様式第5号(第18条)

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| 時間外勤務命令簿 | | | | | | | | | 課(室)名 | |  | | 職名 |  | | | | 氏名 | |  | | | | |
| 月 | 日 | 曜 |  | 課長  総務 | 所属長 | 命令時間 | | | | 勤務の内容 | | 勤務時間等 | | | | | | | | | 内訳 | | 整理 | 備考 |
|  | 総務課長 | | 所属長 | 始 | 終 | | 時間 | |  |  |
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備考　職員に時間外勤務等を命ずるときは、勤務の内容、勤務命令時間をそれぞれ命令簿の該当欄に記入のうえ押印し命ずること。