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| ****张店区金融证券工作办公室****  ****2010年度政府信息公开工作年度报告****  本年报是根据《张店区人民政府办公室关于做好2010年政府信息公开工作报告编制工作的通知》要求，编制的2010年度政府信息公开工作年度报告。全文包括行政机关主动公开政府信息的情况、依申请公开政府信息和不予公开政府信息的情况、政府信息公开的收费及减免情况、因政府信息公开申请行政复议、提起行政诉讼的情况、政府信息公开工作存在的主要问题及改进情况、其他需要报告的事项，并附相关统计表。  我办政府信息公开工作始终坚持以服务企业，服务人民群众为宗旨，以全力打造透明部门、法制部门、服务部门为目标，及时规范开展建设政府信息公开工作，各项工作取得了一定成效，现将我办2010年度政府信息公开工作总结如下：  ****一、主动公开政府信息情况****  （一）主动公开政府信息的主要类别：1、机构职能2、政策法规3、规划计划。  （二）信息公开的形式：1、政府信息公开主要采取政府网站网上公开形式。2、通过报纸、广播、电视等公共媒体主动公开政府信息。  ****二、依申请公开政府信息和不予公开政府信息的情况****  除主动公开的政府信息外，公民、法人或者其他组织可以根据自身生产、生活、科研等特殊需要，向我办申请获取相关政府信息。  我办政府信息公开申请受理机构负责受理公民、法人或者其他组织向本机关提出的政府信息公开申请。  ****三、政府信息公开的收费及减免情况****  无。  ****四、因政府信息公开申请行政复议、提起诉讼的情况****  无。  ****五、 政府信息公开工作存在的主要问题和改进情况****  我办2010年度政府信息公开存在的主要问题：1、我办政府信息公开申请受理以及答复的实践数量偏少。2、信息公开的内容有待进一步完善。  改进措施：1、统一认识，努力规范工作流程。进一步梳理我办所掌握的政府信息，及时提供，确保政府信息公开工作能按照既定的工作流程有效运作，公众能够方便查询。2、进一步提高群众的认知度和认可度。继续及时、准确公布我办的各项信息，方便群众了解我办工作动态；向实践工作成功有效的政府职能部门学习取经，结合我办工作实际情况，不断提高工作水平。  ****六、其他需要报告的事项****  无。  二〇一一年二月九日  2010年政府信息公开工作情况统计表   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 单 位 | | 张店区金融证券工作办公室 | | | | | | | | | | | | | | | | 联系人 | | 刘松 | | | | | 联系电话 | | | | 0533-2869814 | | | | | | | 主  动  公  开  信  息 | 分类  统计 | 机构职能 | | 政策法规 | | 规划计划 | | | 业务工作 | | | 统计数据 | | | 其他信息 | | | 数量（条） | 3 | | 1 | | 1 | | |  | | |  | | |  | | | 比例（%） |  | |  | |  | | |  | | |  | | |  | | | 备   注 | 本年度主动公开政府信息总计5条。 | | | | | | | | | | | | | | | | 依  申  请  公  开  信  息 | 申请形式  统计 | 当面申请 | | 网站邮件 | | 电子邮件 | | | 传真 | | | | 信函 | | 其他形式 | | | 数量（条） |  | |  | |  | | |  | | | |  | |  | | | 比例（%） |  | |  | |  | | |  | | | |  | |  | | | 处理情况  统计 | 同意  公开 | 部分  公开 | | 不予  公开 | | | 非本机关掌握 | | 信息  不存在 | | | | 内容  不明确 | | 其他  原因 | | 数量（条） |  |  | |  | | |  | |  | | | |  | |  | | 比例（%） |  |  | |  | | |  | |  | | | |  | |  | | 收费情况  统计 | 收缴费用 | | | | | | | 减免费用 | | | | | | | | | 数量（条） |  | | | | | | |  | | | | | | | | | 金额（元） |  | | | | | | |  | | | | | | | | | 备    注 | 本年度受理政府信息申请0件，依申请公开政府信息总计0条 | | | | | | | | | | | | | | | | 咨询投诉行政复议行政诉讼 | 本年度受理政府信息公开咨询0人次，其中现场咨询0人次，电话咨询0人次，网上咨询0人次。  本年度受理政府信息公开投诉0件，已办结0件。  本年度受理政府信息公开行政复议0件，已办结0件。 | | | | | | | | | | | | | | | | | 工作人员 | 本年度政府信息公开工作指定专职人员总数3人，其中全职人员数1人，兼职人员数2人。 | | | | | | | | | | | | | | | | | 备注 |  | | | | | | | | | | | | | | | | |
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