附件

**处级领导干部岗位调整后工作交接单**

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| 移交人 | |  | | | | | | | | |
| 接收人 | |  | | | | | | | | |
| 移交事项 | | | | | | | | | | |
| 一、工作移交 | | | | | | | | | | |
| 工作内容 | | | | 相关材料 | | | | | 数量 | |
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| 二、资产移交 | | | | | | | | | | |
| 项目 | | | | | 明细 | | | 相关材料 | | |
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| 三、文件档案资料移交 | | | | | | | | | | |
| 名称 | | | 数量 | | | | 名称 | | | 数量 |
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| 四、对外联络移交 | | | | | | | | | | |
| 项目 | | | | | 明细 | | | | | |
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| 五、其他事项 | | | | | | | | | | |
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| 六、备注 | | | | | | | | | | |
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| 移交人 |  | | | | 接收人 |  | | 监交人 | |  |
| 移交日期 |  | | | | 接受日期 |  | | 监交日期 | |  |

注：1.此表一式四份，由离任干部填写。交接工作结束后离任干部、接任干部、所在单位、校党委组织部各存一份。

2.交接内容填写不下的，可另附详单，离任干部、接任干部、监督人均需在详单上签字，并在本表“备注”中注明。