附件：未打卡报告单

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| 未打卡报告单 | | | | | |
| 单位 |  | 未打卡日期 |  | 备注 |  |
| 机关证明（或说明） | | | | | |
| 单位负责人审核、签批 | |  | 日期 | 分管院长批示 | |