

User Manual of Excise Services

S.No	Service Name
1	Premises Registration
2	Ordinary Trade and Import Licence for removal from a Custom Frontier and for import and vend of foreign Liquor (Potable) including Indian-made liquors(potable) excised at special rates(Not to be drunk on the premises)
3	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
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
5	Vendor's licence for sale of beer or wine or both in sealed bottles for off consumption
6	Licence for sale of Mild Liquor or Wines or both (Beer and Wine) "on" and "off" the premises of a hotel/ restaurant/ canteen/ club
7	Licence for sale of Wine in the premises of a licensee
8	Trade and Import Licence for removal from a Custom Frontier and for import and vend of wine by wholesale (Not to be drunk on the premises)
9	Vendor's licence for sale of Wines

A. Login Module

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

Welcome to Maharashtra State Excise Online Services

This portal facilitates citizens to avail fully online services offered by the Maharashtra State Excise department.

Citizen can avail services related to various Licenses such as Temporary function, Licenses to do trade, sale and other manufacturing of Liquor/its raw materials and many more.

You can track the Application status and obtain Licenses online.

This is developed with an objective to enable a single window access to services being provided by the Maharashtra State Excise department.

Key Persons

- Shri Chennamaneni Vidyasagar Rao
Hon'ble Governor,
Maharashtra State
- Shri. Devendra Fadnavis
Hon'ble Chief Minister,
Maharashtra State
- Shri. Chandrashekhar Bawankule
Hon'ble Minister,
State Excise
- 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. The page has a dark blue header with the Maharashtra State Excise logo and the text "Maharashtra State Excise Government of Maharashtra (India)" and "ONLINE SERVICES". Below the header is a navigation bar 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", a password field with masked characters, and a CAPTCHA image showing the text "WUFET". Below the CAPTCHA is a text input field for the CAPTCHA answer. There are also links for "New User ? Register Here" and "Forgot Password?". A large padlock icon is visible 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 a logo for "Powered by MahaOnline".

Step 2.1 :- For New User Registration.

This image is a close-up of the login page, focusing on the registration link. The "Log in" heading is visible at the top. Below it are the "Enter Username" and password fields. The CAPTCHA image shows the text "ULDBK". Below the CAPTCHA is a text input field for the CAPTCHA answer. At the bottom, there is a "Login" button and a "New User ? Register Here" link, which is highlighted with a red rectangular box. Below the registration link is a "Forgot Password?" link.

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

Registration

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

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

Mobile No.(भ्रमणधनी) Enter OTP Refresh Input symbols

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


Register

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त्यानंतर आपला मोबाईल क्रमांक भरावा आणि OTP मोबाईलवर .वर क्लिक करावे Send OTP (One Time Password)चा "Enter OTP" OTP आलेला .येईल SMS या फिल्डमध्ये भरावा . स्वतःचायुजर आयडी व पासवर्ड तयार करावा"Register" कॅपचा भरून नंतर . या बटनावर क्लिक करावेआता अर्जदाराची प्रणालीमध्ये नोंदणी झाली .

