

(中英文對照版)

中國政府機構名錄

Directory of Government
Organizations of
the People's Republic of China

Chinese-English Bilingual Edition



新華社《中國政府機構名錄》編輯部 編

Compiled by the Editorial department of Directory
of Government Organizations of the People's Republic of China.

Xinhua News Agency

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Volume Two

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中國地震局

China Seismological Bureau

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局長:宋瑞祥

副局長:陳建民

湯 泉

岳明生

劉玉辰

李友博

趙和平

主要職能:

(一)擬定國家防震減災工作的發展戰略、方針政策、法律法規和地震行業標準并組織實施。

(二)組織編制國家防震減災規劃;擬定國家破壞性地震應急預案;建立破壞性地震應急預案備案制度;指導全國地震災害預測和預防;研究提出地震災區重建防震規劃的意見。

(三)制定全國地震烈度區劃圖或地震動參數區劃圖;管理重大建設工程和可能發生嚴重次生災害的建設工程的地震安全性評價工作,審定地震安全性評價結果,確定抗震設防要求。

(四)依照《中華人民共和國防震減災法》的規定,監督檢查防震減災的有關工作。

China Seismological Bureau

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Director:Song Ruixiang

Vice Directors:Chen Jianmin

Tang Quan

Yue Mingsheng

Liu Yuchen

Li Youbo

Zhao Heping

Main Functions:

1. Draw up national developmental strategies, guidelines, policies, laws and regulations concerning earthquake prevention and calamities reduction as well as industrial standards of earthquake, and organize execution thereof.

2. Organize and draw up national planning for earthquake prevention and calamities reduction; study national emergent forecast programs for destructive earthquakes; establish emergent forecast and record systems for destructive earthquakes; direct forecasts and prevention of earthquake calamities in the whole country; and research and set forth proposals on reconstruction and earthquake prevention programs in areas of disastrous earthquakes.

3. Formulate nation-wide sections dividing maps of earthquake scales or sections divid-

(五)對省、自治區、直轄市地震局實施以中國地震局為主的雙重領導,建立和完善相應的管理與計劃財務體制;指導省級以下地震工作機構的工作;管理局直屬事業單位。

(六)管理全國地震監測預報工作;制定全國地震監測預報方案并組織實施;提出全國地震趨勢預報意見,確定地震重點監視防禦區,報國務院批准後組織實施。

(七)承擔國務院抗震救災指揮機構的辦事機構職責;對地震震情和災情進行速報;組織地震災害調查與損失評估;向國務院提出對國內外發生破壞性地震作出快速反應的措施建議。

(八)指導地震科技體制改革;擬定地震科技發展規劃和政策;組織地震科技研究與國家重點地震科技項目攻關;組織協調地震應急、救助技術和裝備的研究開發;指導地震科技成果的開發與應用;承擔地震科技方面的對外交流與合作,承擔國際禁止核試驗的地震覈查工作。

(九)指導防震減災知識的宣傳教育工作。

(十)管理、監督地震事業費、基本建設經費和專項資金的使用。

(十一)承辦國務院交辦的其他事項。

ing maps of earthquake parameters; administer appraisal works on earthquake safety for momentous construction projects and construction projects which may incur serious hypo-living disasters, examine and approve appraisal results of earthquake safety, and define requirements for safeguarding against earthquakes.

4. Pursuant to the stipulation of 《Law of earthquake prevention and calamities reduction of the People's Republic of China》, supervise and inspect works concerning earthquake prevention and calamities reduction.

5. Exert dual leadership in earthquake bureaus of provinces, autonomous regions, and municipalities directly under the Central Government with State Seismological Bureau as the leading organization, build up and improve corresponding management and planning financial systems; instruct the work of earthquake organization under provincial levels and administer directly subsidiary organizations.

6. Administer monitoring, measuring and forecast of earthquake throughout the country; formulate and organize execution of earthquake monitoring, measuring and forecast programs, set forth opinions concerning forecasts of earthquake trends throughout the country, define important monitoring and preventing areas against earthquakes and submit them to the State Council for approval, and upon approval, organize the execution of these programs.

