**ฝ่าย............................**

**เอกสารหมายเลข 4**

**ชื่อแฟ้ม............................................**

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| **ลำดับที่** | **เลขที่หนังสือ** | **ลงวันที่** | **ชื่อเรื่อง** | **หมายเหตุ** |
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ชื่อผู้รับผิดชอบ....................................................