附件1

**办理流程图**

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| 1、发现违法行为 |

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| 2、收到案件 |

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| 3、初审 |

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|  15、申请听证 |

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| 31、不予处罚 |

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| 4、立案 |

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| 5、调查取证 |

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| 16、确定听证通知 |

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| 32、移交司法机关 |

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| 6、调查报告 |

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| 17、送达 |

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| 33、通报批评 |

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| 7、讨论作出处理建议 |

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| 18、听证 |

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| 34、责令改正 |

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|  8、行政处罚听证告知书 |

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| 19、主持人提出处理意见 |

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|  9、送达 |

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| 10、行政处罚告知书  |

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| 11、当事人陈述申辩 |

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| 20、行政复议 |

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| 12、行政处罚决定 |

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| 21复议申请 |

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| 13、送达决定书 |

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| 30、履行 |

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| 22、受理复议 |

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| 14、申请强制执行 |

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| 23、审查 |

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| 24、复议决定 |

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|  25、行政诉讼 |

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| 结案 |

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| 26、受理通知 |

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| 备案 |

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| 27、举证 |

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| 28、开庭 |

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| 29、判决 |