

REGIONAL REGULATION OF THE REGENCY OF GRESIK

NUMBER 26 OF 2000

ON

THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES

OF THE REGIONAL OFFICES OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK

Considering: a. That in order to implement some of the regional household affairs in the context of the actual, dynamic, and responsible implementation of regional autonomy, which is effective and efficient, it is necessary to establish Regional Offices;

b. That to realize the intent as referred to in letter a of this consideration, it is necessary to issue a Regional Regulation regulating the provisions.

Considering: 1. Law Number 12 of 1950 on the Establishment of Regency Areas in the Province of East Java;

2. Law Number 22 of 1999 on Regional Government (State Gazette of 1999 Number 60, Supplement to the State Gazette Number 3839);

3. Law Number 25 of 1999 on Financial Balance between the Central Government and Regional Governments (State Gazette of 1999 Number 72, Supplement to the State Gazette Number 3848);

4. Law Number 43 of 1999 on Amendments to Law Number of 1974 on the Principles of Civil Servants;

5. Government Regulation of the Republic of Indonesia Number 38 of 1974 on the Change of Name of Surabaya Regency;

6. Government Regulation of the Republic of Indonesia Number 25 of 2000 on the Authority of the Government and the Authority of the Province as an Autonomous Region;

7. Government Regulation of the Republic of Indonesia Number 84 of 2000 on Guidelines for Regional Government Apparatus Organization.

With the approval of

THE REGIONAL HOUSE OF REPRESENTATIVES OF REGENCY OF GRESIK

DECIDES

To enact: THE REGIONAL REGULATION OF THE REGENCY OF GRESIK ON THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES OF THE REGIONAL OFFICES OF THE REGENCY OF GRESIK.

CHAPTER I

GENERAL PROVISIONS

Section 1

In this Regional Regulation:

- a. Regional Government means the Head of Region and other Autonomous Regional Apparatus as the Regional Executive Body;
- b. Head of Region means the Regent of Gresik;
- c. The Regional House of Representatives, hereinafter referred to as DPRD, means the Regional Legislative Body;
- d. Regional Government means the implementation of Autonomous Regional Government by the Regional Government and DPRD based on the principle of Decentralization;
- e. Decentralization means the delegation of governmental authority from the Government to the Autonomous Region within the framework of the Unitary State of the Republic of Indonesia;
- f. Regional Autonomy means the authority of the Autonomous Region to manage and regulate the interests of the local community on its own initiative based on community aspirations in accordance with the prevailing laws and regulations;

- g. Autonomous Region, hereinafter referred to as Region, means a legal community unit that has a certain regional boundary, authorized to manage and regulate the interests of the local community on its own initiative based on community aspirations within the Unitary State of the Republic of Indonesia;
- h. Regional Apparatus means the Organization/Institution in the Regional Government that is responsible to the Head of Region and assists the Head of Region in the implementation of the government consisting of the Regional Secretariat, Regional Offices, and Regional Technical Institutions, Sub-districts, and Villages according to the regional needs;
- i. Regional Office means the Regional Office of the Regency of Gresik;
- j. Vertical Institution means the Department and/or Non-Departmental Government Institution in the Region;
- k. Authorized Official means a Government Official at the Central Level and/or Official in the Provincial Region who is authorized to guide and supervise the implementation of Regional Government;

CHAPTER II

POSITION AND MAIN DUTIES

OF REGIONAL OFFICES

Section 2

Position

The Regional Office is a Regional Apparatus that is an implementing element of the Regional Government, led by a Head of Office who is under and responsible to the Head of Region through the Regional Secretary.

Section 3

Main Duties

The Regional Office has the main duty of assisting the Region in managing regional household affairs in accordance with the Regions authority in a specific field.

CHAPTER III

FUNCTIONS OF REGIONAL OFFICES

Section 4

To carry out the main duties as referred to in Section 3, Chapter II, the Regional Offices have the function of formulating technical policies, granting permits, and implementing public services, as well as providing guidance to technical implementing units and branch offices in accordance with their scope of duties.

