附件1：

**望城区政府信息公开工作统计表**

单位（盖章）：望城区住房保障局                   填表时间：2017年\_2\_月 \_28\_日

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 单位 | | | | 望城区住房保障局 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 主动公开信息 | | 分类 | | 机构职能 | | | | 领导信息 | | | 政策法规 | | | 工作  动态 | | | | | | 通知公告 | | | | | | 规划计划 | | | 人事信息 | | | | | | 资金信息 | | | 政府采购 | | | | 应急管理 | | | | | 统计数据 | | | | 办事事项 | | | | 监管信息 | | | | | 重大项目 | | | | | 其他  信息 | | | | | | |
|  | | |  | | | | |  | | |  | | | | | |  | | | | | |  | | |  | | | | | |  | | |  | | | |  | | | | |  | | | |  | | | |  | | | | |  | | | | |  | | | | | | | |
| 数量（条） | |  | | 1 | | | | | 10 | | | 150 | | | | | | 53 | | | | | |  | | | 2 | | | | | | 12 | | |  | | | |  | | | | | 30 | | | |  | | | |  | | | | | 3 | | | | | 30 | | | | | | |
| 比例  （%） | |  | | 0.1 | | | | | 1.7 | | | 25.5 | | | | | | 9 | | | | | |  | | | 0.3 | | | | | | 2 | | |  | | | |  | | | | | 5 | | | |  | | | |  | | | | | 0.5 | | | | | 5 | | | | | | |
| 方式 | | 财政预算决算、“三公”经费和行政经费 | | | | | | | 住房保障情况 | | | | | | 食品安全  工作情况 | | | | | | 环境保护  工作情况 | | | | | | | | | 行政审批  情况 | | | | | | | | | 安全生产工作情况 | | | | | | | | | 征地拆迁情况 | | | | | | | | 物价和收费情况 | | | | | | | | | | 教育医疗  情况 | | | | |
| 数量（条） | | 12 | | | | | | | 30 | | | | | |  | | | | | |  | | | | | | | | | 240 | | | | | | | | |  | | | | | | | | | 15 | | | | | | | |  | | | | | | | | | |  | | | | |
| 比例  （%） | | 2 | | | | | | | 5 | | | | | |  | | | | | |  | | | | | | | | | 40.8 | | | | | | | | |  | | | | | | | | | 2.6 | | | | | | | |  | | | | | | | | | |  | | | | |
| 信息公开查阅场所 | | 1、本年度向政府信息公开查阅场所提供主动公开政府信息2.4万份。  2、本年度受理政府信息公开查阅场所接待了7.4万人次；其中现场查阅 3.4万人次；电话查阅7200人次；网上查阅1.6万/人次；借阅资料1.2万份；文书资料1.5万份 ；电子资料3.4万份。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 备注 | | 本年度主动公开政府信息总计588条 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 依申请公开信息 | | 申请形式 | | 口头申请 | | | | | 书面申请 | | | | | | | 网上申请 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 信函或传真 | | | | | | | | | | | | | | 单位负责人信箱 | | | | | | | | | | |
| 网站提交 | | | | | | | | | | | | | | | | | | 电子邮件 | | | | | | | | | | | 有效 | | | | | 无效 | | | | | |
| 数量（条） | | 0 | | | | | 0 | | | | | | | 0 | | | | | | | | | | | | | | | | | | 0 | | | | | | | | | | | 0 | | | | | | | | | | | | | | 0 | | | | | 0 | | | | | |
| 比例  （%） | |  | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | |  | | | | | |
| 备注 | | 本年度受理政府信息公开申请   件；共回复单位负责人信箱    条,回复率    %。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 处理  情况 | | 同意公开 | | | | | 部分公开 | | | | | | | 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 | | 收缴费用 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 减免费用 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 数量（件） | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 金额（元） | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 基本情况及工作推进情况 | | 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   余人次，其中现场咨询   余人次，电话咨询  余人次，网上咨询    余人次。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本年度受理政府信息公开投诉 0   件，已办结     件。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本年度受理政府信息公开行政复议 0 件，已办结    件。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本年度受理政府信息公开行政诉讼0 件，已办结    件。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 投入  经费 | | 用于网站信息公开平台建设   万元，用于建设公开栏（屏）等设施/元，用于办公设备/元，用于印发资料（公报、简报、手册等）/元，用于信息公开工作培训     万元，用于向申请人提供复印资料/元。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作  人员 | | 本年度政府信息公开工作人员总数 14人，其中全职人员9人，兼职人员数5人。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|
| 信息公开工作会议 | | 政府信息公开工作（政务公开工作）专题会 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 政府信息公开工作（政务公开工作）培训 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 参与人数 | | | | | | | | | | | | | | | | | | | | 发放资料 | | | | | | | | | | 参与人数 | | | | | | | | | | | | | | | | | | | 发放资料 | | | | | | | | | | | | | | | | |
| 62 | | | | | | | | | | | | | | | | | | | | 1425 | | | | | | | | | | 62 | | | | | | | | | | | | | | | | | | | 62 | | | | | | | | | | | | | | | | |
| 保密审查情况 | | 本年度受理政府信息公开有未经权利人同意公开或未经审查公开涉及商业秘密、个人隐私的政府信息  条；未经审查公开级国家秘密的政府信息  条；未经审查公开危及国家安全、公共安全、经济安全和社会稳定的政府信息    条。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 工作创新情况以及意见建议 | | 2016年上半年我单位在政务大厅提供自助查询机，自助查询打印房屋证明 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | |  | |  | | | | |  | | |  | | | | |  |  | | |  | | |  | | |  | | |  | |  | | | |  | | |  | | | |  | |  | | |  | | | | |  | | |  | | | | |  |  | | | |  | |  | |

