**บันทึกรายงานผลการไปราชการ / การอบรมสัมมนา / การศึกษาดูงาน ของบุคลากร**

**สังกัด คณะนิติศาสตร์ มหาวิทยาลัยอุบลราชธานี**

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วันที่ เดือน พ.ศ. .

**เรียน คณบดีคณะนิติศาสตร์**

 ตามคำสั่ง/หนังสือ/บันทึกข้อความ ที่  ลงวันที่  .

มอบหมาย/อนุญาตให้ข้าพเจ้า(นาย,นาง,นางสาว) .

พร้อมด้วย(ถ้ามี) (นาย,นาง,นางสาว) .

เดินทางไปราชการเพื่อ □ อบรม □ สัมมนาการ □ศึกษาดูงาน □ อื่นๆ.............................................

ระหว่างวันที่ เดือน พ.ศ. ถึงวันที่ เดือน พ.ศ. รวมเป็นเวลา วัน

และอนุมัติให้ใช้ □ งบบริหารจัดการ □ งบพัฒนาบุคลากร □ อื่นๆ............................................เป็นค่าใช้จ่ายในการเดินทางไปราชการครั้งนี้ทั้งสิ้น จำนวน บาท (  )

 บัดนี้ การปฏิบัติหน้าที่ราชการที่ได้รับมอบหมายได้เสร็จเรียบร้อยแล้ว ข้าพเจ้าขอรายงาน ผลการไปราชการ / การอบรม/ สัมมนา / การศึกษาดูงาน ดังต่อไปนี้

 ชื่อหลักสูตร/การฝึกอบรม/สัมมนา/การศึกษาดูงาน/อื่นๆ ……………………………………………………………..

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 หน่วยงานที่รับผิดชอบ หลักสูตร/การฝึกอบรม/สัมมนา/การศึกษาดูงาน………………………………………….

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 ชื่อวิทยากร/ผู้บรรยาย.............................................................................................................................

 เนื้อหาการอบรมโดยสรุป .......................................................................................................................

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 ข้าพเจ้า จะนำความรู้ ความสามารถ ประสบการณ์ ทักษะหรืออื่นๆ ที่ได้รับใน การไปราชการ / การอบรมสัมมนา / การศึกษาดูงานในครั้งนี้ มาเพื่อพัฒนาการเรียนการสอนและพัฒนางานการปฏิบัติของคณะนิติศาสตร์ ให้ดียิ่งขึ้นคือ

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 เอกสารที่ได้รับจากการไปราชการ/การอบรม/สัมมนา/การศึกษาดูงาน (ตามเอกสารแนบท้าย)

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 จึงเรียนมาเพื่อโปรดทราบ และพิจารณาดำเนินการต่อไป

 ลงชื่อ........................................................ผู้รายงาน

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 ตำแหน่ง ...................................................

 วันที่............................................................

**ความคิดเห็นของ** ผู้บังคับบัญชาตามลำดับชั้น (1) ...........................................................……………………………………………………………………………...………………………

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 ลงชื่อ............................................................................

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 ตำแหน่ง .......................................................................

 วันที่...................................................................................

**ความคิดเห็นของ** ผู้บังคับบัญชาตามลำดับชั้น(2)

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 ลงชื่อ............................................................................

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 ตำแหน่ง .......................................................................

 วันที่...................................................................................

**ความคิดเห็นของ** คณบดีคณะนิติศาสตร์

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 ลงชื่อ............................................................................

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 ตำแหน่ง .......................................................................

 วันที่...................................................................................