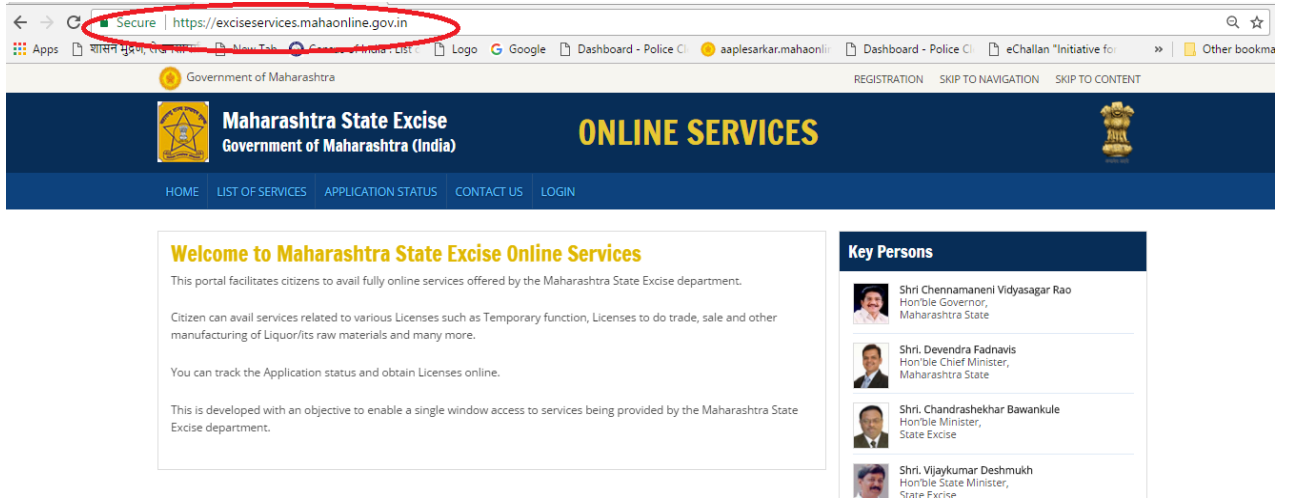


# User Manual of Excise Services

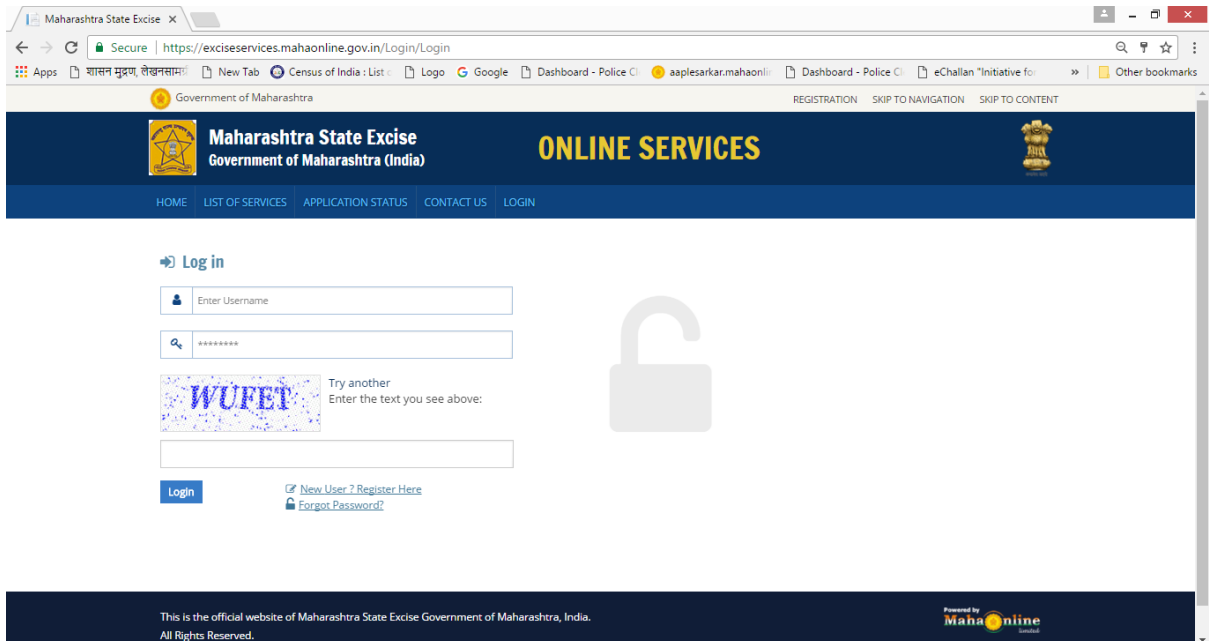
## A. Login Module

**Step 1 :-** Enter Url <https://exciseservices.mahaonline.gov.in/>



The screenshot shows the homepage of the Maharashtra State Excise Online Services portal. The browser address bar shows the URL <https://exciseservices.mahaonline.gov.in/>. The page features a blue header with the Maharashtra State Excise logo and the text "Maharashtra State Excise Government of Maharashtra (India) ONLINE SERVICES". Below the header, there is a navigation menu with links for HOME, LIST OF SERVICES, APPLICATION STATUS, CONTACT US, and LOGIN. The main content area is divided into two columns. The left column contains a welcome message: "Welcome to Maharashtra State Excise Online Services" and a brief description of the portal's purpose. The right column is titled "Key Persons" and lists four officials: Shri. Chennamaneni Vidyasagar Rao (Hon'ble Governor), Shri. Devendra Fadnavis (Hon'ble Chief Minister), Shri. Chandrashekhar Bawankule (Hon'ble Minister, State Excise), and Shri. Vijaykumar Deshmukh (Hon'ble State Minister, State Excise).


**Step 2 :-** Login ला केल्यानंतर खालील विंडो ओपन होईल.



The screenshot shows the login page of the Maharashtra State Excise Online Services portal. The browser address bar shows the URL <https://exciseservices.mahaonline.gov.in/Login/Login>. The page features a blue header with the Maharashtra State Excise logo and the text "Maharashtra State Excise Government of Maharashtra (India) ONLINE SERVICES". Below the header, there is a navigation menu with links for HOME, LIST OF SERVICES, APPLICATION STATUS, CONTACT US, and LOGIN. The main content area is titled "Log in" and contains a login form with the following fields: "Enter Username", "Enter Password", and a CAPTCHA image with the text "WUFET". Below the CAPTCHA, there is a text prompt: "Try another Enter the text you see above:". The login form includes a "Login" button and two links: "New User? Register Here" and "Forgot Password?". A large padlock icon is displayed to the right of the login form. At the bottom of the page, there is a footer with the text "This is the official website of Maharashtra State Excise Government of Maharashtra, India. All Rights Reserved." and the logo "Powered by ManaOnline".

## Step 2.1 :- For New User Registration.

### ➔ Log in

 Try another  
Enter the text you see above:

**Step 2.2 :** - New User Registration ला क्लिक केल्यानंतर खालील विंडो ओपन होईल. त्यामध्ये अर्जदाराने आपले संपूर्ण नांव, राज्य, जिल्हा, तालुका, गांव, पिन व लिंग ही माहिती भरावी. \* असलेले फिल्ड्स अनिवार्य आहेत.

Maharashtra State Excise X

Secure | https://exciseservices.mahaonline.gov.in/Registration/Registration

Government of Maharashtra

REGISTRATION SKIP TO NAVIGATION SKIP TO CONTENT

**Maharashtra State Excise**  
Government of Maharashtra (India)

**ONLINE SERVICES**

HOME LIST OF SERVICES APPLICATION STATUS CONTACT US LOGIN

Registration Close

अर्जदारचे नाव(English) अर्जदारचे नाव (मराठीमध्ये) State(राज्य) District(जिल्हा)

Taluka(तालुका) Village(गाव) PinCode(पिनकोड) Gender(लिंग)

Mobile No.(भ्रमणधनी) Send OTP Enter OTP Refresh Input symbols

User name(पुनर आयडी) Password(पासवर्ड) Confirm new password

Enter UserName \*\*\*\*\* \*\*\*\*\*

Register


This is the official website of Maharashtra State Excise Government of Maharashtra, India. All Rights Reserved. Powered by Mananline

त्यानंतर आपला मोबाईल क्रमांक भरावा आणि Send OTP वर क्लिक करावे. मोबाईलवर OTP (One Time Password)चा SMS येईल. आलेला OTP "Enter OTP" या फिल्डमध्ये भरावा.