Part One

PUBLIC WORKS OFFICE

Section 5

The Public Works Office has the following functions:

- a. Implementation of guidance on authority in the field of public works, including rural irrigation, roads, infrastructure, settlements, and fire fighting, spatial planning, and urban planning;
- b. Implementation, supervision, control, development, rehabilitation, improvement, and development of operations, as well as maintenance and construction in the fields of rural irrigation, roads, settlement infrastructure and fire fighting, spatial planning and urban planning;
- c. Management of permits, security, and monitoring of water, as well as recommendations for permits for the use and utilization of water and recommendations for permits for the mining of category C minerals in river channels;
- d. Management of permits, security, and utilization of roads, infrastructure, settlements and fire fighting, spatial planning and urban planning in the Regency area;
- e. Implementation of flood and other disaster mitigation and efforts to control erosion and coastal abrasion in the Regency area;
- f. Management of general administration including administration, finance, personnel, equipment, and office supplies;

- g. Management of branch offices and Technical Implementing Units (UPTD) in the Regional Office;
- h. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Two

HEALTH OFFICE

Section 6

The Health Office has the following functions:

- a. Implementation of guidance on authority in the field of health as determined by the Head of Region;
- b. Preparation of plans and implementation of development programs in the field of health in the Regency;
- c. Implementation of health education and guidance of health processing personnel;
- d. Implementation of technical guidance in the field of health service efforts in accordance with the regulations and referral policies that have been determined by the government;
- e. Implementation of education and empowerment of health workers;
- f. Supervision and control of health workers;
- g. Supervision and control of permits in the field of health services, drug distribution businesses, pharmaceutical and food supplies;
- h. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- i. Management of Branch Offices and UPTD in the Regional Office;
- j. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Three

EDUCATION AND CULTURE OFFICE

Section 7

The Education and Culture Office has the following functions:

- a. Formulation of policies in the context of planning, guidance, and development in the fields of education and culture as determined by the Head of Region;
- b. Establishment and management of Kindergartens, Primary Schools, Junior High Schools, Senior High Schools, and Vocational High Schools or their equivalents;
- c. Establishment and management of religious education, including RA/BA/TA, MI, MTs, and MA;
- d. Establishment and management of TPA/TPQ, Madrasah Diniyah/Islamic Boarding Schools;
- e. Regulation and supervision of student admissions, finances, administration, equipment and school building construction, technical personnel, school fees, diplomas, and school libraries;
- f. Management, research, documentation, and maintenance of various forms of regional arts and culture;
- g. Improvement and development of appreciation of arts and culture;
- h. Preparation of programs for the provision of facilities, inventory, harmonization, maintenance, and supervision of the use of arts and culture facilities;
- i. Improvement and development of appreciation of arts and culture and assessment of the quality of community arts and culture;
- j. Organization and guidance of sports and arts in schools and cooperation with other institutions in arts and culture;
- k. Management of administrative, financial, equipment, and office supplies;
- l. Management of branch offices and UPTD in the Regional Office;
- m. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Four

AGRICULTURE OFFICE

Section 8

The Agriculture Office has the following functions:

- a. Implementation of guidance on authority in the field of agriculture as determined by the Head of Region;
- b. Preparation of development plans, supervision, and control in the field of agriculture in the Regency;
- c. Preparation of monitoring results, reports, and evaluations of the implementation of the organization in the field of agriculture that is the authority of the Regency;
- d. Preparation of minimum service standards in the field of agriculture that is the authority of the Regency;
- e. Preparation of seed/breeding standards that are the authority of the Regency;
- f. Preparation of training for agricultural human resources/apparatus including technical functional, skills, and honesty;
- g. Guidance, supervision, and guidance on permits and guidance on agricultural businesses;
- h. Development of policies in the field of agriculture determined by the Head of Region;
- i. Implementation of business management in the field of agriculture;
- j. Study of the application of agricultural technology, including agricultural technology for food crops, livestock, forestry, and plantations at the farming level;
- k. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- l. Management of Branch Offices and UPTD in the Regional Office;
- m. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Five

