**“笃小实”智能咨询——部门情况调研表**

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| **单位名称：** | | | |
| **科室设置** | **职能职责** | **办公地点** | **办公电话** |
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**“笃小实”智能咨询——服务事项及常见问题调研表**

单位名称：

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| **服务事项** |  | | |
| **办理部门（科室）** |  | **服务对象** |  |
| **办理时间** |  | **办理地点** |  |
| **联系人** |  | **联系电话** |  |
| **相关资料** |  | | |
| **事项简介（200以内，详细说明可附页）** | | | |
| **该服务相关问题（选填）** | | | |
| **问题** |  | **通用回复** |  |
| **问题** |  | **通用回复** |  |
| **问题** |  | **通用回复** |  |