स्वतःचा **युजर आयडी व पासवर्ड** तयार करावा. कॅपचा भरून नंतर “Register” या बटनावर क्लिक करावे. आता अर्जदाराची प्रणालीमध्ये नोंदणी झाली.

**Step 3:-** अनुज्ञप्तीमंजुरीसाठी अर्ज करण्यासाठी LOGIN वर क्लिक केल्यानंतर खालील विंडो ओपन होईल.वरील युजर आयडी व पासवर्ड वापरून लॉगिन करावे.

➔ **Log in**

 Try another  
Enter the text you see above:

[Login](#) [New User ? Register Here](#)  
[Forgot Password?](#)

**Step 4 :-** LOGIN केल्यानंतर खालील स्क्रीन दिसते.

State Excise Department

Secure https://exciseservices.mahaonline.gov.in/HomeDashboard/HomeDashboard

Apps शासन मुद्रण, लेखनसामग्री New Tab Census of India : List Logo Google Dashboard - Police C aaplesarkar.mahaonir Dashboard - Police C eChallan "Initiative fo Other bookmarks

**Maharashtra State Excise**  
Government of Maharashtra (India)

**ONLINE SERVICES**  
Welcome GAJANAN WAGH / Log Out

List of Services

Dashboard

1) Licence for sale at a hotel of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. III)

2) Premises Registration

3) Temporary One Day Function Licence (Form F.L.IV/ F.L.W.IV)

4) Licence for sale at a club of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. IV)

Excise Department

App.No.	View	Name	Service	Date	Status	Doc's Status	Online Service Charge Status	Receipt	Challan	License	RejectedBy	F
There are no items to display												

## B. Application Module

### Step 5 :- सिलेक्ट Service

Permit for the purchase, possession, transport, use and consumption of Foreign Liquor and Country Liquor in the State of Maharashtra(F. L. X-C)

The screenshot shows the Maharashtra State Excise ONLINE SERVICES portal. The header includes the Maharashtra State Excise logo and the text 'ONLINE SERVICES' with a welcome message for 'GAJANAN WAGH'. The left sidebar contains a 'List of Services' menu with three options: 11) Permit for the purchase, possession, transport, use and consumption of Foreign Liquor and Country Liquor in the State of Maharashtra(F. L. X-C), 12) One Day Permit for the purchase, possession, transport, use and consumption of Foreign Liquor in the State of Maharashtra (Form FL-F), and 13) One Day Permit for the purchase, possession, transport, use and consumption of Country Liquor in the State of Maharashtra (Form CL-C). The main content area shows the 'Excise Department' dashboard with a table header containing columns: App.No., View, Name, Service, Date, Status, Doc's Status, Online Service Charge Status, Receipt, Challan, License, RejectedBy, and F. The table is currently empty, displaying 'There are no items to display'.

### Step 6 :- Fill the Application Form & Submit it.

The screenshot shows the Maharashtra State Excise ONLINE SERVICES portal with the 'Application Form' for the permit. The header is the same as in Step 5, but the welcome message is for 'mahesh'. The left sidebar shows a 'List of Services' menu with four options: 1) Licence for sale at a hotel of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. III), 2) Premises Registration, 3) Temporary One Day Function Licence (Form F.L.IV/ F.L.W.IV), and 4) Licence for sale at a club of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. IV). The main content area shows the 'Application Form' with the following fields: Name, Middle Name, Last Name, Bldg/House no, Street/Road, Date of Birth, Age, District, Taluka, Village, Pin code, Occupation, and Application For. The 'Application For' dropdown menu is currently set to 'Select'.

