



SOP for Veterinary Trade License Application – Municipal Corporation of Delhi (MCD)

<https://mcdonline.nic.in>

Note: This document will be amended on regular basis as per the upgradation done in the application.





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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 Registration of Platform allotted by DDA categories.

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

The purpose of the VTL Online Application is: -

- Transformation of legacy process and afresh development of web application as per the current functional and technical requirements.
- Facilitate citizens with cashless, paperless, and faceless system.
- Advanced GUI of Online registration system can help the citizen to easily apply for fresh and renewal of issued license.
- 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 obtain new license, renewal of license etc without visiting MCD offices from any internet point.

1.3. Veterinary Trade Licenses types

License Validity Period = One Year and valid up to 31-March of the Financial Year

Sl. No.	Trade Classification
1	Cattle Dairy Farm
2	Meat Shop
3	Meat Processing Unit
4	Registration of Platform/ Thada Allotted by DDA

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 and other details through "Edit Profile" option available under name display at top right corner.
- All the registered Veterinary licenses details will be shown on Dashboard Page with key details such as Application Number, Process Name, Trade type, Applicant Name, Trade Name, Application Submission Date etc.
- Citizen must read all the Important Instructions and Guidelines mentioned on login page.
- **To search legacy record, go to "Search legacy data" module and search using License number, Tr. No., Trade/ Shop Name etc.**
- If record found
 - If validity is expired, then renewal can be done.
- if record not found or for New Veterinary License, "Apply New Veterinary Trade License" button for applying for new Veterinary Trade license
- Fill all the required information on application form page such as Trade Type Details, Applicant Details (Name, DOB, Address, Photograph etc.), Trade Details (Name, Year of Est. etc.), Address of Unit, Partner Details, Trade specific 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.
- In case of any deficiency raised by MCD Officials while scrutiny, Citizen need to provide required information or documents using "**Submit Deficiency Details**".
- Check deficiency letter to see which documents are marked deficient and re-upload those documents and submit for verification and approval by MCD officials.
- On **Rejection** by MCD Officials, Citizen need to apply a fresh for New Veterinary Trade License.
- Rejection letter can be downloaded from "**Action**" button to check rejection remarks
- On Approval from MCD Official, Final License can be downloaded from "Action" button for any registered detail.

Note: License Validity Period = One Year and valid up to 31-March of the Financial Year

Note:

1. Renewal is only allowed for Expired Licenses

- Following options will be available on “from “Action” button” button on Dashboard for a registered detail after issuance of factory license:
 - Renewal: Veterinary Trade License renewal can be applied without late fee on expiry of license or two months after the start of current FY as per above note.
- 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 using online payment gateway.
- Check details and status of registered request from Dashboard.
- Download relevant updated License/ receipt and other documents available under “Action” button on Dashboard.

3. Veterinary Trade License Fees and Charges

3.1. MCD

Trade Type	Process Type	Unified MCD				Remarks
		PF	License Fee (1 Year)	License Fee (2 year)	License Fee (3 year)	
Meat Shop/ Platform allotted by DDA	New/ Fresh License (in Rs.)	500	7000	12000	18000	
	Renewal License (in Rs.)	500	7000	12000	18000	
	Amendment (in Rs.)	500	5000 (one time)			
	Surrender (in Rs.)	500	NA			
	Late fee (In case of Renewal in Rs.)	2000				Grace period i.e. 31st May (2 months)
Meat Processing Unit	New/ Fresh License (in Rs.)	500	50000	100000	150000	
	Renewal License (in Rs.)	500	50000	100000	150000	
	Amendment (in Rs.)	500	5000	NA	NA	
	Surrender (in Rs.)	500	NA			
	Late fee (In case of Renewal in Rs.)	5000				Grace period i.e. 31st May (2 months)
Cattle Dairy- Authorized/ Rural Dairy	New/ Fresh License (in Rs.)-	300	1000 Cow Miltch Tax- Rs. 30 Per cow. Buffalo- Rs. 50 per buffalo	2000 Cow Miltch Tax- Rs. 60 Per cow. Buffalo- Rs. 100 per buffalo	3000 Cow Miltch Tax- Rs. 90 Per cow. Buffalo- Rs. 150 per buffalo	
Cattle Dairy- Temple Premises		NA	1 per cattle	2 per cattle	3 per cattle	
Cattle Dairy- Authorized/ Rural Dairy	Renewal License (in Rs.)	300	1000 Cow Miltch Tax- Rs. 30 Per cow. Buffalo- Rs. 50 per buffalo	2000 Cow Miltch Tax- Rs. 60 Per cow. Buffalo- Rs. 100 per buffalo	3000 Cow Miltch Tax- Rs. 90 Per cow. Buffalo- Rs. 150 per buffalo	Grace period i.e. 30 th April (1 month)
Cattle Dairy- Authorized/ Rural Dairy/ Temple	Amendment (in Rs.)	NA				
	Surrender (in Rs.)	NA				
Cattle Dairy- Temple	Renewal License (in Rs.)	NA				

