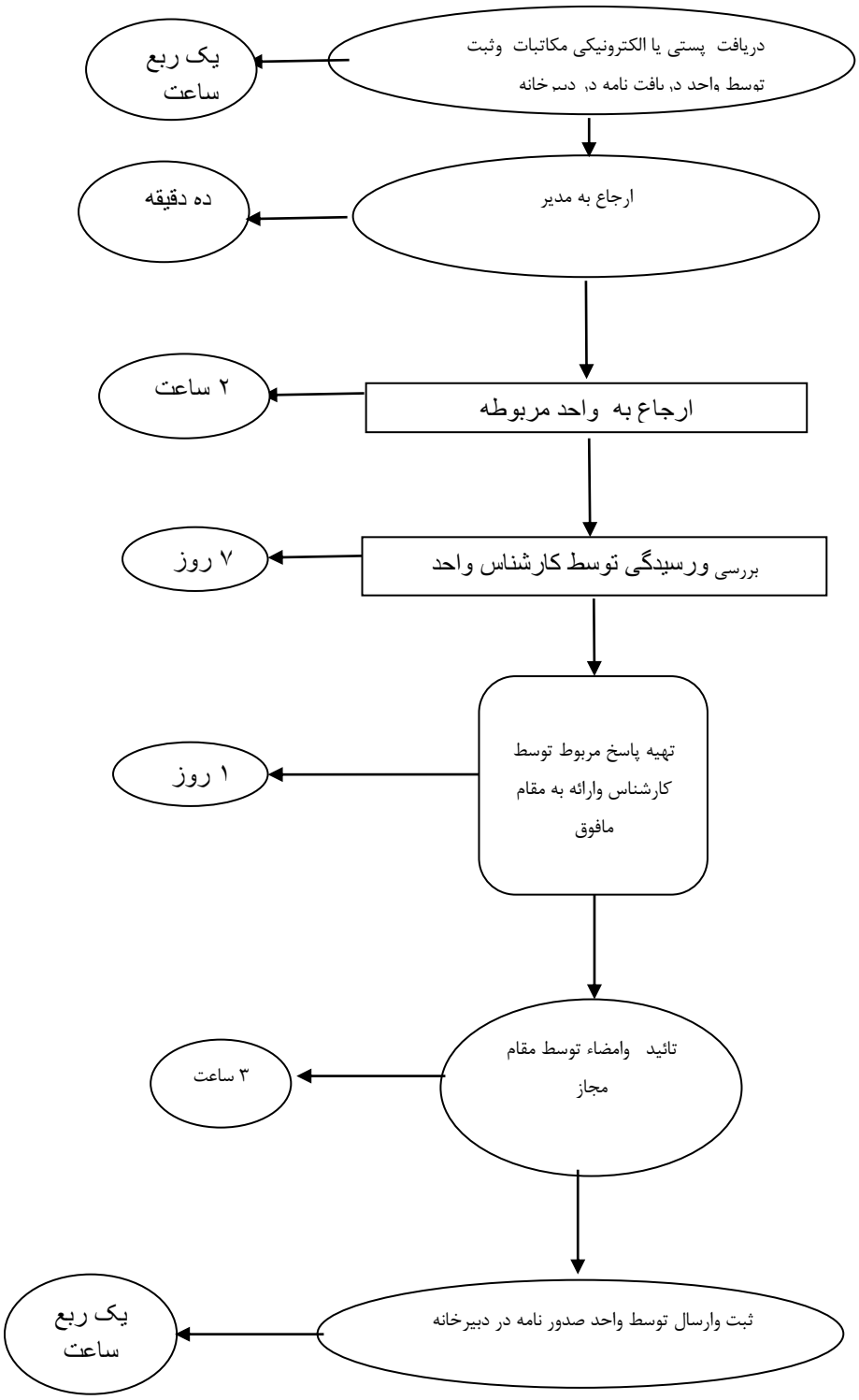فرآیند ارجاع کار غیرحضوری درسازمان