7. Assume the responsibilities for departmental affairs of earthquake prevention and calamities rescue commander organizations; make immediate reports on earthquake situations and disasters; organize investigation on disasters of earthquakes and loss appraisals; and set forth proposals to the State Council as to making immediate reflection of destructive earthquakes occurring in China and other countries and districts.

8. Instruct reforms in scientific and technological systems of earthquakes; draw up development strategies and policies on the de-

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主任:李强華

副主任:胡春峰

吴衛民

主要職能:

(一)協助局領導組織傳達和學習黨中央、國務院各項方針、政策及指示。

(二)協調機關各部門政務工作,制定局機關各項工作制度并監督其執行。

(三)協助局領導處理日常工作,承擔局領導的秘書事務,安排局領導的公務活動。

(四)組織起草并審覈給黨中央、國務院的重要文件、報告,負責局政務信息的收集、交流和上報工作。

(五)組織局務會、局長辦公會,撰寫會議

development of earthquake sciences and technology development; organize researches on earthquake sciences and technologies and resolutions of national crucial science and technology projects; organize and coordinate researches and development of earthquake emergence and rescue technologies and facilities; direct the development and application of earthquake scientific and technological achievements; take charge of international exchanges and cooperation in respect to earthquake sciences and technologies and assume earthquake check of international forbidden nuclear tests.

9. Instruct the propaganda of earthquake prevention and calamities reduction knowledge.

10. Manage and supervise the uses of earthquake outlay, capital construction funds and special funds.

11. Assume other issues assigned by the State Council.

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Director: Li Qianghua

Vice Directors: Hu Chunfeng

Wu Weimin

Main Functions:

1. Assist the bureau leaders to organize, transfer and study the Party's and the State's guidelines, policies and instructions.

2. Coordinate the administrative affairs of departments of the organ, formulate work systems for bureau organs and supervise the implementation.

3. Assist the bureau leaders to handle routine works, undertake secretary works of bureau leaders, and arrange official activities of bureau leaders.

4. Organize to draft and examine important

紀要,催辦、落實會議決定事項。

(六)會同有關部門組織全國性重要會議,承擔會議的會務及有關秘書工作。

(七)負責局機關的政務、震情值班工作。

(八)負責局對外新聞發佈工作。

(九)負責局系統的保密工作。

(十)負責貫徹落實國務院有關公文處理工作的方針、政策和規章,管理局機關的公文處理工作,指導局系統的公文處理工作。

(十一)負責指導地震系統政務信息化建設和辦公事務與政務信息系統的建設、管理工作;負責中國地震局互聯網信息的發佈審定;負責局機關政務信息網的建設、維護和管理。

(十二)負責處理人大代表、政協委員提(議)案及人民群眾的來信、來訪工作。

(十三)負責局機關的行政、事業經費的管理,編制預、決算。

(十四)負責局系統外事經費和非貿易外匯的管理,編制預、決算;代管地震科學聯合基金會經費并編制預、決算。

(十五)負責局機關辦公區規劃、房產和房改的管理工作,指導京區各直屬單位的房改。

(十六)負責局機關基本建設和國有資產的管理,管理機關辦公設施及辦公用品的採購發放。

(十七)歸口管理局系統各培訓中心。

(十八)宏觀管理、監督、指導局系綜檔案工作,管理局機關文書、科技檔案。

(十九)負責局機關的機要通信工作和報刊郵件收發工作。

(二十)負責機關的文印工作。

(二十一)負責局機關的安全保衛工作,配合公安機關打擊各種刑事犯罪和破壞活動。

documents and reports submitted to the central committee of CPC and the State Council, responsible for collecting bureau governmental information, exchanging and reporting to higher authorities.

5. Organize bureau working meetings and director's official meetings, write summaries of the meetings, urge to implement decided matters of the meetings.

