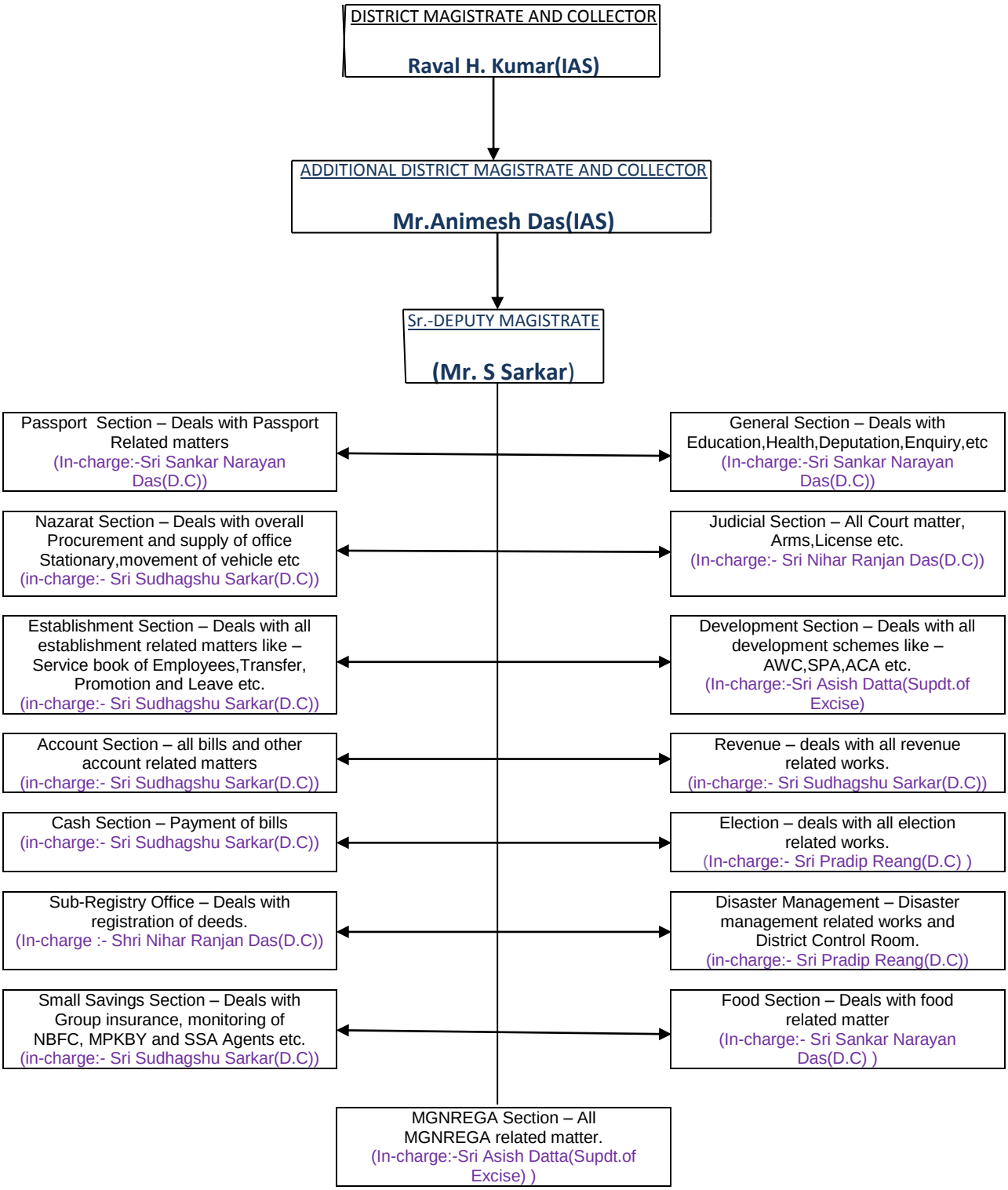OFFICE STRUCTURE OF DISTRICT ADMINISTRATION