SOP for Pet Dog Registration – SDMC, NDMC & EDMC

https://mcdonline.nic.in

Municipal Corporations of Delhi

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1. Introduction

1.1. About Pet Dog Registration

As per the u/s 399 DMC Act of 1957 each Dog owner need to register Pet Dog with the MCD.
This document covers all the important details of the Veterinary Trade License Application like Application features, Interfaces, Functional and Non-Functional requirements, Forms and its logical validations.

1.2. Purpose

1. Applicant need to apply online on MCD portal for registration of pet dog.
2. Minimum Age for applying for Pet Dog Registration Certificate must be 18 Years or above.
3. For Registration of each pet dog separate application need to be made.
4. Applicant need to fill the online form, pay the requisite fee and attach the necessary documents and submit it to the Department for Processing.
5. All Applications need to processed by respective authority – Deputy Director (VS)/ Veterinary Officer (Based on Zone)
6. MCD Officer have full right to issue / Reject the applications based on merit.
7. For approved application a Registration Certificate will be issued .
8. Each Certificate will have a token number and valid QR Code.
9. After the expiry of Current Registration Certificate , a SMS intimation will be sent to Registered owner to **apply afresh again.**

1.3. Veterinary Trade Licenses types

License Validity Period = Validity of Registration Certificate will be of maximum one Year duration Subjected to date of vaccination.

2. Standard Operating Procedure

➢ Open the system's browser, ensure the system is connected to the internet.

➢ Enter the URL in the address bar of the browser: https://mcdonline.nic.in/vtlsdmc , https://mcdonline.nic.in/vtlndmc , https://mcdonline.nic.in/vtledmc for respective corporation and go to "Citizen Login" module.

➢ At first time visit, citizen must register to proceed, please "New User Click Here for Signup / Registration".

➢ Fill mandatory information on Sign-Up page and click on Submit button.

➢ On successful Sign-Up, Login with Registered Mobile No. along with country code through OTP authentication.

➢ After successful authentication, on "Online Services" Page, select "Veterinary License"

➢ Citizen can also change mobile number and other details through "Edit Profile" option available under name display at top right corner.

➢ All the registered Veterinary licenses/ Pet Dog Registration details will be shown on Dashboard Page with key details such as Application Number, Trade type, Applicant Name, Trade Nature, Application Submission Date etc.

➢ Citizen must read all the Important Instructions, Guidelines and respective policies.

➢ After login on left pane, click on Pet Dog registration button for applying.

➢ Fill all the required information on application form page such as Applicant Details (Name, DOB), Applicant address (Plot/House No., Street Name, Pin Code, Colony, ward, zone Ph. Number, mobile number, email ID), Dog Details, etc. and upload required documents.

➢ Filled details can be saved as draft using "Save as Draft" button to submit the details later.

➢ Click on "Submit" button to save the application form details and pay requisite fees using online payment gateway.

➢ On successful Submission, Registered details will be sent to MCD Officials for scrutiny and approval.

➢ Registered details can be seen on Dashboard with status.

➢ Following options will be available on "Action" button on Dashboard for a registered detail:

- View: Submitted application form can be seen with all filled details

- Payment Receipt: Payment receipt can be downloaded in case of successful payment.

➢ Select appropriate option from "Action" button as per the requirement.

➢ Fill all the required details on form opened along with necessary documents and submit.

➢ Pay requisite fee (if any) using online payment gateway.

➢ Check details and status of registered request from Dashboard.

➢ On Rejection by MCD Officials, Citizen need to apply a fresh for Pet Dog Registration.

➢ Rejection letter can be downloaded from "Action" button to check rejection remarks.

- On Approval from MCD Official, Certificate can be downloaded from "Action" button for any registered detail.

- Download relevant Copy of registration and its payment receipt available under "Action" button on Dashboard.

3. Pet Dog Registration Charges

S.no	Corporation	Charges	Remarks
1.	NDMC	50	Rs. 50 will be charged on each time registration.

4. List of Documents required for Pet Dog Registration- NDMC.

S.no	Name of Documents
1.	Applicant ID Proof- Aadhar/Voter ID/Passport/Driving License/PAN card
2.	Closeup photo of Pet Dog
3.	Vaccination Certificate Issued by registered veterinary practitioner/hospital
4.	Residence Proof- Aadhar/Voter ID/Passport/Driving License/Electricity or Water Bill/MTNL Bill/Ration Card/House Tax Bill/Income Tax certificate/Lease Agreement/Bank Passbook/Life Insurance Receipt