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| 西安电子科技大学节假日值班安排表 | | | | | | | |
| 单位名称： | | | | | | | |
| 值班日期 | 值班地点 | 值班人 | 联系电话 | | 带班领导 | 联系电话 | 备注 |
| 电话（办） | 手机 |
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| **注意事项：** | **1．值班时间要求24小时联系畅通，值班地点办公时间：上午8:30—11:30，下午：14:30—17:30；** | | | | | | |
|  | **2．值班人员须严格值班制度，坚守岗位，做好安全防范工作。**  **3. 值班时间包含周六周日、须做好值班人员安排。** | | | | | | |