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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **海南核电有限公司发文单** | | | | | | | | | | | | | | | | | | | |
| 紧急程度: | | |  | | | | | | | | | | 发文号: | | | |  | | |
| **签发** | | | | | | | **领导会签** | | | | | | **部门会签** | | | | | | |
| 签发: |  | | | | | | 会签人: | | |  | | | 会签人: | | | |  | | |
| 日期: |  | | | | | | | | | | | | | | | | | | |
| **办公室核稿** | | | | | | | | | **主办部门** | | | | | | | | | | |
| 秘书: |  | | | 日期: |  | | | | 审稿人: | | |  | | | 审稿日期: | | |  | |
| 主任: |  | | | 日期: |  | | | | 主办部门: | | |  | | | 拟稿日期: | | |  | |
|  | | | | | | | | | 拟稿人: | | |  | | | 电话: | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| 标题: | | |  | | | | | | | | | | | | | | | | |
| 主题词: | | | | | | | | | | | | | | | | | | | |
| 主送: | |  | | | | | | | | | | | | | | | | | |
| 抄送: | | | | | | | | | | | | | | | | | | | |
| 发文日期: | | |  | | | | | 共印 | |  | | 份,每份 | |  | | 张 | | |  |
| 打字: | | | | | | | | 校对: | | | | | | 复核: | |  | | | |
| **部门会签** | | | | | | | | | | | | | | | | | | | |
| 已会签人: | | |  | | | | | | | | 意见: |  | | | | | | | |
| **领导会签** | | | | | | | | | | | | | | | | | | | |
| 已会签人: | | |  | | | | | | | | 意见: |  | | | | | | | |
| 传阅 | | | 分发范围: | | |  | | | | | | | | | | | | | |
| 附件: | | | | | | | | | | | | | | | | | | | |
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