# 工作流程图

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*第一篇：工作流程图干部三科主要工作职责1、负责全县人才队伍建设的宏观指导、组织协调和督促检查工作。2、对全县贯彻人才工作政策的情况及人才队伍的基本状况进行调查研究，提出意见和建议。3、负责制定或参与制定全县人才工作的规划、规定。4、负责县...*

**第一篇：工作流程图**

干部三科主要工作职责

1、负责全县人才队伍建设的宏观指导、组织协调和督促检查工作。

2、对全县贯彻人才工作政策的情况及人才队伍的基本状况进行调查研究，提出意见和建议。

3、负责制定或参与制定全县人才工作的规划、规定。

4、负责县级专业技术拔尖人才选拔、管理工作，指导有关部门做好学科技术带头人、优秀农村实用人才选拔管理工作。

5、会同有关部门做好省、市级优秀专业技术人才人选推荐工作。

6、负责全县人才信息库管理工作。

7、负责县委人才办日常工作及县委人才工作领导小组交办的其他工作。

人才发展规划编制流程图

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工作流程图目录

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**第三篇：地方志工作流程图**

张家口年鉴编纂流程图

拟定《张家口年鉴》篇目框架设计及撰（供）分工意见报市政府主管领导审核报市政府办公室会签，以市政府办公室名义下发《张家口年鉴》组稿通知按照分工督办各单位报送《张家口年鉴》入鉴资料按照时间要求完成《张家口年鉴》初稿各责任编辑对《张家口年鉴》初稿进行修改、补充、完善报副主编审定报主编审定定稿排版校对印刷出版

《张家口市志》编纂流程图

拟定《张家口市志》篇目框架报送市主管领导、编委会有关领导审核将《张家口市志》篇目初稿下发各有关承编部门征求意见对《张家口市志》篇目进行修订、完善呈地方志编纂委员会审定报市政府办公室会签,以政府办名义下发《编纂实施方案》组织召开市志编纂动员大会，部署修志任务对《张家口市志》各承编单位撰稿人进行培训，征集入志资料对《张家口市志》各承编单位提供的入志资料进行审核、补充、完善对《张家口市志》入志资料进行统编、完成初稿对《张家口市志》初稿进行总纂召开《张家口市志》志稿评审会，邀请省、市领导及省内外专家、学者对《张家口市志》志稿进行审定根据评审会意见，修订完善、形成终审稿报送省地方志办公室终审根据终审意见进一步修改、定稿排版校对印刷出版

**第四篇：出纳工作流程图**

出纳人员岗位职责

一、严格按照公司财务制度办理各种现金收付业务、费用报销业务、银行结算业务。

二、负责公司的涉税事宜，按月计提员工所得税并做好其它税项的申报、缴纳的发放工作。

三、及时、准确、完整地向会计人员传递各种原始凭证。

四、妥善保管库存现金和各种有价证券。

五、妥善保管有关印鉴、空白票据和空白支票。

六、妥善保管各种银行凭证，并定期整理、装订银行对账单。

七、认真登记现金日记账和银行存款日记账，并做到日清月结。

八、每日核对库存现金，做到账实相符，出现差异及时汇报。

九、定期与银行进行账目核对，编制《银行存款余额调节表》。

十、及时编制公司资金日报表、月报表并报计财处负责人。

十一、负责银行账户的管理包括贷款证、税务登记证、收费许可证的更换及年审工作。

十二、负责学院收费项目的审核、申报、公示工作。

十三、负责涉及公司财务各种统计报表的填报。

十四、按照报账规定期限及时清理各种借款、应收款项，严禁以白条子顶库。

十五、管理收费信息，保证其真实、合法、准确。

现金支出附件审核做账登记现金日记账现金收支现金收入银行取收入凭证外汇收入结外汇国家外汇局备案现金收支汇总帐物核对银行收入银行结算付款附件审核（领导签字及发票有效）银行支出银行打印付款凭证凭单记账银行收支汇总银行对账出纳工作工资结算去中国银行发放工资核对银行发放金额及人数是否与实际相符凭证黏贴以便长期保存去银行发放奖金奖金发放去银行提取现金（先预约）发放奖金向各部门收奖金表根据奖金表做账现金收支汇总帐物核对企业纳税根据财务报表计算本月国税、地税应缴税金额，根据工资表及奖金表计算全单位职工个税指定表格网上申报网上扣款去银行打印扣款凭证凭单记账银行对账

**第五篇：党建工作流程图**

20、“五小”科技攻关流程图

年初，建立完善“五小”攻关活动的实施方案并下达各团支部接收团支部攻关项目立项申请，对未通过的项目提出修改和完善意见会同相关部门对申报项目可行性进行认定审批按计划对已立项项目的攻关工作进行推进、检查、指导及督促，结合攻关难点寻求相关部门的指导帮助会同生产技术部及财务部门对“五小”成果进行鉴定优秀项目及时在全厂宣传推广，予以表彰奖励，并推荐申报公司表彰资料整理归档

19、“青安杯”竞赛工作流程图

年初，建立健全青安岗组织机构，制定“青安杯”竞赛考核制度及工作计划将“青安杯”竞赛考核制度下发，与各团支部书记签订安全责任书对团支部“青安杯”竞赛活动进行日常检查，对存在的不足提出指导意见和改进措施每月对各团支部“青安杯”竞赛报表进行审核，并按规定方案作出评价不合格合格“青安杯”竞赛评比结果汇总，每季度进行总结、评比、表彰。“青安杯”竞赛优秀单位和个人年底推荐申报公司表彰资料整理归档

18、职工困难补助管理流程图

困难职工本人向基层工会提出书面申请基层工会根据书面申请，收集相应证明材料后向工会办公室申报工会办公室根据材料具体情况，向工会 主席报告向（集团）工会申报厂级困难补助集团工会审批职代会权益保障专委会审批给付困难补助，办理相关手续不符合集团文件要求给付困难补助，办理相关手续不符合要求，信息反馈基层工会以一定形式对困补情况进行公开或通报

17、职工代表大会工作流程图

按照集团精神筹备职代会工作收集和分析相关会议资料征求意见并提出会议方案分析完善方案公司工会主席审批向同级党委和上级工会呈报职代会筹备情况同级党委和上级工会批复后，工会和相关部门协商、起草职代会各项议题内容，各相关部门按照分工起草工作报告 职代会材料报公司工会主席审核职代会材料下发至各分场、各分场传达收集职工意见，并向工会进行书面反馈，工会汇集各分场意见报请公司领导召开职代会预备会召开职代会正式会议资料整理归档

16、班组建设工作流程图

确定班建方针目标收集和分析相关指标资料征求意见并提出草案分析与完善方案公司工会主席审批否公司领导会签是组织实施对实施的结果进行季度跟踪，每半年进行检查和评价

15、劳动竞赛流程图

确定劳动竞赛的主题收集和分析相关指标资料与部门商议各项指标设定具体情况编制竞赛目标计划征求意见并提出草案分析完善方案公司工会主席审批否公司领导会签是组织实施对实施过程进行月度跟踪，每月进行检查评价

14、群众性技术创新工作流程图

下发开展全员自主创新工作的通知收集各分场、部门提交的各类全员自主创新课题汇总、编制课题总表，报经相关部门进行审批工会与相关部门共同制订公司不同类别重点课题征求意见并提出草案分析完善方案公司工会主席审批否公司领导会签是组织实施对实施过程进行季度跟踪，每半年进行检查评价

13、党员违规违纪案件办理流程图

党员违规违纪案件发生成立调查领导小组核实违规违纪事实依据党纪条例起草处理意见提交公司党委讨论决定批复不同意上报（集团）公司纪委批复批复同意执行决定资料整理归档

12、信访举报案件办理流程图

纪委收到举报信件登记信件填写呈报表，领导批示成立调查小组核准事实对情况是否属实提出处理意见，上交党委会讨论回 复实名举报回复本人匿名举报在相应范围内通报资料整理归档

11、效能监察管理流程图

确定项目成立项目组织机构制定项目实施方案实施准备评价行为查找缺陷组织实施确认事实分析原因拟定监察报告共商建议组织立项同业务培训下发实施立项通报检查三项作出监察处理跳跃落实总结评审资料整理归档

10、大学生实习期管理流程图

公司新分配大学生接待大学生，办理入职手续开展入厂教育培训分配到分场实习（执行大学生3225发展规划培训），开展导师带培开展试用期评价（满3个月）开展见习期评价（满1年）见习期评价不合见习评价及定岗情况报公司领导审核格，延长见习期定岗发放调令资料整理归档

9、科级管理人员绩效考核评价工作流程图

按要求开展科级以下管理人员月度绩效考评工作党工部根据 发的单位月绩效考核通报开展科级管理人员绩效考核评价工作，结合当月单位及个人的生产指标完成情况、专业管理考核和竞赛情况等进行评分、汇总将科干月绩效评价汇总情况交各战线领导进行评价打分，将考核分汇总否汇总表交党工部部长审核是将科级管理人员绩效评价得分情况上网通报，绩效分交人力资源部用于绩效工资结算资料整理归档

8、干部任免工作流程图

根据工作需要，对拟配备人员按民主推荐提名或公开招聘等方式进行选拔查阅档案和资料，核准年龄、学历、表现是否符合任职条件相关人员组成考察组，采取谈话、职工测评等方式，了解基层和职工对拟任候选人的意见，就拟任候选人形成考察报告召开党委会，研究决定干部任免。在公司局域网上对拟任干部人选进行为期七天的公示，设置举报电话，接受职工监督通过人力资源系统，按规定程序报批否是拟任职公文，下发公布，办理相关手续资料整理归档

