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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **海南核电有限公司函件处理单** | | | | | | | | | |
| 收文号: |  | | 收文日期: | |  | | 紧急程度: | |  |
| 文件编号: |  | | 来文单位: | |  | | 页数: | |  |
| 文件标题: |  | | | | | | | | |
|  |  | 批示领导: | | |  | | | | |
|  |  | 传阅领导: | | |  | | | | |
|  |  | 主办部门: | | |  | | | | |
| 拟办意见 | 意见 | 协办部门: | | |  | | | | |
|  |  | 传阅部门: | | |  | | | | |
|  |  | 其它意见: | | |  | | | | |
|  | 拟办人: |  | | | | | | | |
| 领导批示 | 领导意见: |  | | | | | | | |
|  | 领导: | | | | |  | | | |
|  | 承办部门: |  | | | | | | | |
| 承办情况 | 承办意见: |  | | | | | | | |
|  | 部门领导: | | | 科室领导: | | | | 普通人员: | |
|  |  | | |  | | | |  | |
| 备注 |  | | | | | | | | |