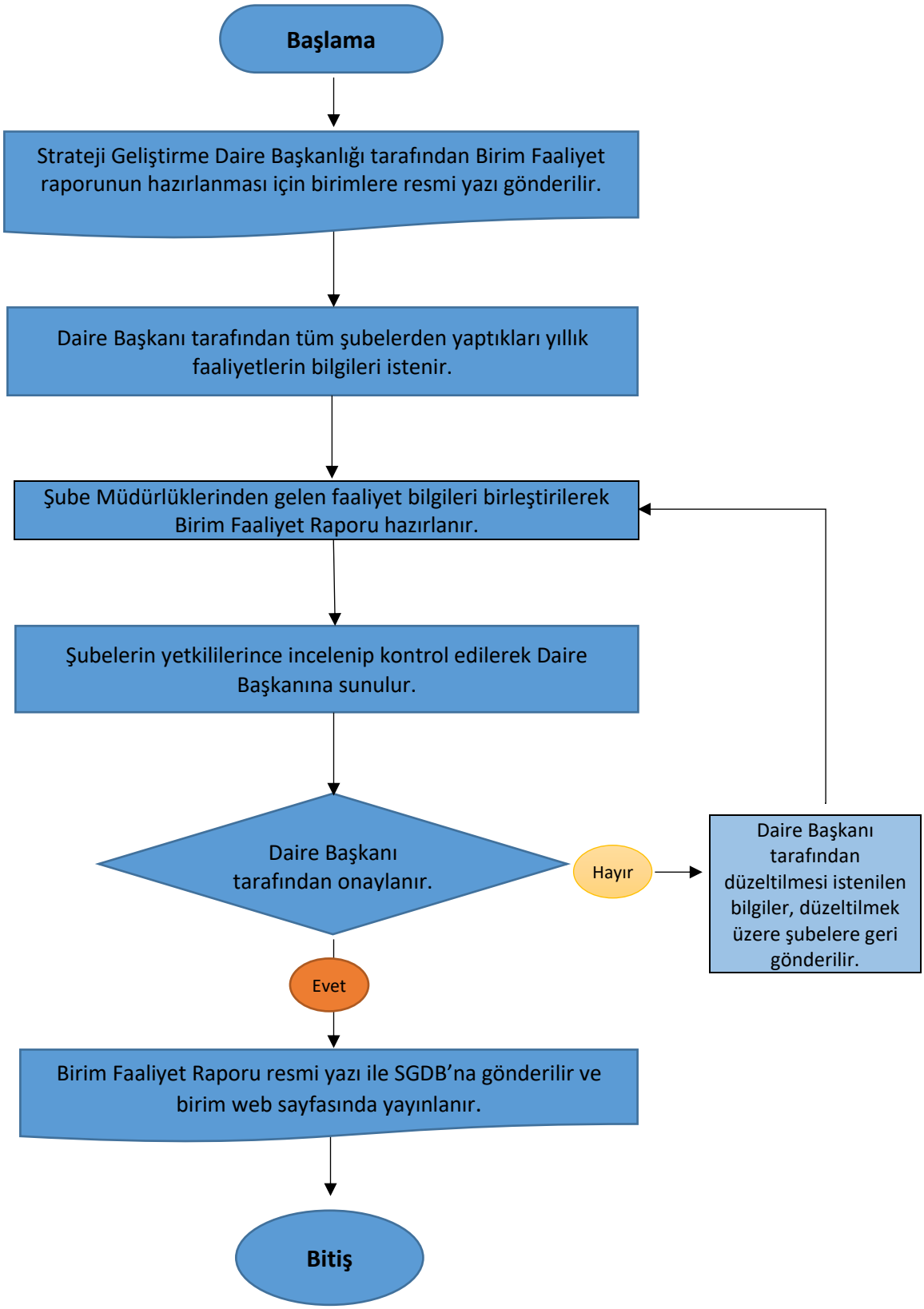YILLIK BİRİM FAALİYET RAPORU HAZIRLAMA İŞ AKIŞI