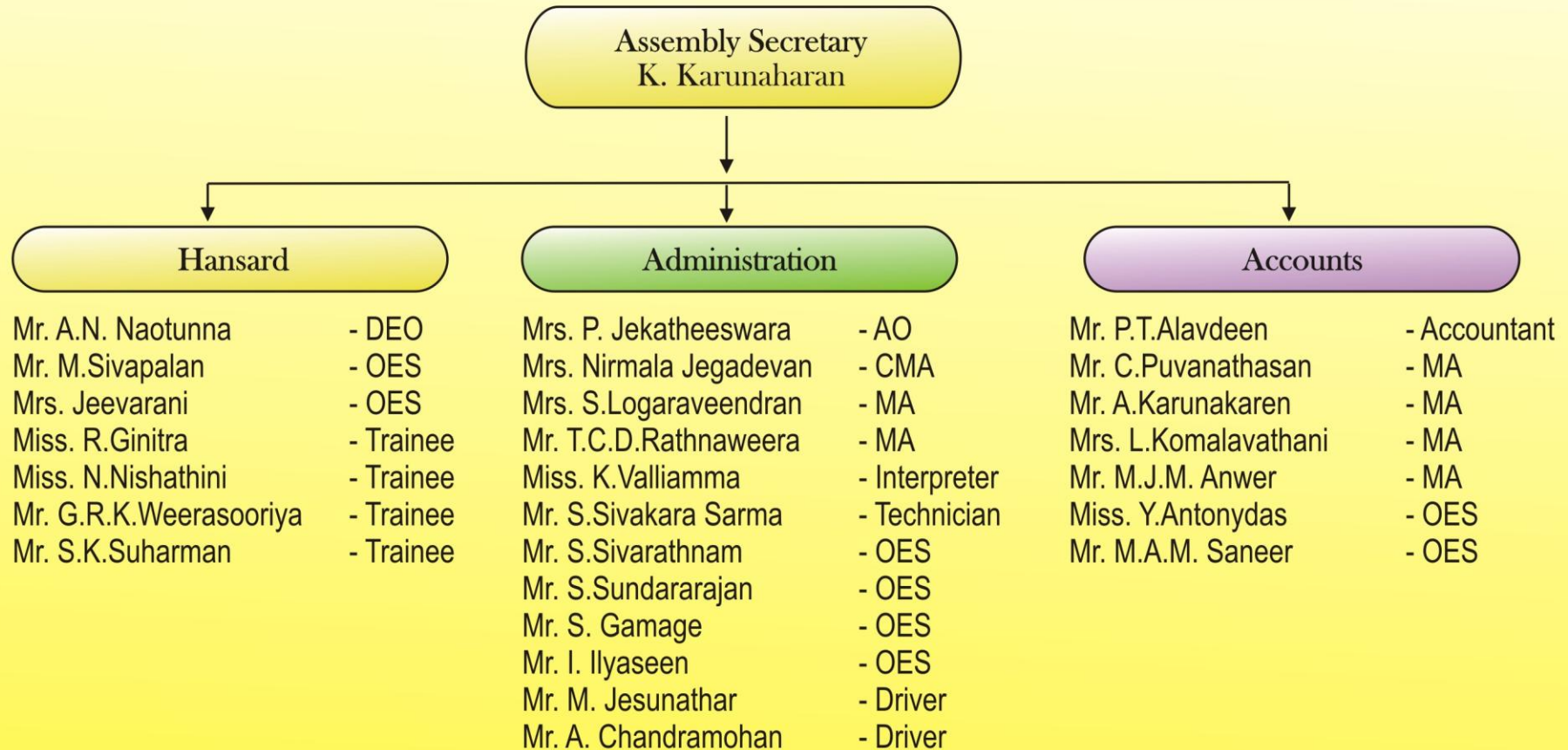


Organization Chart Assembly Secretariat - Eastern Provincial Council



Functions

- ◆ Compiling Hansard
- ◆ Council Affairs
- ◆ IT Maintenance

- ◆ Agenda Preparation
- ◆ Correspondence
- ◆ Office Administration
- ◆ Meeting Arrangement
- ◆ Establishment Work
- ◆ Welfare
- ◆ Library Maintenance

- ◆ Accounts Work
- ◆ Stores Maintenance
- ◆ Purchasing
- ◆ Vehicle Maintenance
- ◆ Payment of Salaries