## C. Documents Upload Module

### Step 7 :- त्यानंतर Documents Upload करावीत

- फोटो आणि सही

**List of Services**

Dashboard

1) Licence for sale at a hotel of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. III)

2) Premises Registration

3) Temporary One Day Function Licence (Form F.L.IV/ F.L.W.IV)

4) Licence for sale at a club of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. IV)

**Service Name:** Permit for the purchase, possession, transport, use and consumption of Foreign Liquor and Country Liquor in the State of Maharashtra(F. L. X-C)

**Application ID :** 1751443579721A73

**Applicant Name:** Gajanan

**Instruction for Upload Photo**

1) Photograph and Signature of Applicant(s) \*

1. File Size 5 KB to 20 KB  
The size of the photograph should fall between 5KB to 20KB

2. JPEG PNG TIFF  
Photograph Format should be JPEG.

3. 150px

संबंधी १६० पिक्सेल  
संबंधी २५६ पिक्सेल  
उंची २०० ते २१२ पिक्सेल  
उंची ६४ पिक्सेल

फोटो/Photo  
स्वाक्षरी/Signature  
Choose File No file chosen  
Choose File No file chosen

Height 200 px to 212 px  
Width 160 px

#### i. फोटो:

- साईझ ५ केबी ते २० केबी असावी
- Format: JPEG
- Pixel: width 160 x Height 200 to 212

#### ii. स्वाक्षरी:

- Format: JPEG
- Pixel: width 256 x Height 64

**List of Services**

Dashboard

1) Licence for sale at a hotel of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. III)

2) Premises Registration

3) Temporary One Day Function Licence (Form F.L.IV/ F.L.W.IV)

4) Licence for sale at a club of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. IV)

**Instructions for Resizing Photo and Signature for Upload**

Compress your PDF files here if they are larger than the upload limit

All scanned documents should be in minimum DPI

**2) Identity Proof of Applicant(s) \***

Select Identity Proof

**3) Address Proof of Applicant(s) \***

Select Address Proof

Submit Clear

iii. **ओळखीचा पुरावा:**

खालीलपैकी एक: पॅन कार्ड, आधार कार्ड, मतदार ओळखपत्र, पासपोर्ट, वाहन चालवण्याचा परवाना

memory size: 75-100kb

format: jpeg or pdf

iv. **अधिवासाचा पुरावा:**

खालीलपैकी एक: आधार कार्ड, मतदार ओळखपत्र, पासपोर्ट, वाहन चालवण्याचा परवाना

memory size: 75-100kb

format: jpeg or pdf

## D. Payment Module

Step 8 :- नोंदणीशुल्क (Registration Fees) भरणे.

List of Services

Dashboard

1) Licence for sale at a hotel of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. III)

2) Premises Registration

3) Temporary One Day Function Licence (Form F.L.IV/ F.L.WIV)

4) Licence for sale at a club of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L. IV)

●Online Payment

Application Id	16521436170FB47C
Service Name	12) One Day Permit for the purchase, possession, transport, use and consumption of Foreign Liquor in the State of Maharashtra (Form FL-F )
Name	Atul Sheshrao Dahiwase
Registration Fee	5.00
MahaOnline Service Charges	1.00
Total Service Tax	0.15
Total Amount(Reg.+ Portal Fee + ST)	6.15

