**ภาระงานอัตรากำลัง สายสนับสนุน**

|  |  |
| --- | --- |
| **ชื่อตำแหน่ง** ............................................................................ **เลขอัตรา** .............................. | **ประเภท** ..................................................... |
|  |  |
|  |  |
| **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 )** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **หน่วยนับ** | **จำนวน** | **นาที** | **ชั่วโมง** | **วัน** | **นาที** | **ชั่วโมง** | **วัน** |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| **รวม** | | ... | ... | ... | ... | ... | ... | ... | ... |