**ภาระงานอัตรากำลัง สายสนับสนุน**

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| **ชื่อตำแหน่ง** ............................................................................ **เลขอัตรา** .............................. | **ประเภท** ..................................................... |
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| **กอง หรือหน่วยงานเทียบเท่ากอง** .......................................................... | **คณะ หรือหน่วยงานเทียบเท่าคณะ** …………………………………………………................................…................. |
| **กลุ่มงาน** .................................................................................................. | **สำนักงานเลขานุการ/ภาควิชา/สาขาวิชา/สำนักวิชา** ............................................................................... |
| **งาน/ฝ่าย**................................................................................................. | **กลุ่มงาน** ............................................................................................. |
|  | **งาน/ฝ่าย**............................................................................................. |

| **งาน/กิจกรรม** | **รายละเอียดการปฏิบัติงาน/****หน้าที่ความรับผิดชอบหลัก****(1)** | **ปริมาณงานต่อปี****( 2 )** | **เวลาที่ใช้ปฏิบัติงานต่อหน่วย****( 3 )** | **เวลาที่ใช้ปฏิบัติงานรวม****( 4 ) = ( 2 ) x ( 3 )** |
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| **หน่วยนับ** | **จำนวน** | **นาที** | **ชั่วโมง** | **วัน** | **นาที** | **ชั่วโมง** | **วัน** |
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| **รวม** | ... | ... | ... | ... | ... | ... | ... | ... |