**发展党员工作记实表（试行）**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 基本情况 | 姓名 | | |  | | | | | | | 性别 | |  | | | | | 民族 | | | | | | | |  | | | | 1寸照片 | | | | |
| 身份  证号 | | |  | | | | | | | | | | | | | | 出生年月 | | | | | | | |  | | | |
| 联系  电话 | | |  | | | | | | | | | | | | | | 职务 | | | | | | | |  | | | |
| 单位 | | |  | | | | | | | | | | | | | | 本人签名： | | | | | | | | | | | | | | | | |
| 入党申请人 | 入党申请书  递交时间 | | | | |  | | | | | | | 接收入党申请书的  党组织名称 | | | | | | | | | | | |  | | | | | | | | | |
| 党组织派人  谈话时间 | | | | |  | | | | | | | 谈话人姓名  及职务 | | | | | | | | | | | |  | | | | | | | | | |
| 入党申请人阶段所需材料（有的在“□”上打“√”）：  □入党申请书 □党组织派人谈话情况记录 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 入党积极分子 | 党员推荐、群团组织  推优时间和结果 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 支部委员会讨论确定入党积极分子时间 | | | | | | | | |  | | | | | | | | | 上级党委备案时间 | | | | | | | | |  | | | | | | |
| 《入党积极分子培养考察登记表》填写时间 | | | | | | | | |  | | | | | | | | | 培养联系人  姓名 | | | | | | | | |  | | | | | | |
|  | | | | | | |
| 入党积极分子阶段所需材料（有的在“□”上打“√”）：  □党员推荐、群团组织推优相关材料 □支部会议记录  □思想汇报份 □《入党积极分子培养考察登记表》 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 发展对象 | 支部委员会  讨论确定发展对象时间 | | | | | | | |  | | | | | | | | | | | | | 上级党委备案  时间 | | | | | | | | |  | | | |
| 入党  介绍人 | | |  | | | | | 政审时间 | | | | | | | |  | | | | | 政审意见 | | | | | | |  | | | | | |
|  | | | | | 政审人员 | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 集中培训时间 | | |  | | | | | 培训成绩 | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 发展对象阶段所需材料（有的在“□”上打“√”）：  □党支部听取意见情况汇总表  □政审结论性材料  □集中培训结业证书 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 接收预备党员 | 预审 | | 支部将发展对象  报学校党委预审时间 | | | | | | | | | | | |  | | | | | | | | 学校党委  预审时间 | | | | | | | | |  | | |
| 《入党志愿书》编号： | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 支部大会讨论 | | 会议时间 | | | | |  | | | | | | 应到会人数 | | | | | | | | |  | | | | | | | 实到会人数 | | | |  |
| 发出票数 | | | | |  | | | | | | 收回有效票数 | | | | | | | | |  | | | | | | | 同意人数 | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 基层党委审批 | | 党委派人  谈话时间 | | | | |  | | | | | | 谈话人姓名 | | | | | | | | |  | | | | | | | | | | | |
| 党委会  时间 | | | | |  | | | | | | 应到会人数 | | | | | | | | |  | | | | | | | | | | | |
| 实到会人数 | | | | |  | | | | | | 同意人数 | | | | | | | | |  | | | | | | | | | | | |
| 接收预备党员阶段所需材料（有的在“□”上打“√”）：  □基层党委预审意见书 □《入党志愿书》  □支部大会记录及票决情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 预备党员转正 | 入党  宣誓时间 | | | |  | | | | | | | | | | | | | | | | 提交转正  申请书时间 | | | | | | | | | | | |  | |
| 支部大会讨论 | 会议时间 | | | | |  | | | | | 应到会人数 | | | | | | | |  | | | | | | | 实到会人数 | | | | | |  | |
| 同意人数 | | | | |  | | | | | 支部书记签名： 年 月 日 | | | | | | | | | | | | | | | | | | | | | | |
| 学校党委审批 | 党委会  时间 | | | | |  | | | | | | | | | 党委会  意见 | | | | | | | |  | | | | | | | | | | |
| 预备党员转正阶段所需材料（有的在“□”上打“√”）：  □转正申请书（本人手写） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 党员档案 | 存入本人人事档案所需材料（有的在“□”上打“√”）：  □入党申请书□《入党志愿书》□转正申请书  □政治审查材料□入党积极分子培养考察登记表  注：无人事档案的，建立党员档案，由所在党委保存 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 备注 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

填表人： 核对人：

注：1. 以上各项由各党总支组织委员填写并签名，学校党委组织部核实。

2.此表须正反面打印，手工填写，一人一表。