6. Together with relevant departments to organize important national conferences, undertake the works of conference affairs and the relevant secretary works.

7. Responsible for the works of governmental affairs of bureau organ and the works of being on duty to monitor the earthquake situation.

8. Responsible for the works of news releasing of the bureau organ externally.

9. Responsible for the confidentiality work of the bureau system.

10. Responsible for the implementation of the guidelines, policies and regulations regarding the handling of official documents formulated by the State Council, manage the works of handling the official documents of bureau organ, direct the works of handling the official documents of the bureau system.

11. Responsible for directing the informatization construction of governmental affairs in the earthquake system and the construction of office affairs and governmental affairs information system, and the management works of them, responsible for the examination and approval of information-releasing on internet of Earthquake Administration of China, responsible for works of construction, maintenance and management of the information network of governmental affairs of the bureau organ.

12. Responsible for handling the motions (proposals) from the deputy to the National People's Congress and the committee member of Political Consultative Conference and the letters and calls from the masses.

13. Responsible for the management of administrative and undertaking expenses of

(二十二)指導和宏觀管理京直單位的精神文明、計劃生育、綠化、交通安全、愛國衛生、人防戰備和社會治安綜合治理工作。

(二十三)代管《中國地震年鑒》編輯部。

bureau organ, and for the formulation of budget and final accounts.

14. Responsible for managing foreign affairs expenses and non-trade foreign exchanges of the bureau system, for formulating budget and final accounts, entrusted to manage the expenses of earthquake science united foundation, and to formulate the budget and final account.

15. Responsible for the management of the planning, house property and the reform of housing in the office zone of bureau organ, direct the housing reform of the units stationed in Beijing directly under the bureau.

16. Responsible for the capital construction and the management of the state-owned property of the bureau organ, manage the purchasing and the providing of office facilities and office articles.

17. Exercise an oriented management on every training center of the bureau system.

18. Exercise the macro management, supervision and direction on the comprehensive archives works of the bureau system, manage the documents and technical archives of the bureau organ.

19. Responsible for confidential and communicational works and the works of receiving and dispatching newspapers and mails of bureau organ.

20. Responsible for the document-printing works of the organ.

21. Responsible for the security and safeguard works of the bureau organ and coordinate with public security organs to fight against all kinds of criminal act and damage act.

22. Direct and macro-manage the works of spiritual civilization, family planning, greening, traffic security, the patriotic health campaign, people's air defence against war and comprehensive governing over social public security.

23. Entrusted to manage the editorial department of 《Yearbook of China Earthquake》.

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司 長：張 金

副司長：潘懷文

劉宗堅

主要職能：

(一)歸口管理局系統事業單位機構和科技體制改革；承擔人事制度改革，擬定改革方案和實施辦法；管理局系統機構設置和人員編制。

(二)負責局系統各單位領導班子建設工作，建立和完善有關管理辦法；承辦局管領導班子的考覈、任免及培訓工作；建立后備幹部備案制度。

(三)管理與指導局系統年輕科技人才培養工作，制定培養計劃并組織實施，完善有利于優秀人才脫穎而出的有關政策規定。

(四)組織制定局系統人才發展與教育培訓規劃，編制年度教育培訓計劃，完善有關管理辦法和規定，組織協調與指導全局繼續教育與崗位培訓工作。

(五)參與制定地震行業艱苦崗位(臺站、野外作業)津貼標準；擬定局系統工實基金和工實總額包干管理辦法，組織與管理局系統

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Deputy Division Chiefs:

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Wu Shizhong Tel: (010)88015360

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Informatization Administration Division

Division Chief: Yan Jingbo

Administration Division

Division Chief: Dong Yibin

Financial Division of the Offices

Division Chief: Wang Rui

Personnel Education Department

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Director: Zhang Jin

Vice Directors: Pan Huaiwen

Liu Zongjian

Main Functions:

1. Exercise an oriented management the organization of institution units and the reform of scientific and technological system of the bureau system, undertake the reform of personnel affairs system, formulate the reform plans and practicing methods, manage the set-up of the organizations and the staffing of personnel of the bureau system.
2. Be responsible for the construction of leading group of every units in the bureau system, set up and improve relevant managing methods, undertake the works of examination, appointment and dismissing, and training of the leading group of bureau, set up the recording system of reserve cadres.
3. Manage and direct the works of cultivating the young scientific and technological talented personnel of the bureau system, formulate the cultivating plan and organize the implementation, perfect the relevant policies and regulations beneficial for picking out the talented persons.

