当直日誌

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| 年　　月　　日　　曜日 | | | | 宿直・日直 | | | | | | 天候 | | 晴　曇　雨　雪 | | | |
| 所属 | 氏名 | | | | | 所属 | | | | 氏名 | | | | | |
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| 取り扱った  文書物件の数 | | 1封書 | | | | | 件 | | 3 | | | | | | 件 |
| 2書留 | | | | | 件 | | 4 | | | | | | 件 |
| 時間外入退時刻及び氏名等 | | 入退時刻 | | 所属 | | | | 氏名 | | | | | | 摘要 | |
| 入退 | 時　分 |  | | | |  | | | | | |  | |
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| 巡回 | | 時間 | | 氏名 | | | | | | | 巡回の際の状況 | | | | |
| 時　分から | |  | | | | | | |  | | | | |
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| その他必要事項 | |  | | | | | | | | | | | | | |
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| 引継 | | | | | | | | | | 引継者印 | | | 引受者印 | | |
| 月　　日　AM・PM　　時　　分引継 | | | | | | | | | |  | | |  | | |