Confirm

## Step 8.1 :- Choose Option of any one from of below

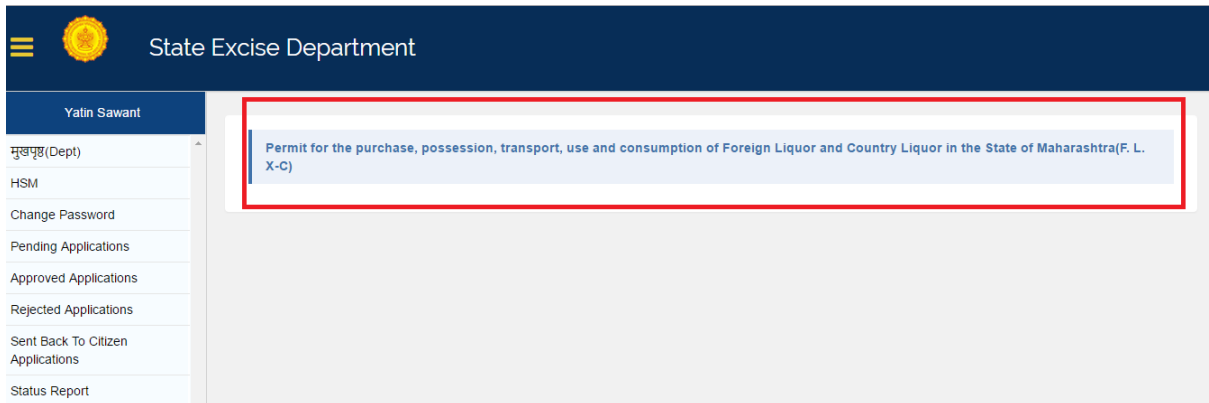


## E.Department Module

### Step 9:-

Desk1 – Commissioner Office Mumbai - Signing Authority.

Commissioner ना पुरविण्यात आलेल्या Login व Password चा वापर करून Login करावे. त्यांना खालील स्क्रीन दिसेल.



Step 10 :- त्यातील Service ला क्लिक करावे. खालील स्क्रीन दिसेल.

The screenshot shows the State Excise Department dashboard. The user is logged in as Yatin Sawant. The dashboard displays a permit for the purchase, possession, transport, use and consumption of Foreign Liquor and Country Liquor in the State of Maharashtra (F. L. X-C). The approval status is Pending. A table lists 8 pending applications with columns for Sr.No., App.No., Applicant Name, Application Date, View Application, SUPDT, and License.

Sr.No.	App.No	Applicant Name	Application Date	View Application	SUPDT	License
1	1752443573B0636D	Dnyanoba	29/05/2017	View	Approval	
2	17522435708415E3	Ganesh	29/05/2017	View	Approval	
3	175034357A553E84	Naresh	29/05/2017	View	Approval	
4	175164357C910655	Pundlik	29/05/2017	View	Approval	
5	175224357F5503B9	DAULATRAO	29/05/2017	View	Approval	
6	174984357BDCCD739	SANJAY	29/05/2017	View	Approval	
7	1750043570F054E2	NARENDRA	29/05/2017	View	Approval	
8	1752243578034A03	CHANDRASHEKHAR	29/05/2017	View	Approval	

Step 11 :- अर्ज पाहण्यासाठी View ला क्लिक करावे व Approval ला क्लिक करावे.

The screenshot shows the same State Excise Department dashboard as in Step 10. In this view, the 'View' button in the first row of the table is highlighted with a red box, and the 'Approval' button in the same row is circled in red.

Sr.No.	App.No	Applicant Name	Application Date	View Application	SUPDT	License
1	1752443573B0636D	Dnyanoba	29/05/2017	View	Approval	
2	17522435708415E3	Ganesh	29/05/2017	View	Approval	
3	175034357A553E84	Naresh	29/05/2017	View	Approval	
4	175164357C910655	Pundlik	29/05/2017	View	Approval	
5	175224357F5503B9	DAULATRAO	29/05/2017	View	Approval	



Step 12 :- .Approval ला क्लिक केल्यानंतर खालील स्क्रीन दिसेल .

The screenshot shows the State Excise Department portal. The user is Yatin Sawant. The application form details are as follows:

Name *	Middle Name *	Last Name *	Date of Birth *
Dnyanoba	Nagnathrao	Jaybhaye	20/09/1987

Age *	Bldg/House no *	Street/Road *	District *
29	7	.	Latur

Taluka *	Village *	Pin code *
Ahmadpur	Sunegaon (shendri)	413515

Application No \* 1752443573B0636D

Documents to be Rejected:

Sr	Select Documents to be Rejected
1	1.Photo Of Applicant. <input type="checkbox"/>
photoo.jpg Download	
2	2.Signature of Applicant. <input type="checkbox"/>
siggn.jpg Download	
3	Identity Proof of Applicant(s) <input type="checkbox"/>
uid.jpg Download	
4	Address Proof of Applicant(s) <input type="checkbox"/>
uid.jpg Download	

Step 13 :- ..अर्जातील सर्व माहिती व उपलोड केलेले कागदपत्रे यांची पडताळणी करावी. जी कागदपत्रे चुकीची/ अपुरी आहेत ती Reject or Send to Citizen करावीत. अर्ज परिपूर्ण असेल तर Select Documents to be Rejected ला क्लिक करू नये.