工資改革工作；負責局管幹部調資、晉級的審批工作。

(六)負責局系統人員計劃的綜合管理，編制局系統年度人員、工資計劃，並指導、監督、檢查計劃執行情況。

(七)負責全局職稱改革工作，組織制定與完善地震行業有關係列專業技術職務任職資格評審條件及評審辦法，完善評聘制度，組織指導專業技術職務評聘工作。

(八)承擔局系統“兩院”院士、享受政府特殊津貼專家、有突出貢獻的中青年專家的選拔、報批及相應管理工作；負責高級專家延緩退休和提高退休費比例的審批工作；負責非教育系統留學回國人員科技活動經費資助的申報及管理工作。

(九)負責局系統研究生教育工作；協調有關高校開展地震類專業本科生培養；指導協調防災技術高等專科學校和局杭州幹部培訓中心教育培訓工作。

(十)管理局系統勞動用工計劃，負責招工指標申請與分配；組織與指導局系統工人技術培訓與登記考覈和工人技師評聘工作。

(十一)負責局系統國家公派留學人員選拔、報批工作；負責京區自費出國留學人員、家屬出國探親的審覈工作；負責辦理因公出國人員政審工作。

(十二)負責局管幹部離退休審批工作；負責局系統聘干及吸收錄用幹部的審批工作；負責京區各單位進京戶口審批備案工作；負責京區軍隊轉業幹部接收安置工作。

(十三)承辦局機關和京區直屬單位司緩幹部和研究員級高緩專家的醫療照顧的報批工作。

(十四)負責編制局系統年度研究生、大、中專學生的招生、培養、就業和接收計劃並組織實施。

(十五)歸口管理全國地震類專業教材、局系統培訓教材的編寫工作。

4. Organize to formulate the planning of the development of personnel resources and the education and training in the bureau system, formulate the annual plans of education and training, perfect the relevant managing methods and regulations, organize, coordinate and direct the works of continuous education and post training of the whole bureau.

5. Participate in formulating allowance standards of tough posts (stations, fieldwork) in earthquake industry, formulating salary funds and the managing methods of trunk wrapping of the total wages, organize and manage the salary reform work of bureau system, responsible for the works of examination and approval of the adjusting of salary and the promotion of cadres.

6. Responsible for the comprehensive management of the staffing plan of bureau system, formulate annual plans of persons and salary in the bureau system, and direct, supervise and inspect the implementation of the plans.

7. Responsible for the reform work of title in the whole bureau, organize to formulate and perfect the assessing conditions and the assessing methods regarding the qualification for the series professional technical posts in the earthquake industry, perfect the assessing and employing system, organize and direct the assessing and employing works of professional technical posts.

8. Undertake the works of selecting, submitting for approval of the academicians of "two academies" ("Science Academy of China" and "Engineering Science Academy of China"), experts enjoying special allowance from the government, middle-aged and young experts with special contributions to the state, and the correspondent managing works, responsible for the works of examination and approval of postponing their retirement of high-level experts and increasing of their retirement pay rate, responsible for the application and report as well as the management work of the financial aid of the

(十六)負責局機關機構、編制及人事管理工作,承辦局機關工作人員考覈、調整、任免、招考、錄用、工資、福利、教育、培訓及離退休手續等工作。

(十七)擬定局系統獎懲辦法,歸口管理獎懲工作。

(十八)負責管理局管幹部、局機關工作人員人事檔案,指導局屬各單位人事檔案工作。

(十九)負責局系統人事教育信息管理系統建設工作,制定全局人事教育基礎數據庫建設方案并組織實施;負責數據庫日常維護和使用;負責全局工資和幹部年報統計工作。

(二十)承辦局領導交辦的其他工作。

scientific and technological activities funds for non-education system's people who returned home from abroad.

