附件3

人大议案代表建议和政协提案办理工作责任制一览表

填表单位（盖章）： 填表日期：

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| **序号** | **立案**  **编号** | **议案、建议或提案名称** | **责任领导** | | | **责任 科室** | **责任人** | **电话** | **办理时限** | **备注** |
| **姓名** | **职务** | **电话** |
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