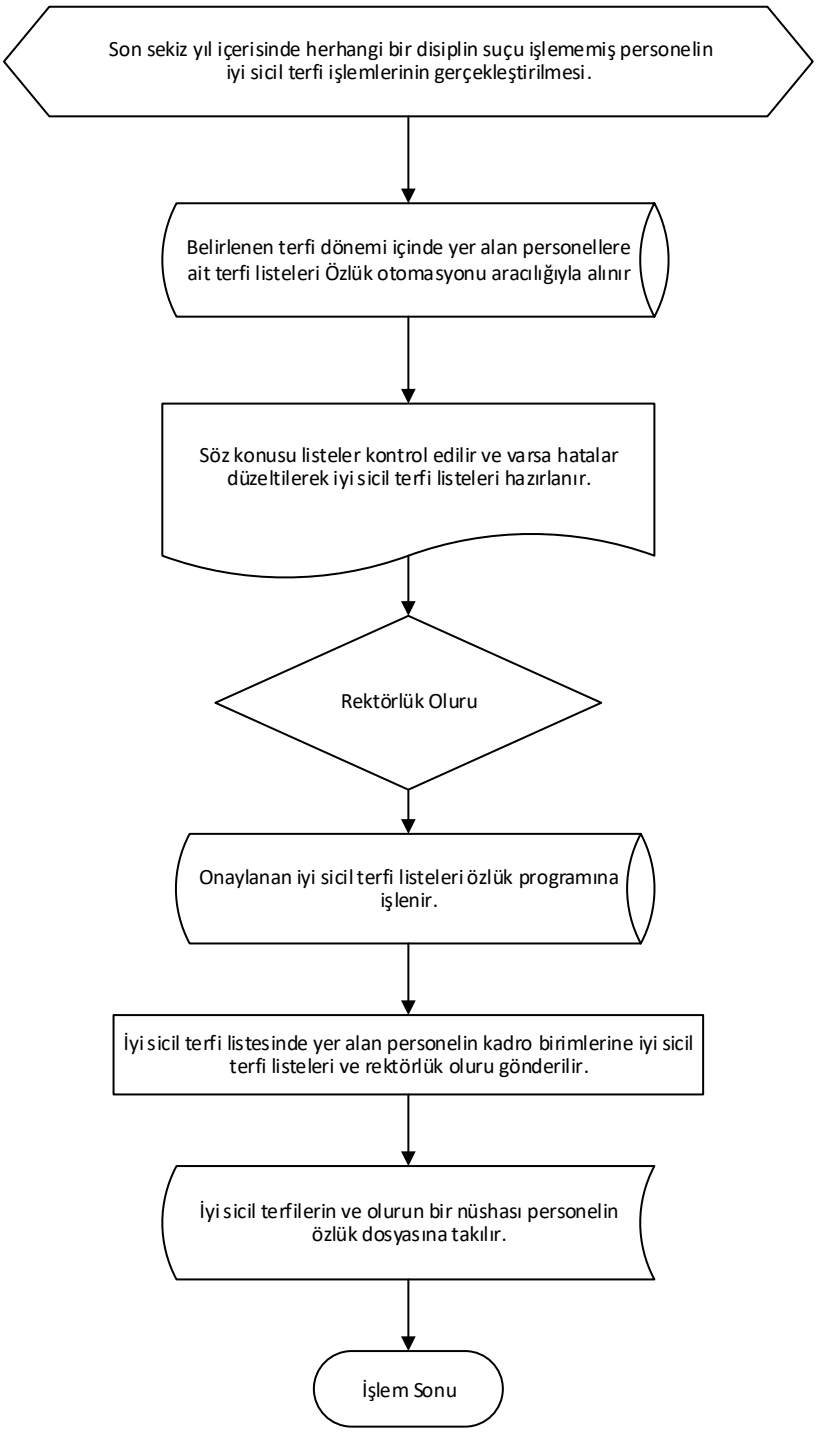İYİ SİCİL TERFİ İŞLEMLERİ İŞ AKIŞ SÜRECİ