9. Responsible for the education work of post-graduates, coordinate with relevant high learning institutions to cultivate the under-graduates majored in earthquake, direct and coordinate the education and training works of high-level training school specialized in disaster-preventing technique and Hangzhou Cadre Training Center under the bureau.

10. Manage the employing plans for staffing of the bureau system, responsible for the application and distribution of employing target, organize and direct the works of technical training of workers, registering, examination and the assessment and employment of skilled workman in the bureau system.

11. Responsible for the works of selecting, reporting and approval of the persons going abroad for study sent by government in the bureau system, responsible for the examination of the person going abroad for study at his/her own expense and his/her family member(s) going abroad to visit him/her, responsible for the political examination of the persons going abroad on business.

12. Responsible for the examination and approval of retirement of the cadres under the bureau, responsible for the examination and approval of employing cadres and absorbing, admitting cadres, responsible for the examination, approval and keeping record of Hukou of entering Beijing for the personnel of every units under the Beijing area, responsible for the works of accepting and arranging army men transferred to civilian work in the Beijing area.

13. Undertake the works of reporting for approval of the special medical care for cadres at the level of department (under the Ministry) of bureau organ and the units directly under the bureau, and high-class experts at the level of researcher.

14. Responsible for formulating plans of re-

cruiting, cultivation, employment and reception of annual post graduates, undergraduates, students of high learning institutions and secondary specialized school in the bureau system and organize the implementation.

15. Exercise an oriented management of the works of writing and editing the national professional textbooks on earthquake and the training textbooks used in the bureau system.

16. Responsible for the works of organizations, establishment and personnel management of bureau organ, undertake the works of check-ups, adjustment, appointment and dismissing, employment and examination, salary, welfare, education, training and the procedures of retirement of organ's working staffs, etc.

17. Formulate the methods of rewards and punishments of the bureau system, exercise an oriented management on rewards and punishments works.

18. Responsible for the management of personnel archives of the cadres under the bureau and the work staffs of the bureau organ, direct the works of personnel archives of the unites under the bureau.

19. Responsible for the work of constructing the information management system of personnel affairs education, formulate the construction scheme of personnel education basic data bank of the whole bureau and organize the implementation, responsible for the routine maintenance and using of data bank, responsible for the works of salary of the whole bureau and the year-report and statistics of cadres.

20. Undertake other matters assigned by the bureau leaders.

Offices and Divisions;

Cadres' Division

Division Chief; Liu Tiesheng

Personnel Division of the Offices

Division Chief; Yang Xinping

Scientific and Technological Talent Education Division

所屬處室:

幹部處

處長: 劉鐵勝

機關人事處

處長: 楊心平

科技人才教育處

處長：寧為民

副處長：田柳

機構工資管理處

處長：孫曉竟

副處長：陳光

規劃財務司

地址：北京市復興路 63 號

郵編：100036

電話：(010)88015416

司長：王延祐

副司長：張宏衛

方紹東

主要職能：

(一)會同有關部門具體組織編制國家防震減災規劃；組織編制、申報、下達防震減災事業中長期發展規劃、五年計劃和重點項目計劃，參與組織制定防震減災事業發展戰略。

(二)貫徹執行國家有關規劃、計劃、財務、基本建設、大型設備、國有資產、統計等方面的法規、政策和制度，指導全局系統計劃、財務、基本建設、住房、大型設備、國有資產等管理制度的改革，制定有關政策、制度和措施。

