



***SOP for Shifting of Veterinary license on  
new or another mobile number – Municipal  
Corporation of Delhi (MCD)***

## 1. Introduction

### 1.1. About Veterinary Trade License (VTL)

Veterinary department deals with wide sphere of work such as Issuance of Licenses w.r.t Meat Shops, Meat processing units, Cattle Dairy and Platform allotted by DDA categories.

This document covers all the mobile number change features, Interfaces, Functional and Non-Functional requirements, Forms and its logical validations.

### 1.2 Purpose

The purpose of Shifting of Mobile number Application is: -

- Transformation of shifting of mobile number and afresh development of web utility as per the current functional and technical requirements.
- Facilitate citizens to submit their online request for shifting of mobile number.
- Facilitates citizens with cashless, paperless, and faceless system.
- Advanced GUI of Shifting of Mobile Number can help the citizen to easily apply its request.
- Allows preservation of reporting forms in digital mode.
- Process oriented and citizen centric architecture which allows citizen to apply online from any internet point to shift mobile number without visiting MCD offices.

## 2. Standard Operating Procedure

- Open the system's browser, ensure the system is connected to the internet.
- Go to MCD Website through <https://mcdonline.nic.in> → *click on Online Services-> Veterinary License* and click on “**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.
- Citizen can also change mobile number if existing mobile number known and other details through “**Edit Profile**” option available under name display at top right corner.
- If Existing mobile number not known- Citizen needs to click on left side and select “**Shifting of Mobile Number**” module.
- Search License number to be shifted on mobile number -- > click on “**Search Button**”. License details shown below.
- Click on Actions → “**Shifting of Veterinary License**”, Application form opens-- > Fill all required fields like Applicant Name, Father's Name, DoB, Pan Number, Mobile number,

reason for shifting -> Click on Submit Button.

- On successful submission, Request for Shifting Veterinary license will be sent to MCD Officials for Scrutiny and approval/ rejection.
- MCD official can view application form alongwith relevant attached documents to proceed further.
- On the basis of Action/ decision taken by MCD officials, license shifted – if approved or rejected if any discrepancy found.
- On Approval from MCD Official, **SMS** will be sent to Citizen w.r.t its request (approved or rejected).

Approved-- “Your license <license number> has been shifted to this mobile number <mobile number>”.

Rejected—“Your application for shifting of License has been rejected.”