TRANSPORTATION OFFICE

Section 9

The Transportation Office has the following functions:

- a. Designation of locations for the organization of passenger terminals and freight terminals, except

- for terminal locations whose function serves inter-city provincial transportation, management of physical maintenance and terminal order;
- b. Designation of locations and management of parking for motorized and non-motorized vehicles;
 - c. Designation of locations for peoples places;
 - d. Regulation on the restriction of transportation with non-motorized vehicles;
 - e. Designation of location, management, and order of stops/halts for public transportation in the Regency area;
 - f. Regulation and obligation to provide assistance to associations and/or legal entities assigned to organize the placement and maintenance of road signs and traffic signs;
 - g. Issuance of permits for the establishment of motorized vehicle companies;
 - h. Issuance of permits for the establishment of general workshops for motor vehicles and their supervision;
 - i. Issuance of operating permits for road transportation for routes or traffic entirely within the Regency area;
 - j. Determination of additional provisions regarding the arrangement of equipment on buses and passenger cars used by people/goods in an orderly and organized manner;
 - k. Determination of prohibitions on the use of certain roads in the Regency area with the approval of the Head of Region for provincial roads and government approval for national roads;
 - l. Regulation of traffic circulation in the Regency area with the approval of the Head of Region for provincial roads and government approval for national roads;
 - m. Determination of the maximum speed for certain types of vehicles on certain Regency roads and provincial roads located in the Regency Capital with the approval of the Head of Region for Regency roads and government approval for national roads;
 - n. Procurement, determination, placement, installation, and maintenance of road signs and markings on Regency roads with the Governors approval for Provincial roads and national roads with government approval, except for road construction and improvement;
 - o. Determination of port activities in terms of traffic engineering and traffic management on Regency roads and transportation management in the Regency;
 - p. Determination of prohibitions on the use of Regency roads for certain types and types of motor vehicles related to axle loads and for motor vehicles whose axle loads exceed the maximum limit

determined for roads in the Regency area;

q. Determination and issuance of driving school permits;

r. Determination of prohibitions on the use of roads, rivers/lakes, and/or sea waters in the Regency area;

s. Issuance of permits for buildings/locations for storing wood on rivers and sea waters, as well as certification of river navigability and River Master Speed Certificate (STK) for river, sea, and lake navigation;

t. Planning the development of land and sea transportation infrastructure in the Regency area;

u. Implementation of periodic motor vehicle testing;

v. Management of general administration including administration, finance, personnel, equipment, and office supplies;

w. Management of branch offices and UPTD;

x. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Six

INDUSTRY, TRADE, AND INVESTMENT OFFICE

Section 10

The Industry and Trade Office has the following functions:

a. Implementation of guidance on authority in the field of industry and trade as determined by the Head of Region;

b. Preparation of plans and implementation of development programs in the field of industry and trade that are the authority of the Regency;

c. Organization, implementation, provision of supervision, technical security of the implementation tasks of trade and industry that are the authority of the Regency;

d. Supervision and control of permits;

e. Implementation of monitoring and supervision of the procurement of goods and services;

f. Implementation of the development of exports of superior industrial products and Regency trade;

- g. Implementation of conservation in the field of industry and trade;
- h. Implementation of handling and control of disasters caused by industrial activities;
- i. Guidance on the utilization of natural resources for the development of processing industries;
- j. Implementation of guidance on facilities for the distribution of basic community goods and services in the area;
- k. Implementation of metrology determination;
- l. Implementation and preparation, as well as control of the construction, development of the warehousing system;
- m. Implementation of supervision of the determination of industrial standards and certain products related to public safety and security, health, and environmental damage;
- n. Implementation of guidance on authority in the field of investment as determined by the Head of Region;
- o. Preparation of plans and programs of priorities, strategies, and priorities for investment and other investments in the Regency;
- p. Management of data processing and information, as well as evaluation of investment activities in the Regency area;
- q. Implementation of coordination between relevant agencies, community institutions, and work units related to investment activities in the Regency area;
- r. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- s. Management of Branch Offices and UPTD in the Regional Office;
- t. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- u. Management of Branch Offices and UPTD in the Regional Office;
- v. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Seven