(三)完善地震系統防震減災計劃和財務管理體制，推進建立健全防震減災計劃體制和相應經費渠道工作。

(四)管理防震減災事業工作，提出并擬定各項計劃、經費總額控制指標及宏觀比例，組織編制、申報、審定、下達各類年度計劃和專項計劃。

(五)負責中長期規劃和各類計劃的協調實施及總體平衡和宏觀調控，監督、檢查中長期規劃和各類計劃的實施。

(六)組織制定與計劃、財務、基本建設、國有資產、技術條件、統計有關的定額、技術標準、指標體系，參與宏觀管理與指導全局系

Division Chief: Ning Weimin

Deputy Division Chief: Tian Liu

Wage Administration

Division Chief: Sun Xiaojing

Deputy Division Chief: Chen Guang

Programming and Financial Department

Address: No. 63, Fuxing Road, Beijing

Zip code: 100036

Tel: (010)88015416

Director: Wang Yanhu

Vice Directors: Zhang Hongwei

Fang Shaodong

Main Functions:

1. Work with relevant departments to organize formulating plans of the state's earthquake-prevention and disaster-reduction, organize to formulate, apply and deliver the medium- and long-term developing planning, five-year plan and key project plan regarding earthquake-prevention and disaster-reduction undertaking, participate in the organizing and formulating the developing strategy of earthquake-prevention and disaster-reduction undertaking.

2. Implement relevant state programs and plans, laws, regulations, policies and system regarding the finance, capital construction, large-scale equipment, state-owned property, statistics, etc., direct the reform of management system on plan, finance, capital construction, housing, large-scale equipment, state-owned property, etc. formulate the relevant policies, system and measures in the whole system of the bureau.

3. Improve plans of earthquake-prevention and disaster-reduction of the earthquake system and the system of financial management, promote to set up and perfect the system of earthquake-prevention and disaster-reduction plan and the correspondent funds

統各單位方向、任務和體制改革。

(七)組織重點項目和重大專項的立項、論證、申報、綜合平衡協調、評估、驗收等管理工作,組織、監督、檢查重點項目和重大專項的實施。

(八)管理監督事業(科研)經費、基本建設投資和專項資金,組織編制、申報、審批、下達事業(科研)經費財務收支計劃和基本建設財務計劃。負責事業(科研)經費和基本建設資金的籌集、申請、領撥,以及預決算編制、上報、審批、下達的管理工作。指導局直屬經濟實體的財務管理工作。

(九)管理基本建設工作,負責基建項目的計劃、技術、財務、統計等管理,組織重大工程建設項目的立項、論證、申報、實施、檢查、評估、驗收。

(十)綜合管理全局系統國有資產,組織管理國有資產產權登記、清產覈資、產權界定、資產評估等。監督資產運用情況,審批國有資產產權變動和財產處置,處理產權糾紛。

(十一)宏觀管理全局系統技術裝備、地震專用儀器生產,監督主要備震物資,管理地震專用儀器生產系列化、標準化工作。

(十二)履行中國地震局機電產品進出口辦公室職責,負責機電產品進口的申報和地震儀器出口管理工作。

(十三)管理防震減災事業統計工作,承擔行業統計工作。組織協調專業統計工作和統計調查,制定行業統計標準和報表制度,組織管理防震減災綜合統計年報、專業統計報表的收集、審查、整理、上報、編輯出版等工作,履行統計信息服務、諮詢和監督職責。

(十四)參與審批各單位財務機構、會計主管人員的設置和配備,參與組織規則、計劃、財務、基本建設、國有資產、技術條件、統計、房改等管理人員的培訓、考覈、職稱評定等管理工作。

channel.

4. Manage the works of earthquake-prevention and disaster-reduction, put forward and formulate all kinds of plans, the controlled quota of the total expenses and the macro proportion, organize to formulate, apply, examine and deliver all kinds of annual plans and special plans.

5. Responsible for coordinating and implementing medium- and long-term planning and all kinds of plans, as well as the overall balancing and macro adjusting and controlling, supervise and inspect the implementation of medium- and long-term planning and all kinds of plans.

6. Organize to formulate the quota, technical standards and target system regarding the plan, finance, capital construction, the state-owned property, technical conditions and statistics, participate in macro management and direct the orientation, tasks and system reform of every unit of the whole system of the bureau.