填表说明：请各单位根据本单位的实际情况认真填写。

附件2：

**2016年度政府信息公开工作计划表**

单位（盖章）：长沙市望城区住房保障局   填表时间： 2017年2月 28日

| 主要  工作 | 序号 | 工作事项 | 工作要求 | 工作进度 | 公开  内容 | 公开  方式 |
| --- | --- | --- | --- | --- | --- | --- |
| 主动公开信息工作开展计划 | 1 | 政务新闻、政务机构、政策法规 | 按实际要求事项及时公开 | 按工作进度 | 全部 | 网络 |
| 2 | 公告公示 | 按业务办理进度公开 | 按业务办理情况完成 | 全部 | 网络 |
| 3 | 办事指南 | 根据现行政策更新 | 按政策实施时间更新 | 所有办理事项的方式及所需资料 | 网络、纸质 |
| 4 | 业务查询 | 所有在办业务网络实时查询 | 按业务办理进度更新 | 按业务办理进度 | 网络 |
| 依申请公开信息开展计划 | 1 | 信息公开申请书 | 按《保密法》公开或不公开 |  |  | 纸质 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 基本情况及工作推进计划 | 我局政务信息公开工作严格落实《政府信息公开条例》，以政府信息公开为重点，认真做好政务公开与服务工作，进一步提升了我局各项工作信息化、透明度水平，更好地服务了社会、服务了办事对象，服务了社会公众，为促进全区房产事业和住房保障工作科学发展做出了贡献。工作推进计划将根据实际情况，依法依序开展，不断完善信息公开工作，加强培训管理。 | | | | | |
| 工作创新情况以及意见建议 | 意见建议 | 建议加强政务网稳定性，协调好电信和移动网络的平稳入网 | | | | |

附件3：

**政府信息公开工作机构登记表**

单位（盖章）：长沙市望城区住房保障局                填表时间： 2017年2月 28日

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **分管领导** | | 黄志勇 | | **职务** | | 副局长 | | **联系方式** | | 办公：88073918 |
| 手机：13507407818 |
| **牵头责任科室** | | 综合办公室 | | **责任人** | | 潘为 | | **联系方式** | | 办公：88062264 |
| **职务** | | 主任 | | 手机：13973192058 |
| **信息专员** | 汪淑琼 | | **职务** | | **信息中心副主任** | | **联系方式** | | **办公：**88080586 | |
| **手机：**18774066435 | |
| **传真：** | |
| **电子**  **邮箱** | 1553537349@qq.com | | | | **办公**  **地点** | | 政务服务大厅12号办公室 | | | |
| **邮政编码** | 410200 | | | | **办公时间**  **（工作日）** | | 周一至周五（上午9:00~12:00，下午1:00~5:00） | | | |
| **网站地址** | | ​http://www.wangcheng.gov.cn/xxgk\_343/qwqzfzssydw/qzfbzj/ | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |