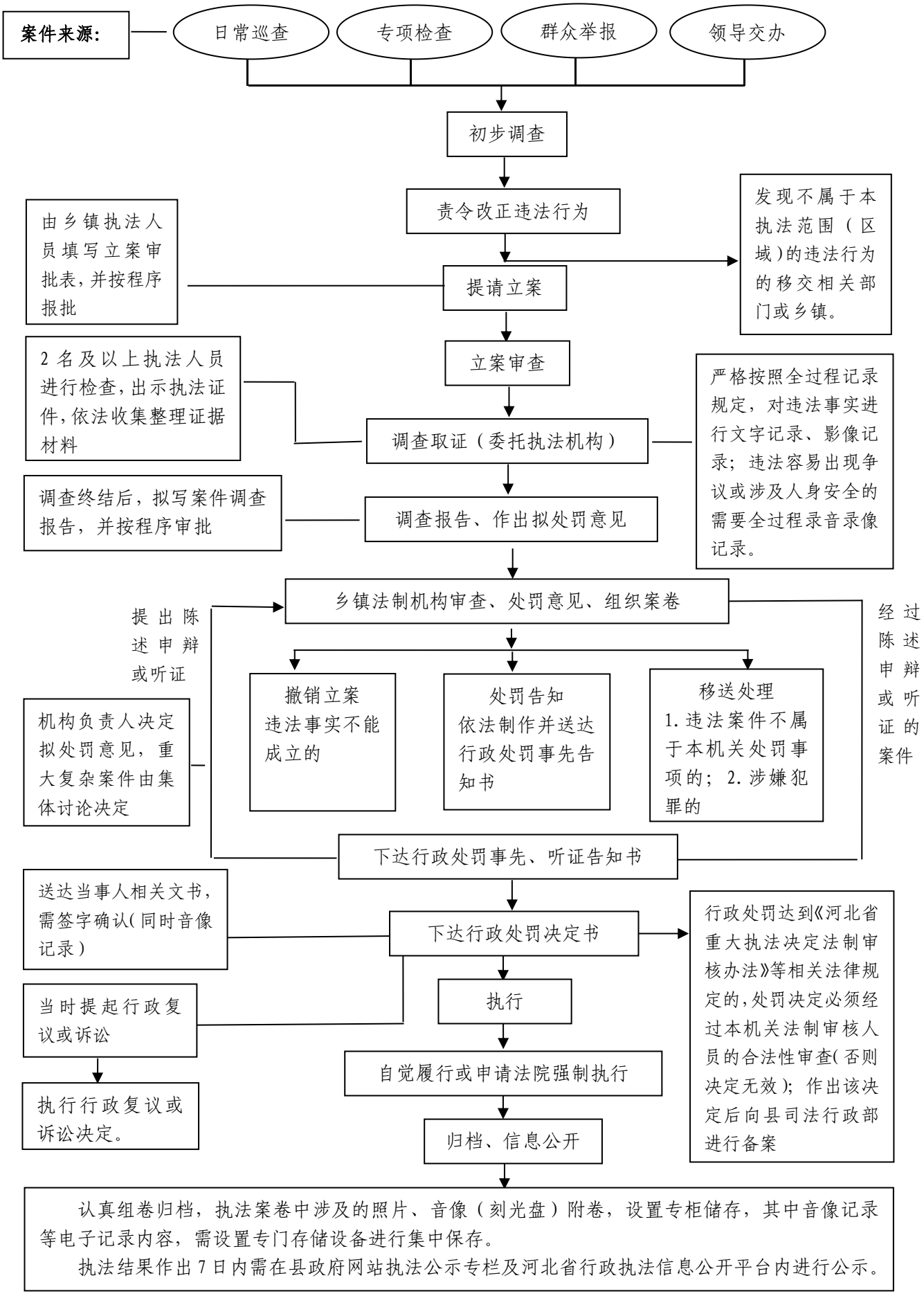行政处罚流程图（一般程序）