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| **ردیف** | **تاریخ** | **محل اعزام** | | **ساعت خروج از شرکت** | **ساعت ورود به شرکت** | | **شخص هماهنگ کننده** | **توضیحات/ محل امضاء** |
| 1 |  |  | |  |  | |  |  |
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| 13 |  |  | |  |  | |  |  |
| 14 |  |  | |  |  | |  |  |
| 15 |  |  | |  |  | |  |  |
| 16 |  |  | |  |  | |  |  |
| 17 |  |  | |  |  | |  |  |
| تحصيلدار:  تاريخ و امضاء | | | امور اداري :  تاريخ و امضاء | | | مدير منابع انساني :  تاريخ و امضاء | | |