党支部工作手册



支部名称\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

年 度\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

使 用 说 明

一、为加强我区党支部的基础工作，不断积累基层党支部工作的历史资料，逐步实现党支部工作的制度化、规范化，精简党员发展台帐，特发《党支部工作手册》(电子版)，供区内各党支部使用。

二、《手册》是党支部工作的综合性记录，党支部要指定专人记实、专人保管，注意保密。记录情况要列入党支部年终的评比、检查、考核内容；记录要做到及时、全面、准确、认真。

三、《手册》每册使用一年，中间因支部人员变动或调离，应及时办理好《手册》的移交，保证记录的连续性。《手册》属党支部的文书档案，使用完毕要及时存档，妥善保管，不得遗失。

四、党支部在记录中碰到的有关问题及意见、建议，请及时向上级组织部门反映。

中共上海市奉贤区教育局委员会

二〇一玖年叁月

入党誓词

我志愿加入中国共产党，拥护党的纲领，遵守党的章程，履行党员义务，执行党的决定，严守党的纪律，保守党的秘密，对党忠诚，积极工作，为共产主义奋斗终身，随时准备为党和人民牺牲一切，永不叛党。

奉贤教育“五种精神”

奉贤教育倡导长期以来在实践创新中形成的“五种精神”：追求卓越、永不言败；勇于创新、敢为人先；崇尚均衡、和而不同；以人为本、见贤思齐；海纳百川、大气谦和。

习近平寄语

2017年10月18日，习近平在中国共产党第十九次全国代表大会上的报告中指出：党支部要担负好直接教育党员、管理党员、监督党员和组织群众、宣传群众、凝聚群众、服务群众的职责，引导广大党员发挥先锋模范作用。

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八、其他

1. 基层组织基本情况

党组织班子成员

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| 二、党员队伍基本情况 | | | | | | | | | |
| 1、党员名单 | | | | | | | | | |
| 序号 | 党小组 | 姓 名 | 性别 | 出生  年月 | 入党  年月 | 文化  程度 | 工作  部门 | 职 务 | 备 注 |
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| 2、党员参加培训情况表 | | | | |
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| 3、党费收缴情况表 | | | | | | |
| 月份 | 党员人数 | 应收数（元） | 实收数（元） | 上缴数（元） | 上缴党费日期 | 欠交人员 |
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| 月份 | 党员人数 | 应收数（元） | 实收数（元） | 上缴数（元） | 上缴党费日期 | 欠交人员 |
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| 月份 | 党员人数 | 应收数（元） | 实收数（元） | 上缴数（元） | 上缴党费日期 | 欠交人员 |
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| 月份 | 党员人数 | 应收数（元） | 实收数（元） | 上缴数（元） | 上缴党费日期 | 欠交人员 |
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| 4、民主评议党员情况汇总表 | | | |
| 评 议 日 期 | 至 | 本支部党员数 |  |
| 参加评议人数 | 名 | 参 评 率 | % |
| 评 议 主 要 内 容 |  | | |
| 评 议 主 要 方 法 |  | | |
| 党 课 教 育 内 容 |  | | |
| 表 彰 名 单 |  | | |
| 合 格 人 数 |  | | |
| 限期改正名单 |  | | |
| 劝其退党名单 |  | | |
| 党内除名名单 |  | | |

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| 5、党员奖惩情况 | | | | |
| (1)奖励 | | | | |
| 姓 名 | 何 种 奖 励 | 实施机关 | 实施年月 | 备注 |
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| (2)处分 | | | | |
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| 三、发展党员三级台账 | | | | | | | | | | | |
| 1.入党申请人情况登记表 | | | | | | | | | | | |
| 序号 | 姓 名 | 性别 | 出生年月 | 民族 | 文化程度 | 工作单位及职务职称 | 参加工作 年月 | 何时提出 入党申请 | 接受入党申请书的党支部名称 | 培养联系人 姓名 | 拟列为 积极分子时间 |
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| 序号 | 姓 名 | 性别 | 出生年月 | 民族 | 文化程度 | 工作单位及职务职称 | 参加工作 年月 | 何时提出 入党申请 | 接受入党申请书的党支部名称 | 培养联系人 姓名 | 拟列为 积极分子时间 |
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| 2.入党积极分子情况登记表 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 姓 名 | | 性别 | | 出生年月 | | 民族 | | 文化程度 | | 工作单位及职务职称 | | 何时提出入党申请 | | 何时列为积极分子 | | 何时开始 积极分子 写实 | | 政审情况 | | | | 拟列为 发展对象 时间 | | 培养联系人 姓名 | |
| 时间 | | 是否 合格 | |
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| 3.发展对象情况登记表 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | 姓 名 | 性别 | | 出生年月 | | 民族 | | 文化 程度 | | 工作单位及职务职称 | | 何时提出 入党申请 | | 何时列为 积极分子 | | 何时开始 积极分子 写实 | | 何时列为 发展对象 | | 何时参加 短期培训 | | 民主测评 | | | | 拟发展 时间 |
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| 四、党支部工作记录 |
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| 5、年度工作总结 | | | | | | | | |
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| 上级党委（盖章） | | | | | | | |
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| 6、全年情况统计 | | | | | | | | |
| 分 类 | | | 单位 | 数 量 | | 备 注 | | |
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| 党支部大会 | | | 次 |  | |  | | |
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| 支委会 | | | 次 |  | |  | | |
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| 其中民主生活会 | | |  | |  | | |
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| 党小组会 | | | 次 |  | |  | | |
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| 五、党支部会议记录 | | | | | | | | |
| 1、党员大会记录 | | | | | | | | |
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| 六、文件收发登记表 | | | | | | | | | | | | | | | | | |
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| 七、党员活动情况 | | | | | | | | | | | | | | | | | |
| 1、党员责任区情况表 | | | | | | | | | | | | | | | | | |
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| 七、党员活动情况 | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3、点名册 | | | | | | | | | | | | | | | | | | | | | | | | |
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| 说明：参加活动用“√”表示，请假用“△”表示，无故缺席用“**-**”表示。 | | | | | | | | | | | | | | | | | | | | | | | | |

十二、其他