LAND AND REGIONAL DEVELOPMENT OFFICE

Section 11

The Regional Land Office has the following functions:

- a. Preparation of the implementation plan for technical guidance and guidance and policies in the field of land and regional development in the Regency;
- b. Implementation of supervision, control, planning, and development programs in the field of land and regional development;
- c. Preparation of data programs and evaluation of data and information management in the field of land and regional development;
- d. Settlement of permits and services for providing land use rights and registration, ratification of land rights, land reform based on prevailing laws and regulations;
- e. Settlement of land problems and disputes in the Regency area;
- f. Implementation of technical coordination between relevant agencies, community institutions in the context of implementing policies in the field of land and regional development;
- g. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- h. Management of Branch Offices and UPTD in the Regional Office;
- i. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Eight

MANPOWER OFFICE

Section 12

The Manpower Office has the following functions:

- a. Implementation of guidance on authority in the field of employment as determined by the Head of Region;
- b. Preparation of the implementation of plans and programs in the field of guidance and technical guidance on employment in the Regency;

- c. Management and organization of employment counseling in the Regency;
- d. Implementation of supervision, control, and monitoring of permit services in the field of employment;
- e. Implementation of guidance, training, and productivity of both private and government employees;
- f. Implementation of the placement of employees and job expansion in both the formal and informal sectors;
- g. Implementation of industrial relations and employment conditions;
- h. Implementation of protection and supervision of employment legislation;
- i. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- j. Management of Branch Offices and UPTD in the Regional Office;
- k. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Nine

ENVIRONMENT, MINING, AND ENERGY OFFICE

Section 13

The Environment, Mining, and Energy Office has the following functions:

- a. Formulation of operational policies for the prevention and mitigation of pollution, environmental damage, and environmental quality restoration;
- b. Coordination of the implementation of pollution prevention and mitigation, environmental damage, and environmental quality restoration;
- c. Development of institutional programs and improvement of the quality of improving the capacity of environmental impact control;
- d. Technical guidance on the prevention and mitigation of pollution, environmental damage, and environmental quality restoration;
- e. Guidance and technical control of environmental impact analysis;
- f. Supervision of the implementation of environmental impact and damage control;

- g. Preparation of plans for guidance and technical guidance on policies in the field of mining and energy as determined by the Head of Region;
- h. Implementation, supervision, control, planning, and development programs in the field of mining and energy;
- i. Implementation of management, supervision, and monitoring of permits in the field of category C mineral mining;
- j. Preparation, management of programs, data, and information on mining and energy;
- k. Preparation, regulation, and development of category C mineral mining businesses;
- l. Management of mining proposals, including exploration, exploitation, processing and refining, transportation, and marketing of category C mineral materials in accordance with the prevailing laws and regulations;
- m. General investigation of category C mineral materials in accordance with the prevailing laws and regulations;
- n. Management of general administration, including administration, finance, personnel, equipment, and office supplies;
- o. Management of Branch Offices and UPTD in the Regional Office;
- p. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Ten

TOURISM, INFORMATION, AND COMMUNICATION OFFICE

Section 14

The Tourism, Information, and Communication Office has the following functions:

- a. Formulation of policies in the context of planning, guidance, and technical development in the fields of tourism, information, and communication in the context of development and government implementation;
- b. Implementation of operational policies, provision of guidance and guidance, issuance of permits in the fields of tourism, information, and communication in accordance with policies determined by

the Head of Region based on applicable laws and regulations;

c. Monitoring and controlling the implementation of tasks determined by the Head of Region based on applicable laws and regulations;

d. Preparation of plans for the implementation of programs and evaluation of management and data in the fields of tourism, information, and communication;

e. Implementation of supervision, control, planning and tourism development programs, information and communication;

f. Implementation of supervision, control, planning and tourism development programs, information and communication;

g. Implementation of supervision, control, and monitoring of services in the field of information and communication through mass media such as video and the like, traditional drama, social communication groups, and new media;

h. Coordination and consultation, as well as cooperation between institutions, the business world, communication of all mass media activities;

i. Management of general administration including administration, finance, personnel, equipment, and office supplies;

j. Management of general administration including administration, finance, personnel, equipment, and office supplies;

k. Management of Branch Offices and UPTD in the Regional Office;

l. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Eleven

MARINE AND FISHERIES OFFICE

Section 15

The Marine and Fisheries Office has the following functions:

a. Implementation of guidance and technical development of authority in the field of marine and fisheries based on policies determined by the Head of Region;

