**宝城公司公文处理流程**

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| --- | --- | --- | --- | --- |
| 起文单位： | ${startUser!} | | 起文日期 | ${t01ApplyMatter.startTime2d!} |
| 标题：${vs.subject!} | | | | |
| 事项内容：${vs.applyMatterDesc!}  签名：${startUser!} 日期：${t01ApplyMatter.endTime2d!} | | | | |
| **部门经理**  **意见** | | <#if t02ManagerConfirm\_s??><#list t02ManagerConfirm\_s as t>(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#list></#if> | | |
| **分公司**  **意见** | | <#if t03DepartmentCooperation\_s??><#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "yifengongsi" || t.vs.mcode == "erfengongsi" || t.vs.mcode == "sanfengongsi" || t.vs.mcode == "sifengongsi">(意见：${t.vs.view} 分公司：${t.vs.mname} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list></#if> | | |
| **营运办公室**  **意见** | | <#if t03DepartmentCooperation\_s??><#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "yingyunbangongshi">(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list></#if> | | |
| **安全服务部**  **意见** | | <#if t03DepartmentCooperation\_s??><#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "anquanfuwubu">(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list></#if> | | |
| **计划财务部意见** | | <#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "caiwubu">(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list> | | |
| **信息技术部意见** | | <#if t03DepartmentCooperation\_s??><#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "xinxijishubu">(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list></#if> | | |
| **人力资源部**  **意见** | | <#if t03DepartmentCooperation\_s??><#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "renliziyuanbu">(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list></#if> | | |
| **行政办公室**  **意见** | | <#if t03DepartmentCooperation\_s??><#list t03DepartmentCooperation\_s as t><#if t.vs.mcode == "bangongshi">(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#if></#list></#if> | | |
| **营运总监**  **意见** | | <#if t04OperationSecurityCheck\_s??><#list t04OperationSecurityCheck\_s as t>(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#list></#if> | | |
| **总经理组**  **意见** | | <#if t05InChargeDeputyGeneralManagerCheck\_s??><#list t05InChargeDeputyGeneralManagerCheck\_s as t>(意见：${t.vs.view} 签名：${t.assignee} 日期：${t.endTime2d}) </#list></#if> | | |
| **董事长**  **意见** | | <#if t06ChairmanCheck??>${t06ChairmanCheck.vs.view!}</#if>  签名：<#if t06ChairmanCheck??>${t06ChairmanCheck.assignee!}</#if> 日期：<#if t06ChairmanCheck??>${t06ChairmanCheck.endTime2d!}</#if> | | |
| **发起人**  **归档** | | 签名： <#if t09SponserFile??>${t09SponserFile.assginee!}</#if> 日期：<#if t09SponserFile??>${t09SponserFile.endTime2d!}</#if> | | |