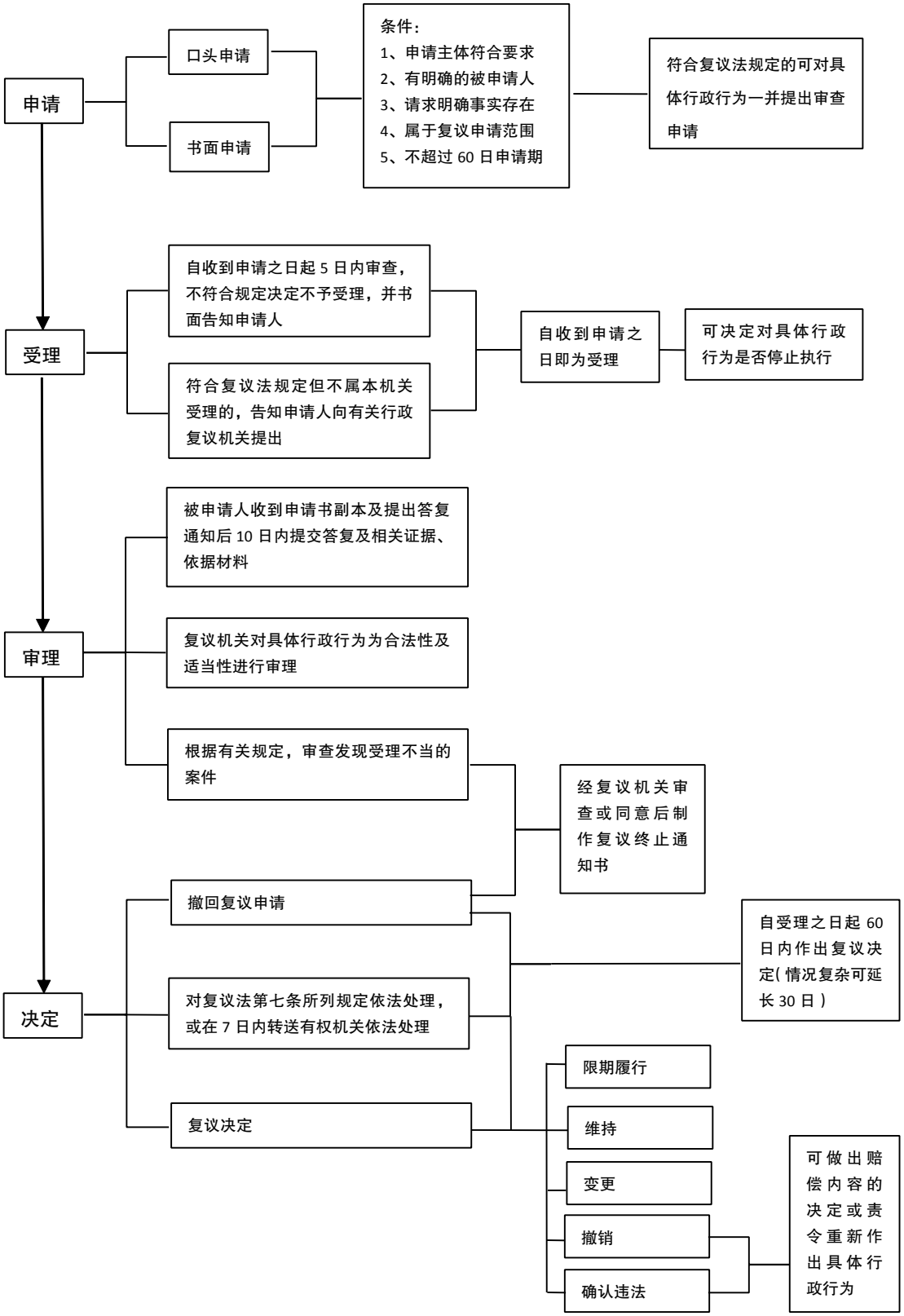玉溪市人力资源和社会保障局行政复议案件办理程序