- b. Preparation of plans and implementation of development programs in the field of marine and fisheries that are the authority of the Regency;
- c. Implementation of the provision of technical supervision and implementation tasks in the field of marine and fisheries that are the authority of the Regency;
- d. Management of guidance and service permits in the field of marine and fisheries exploration;
- e. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- f. Management of Branch Offices and UPTD in the Regional Office;
- g. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Twelve

COOPERATIVE, SMALL AND MEDIUM ENTERPRISE OFFICE

Section 16

The Cooperative, Small and Medium Enterprise Office has the following functions:

- a. Formulation and implementation of general policies for cooperatives, small and medium enterprises;
- b. Implementation of the preparation of institutional and administrative formulations for Cooperatives, as well as control and supervision, Ratification of Cooperative Legal Entities and Cooperative Legal Consultation;
- c. Preparation of formulations and elaborations, as well as the implementation of technical policies, provision of guidance in the field of small and medium enterprises;
- d. Preparation of formulations and elaborations, as well as the implementation of technical policies, provision of business guidance in the field of Cooperatives, Small and Medium Enterprises;
- e. Preparation of formulations and elaborations, as well as the implementation of technical policies, provision of guidance in the field of financing and savings and loans facilities;
- f. Management of personnel affairs, finance, general administration, equipment and office supplies, and public relations;

- g. Management of Branch Offices and UPTD;
- h. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

Part Thirteen

REVENUE OFFICE

Section 17

The Revenue Office has the following functions:

- a. Formulation of technical policies, provision of guidance and guidance, technical coordination, and other duties assigned by the Head of Region in accordance with applicable laws and regulations;
- b. Registration and data of taxpayers and regional levies;
- c. Data of objects and subjects of Land and Building Tax in terms of submitting and receiving back tax object notification letters to taxpayers;
- d. Determination of the amount of regional taxes and levies;
- e. Submission of notification letters of tax payable, tax determination letters, notification letters, and Land and Building tax administration facilities whose formulation, elaboration, and technical policies are issued by the Directorate General of Taxes to taxpayers and assist in submitting the list of principal items and payments of Land and Building Tax made by the Directorate General of Taxes to the Land and Building Tax collectors under supervision;
- f. Bookkeeping and reporting on the collection and payment of regional taxes, regional levies, and other regional revenues;
- g. Coordination and supervision of regional tax collectors, regional levies, and other regional original revenues and the collection of Land and Building Tax delegated by the Minister of Finance to the regions;
- h. Receipt of complaints regarding objections to tax determination and taxpayers for review to the tax advisory board;
- i. Counseling on regional taxes, regional levies and other regional revenues and Land and Building Tax;

- j. Management of general administration including administration, finance, personnel, equipment, and office supplies;
- k. Management of branch offices and UPTD in the regional office;
- l. Implementation of other duties assigned by the Head of Region through the Regional Secretary in accordance with their field of duty.

CHAPTER IV

WORK PROCEDURES

Section 31

In carrying out their duties, each Head of Regional Office and/or group of functional personnel must apply the principles of coordination, integration, and synchronization both within their respective work units and between work units within the Regency Government and with other partner institutions in accordance with their field of duty and authority.

Section 32

Each Head of Office and/or Head of work unit must supervise their subordinates and if there are any deviations, take the necessary steps in accordance with applicable laws and regulations.

Section 33

Each Head of Office and/or Head of work unit must be responsible for coordinating their respective subordinates and providing guidance, motivation, and instructions for the smooth implementation of tasks.

