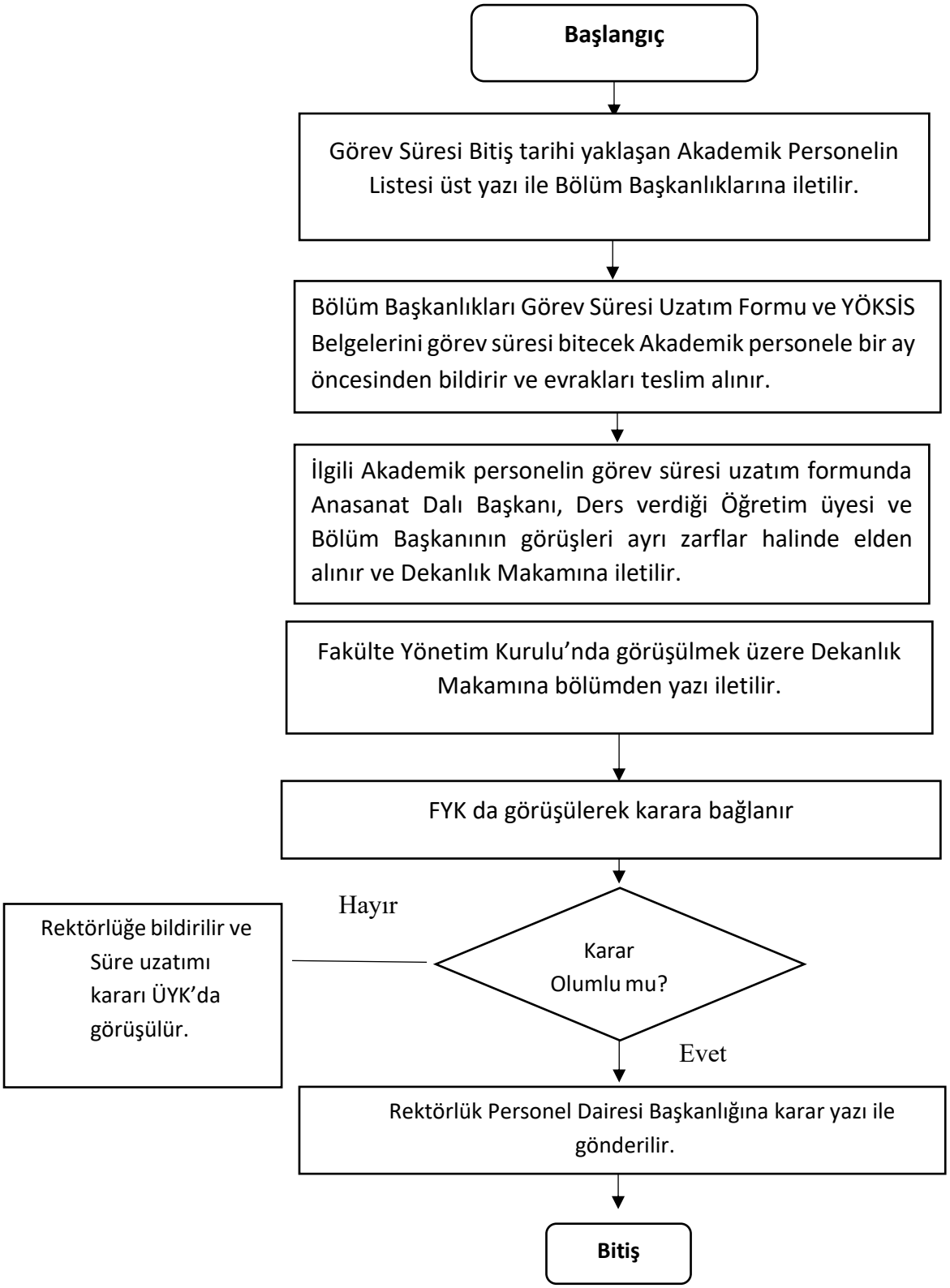GÖREV SÜRESİ UZATMA İŞLEMLERİ