附件1

办（中心）职责和权力清单

|  |  |  |  |
| --- | --- | --- | --- |
| 主要职责 | 权力清单 | 承办部门 | 责任人 |
|  | 1 |  |  |
| 2 |  |
| 3 |  |
| 4 |  |
|  |  |
|  |  |
|  | 1 |  |  |
| 2 |  |
| 3 |  |
|  |  |
|  |  |
|  |  |
|  | 1 |  |  |
| 2 |  |
| 3 |  |
|  |  |
|  |  |
|  |  |
| 分管领导意见 |  | | |

办（中心）：

附件2

办（中心）廉政风险点与防范措施一览表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 办（中心） | |  | | | |
| 办（中心）  职责 | |  | | | |
| 廉  政  风  险  点  及  防  控  措  施 | 序号 | 廉政风险点 | 风险等级 | 防控措施 | 责任人 |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 分管领导意见 | |  | | | |

附件3

个人岗位廉政风险点与防范措施一览表

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 姓名 | |  | 岗位 | | |  | |
| 个人岗位职责 | |  | | | | | |
| 廉  政  风  险  点  及  防  控  措  施 | 序号 | 廉政风险点 | | 风险等级 | 防控措施 | | 责任人 |
| 1 |  | |  |  | |  |
| 2 |  | |  |  | |  |
| 3 |  | |  |  | |  |
| 4 |  | |  |  | |  |
| 5 |  | |  |  | |  |
| 6 |  | |  |  | |  |
| 办（中心）  意见 | |  | | | | | |
| 分管领导  意见 | |  | | | | | |