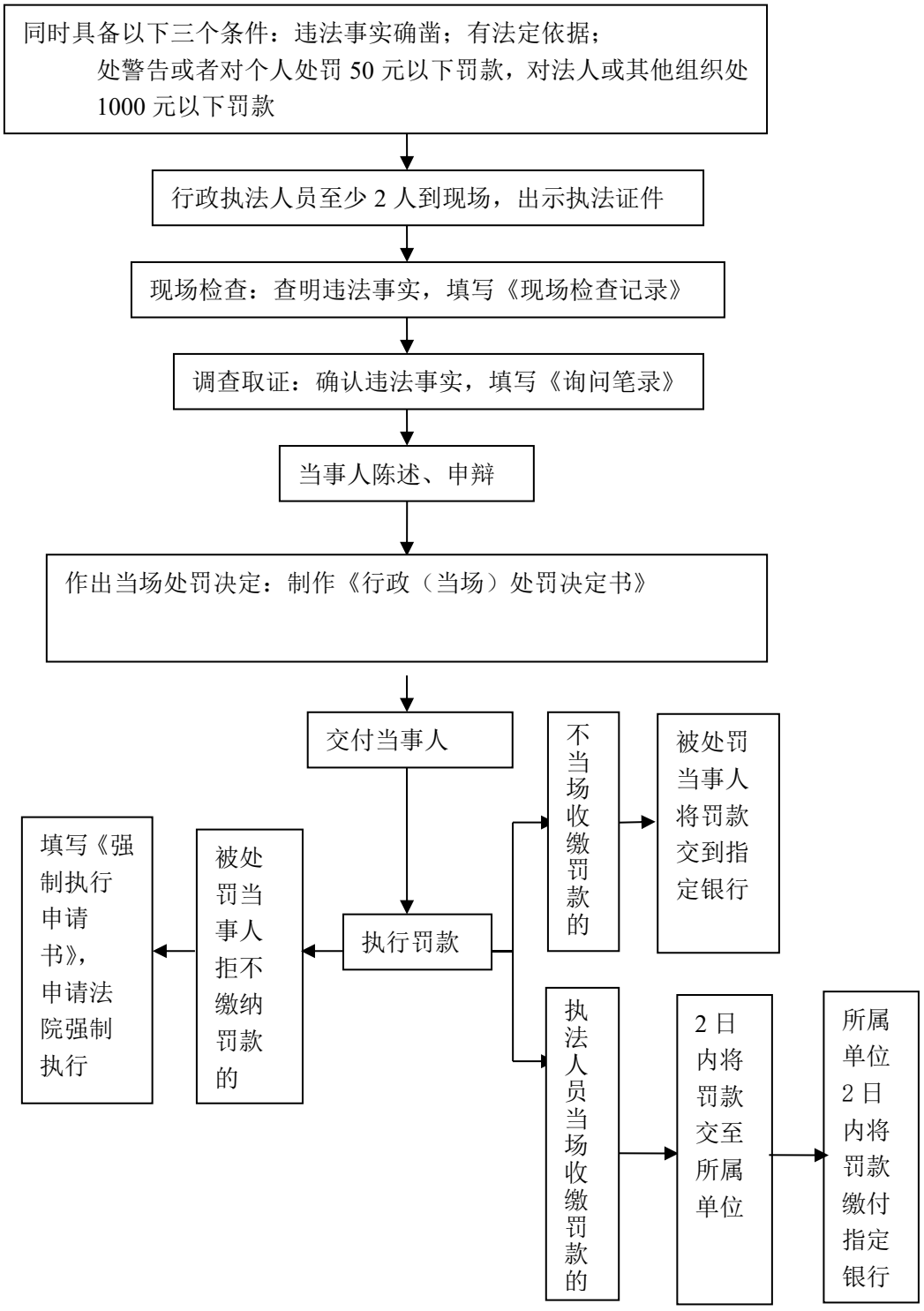行政处罚简易程序流程图