4. Veterinary Trade License Documents Required (MCD)

4.1. Documents are to be uploaded to obtain Meat Shop License –

Document (M/NM)	New registration (All Mandatory)	Renewal	Amendment	Surrender
Doc1	Document regarding Age proof and ID proof) with photograph i.e. Aadhar Card/ Passport/ Driving License/ Voter ID card/ PAN Card. *In case of non-availability of Age proof, the applicant may submit an undertaking in the form of affidavit regarding his/her age proof. (Mandatory)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant is free from any infectious and contagious disease. (Mandatory)	Owner/Licensee Photo. (Mandatory)	Applicant Identity Proof. (Mandatory)
Doc2	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/latest paid bill of electricity/DJB/Land line phone/Lease deed/Sale deed/GPA.(Mandatory)	Residential Address proof (*Conditional- In case of modification/change in address of applicant).	Death Certificate of the license holder. Mandatory	
Doc3	Blue Print, Site Plan showing the inside dimension i.e. Length, Width & Height of Shop.(Mandatory)	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof/latest paid bill of electricity/DJB/Land line phone/Lease deed/Sale deed/GPA. (*Conditional-in case of modification/change in occupancy)	Certificate of the legal heirs of the deceased license holder. Conditional- Mandatory	
Doc4	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (Mandatory)	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (Conditional- if source of water changed)	NoC from rest of the legal heirs in the form of affidavit to transfer the license in the name of the one legal heirs. Mandatory	
Doc5	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant is free form any infectious and contagious disease.(Mandatory)	Proof which certifies that drainage system changed. (Conditional- if drainage system changed)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant is free form any infectious and contagious disease. (Mandatory)	

Doc6	NOC from the Managing Committee and or Imam of the Masjid if license is applied for shop situated in compound/building of a Masjid (Mosque). Conditional- (If Meat shop exist in Masjid premises)	Copy of Old License (Non Mandatory)	Proof of change of constitution. Conditional	
Doc7	Proof of Electricity supply/connection i.e. current Bill. (Mandatory)	Proof of Last paid receipt of Renewal License fee. (Mandatory)	Proof of addition/deletion of partners in case of change in Partnership. (Conditional)	
Doc8	NOC from the owner of the shop to run Meat Shop business. (M) in case of Tenant			

