附件2：

鹤山市工程建设项目代办帮办工作登记表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **环节** | **内容** | | | | | | | | | | | | | | |
| **咨询** | 咨询时间 |  | | | | | 咨询单位 | | | |  | | | | |
| 咨询人 |  | | | | | 咨询电话 | | | |  | | | | |
| 项目名称 |  | | | | | | | | | | | | | |
| 咨询记录 | 经办人： 日期： | | | | | | | | | | | | | |
| **申请** | 接洽时间 |  | | 接洽人 | | | |  | | | | 联系电话 | | |  |
| 申请时间 |  | | 接洽人 | | | |  | | | | 联系电话 | | |  |
| 申请记录 | 经办人： 日期： | | | | | | | | | | | | | |
| **审核** | 初审时间 |  | | | 初审内容 | | | |  | | | | | | |
| 资料清单 |  | | | | | | | | | | | | | |
| 初审情况 | 经办人： 日期： | | | | | | | | | | | | | |
| 业务例会  审核时间 |  | | | | | | | | | | | | | |
| 审核意见 | 中心负责人： 日期： | | | | | | | | | | | | | |
| **交办** | 交办时间 |  | | | | | 交办人 | | | |  | | | | |
| 材料清单 |  | | | | | | | | | | | | | |
| 接收人 |  | | | | | | | | | | | | | |
| 主要代办帮办专员 | |  | | | 辅助代办帮办专员 | | | | | | | |  | |
| 首次联系时间 | |  | | | 项目当前阶段 | | | | | | | |  | |
| **协调** | 协调层级 | 时间 | | | | 事项 | | | | | | | | | |
| 工作例会 |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **办结**  **/**  **终止** | 办理结果 | 🞎办结 🞎终止 🞎其他： | | | | | | | | | | | | | |
| 办理说明 | 经办人： 日期： | | | | | | | | | | | | | |
| 办理/终止意见 | 中心负责人： 日期： | | | | | | | | | | | | | |
| **评价** | 评价结果 | 🞎满意 🞎一般 🞎不满意 | | | | | | | | | | | | | |
| **归档** | 提交时间 |  | | | | | | | | 提交人 | | |  | | |
| 归档材料 |  | | | | | | | | | | | | | |
| 归档时间 |  | | | | | | | | 归档人 | | |  | | |