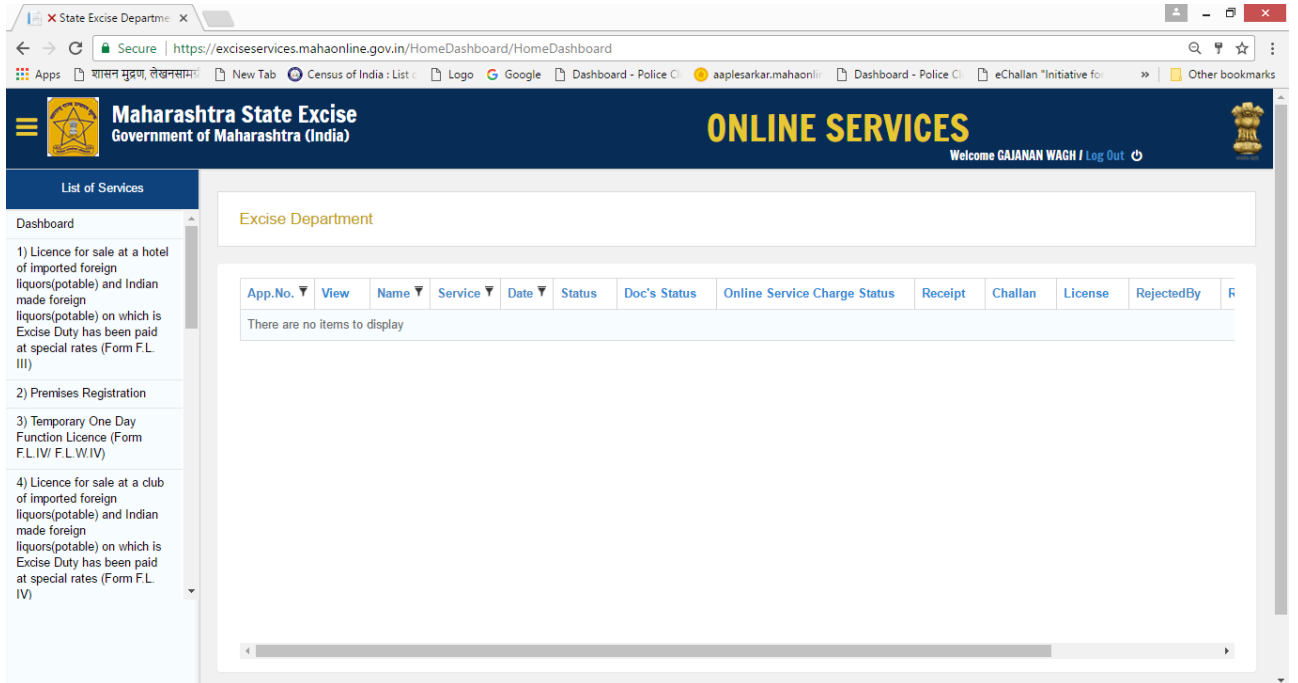
Step 3:- अनुज्ञप्तीमंजुरीसाठी अर्ज करण्यासाठी वर क्लिक केल्यानंतर खालील विंडो LOGIN वरील युजर आयडी व पासवर्ड वापरून लॉगिन करावे.ओपन होईल

➔ **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 Cl | aaplesarkar.mahaonli | Dashboard - Police Cl | eChallan "Initiative fo | Other bookmarks

Maharashtra State Excise
Government of Maharashtra (India)

ONLINE SERVICES
Welcome GAJANAN WAGH / Log Out

List of Services

Dashboard

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

App.No.	View	Name	Service	Date	Status	Doc's Status	Online Service Charge Status	Receipt
175194402918797C	View	Gajanan Wagh	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)	31/07/2017	Pending	Done	Done	Download
175193250525E224	View	SH	Temporary One Day Function Licence (Form F.L.IV/ F.L.III)	30/07/2017	Pending	Done	Done	Download

Step 6 :- त्यानंतर खालील विंडो दिसेल आणि सर्व माहिती भरल्यानंतर **Submit** बटन क्लिक करावे.

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)

Applicant Details

Name of Applicant *	Name of Applicant (In Marathi)	Street *	Street (In Marathi) *
<input type="text" value="Gajanan Wagh"/>	<input type="text" value="गजानन वाघ"/>	<input type="text"/>	<input type="text"/>
Landmark (if any) *	Landmark (if any) (In Marathi) *	Locality/Ward *	Locality /Ward (In Marathi) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	District *	Taluka *	Village *
<input type="text" value="MAHARASHTRA"/>	<input type="text" value="Mumbai City"/>	<input type="text" value="Mumbai City"/>	<input type="text" value="Mumbai City"/>
Pincode *	Mobile No. *	Email-Id *	
<input type="text" value="400001"/>	<input type="text" value="9168681948"/>	<input type="text"/>	
	<input type="text" value="Mobile no .Starting from 7,8,9"/>		

Whether any excise/police/municipal licence held by the applicant is or was cancelled at anytime in the past, and if so, the reasons for such cancellation

Yes No

Cancellation Reason

Proof of solvency of the applicant *

I hereby declare that the particulars given above are correct.
I hereby undertake to abide by the conditions of the licence and the provisions of the Bombay Prohibition Act, 1949 and the rules, regulations and orders made the reunder from time to time.

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) *

File Size
5 KB to 20 KB

The size of the photograph should fall between 5KB to 20KB

JPEG PNG TIFF

Photograph Format should be JPEG.

160px

स्वाक्षरी/Signature

Choose File No file chosen

- 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

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 :- Portal Fees आणि Application Fees भरणे.