7. Responsible for the managing works of organizing the project-establishment, argumentation, application, comprehensive balancing and coordination, assessment, check and reception, etc. of key projects and key special projects.

8. Manage and supervise the undertaking (scientific research) funds, capital construction investment and special capital, organize to formulate, apply, examine, approve and deliver the plans of financial income and expenses of undertaking (scientific research) funds and the financial plans of capital construction. Responsible for the accumulation, application, taking and distribution, as well as the management of formulation, reporting, examination, approval, delivering of budget and final accounting. Direct the management on financial works of economic bodies directly under the bureau.

9. Manage the work of capital construction, responsible for the management of plan, technique, finance, statistics, etc. of the capital construction projects, organize the

(十五)管理京區基建辦公室的業務工作。

(十六)履行中國地震局房改辦公室的職責。

(十七)履行中國地震局扶貧辦公室的職責。

(十八)聯係有關學會、協會。

(十九)承辦局交辦的其他事項。

project-establishment, argument, application implementation, inspection, assessment, check and acceptance of key engineering construction projects.

10. Exercise a comprehensive management on the state-owned property of the whole bureau system, organize and manage the registration of state-owned property's rights, check-ups of property and capital, the definition of property rights, assessment of the property. Supervise the running of property, examine and approve the changing of state-owned property rights and the treatment of property, handle the dispute of property rights.

11. Exercise a macro management on technical equipment, the production of earthquake special instruments of the whole system, supervise the major earthquake-prepared goods and materials, manage the works of serializing and standardizing of the production of the earthquake special instruments.

12. Perform the responsibilities of the import and export office of electromechanical products under China's Earthquake Bureau, responsible for the declaration of the imported electromechanical products and the management of the export of earthquake instruments.

13. Manage the statistics works of earthquake-prevention and disaster-reduction undertaking, undertake the industrial statistics work. Organize and coordinate professional statistics work and the statistics investigation, formulate industrial statistics standards and the system of the forms for reporting statistic, organize and manage the collection, examination, sorting out, reporting, editing and publishing, etc. of the comprehensive statistics yearly report and the professional statistics report forms of earthquake-prevention and disaster-reduction, perform the responsibilities of service, consulting and supervising of statistics information.

14. Participate in examination and approval of the set-up, deploying of financial organ,

所屬處室：

規劃計劃司

處長：徐鐵鞠

財務處

處長：張雪潔

基建處

處長：高偉

資產條件處

處長：武守春

監測預報司

地址：北京市復興路 63 號

郵編：100036

電話：(010)88015322

司長：陰朝民

副司長：牛之俊

高榮勝

吳書貴

主要職能：

(一)負責擬定全國地震監測預報方案，宏觀管理與組織方案的實施。

accountant in chief of every units, participate in the managing works of the training, examining of the managerial personnel engaging in planning, plan, finance, capital construction, state-owned property, technical conditions, statistics, housing reform, etc. as well as the works of identifying of their titles, etc.

15. Manage the business works of capital construction office in the Beijing area.

16. Perform the responsibilities of housing reform office of the Earthquake Administration of China.

17. Perform the responsibilities of poor-helping office of the Earthquake Administration of China.

18. Responsible for the work of connecting with relevant societies and associations.

19. Undertake other matters assigned by the bureau.

Offices and Divisions:

Programming and Planning Department

Division Chief: Xu Tiejū

Financial Division

Division Chief: Zhang Xuejie

Capital Construction Division

Division Chief: Gao Wei

Assets Conditions Division

Division Chief: Wu Shouchun

Supervision and Prediction Department

Address: No. 63, Fuxing Road, Beijing

Zip code: 100036

Tel: (010)88015322

Director: Yin Chaomin

Vice Directors: Niu Zhijun

Gao Rongsheng

Wu Shugui

Main Functions:

1. Responsible for formulating the schemes of monitoring and forecasting of earthquake of the whole country, exercise a macro man-