附件1

**督办工作流程**

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附件2：

**贵州轻工职业技术学院督办事项登记表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 编号 | 类别 | 事项 | 牵头领导 | 主责部门 | 参与部门 | 计划完成时间 | 办结要点 | 工作完成情况 | 备注 |
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附件3：

**贵州轻工职业技术学院催办表**

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| --- | --- | --- | --- | --- |
| 编号 | 事项 | 主责部门 | 应完成时间 | 备注 |
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附件4：

**贵州轻工职业技术学院**

**工作实施异常情况说明及推进变更工作计划表**

|  |  |
| --- | --- |
| 督办编号 |  |
| 承办部门（盖章） |  |
| 责任部门负责人 |  | 联系电话 |  |
| 联络员 |  | 联系电话 |  |
|  办理情况 | 完成时间 |  |
|  |
| 工作实施异常情况说明 |  |
| 推进变更工作计划 |  |
| 备注 |  |

附件5：

**贵州轻工职业技术学院督办事项汇总表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 事项 | 主责部门 | 应完成时间 | 已完成时间 | 工作落实情况（按要求办结/未按要求办结） | 备注 |
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