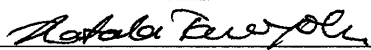

TRÁMITES Y SERVICIOS

No Aplica.

RECURSOS

- Sistema de información de Procesos Judiciales SIPROJWEB.
- Mapa interactivo.
- Sistema de Información para la Planeación Interna (SIPI).

Versión	Fecha	Descripción de la modificación
5	24/09/2013	Actualización e incorporación en el nuevo formato para dar cumplimiento con lo establecido en la ORD-SIG 001/2011.

Elaboró	Revisó	Aprobó
Firma: 	Firma: 	Firma: 
Nombre: Natalia Tamayo Chaparro	Nombre: Lina Maria Rojas Ospina	Nombre: Sandra Milena Santos Pacheco
Cargo: Profesional Especializado Subsecretaría Jurídica	Cargo: Subdirectora de Programas y Proyectos	Cargo: Subsecretaría Jurídica

DOCUMENTO