A. Portal Fees

Online Payment

Application ID	1651932504F3CA05
Service Name	3) Temporary One Day Function Licence (Form FL.IV/ FL.W.IV)
Name	Gajanan
Online Service Charges	20.00
Total Service Tax	3.00
Total Amount(Portal Fee + ST)	23.00

Confirm

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

MahaOnline
limited
(A Joint Venture between Govt. of Maharashtra & TCS)

Government of Maharashtra Portal

Net Banking | Credit/Debit Card | IMPS | Wallet

Rs. 5 for transaction amount up to Rs. 500

Rs 10 per transaction for payment from 501 and above.
Pay Gov India (All Major Banks), NDML for Govt. of India

Rs.5 for per transaction payment

Rs.2.5 for per transaction payment

Pay Gov India (All banks) ▶

ICICI Bank and (All Banks) ▶

Yes Bank and (All Banks) ▶

Step 8.2 :- Application fees will be pay by Grass & Upload challen on Excise services Portal.(If Applicable)

Service Charges	
SGST(State Goods and Service tax 9.00%)	1.80
CGST(Central Goods And Service tax 0.00%)	1.80
Total Amount(Reg.+ Portal Fee +GST)	23.60
Transaction ID	170731439500395944
Payment Date	31/07/2017
Payment Status	Success

Please Pay Application fees (1005.00) through "<https://gras.mahakosh.gov.in/echallan/>"

	Status	Doc's Status	Online Service Charge Status	Receipt	Challan	Registration Fee Challan	Challan Fees
/2017	Pending	Done	Done	Download	Pending	Pending	NA

/2017	Pending	Done	Done	Download	Done	Upload	Paid
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E. Department Login Module

Step 9 :- अधीक्षकांनी करावयाची कार्यवाही

Desk 1

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

The screenshot shows a web application interface for 'SP_Mumbai_City'. On the left is a navigation menu with options like 'मुखपृष्ठ(Dept)', 'HSM', 'Change Password', 'Pending Applications', 'Approved Applications', 'Rejected Applications', 'Sent Back To Citizen Applications', 'Status Report', 'Application Count', and 'LogOut'. The main content area displays a list of services under the heading 'Premises Registration'. The first service, 'Temporary One Day Function Licence (Form F.L.IV/ F.L.W.IV)', is highlighted with a red box. Other services listed include 'Ordinary Trade and Import Licence for removal from a Custom Frontier...', 'Licence for sale at a hotel of imported foreign liquors...', 'Licence for sale at a club of imported foreign liquors...', 'Vendors licence for sale of beer or wine...', and 'Licence for sale of Mild Liquor or Wines or both...'.

Step 9.1 :-

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

No	Application No	Applicant Name	Application Date	View Application	SPScrutiny	SPScrutinyView	Approval1	INS
	1751944015098C01	test	31/07/2017	View	SPScrutiny	NA	Scrutiny Pending	NA
	1751944011874E3F	test	29/07/2017	View	Done	View	Approved	NA
	175194401A0E7072	test	29/07/2017	View	Done	View	Approved	NA
	175194401D175DA5	test	29/07/2017	View	Done	View	Approved	NA
	1751944015F3922E	test	29/07/2017	View	SPScrutiny	NA	Scrutiny Pending	NA
	175194401C14E10F	test	27/07/2017	View	SPScrutiny	NA	Scrutiny Pending	NA
	175194401867B122	test	26/07/2017	View	Done	View	Approved	NA

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

State Excise Department

SP_Mumbai_City

Approval Status : Pending

Sr.No.	App.No	Applicant Name	Application Date	View Application	SUPDT	License
1	165193250C004AF5	qwe	03/12/2016	View	Approval	Pending
2	1651932509A9A818	qwe	05/12/2016	View	Approval	Pending
3	1651932503DA921C	asd	06/12/2016	View	Approval	Pending
4	16519325078A4455	kjo	13/12/2016	View	Approval	Pending
5	165193250DC631D6	r	15/12/2016	View	Approval	Pending

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

State Excise Department

SP_Mumbai_City

Name of Owner *

Name of Institution * Exact location of the Club/Premises * Function Organizer's Name * Function Type * Function Name *

Function Organizer's PAN * Function Organizer's Mobile Number * Function Organizer's Email-ID * Whether the profit derived from the special function will be utilized for any charitable institute, mention the details

Premise Owner's PAN * Number of expected guests * Date of Function From * Date of Function To * No. of liquor consumption permits

Function Time From * Function Time To * License Fees * Application Fee

0.00 * 0.00

Total * Organizers UID * Birth Date * Age *

0.00 * Number

Yes No

Send Intimation

Reject Document
 Reject Form

Sr	Select Documents to be Rejected
1	Organiser's PAN 1650840623254C843DED.jpg Download
2	Organiser's AADHAR card 1650840623254C843DED.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.



