# 1.党支部基本情况

单位（部门）

支 部 名 称

支 部 届 期 年 月至 年 月

上级党组织名称

党员人数 支部委员会人数

党小组数

支部书记 副书记

组织委员 宣传委员

纪检委员 青年委员

统战委员 其他委员

党小组长 党小组长

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党小组长 党小组长

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2.党员基本情况表

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| 序号 | 姓名 | 性别 | 民族 | 出生年月 | 文化程度 | 入党时间 | 单位职务 | 联系电话 | 备注 |
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注：1.此表的“党员”是指党组织关系在本支部的党员，包括流出的流动党员和保留组织关系的出国（境）留学、工作或居住党员。在流出的流动党员的备注栏中请写“流出”，同时请填写《流动党员（流出）基本情况表》 ；在出国（境）留学、工作或居住党员的备注栏中请写“出国（境）”，同时请填写《国（境）留学、工作或居住党员基本情况表》.

3.入党申请人基本情况表

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注：在更换下一年度手册之前，入党申请人成为入党积极分子，请在备注里写“积极分子”，同时请填写《入党积极分子和党员发展对象基本情况表》 ；如果离开本单位，请在备注里写“离开”，可不用更换表格。

4.入党积极分子和党员发展对象基本情况表

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 确定为积极  分子时间 | 确定为党员  发展对象时间 | 性别 | 民族 | 出生年月 | 文化程度 | 单位职务 | 联系电话 | 备注 |
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| 姓名 | 确定为积极  分子时间 | 确定为党员  发展对象时间 | 性别 | 民族 | 出生年月 | 文化程度 | 单位职务 | 联系电话 | 备注 |
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注：1.在更换下一年度手册前，如果填写对象离开本单位，请在备注里写“离开”，可不用更换表格。

2.党员发展对象年度内发展成为党员的，请在备注栏里写“党员”，同时请填写《党员基本情况表》。

5.流动党员（流出）基本情况表

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| --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 联系电话 | 家庭住址 | 联系人及电话 | 外出时间 | 外出去向 | 备注 |
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注：1.出国（境）留学、工作或者居住的流动党员，请填写《出国（境）留学、工作或居住党员基本情况表》，不用填写此表。

2 .在更换下一年度手册前，流出的流动党员转出组织关系，请在备注里写“转出”，可不用更换表格

6.流动党员（流入）基本情况表

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| --- | --- | --- | --- | --- | --- | --- |
| 姓名 | 出生年月 | 入党时间 | 联系电话 | 居住地址 | 原党组织关系所在单位 | 备注 |
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注：在更换下一年度手册前，流入的流动党员离开本单位，请在备注栏里写“离开” ；如果转入组织关系，请在备注栏里写“转入”，同时填写《党员基本情况表》 ，可不用更换表格。

7.出国（境）留学、工作或居住党员基本情况表

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| 序号 | 姓名 | 联系电话 | 联系人及电话 | 出国（境）事由 | 出国（境）时间 | 所去国家（地区） | 职业状况 | 组织关系状态 | 备注 |
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注：1. “出国（境）事由”一栏请填写字母：A. 留学；B. 工作；C. 定居

2. “出国（境）时间”是指何时出国（境）的。

3. “组织关系状态”一栏请填写字母：A. 已保留组织关系；B. 已终止党籍；C. 其他。

8.党费缴纳情况统计表

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| 姓名 | 党费金额（元） | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 备注 |
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| 姓名 | 党费金额（元） | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 备注 |
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| 姓名 | 党费金额（元） | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 备注 |
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| 姓名 | 党费金额（元） | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 | 备注 |
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注：与第二列“党费金额”一致的月份划“√”，不一致的请填写金额；如果某位同志从中间某月“党费金额”将持续发生变化，请在备注中写明，发生变化的第一个月写具体金额，以后月份划“√”即可。

9.党员受表扬（表彰）情况统计表

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| 姓名 | 时间 | 表扬（表彰）内容 | 表扬（表彰）单位 | 备注 |
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注：有党员受本支部，本单位以及上级党组织、上级单位表扬（表彰）的，请填写此表。

10.党员受批评教育（处分）情况统计表

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| 姓名 | 时间 | 批评教育（处分）原因和内容 | 批评教育（处分）单位 | 备注 |
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注：有党员受本支部，本单位以及上级党组织、上级单位批评教育（处分）的，请填写此表。

11.党支部开展群众工作情况表

| 工作类型 | 具体内容及方式 | 开展时间与地点 | 影响到的群众范围 |
| --- | --- | --- | --- |
| 组织群众  （如：组织群众为单位改革发展建言献策，参与重大决策；参与基层治理，以及其他推动中心工作完成的举措；推行党务、政务、村（居）务公开，等等） |  |  |  |
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| 宣传群众  （如：组织群众一起参加支部学习；组织党员到群众中宣讲；在内部网站或者刊物宣传党的理论和政策，等等） |  |  |  |
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| 凝聚群众  （如：党支部建立联系群众制度，党员干部联系群众，等等） |  |  |  |
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| 服务群众  （如：党支部联系帮扶困难群众；开展党员志愿服务；帮助群众解决苦难问题，等等） |  |  |  |
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注：如果同一工作内容多次开展，每次开展时间与地点集中写在一个空格里。

12.党支部年度工作计划

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13.党支部年度工作总结

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14.党支部年度特色做法

请对本支部全年工作中最有特色、效果最好、给大家留下印象最为深刻的一个具体活动或做法进行总结，描述如下：

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工作记录总目录

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| 月份 | 日期 | 主题 | 会议类型  （见说明） | 页码 | 备注 |
| --- | --- | --- | --- | --- | --- |
| 1月 |  |  |  |  |  |
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| 2月 |  |  |  |  |  |
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| 月份 | 日期 | 主题 | 会议类型  （见说明） | 页码 | 备注 |
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| 3月 |  |  |  |  |  |
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| 4月 |  |  |  |  |  |
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| 月份 | 日期 | 主题 | 会议类型  （见说明） | 页码 | 备注 |
| 5月 |  |  |  |  |  |
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| 6月 |  |  |  |  |  |
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| 月份 | 日期 | 主题 | 会议类型  （见说明） | 页码 | 备注 |
| 7月 |  |  |  |  |  |
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| 8月 |  |  |  |  |  |
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| 月份 | 日期 | 主题 | 会议类型  （见说明） | 页码 | 备注 |
| 9月 |  |  |  |  |  |
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| 10月 |  |  |  |  |  |
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| 月份 | 日期 | 主题 | 会议类型  （见说明） | 页码 | 备注 |
| 11月 |  |  |  |  |  |
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| 12月 |  |  |  |  |  |
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# 党支部工作记录

活动（会议）名称

时 间 地 点

主 持 人 记 录 人

主 题

应 到 人 数 实到人数

缺席人员及原因

其 他

主 要 内 容