Приложение 5

к [Инструкции](file:///%5C%5C192.168.100.253%5C01__%D0%B0%D0%B4%D0%BC%D0%B8%D0%BD%D0%B8%D1%81%D1%82%D1%80%D0%B0%D1%86%D0%B8%D1%8F%5C%21%D0%9F%D0%A0%D0%9E%D0%95%D0%9A%D0%A2%D0%AB%20%D0%9F%D0%9E%D0%A1%D0%A2%D0%90%D0%9D%D0%9E%D0%92%D0%9B%D0%95%D0%9D%D0%98%D0%99%2C%20%D0%A0%D0%90%D0%A1%D0%9F%D0%9E%D0%A0%D0%AF%D0%96%D0%95%D0%9D%D0%98%D0%99%5C%D0%BF%D1%80%D0%B8%D0%BB%D0%BE%D0%B6%D0%B5%D0%BD%D0%B8%D1%8F%20%D0%BA%20%D0%B8%D0%BD%D1%81%D1%82%D1%80%D1%83%D0%BA%D1%86%D0%B8%D0%B8%5C%D0%9F%D0%BE%D1%81%D1%82321_%D0%9F%D1%80%D0%B8%D0%BB%D0%BE%D0%B6%D0%B5%D0%BD%D0%B8%D0%B5%20%E2%84%961.docx#Par18) о порядке организации работы

с обращениями граждан в администрации

рабочего поселка Кольцово

**Карточка личного приема граждан**

№\_\_\_\_\_\_дата приема «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

Время начала и окончания личного приема \_\_\_\_\_ч.\_\_\_\_\_мин./\_\_\_\_\_ч.\_\_\_\_\_мин.

**Ф.И.О. заявителя**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Социальное положение, льготы**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Почтовый адрес, телефон**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Содержание обращения**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Должность, Ф.И.О. ведущего прием**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Решение, принятое по обращению**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Ход рассмотрения обращения**

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| --- | --- |
| **Ф.И.О. исполнителя** | **Сроки рассмотрения** |
| **принято в работу** | **продление срока** | **отметка об исполнении** |
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**Направлен письменный ответ** от \_\_\_\_\_\_\_\_\_\_\_\_№\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Отметки о повторных обращениях**

|  |  |
| --- | --- |
| **Дата** | **Решение, принятое по обращению** |
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