**行政执法事前公示事项清单编制指南**

说明：

1. 附表1（《衡阳市XX（行政执法机关）行政执法事前公示事项清单》）罗列了六类行政执法行为事前公示的内容，请各行政执法机关参照《行政执法公示范例》，结合权力清单，对相关内容分类逐项进行公示。
2. 附表2（《衡阳市XX（行政执法机关）随机抽查事项清单》）列明了随机抽查所涉具体公示事项，供各行政执法机关参考。

**附表1：**

**衡阳市XX（行政执法机关）行政执法事前公示事项清单**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 职权种类 | 序号 | 行政执法事项 | 内设执法机构 | 执法人员 | 职责权限 | 执法依据 | 执法程序 | 监督方式 | 救济渠道 | 备注 |
| 行政许可 | 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
| 行政处罚 | 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
| 行政强制 | 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
| 行政征收 | 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
| 行政收费 | 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |
| 行政检查 | 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

**附表2：**

**衡阳市XX（行政执法机关） 随机抽查事项清单**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 抽查主体 | 抽查事项 | 抽查对象 | 抽查依据 | 抽查内容 | 抽查方式 | 抽查比例 | 抽查频次 |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |