第13号様式

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| (時間外勤務等命令簿) | | | | | | 職名 |  | | | 氏名 |  | | |
| 主管課等の長の印 | 月日 | 勤務命令時間 | 勤務の区分 | | | | | | 職務の内容 | | | 受命者印 | 支出担当課等 |
| 超過勤務 | | 休日勤務 | | | 夜勤 |
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備考　用紙の大きさはA列4番とし、横長にして用いること