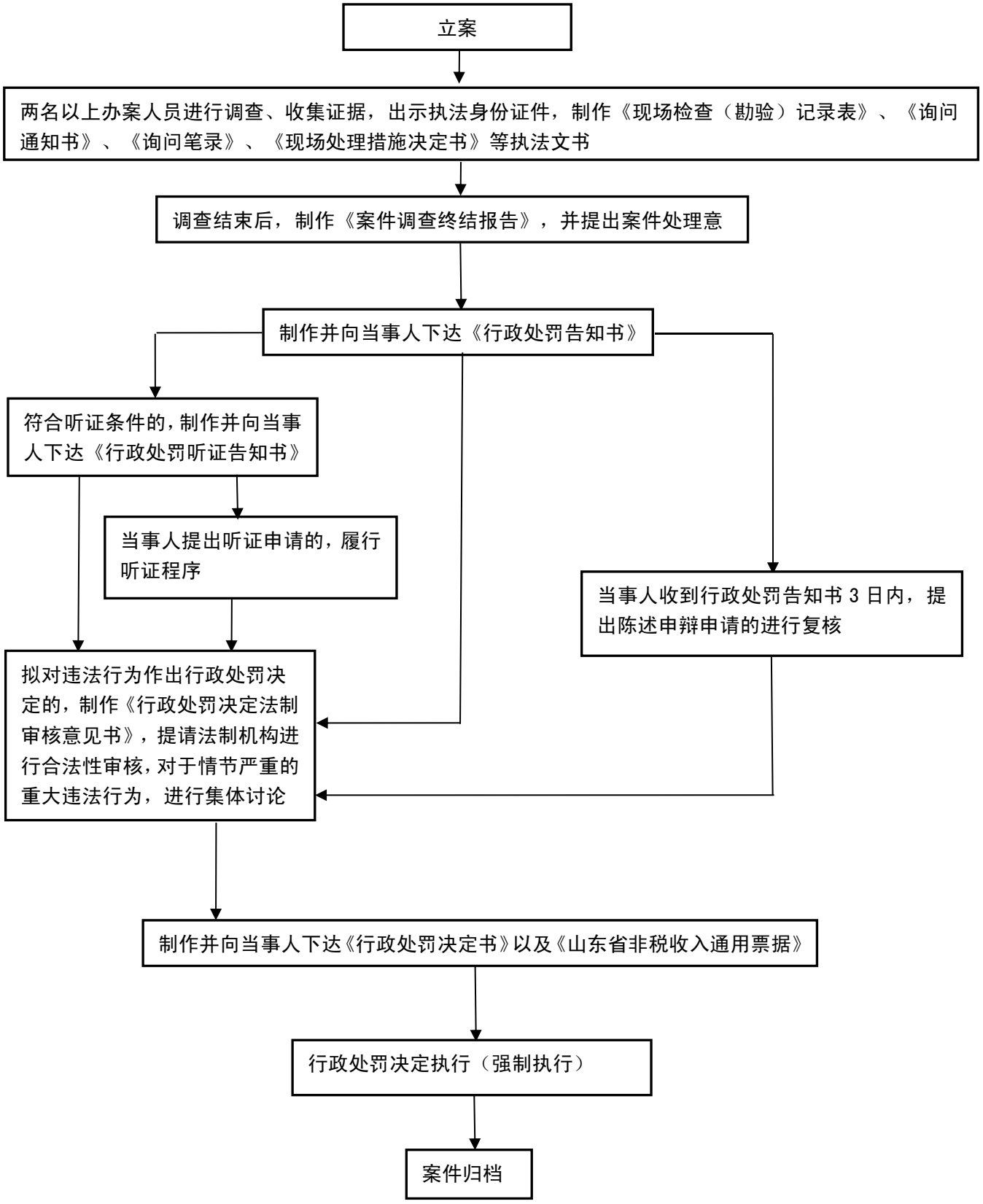行政处罚一般程序流程图