**查阅人事档案审批表**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 查阅者 | 姓名 | |  | | | | 性别 | |  | | 政治面貌 | |  |
| 工作单位 | | | |  | | | | | | | | |
| 被  查  阅  者 | 姓名 | |  | | | | 性别 | |  | | 政治面貌 | |  |
| 工作单位 | | | |  | | | | | | 职称、职务 | |  |
| 用  途 |  | | | | | | | | | | | | |
| 查阅时间 | 年  月  日   时   分至    时    分 | | | | | | | | | | | | |
| 本单位  审  批 | 签字：                     盖  章                年   月   日 | | | | | | | | | | | | |
| 组织部  审  批 | 签字：                    盖  章                  年   月   日 | | | | | | | | | | | | |
| 档案馆  审  批 | 签字：                    盖  章                 年   月   日 | | | | | | | | | | | | |
| 备  注 |  | | | | | | | | | | | | |
|  |  | |  | |  | |  | |  | |  | |  |
|  |  |  | |  | |  | |  | |  | |  | |