Application No *
1651932496079BBF

कागदपत्रे चुकीची/ अपुरी
असल्यास Reject करावीत.
त्यासाठी बॉक्समध्ये टिक
करावे

Name of Manager * GOVIND			
Name of Institution *	Applicant From India *	Name Of Country *	Bldg/House no. *
HALL ABC	Yes		1
		Street/Road *	Location *
		MG	MM
Landmark (if any) *	City/Town *	State *	District *
MM	MUMBAI	MAHARASHTRA	Mumbai City
Taluka *	Village *	Pin code *	PAN *
Mumbai City	Mumbai City	400058	AWTPF2332W
UID Number *	Email ID *	Country Code + *	Mobile Number *
123456789321	A@B.COM	91	9820409474

Sr		Select Documents to be Rejected
1	1.Photo Of Applicant. images.jpg Download	<input type="checkbox"/>
2	2.Signature of Applicant sign.jpg Download	<input type="checkbox"/>
3	Identity Proof of Applicant(s) 111111.jpg Download	<input type="checkbox"/>
4	Address Proof of Applicant(s) 111111.jpg Download	<input type="checkbox"/>
5	7/12 of the property (Documents of Ownership) 111111.jpg Download	<input type="checkbox"/>
6	Plan of the proposed premises showing following details	<input type="checkbox"/>

Step 14 :- Comments टाकून अर्ज approve /Reject/ Send back to Citizen करणे.

आणि Assign to Enquiry Officer.

Whether the applicant is in excise arrears or in arrears of any other Government dues, such as sales tax, income tax, etc

No

Whether any excise Police/municipal licence held by the Applicant is or was suspended at

No

Whether the hotel or restaurant holds on the date of this application or held at any time in the past any hotel or restaurant licence for the sale of foreign liquor, and if so, the period during which it was held *

No

Whether any excise/police/municipal licence held by the applicant is or was cancelled at anytime in the past, and if so, the reasons for such cancellation

No

Proof of solvency of the applicant *

34

N.S. Bawe
test

that Shop & Establishment Act is not applicable for the village.

ImageOne.jpg [Download](#)

Please Select Sub Inspector *

Select

Comment *

Submit

Send to Citizen

INSP_1008Mumbai
INSP_1009Mumbai
INSP_1010Mumbai
INSP_1011Mumbai
INSP_1012Mumbai
INSP_1013Mumbai
INSP_1014Mumbai
INSP_1015Mumbai
INSP_1016Mumbai
INSP_1017Mumbai

Step 16.1 :- Approval ला क्लिक केल्यानंतर खालील स्क्रीन दिसेल.

Other Details

Average number of residents/boarders or visitors, as the case may be, during the last one year immediately before the date of the application *	The details of the total accommodation of the hotel or restaurant and the amenities provided there in *	The grade, if any, in which the hotel or restaurant is classified, and the authority for the such classification, if any *	Classification Authority *
54	54	54	54

Whether the hotel or restaurant is situated within a distance of seventy-five meters from any educational or religious institution or from any bus stand, station or depot of the Maharashtra State Road Transport Corporation, or from the boundary of any National or State Highway or Statue of National personality.
[Please refer to explanation under, subrule (1C) of rule 45 of the Bombay Foreign Liquor Rules, 1953, for the definitions of educational institutions, religious institutions, Statue of National personality and the manner of measuring the distance from the hotel or restaurant to these places]

No

Whether the applicant is in excise arrears or in arrears of any other Government dues, such as sales tax, income tax, etc

No

10 b) Food & Drugs administration form "C" certificate
ImageOne.jpg Download

11 c) Shop & Establishment Act, form "D" licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village).
ImageOne.jpg Download

Comment *

Submit

Step 17 :- अधीक्षकांनी करावयाची कार्यवाही
Desk 3

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

SP_Mumbai_City

- मुखपृष्ठ (Dept)
- HSM
- Change Password
- Pending Applications
- Approved Applications
- Rejected Applications
- Sent Back To Citizen Applications
- Status Report
- Application Count
- LogOut

Premises Registration

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

Ordinary Trade and Import Licence for removal from a Custom Frontier and for import and vend of foreign Liquor (Potable) including Indian-made liquors (potable) excised at special rates (Not to be drunk on the premises) (Form F.L. I)

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)

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)

Vendors licence for sale of beer or wine or both in sealed bottles for off consumption (Form F.L.BRII)

Licence for sale of Mild Liquor or Wines or both (Beer and Wine) on and off the premises of a hotel restaurant canteen club (Form E)

Step 17 :- त्यातील Service ला क्लिक करावे. खालील स्क्रीन दिसेल.