The screenshot shows the same application form as in Step 12. The 'Select Documents to be Rejected' button in the right-hand panel is circled in red, indicating the next step in the process.


Step 14 :-Comments टाकून अर्ज approve /Reject करणे.

<b>Yatin Sawant</b>	Name *	Middle Name *	Last Name *	Date of Birth *
मुखपृष्ठ(Dept)	Dnyanoba	Nagnathrao	Jaybhaye	20/09/1987
HSM	Age *	Bldg/House no *	Street/Road *	District *
Change Password	29	7	.	Latur
Pending Applications	Taluka *	Village *	Pin code *	
Approved Applications	Ahmadpur	Sunegaon (shendri)	413515	
Rejected Applications	Occupation			
Sent Back To Citizen Applications	Details of Proof of Age Produced with this application	Application For Application for Permanent Permit		
Status Report	Aadhar card			
Application Count		Dnyanoba		
LogOut				

3	Identity Proof of Applicant(s)	<input type="checkbox"/>
uid.jpg		Download
4	Address Proof of Applicant(s)	<input type="checkbox"/>
uid.jpg		Download


Comment \*

Step 15 :- for Digital Sign HSM Option मध्ये जाऊन Thumb देउन capture finger print ला क्लिक करावे आणि Submit tab करावा.


 State Excise Department

<b>Yatin Sawant</b>	Applicant Name	Designation
मुखपृष्ठ(Dept)	state_commissioner3	Department

Biometric Details



Click below button to capture Right Hand Palm Print

## F. Output Module




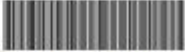


Step 16 :- Applicant login & Click on Dashboard

The screenshot displays the Maharashtra State Excise ONLINE SERVICES dashboard. The header includes the Maharashtra State Excise logo and the text "Maharashtra State Excise Government of Maharashtra (India)" and "ONLINE SERVICES". A user is logged in as "mahesh" with a "Log Out" option.

The main content area is titled "Excise Department" and contains a table of application records. The table has the following columns: App.No., View, Name, Service, Date, Status, Doc's Status, Online Service Charge Status, Receipt, Challan, and Licen. The first row of data shows an application number 1651044037391DCC, name mahesh, and a status of Pending. The "Licen" column for this row contains a "Pending" button, which is circled in red.

App.No.	View	Name	Service	Date	Status	Doc's Status	Online Service Charge Status	Receipt	Challan	Licen
1651044037391DCC	View	mahesh	Licence for sale at a club of imported foreign liquors(potable) and Indian made foreign liquors(potable) on which is Excise Duty has been paid at special rates (Form F.L.II)		Pending	Upload Document	Pending	Pending	Pending	Pending

Step 17.: -After Click on Download Option below Screen Appears.

	<b>FORM F. L. X-C</b> (See rule 70-D) No. 175104357A258621	
<b>Shri/Smt./Kum. Gangaram laxman madavi</b> <b>Age: 75 Years</b>		
	<b>Address: At. Rudha Post Chanakha Rudha Kelapur Yavatmal 445302</b>	
Is hereby permitted to purchase, possess, transport, use and consume foreign liquor and country liquor within the State of Maharashtra.		
 175104357A258621		
Subject to the provisions of the Maharashtra Prohibition Act (XXV of 1949) and the rules, regulations and orders made thereunder, during the validity period.		
<b>Validity:</b> From 27/07/2017 To 27/07/2018		
		<b>Signature valid</b> Digitally Signed by Yatin P. Sawant (Excise) Date: 28-07-2017 16:25:19
Specimen Signature or thumb impression of the permit-holder		
<a href="http://exciseservices.mahaonline.gov.in">http://exciseservices.mahaonline.gov.in</a>		

Thank You.....