**党纪工团收文**

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| 收文基本信息 | | | | | |
| 收文编号： |  | 收文日期： |  | 原文号： |  |
| 卷号： |  | 文件名称： |  | | |
| 拟办 | | | | | |
| 党群工作处处长： |  | | | | |
| 意见： |  | | | | |
| 领导批示 | | | | | |
| 公司领导： |  | | | | |
| 意见： |  | | | | |
| 承办 | | | | | |
| 承办部门： |  | | | | |
| 承办意见： |  | | | | |
| 传阅 | | | | | |
| 传阅人员： |  | | | | |
| 传阅意见： |  | | | | |
| 附件: | | | | | |
|  | | | | | |