Section 34

Each Head of Office and/or Head of work unit must comply with applicable laws and regulations and is responsible for the implementation of their duties in a hierarchical manner and submit periodic reports on time.

Section 35

Each report in the form of information and/or input from the unit below it must be processed and used as consideration in preparing further reports and as material for providing instructions to subordinates.

Section 36

In submitting reports to superiors, the Head of Office and/or Head of work unit must submit a copy to the work unit that has a functional working relationship.

CHAPTER V

APPOINTMENT AND DISMISSAL FROM OFFICE

Section 37

(1) The Head of Office, Deputy Head of Office, Head of Administrative Section, and Head of Sub-Office are appointed and dismissed by the Head of Region, considering proposals from the Regional Secretary;

(2) The Head of Section, Head of Sub-Section, Head of Branch Office, and Head of UPTD may be appointed and dismissed by the Regional Secretary based on the delegation of authority by the Regent;

(3) The Head of Section, Head of Sub-Group of functional positions are appointed and dismissed in accordance with applicable laws and regulations.

CHAPTER VI

OTHER PROVISIONS

Section 38

(1) The position of Head of Office cannot be held concurrently;

(2) If the Head of Office is unable to carry out his duties, the Deputy Head of Office shall carry out

the duties as appropriate;

(3) If the Head of Office and Deputy Head of Office are unable to carry out their duties, the Head of Administrative Section shall temporarily carry out the duties of the Head of Office.

CHAPTER VII

CONCLUDING PROVISIONS

Section 39

Matters not regulated in this Regional Regulation, as far as their implementation is concerned, will be further regulated by the Decision of the Head of Region.

Section 40

This Regional Regulation shall come into force on the date of its promulgation.

In order for everyone to know, it is ordered that this Regional Regulation be promulgated by placing it in the Regional Gazette of the Regency of Gresik.

Enacted in Gresik

On November 30, 2000

THE REGENT OF GRESIK

(signature)

Drs. KH. ROBBACH MA?SUM

Promulgated in Gresik

Date: December 17, 2000

SECRETARY OF REGENCY OF GRESIK

(signature)

Drs. GUNAWAN, M.Si.

Supervisor Level I

NIP. 010 080 491

REGIONAL GAZETTE OF THE REGENCY OF GRESIK YEAR 2000 NUMBER 17 SERIES C

EXPLANATION

OF THE REGIONAL REGULATION OF REGENCY OF GRESIK

NUMBER 26 OF 2000

ON

THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES

OF THE REGIONAL OFFICES OF THE REGENCY OF GRESIK

I. GENERAL EXPLANATION

1. The content and spirit contained in Section 68 paragraph (1) of Law Number 22 of 1999 on Regional Government, along with Government Regulation Number 84 of 2000 on Guidelines for Regional Government Apparatus Organization and its explanation, serve as a guideline in preparing this Regional Regulation.

2. The considerations used as a reference in the preparation of the Regional Government Apparatus Organization include:

- a. Government authority held by the region;
- b. Characteristics, potential, and needs of the region;
- c. Regional financial capacity;

d. Availability of apparatus resources; and

e. Development of patterns of cooperation between regions and/or with third parties.

3. A description of the main duties and functions of each position will be further detailed in the Decision of the Head of Region.

4. In accordance with Section 8 paragraph (4) of Government Regulation Number 84 of 2000 on Guidelines for Regional Government Apparatus Organization, Branch Offices and Technical Implementing Units may be established in the Regional Office, which function to carry out some of the duties of the Office that has a work area of one or more Sub-districts.

5. The branch office or Technical Implementing Unit is led by a Head who is under and responsible to the Head of Office and is operationally coordinated by the Sub-district Head.

II. EXPLANATION SECTION BY SECTION

Section 1 to Section 3: Sufficiently clear.

Section 4: The function of formulating technical policies, granting permits, and implementing public services from each Office in detail is as included in the following sections.

Section 5 to Section 14: Sufficiently clear.

Section 15 to Section 39: Sufficiently clear.