Application	SPScrutiny	SPScrutinyView	Approval1	INSPScrutiny	INSPScrutinyView	Approval2	Approval3	License
	Done	View	Approved	NA	View	NA	Approval	Pending
	Done	View	Approval	NA	View	NA	INSP Scrutiny Pending	Pending
	Done	View	Approved	NA	View	NA	Approval	Pending
	Done	View	Approved	NA	View	NA	Approval	Pending
	Done	View	Approved	NA	View	NA	Approval	Pending
	Done	View	Approved	NA	View	NA	Approval	Pending
	Done	View	Approved	NA	View	NA	Approval	Pending
	Done	View	Approved	NA	View	NA	INSP Scrutiny Pending	Pending

Step 18 :- Approval ला क्लिक केल्यानंतर खालील स्क्रीन दिसेल आणि संबंधित अधिकारी Intimation date select करतील आणि Licenses fees Enter करून Send Intimation ला click करतील.

Application No *
175194402826F9D3

[Download Form](#)

Applicant Details



Name of Applicant test	Name of Applicant (In Marathi) Test	Street * dfg
Street (In Marathi) * इफग	Landmark (if any) * dfg	Landmark (if any) (In Marathi) * इफग
Locality/Area * 	Locality/Area (In Marathi) * 	State *

Designation	Remarks	Previous Status
SUPDT	Approved	Approved
ENQ.OFFR.	sdf	Approved

Intimation Date

License Fee


[Send Intimation](#)

175194402826F9D3.jpg
175194402826F9D3.jpg
[Download](#)

Step 19:- After Uploading Challen By Applicant, संबधित अधिकारी Challen Verify – Yes अथवा No करतील.

	License Fee 0.00	
Name of Applicant	Name of Applicant (In Marathi)	Street *
test	Test	dfg
Street (In Marathi) *	Landmark (if any) *	Landmark (if any) (In Marathi) *
इफग	dfg	इफग
175194402E49568C.jpg Download		Challan Number * 44
Verified <input type="radio"/> Yes <input checked="" type="radio"/> No		

Step 20:- त्यानंतर Comments टाकून व Reports उपलोड करून approve करतील.

34	 test	12 c) Shop & Establishment Act, form "D" licence (Wherever is applicable / Certificate of Village Officer mentioning that Shop & Establishment Act is not applicable for the village. ImageOne.jpg Download
		Comment *
		Upload Report * Browse... No file selected.
		Approve Reject

Step 21 :- जर Approve ला क्लिक केले तर HSM Option मध्ये जाऊन Thumb देउन capture finger print ला क्लिक करावे आणि Submit tab करावा. (For Digital Sign)

The screenshot displays the State Excise Department web portal. The header includes the department name and a user profile for Yatin Sawant. A sidebar menu on the left lists various application statuses and actions. The main content area shows the 'Biometric Details' section, which includes a fingerprint icon, a 'Capture Finger Print' button (highlighted with a red box), and a 'Submit' button (also highlighted with a red box). A green instruction box above the button reads: 'Click below button to capture Right Hand Palm Print'.

Applicant Name	Designation
state_commissioner3	Department

Biometric Details

Click below button to capture Right Hand Palm Print

Capture Finger Print

Submit

F. Output Module (Applicant Login)

Step 22 :- Applicant login , Click on Dashboard & Download Output.

The screenshot displays the Maharashtra State Excise ONLINE SERVICES portal. The header includes the logo, "Maharashtra State Excise Government of Maharashtra (India)", and "ONLINE SERVICES". A user is logged in as "maheesh" with a "Log Out" option. A sidebar menu on the left lists services, with "Dashboard" highlighted. The main content area, titled "Excise Department", contains a table with the following data:

App.No.	View	Name	Service	Date	Status	Doc's Status	Online Service Charge Status	Receipt	Challan	Licen
1651044037391DCC	View	maheesh	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

Thank You.....