7、“三个通道”评聘流程图

根据三个通道工作安排开展评聘工作个人申报、自评单位审核党工部审定战线领导评价打分公司三个通道建设领导小组初审（集体酝酿、讨论、无记名设票）否办公会讨论决定是首席师、首席技师等报（集团）公司人力资源部备案，（首席师、首席技师进行任前公示）公司下发聘任文件资料整理归档

6、党员责任区课题攻关流程图

各支部认真分析本单位生产过程中的瓶颈环节、关键因素，根据所在区域岗位责任、工作特点和党员结构，确定活动目标，上报活动课题党工部汇总各支部课题，交生技部、设备部等专业职能部门初审公司党委讨论、确定党员责任区课题下发党员责任区立项通知，支部开始课题攻关各支部按季度推进党员责任区课题，做好阶段小结并上报季度工作报表党支部并根据实际推进情况及时调整责任区目标等，党工部适时进行指导进行责任区活动总结未能实现课题目标，分析原因，总结经验 顺利实际课题目标，课题成果上报党工部进行评比，党工部择优进行表彰。各支部实施情况纳入“达标创先”竞赛考评党工部汇报各课题成果，交生技部、设备部等专业职能部门进行成果初步认定公司党委会对课题成果进行评比择优表彰优秀课题成果

5、基层党支部书记（委员）直接选举工作流程图

成立直选工作领导小组（含职工代表）召开党员大会动员部署直选工作１、本支部符合条件人选２、上级党组织推荐人选３、党员个人自荐人选。根据直选条件，形成候选人名册以党小组为单元，组织党员群众酝酿推荐提名候选人（海推）召开支委扩大会进行票决确立５名候选人召开党小组会进行票选形成酝酿提名人选（５进４）会同上级部门进行资格审查和组织考察形成俱初步人选召开支委扩大会进行票决产生候选人初步人选（３人）报公司党委召开党委会进行票选产生候选人预备人选（２人）公示７个工作日产生正式候选人召开党员大会进行票决产生新任党支部书记（同步产生新一届支部委会）报公司党委产生党支部书记（委员），报党委审查（备案）

4、党员发展工作流程图

支部确定积极分子名单，报党工部审核备案培养联系人和党小组长在支部领导下开展积极分子培养工作满２年拟发展分子由支部提出申请，党工部安排党校培训支部对拟发展党员以公告形式进行党内外公示七个有效工作日支部公示无不良反映发展对象，由党工部汇总报党委会讨论根据党委会讨论意见，到党工部开具政审介绍信支部完成前期所有准备工作，召开党员大会，将发展对象材料上报至党工部对支部上报的发展对象进行考察，并将考察情况整理上报党委通过作为预备党员考察，支部建立预备党员考察表未通过返回支部继续考察是支部决定是否继续列为发展对象预备期满，支部完成预备党员转正工作，支部将转正材料上报党工部否资料整理归档未通过将全厂预备党员转正情况汇总上报党工部通过按期转为正式党员，资料整理归档延长预备期，继续考察延长预备期满，支部完成转正工作并上报党工部，由党工部上报至党委未通过取消预备党员资料，资料整理归档通过转为正式党员，资料整理归档

3、民主评议党员流程图

二季度下发党员民主评议通知，明确工作要求公司召开工作布置会，安排具体工作，明确时间节点各支部调查研究，分析党员队伍现状，制定支部工作计划支部召开党员大会，进行动员、布置工作按照党员标准进行自我评价，并广泛征集群众意见，写出自我评价发言提纲召开党小组会或支部大会，开展党内互评，邀请党员积极分子及党外人士参加，进行监督评议在民主基础上，召开支委会，结合党员季度测评综合情况，对每个党员写出书面组织意见，并反馈本人支部与排名靠后三名党员、基本合格党员进行谈话，促其认识不足，帮助制定整改措施评议结果上报党工部，并进行相应组织处理对优秀党员进行表彰对不合格党员按相关组织处理方式和程序进行处理

2、党委中心组学习安排流程图

制订中心组织学习安排，明确学习内容，学习要求，下发中心组学习记录本 在公司党委书记的领导安排下，拟定具体学习内容，准备学习资料集中学习个人自学通知中心组成员参加学习的时间和地点中心组成员自学并做好学习记录，根据各自工作实际撰写论文或心得中心组成员到公司指定地点参加学习由公司党委书记主持学习、讨论、党工部长做好集体学习记录

1、党委工作部署流程图

根据上级党委工作要求，结合钢电实际，制定钢电公司党委工作计划和目标组织对工作目标进行细化和分解，明确具体单项工作目标，制定推进措施召开政工全会，动员会，安排布置工作组织工作进度、质量和效果评估，持续推进组织半和工作总结公司党委 工作完成情况报公司主管领导评价和考核，接受上级部门检查、评比资料整理归档

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