4.2. Documents are to be uploaded to obtain Cattle Dairy License –

Document (M/NM)	New registration	Renewal	Amendment	Surrender
Doc 1	Certificate from SDM for verification of Rural Area (For Rural Area)	Address proof (* in case of modification/change in address of applicant). Conditional based	Owner/Licensee Photo (Mandatory)	Applicant Identity Proof
Doc 2	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (Mandatory)	Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (Conditional- in case of change of ownership)	Death Certificate of the license holder. Conditional- in case of change of owner.	
Doc 3	Document regarding Age proof and Address proof with photograph i.e. Virtual Aadhar Card/ Passport/ Driving License/ Voter ID card. (Mandatory)	Copy of receipt of latest payment of license fee/ Milch tax. (Conditional for Authorized Dairy) (Mandatory)	Certificate of the legal heirs of the deceased license holder. Conditional- in case of change of owner.	
Doc4	Blue print, Site Plan and key plan showing the inside dimension i.e. Length, Width & Height of Cattle Shed/Dairy. (Mandatory)	Copy of Old License.	NoC from rest of the legal heirs in the form of affidavit to transfer the license in the name of the one legal heirs. Conditional- in case of change of owner.	
Doc 5	Proof of Electricity supply/connection to the cattle shed/ dairy Plot i.e. current Electricity Bill. (Mandatory)	Copy of receipt of latest payment of license fee/ Milch tax. (Conditional for Rural and Authorized Dairy)	Proof of change of constitution. (conditional).	
Doc 6	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (Mandatory)		Proof of addition/deletion of partners in case of change in Partnership. Conditional- in case of change in details of partners.	
Doc 7	NOC from the owner of the property to run Dairy Cattle. (Conditional in case of tenancy). (Based)		Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/ GPA. Conditional	
Doc 8	Copy of receipt of latest payment of license fee/ Milch tax. (Conditional for Rural and Authorized Dairy)			

4.3 Documents are to be Submitted for Issuance of Meat Processing Unit Licenses –

Document (M/NM)	New registration	Renewal	Amendment	Surrender
Doc 1	Valid copy of Factory License (Mandatory).	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free from any infectious and contagious disease. (M)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free from any infectious and contagious disease. (M)	Applicant ID Proof
Doc 2	Document regarding Age proof and ID proof) with photograph i.e. Aadhar Card/ Passport/ Driving License/ Voter ID card/ PAN Card/ any other proof issued by the Govt. Body. (M)	Miscellaneous	Miscellaneous	Miscellaneous
Doc 3	Proof of ownership/ occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (M)	Valid copy of Factory License (Mandatory)	Owner/Licensee Photo (Mandatory)	
Doc 4	Blue print, Site Plan and key plan showing the inside dimension i.e. Length, Width & Height of establishment. (M)	Old copy of license (M)	Death Certificate of the license holder (mandatory)	
Doc 5	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (M).	last paid renewal fee receipt (M)	Certificate of the legal heirs of the deceased license holder (mandatory)	
Doc 6	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free from any infectious and contagious disease. (M)		NoC from rest of the legal heirs in the form of affidavit to transfer the license in the name of the one legal heirs. (mandatory)	
Doc 7	Details of vehicles alongwith registration number engaged for the transportation of meat from MCD approved Slaughter House to the Meat Processing Unit. (M)		Proof of change of constitution (conditional).-	

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Doc 8	Proof of Electricity supply/connection i.e. current Bill.- (M)		Proof of addition/deletion of partners in case of change in Partnership (conditional)	
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4.4 Documents are to be Submitted for Issuance of Platform/Thada Allotted by DDA -(MCD)

Document (M/NM)	New registration	Renewal	Amendment	Surrender
Doc 1	Document regarding Age proof and ID proof) with photograph i.e. Aadhar Card/ Passport/ Driving License/ Voter ID card/ PAN Card/ any other proof issued by the Govt. Body. (M)	Copy of old License	Owner/Licensee Photo (M)	Applicant ID Proof (SDMC/NDMC/EDMC)
Doc 2	Proof of ownership/ occupancy of the establishment or allotment letter of Govt. Agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (M)	Payment receipt	Death Certificate of the license holder (NM) Conditional	Miscellaneous
Doc 3	Site plan/ key plan of Platform/ Thada allotted by DDA with measurement. (M)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and each and every staff are free form any infectious and contagious disease. (M)	Certificate of the legal heirs of the deceased license holder (NM) Conditional	
Doc 4	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and each and every staff are free form any infectious and contagious disease. (M)		Noc from rest of the legal heirs in the form of affidavit to transfer the license in the name of the one legal heirs. (conditional)	
Doc 5	Copy of DDA Allotment letter			