基层党支部常用表格

发展党员登记表

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓 名 | 性别 | 出生年月 | 支部大会通过日期 | 党 委批准日期 | 介绍人及职务 | 备注 |
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## 年度工作计划（ 年度）

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| --- | --- |
| 指导思想 |  |
| 工作目标 |  |
| 重点工作 | （党支部在组织生活、发展党员、党员教育、主题实践活动等方面的计划） |
| 工作创新点 | （篇幅不够，可另附纸） |

## 年度工作总结（ 年度）

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| --- | --- |
| 主要工作回顾 | （篇幅不够，可另附纸） |
| 主要成效 | （篇幅不够，可另附纸） |
| 工作特色和创新点 |  |
| 党委考评意见 | 党委负责人： 盖章： 年 月 日 |

## 日常工作记录

|  |  |
| --- | --- |
| 主题 |  |
| 类型 | **□**支部党员大会 **□**支部委员会 **□**党课**□**主题实践活动 **□**其他 |
| 时间 |  | 地点 |  |
| 主持 |  | 记录 |  |
| 应到人数 |  | 实到人数 |  | 请假 |  |
| 参会人员签名 | （可附签到表） |

## 申请入党人员登记表

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓 名 | 性别 | 出生日期 | 递交申请书时间 | 确定为积极分子时间 | 确定为发展对象时间 | 参加培训时间 | 联系人 | 备 注 |
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## 收缴党费登记表（ 年度）

单位：元

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| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓 名 | 第一季度 | 第二季度 | 第三季度 | 第四季度 | 合 计 |
| 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 | 12月 |
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（篇幅不够可另附表）

## 预备党员转正登记表

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓 名 | 性别 | 出生年月 | 入党日期 | 通 过转正日期 | 党委批准转正日期 | 是否按期转正/原因 |
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## 支部委员会概况

本届委员会成立时间： 年 月 日

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| --- | --- | --- | --- | --- | --- | --- |
| 职 务 | 姓 名 | 性别 | 出生年月 | 入党时间 | 行政职务/职称 | 备注 |
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