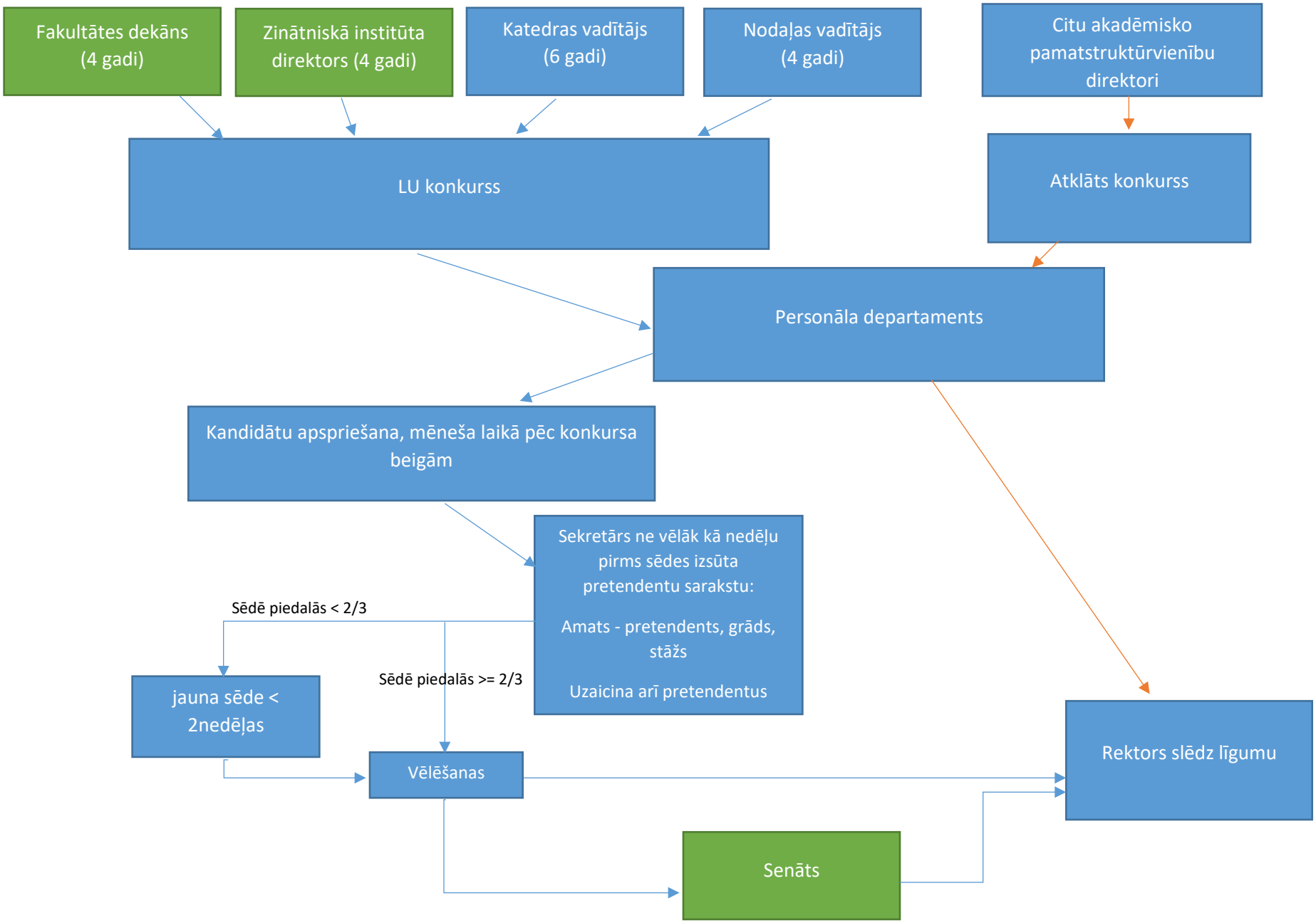Administratīvie amati