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

https://mcdonline.nic.in

Municipal Corporations of Delhi

Table of Contents

Contents

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 fresh license and renewal of license.

- Allows preservation of reporting forms in digital mode.

- Process oriented architecture which helps citizen to do easy registration for license without visiting MCD department from any internet point.

1.3. Veterinary Trade License Categories

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. *User Manual*

2.1. *Citizen Signup/ Login*

1. Go to MCD Website through *https://mcdonline.nic.in →click on Online Services-> Veterinary License* and click on "Citizen Login"

2. If your Mobile number is registered, you can login directly.

3. If your mobile No. is not registered, please "New User Click Here for Signup/ Registration" (at the bottom of the page)

4. Registration page will open, fill mandatory details and then click on Submit button

5. You will be redirected to Citizen Login Page with message "Registered successfully. Now, login with Registered Mobile No:98xxxxxx66".

6. You can Login in the system through mobile OTP authentication.

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

8. On successful login, you will be redirected to Online Services Page.

9. Click on "Veterinary Trade License", your login account will be opened with previous details of Veterinary Trade registration if any.

10. Important instructions and Guidelines may also be read by the Citizen for self-help.

11. Policy regarding Meat Shop, Cattle Dairy, Meat Processing Unit may also be read to avoid any confusion.
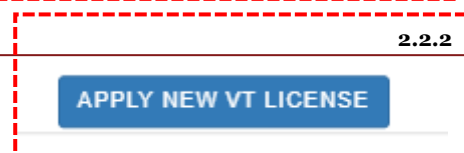
2.2. Citizen Dashboard

1. Dashboard provides listing of all Veterinary Trade registration records submitted by you alongwith key detail and status.
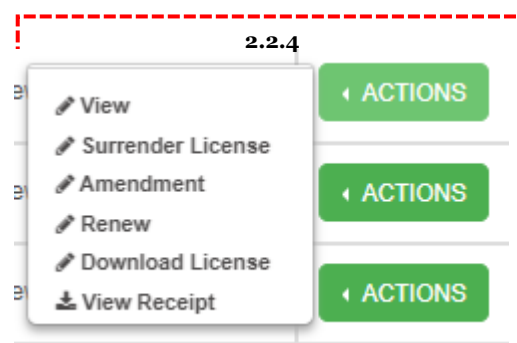

2. On the left side of page, you can avail options for "Apply for Newlicense" and "Search Legacy Record" after reading the Important Instructions and General Guidelines.

3. "Apply for New license" and "Search Legacy Record" option can also be availed through menu bar

4. You can access various services using Action buttonsuch as Apply for Amendment, Renewal and Surrender based on request status alongwith download Provisional License, download payment receipt and download Final License etc.

2.3. Search Legacy Record

1. Searching can be done using – in Search Legacy data.

- License Number/Tr. No./ Reference No.
  Or
- Unit/Shop or Applicant Name.

2. After filling the mandatory details mentioned above (minimum 2 characters are required to search), click on the Submit button.

3. If the data is available in respect of the entered searching parameters, it will be reflected.

4. Click on the Action tab available against the concerned application and relevant options will appear like –Download license, Apply for Amendment, Renewal and Surrenderbased on License Validity and Request Status details.

5. You may select and proceed as per the requirements.

2.4. Apply for New License

Using following steps, you can register to obtain New License:

Application provides an option to apply for fresh and renewal of license for 1/2/3 years as per the requirement of Citizen.

1. Fill the New License Registration form correctly with all mandatory fields and click on Submit. It will not allow submission unless mandatory items are filled.

2. There are multiple sections available in the New License Registration form i.e., Trade Type Details, Applicant Details (Name, DOB, Address, Photograph etc.), Trade Details (Name, Year of Est. etc.), Address of Unit, Partner Details (if any), Trade specific details etc. and upload required documents.

3. First section covers Trade category and Nature of Trade. Nature of Trade is dependent on Trade Type. Trade type have values as Meat Shop, Cattle Dairy, Meat Processing Unit and Horse buggy. Trade type to be selected as per the requirement of License.

APPLY FOR NEW VETERINARY TRADE LICENSE	2.4.3

* Fields Are Mandatory To Fill

⊞ TRADE DETAILS

TRADE TYPE *

⠿ | SELECT TRADE TYPE   × ▾

NATURE OF TRADE *

⠿ | SELECT TRADE NATURE   × ▾

4. Further, second section covers about Application details such as Applicant Name, Date of birth, Father name, Mobile number, Email id, Residential Address and Photograph.

⊞ APPLICANT DETAILS   2.4.4

FIRST NAME *(Max Length 25 Chars)

👤 | Enter Applicant Name

MIDDLE NAME(Max Length 25 Chars)

⠿ | Enter Applicant Middle Name

LAST NAME

⠿ | Enter Applicant Last Name

DOB *(Not Applicable For Below 18 Years)

📅 | DD/MM/YYYY

FATHER'S NAME *(Max Length 25 Chars)

👤 | Enter Father Name

MOBILE NUMBER *(Max Length 10 Digit)

India(91) ▾ | Enter Mobile Number | ☐

EMAIL ID *

✉ | Enter Email Id

RESIDENTIAL ADDRESS WITH PIN CODE *(Max Length 250 Chars)

⠿ | Enter Residential Address

UPLOAD YOUR PHOTOGRAPH *In Jpeg/Jpg Format And Size Should Not Exceed 20 KB)

⠿ | Choose File | No file chosen

Note:

Applicant should be min. 18-Year-old to apply for license.

In case Applicant's mobile number is outside India, then select respective country code

5. Next section covers information related of Establishment/ Unit/ Trade/ Platform allotted by DDA

ESTABLISHMENT DETAILS   2.4.5

NAME OF UNIT/SHOP/DAIRY/STABLE *(Max Length 50 Chars)	YEAR OF ESTABLISHMENT	SOURCE OF WATER *
Enter Name of Unit/Shop	SELECT ESTABLISHMENT YEAR	SELECT SOURCE OF WATER

DRAINAGE SYSTEM *	GST NUMBER (Max Length 15 Digits)	PAN (Max Length 10 Digits)
SELECT DRAINAGE SYSTEM	Enter GST Number(27AAPFU0939F1ZV)	Enter PAN (ASDFG2740D)

6. Next sections cover important information about Address of Unit/ Dairy/ Platform – Allotted by DDA (Underuse in business).

ADDRESS OF UNIT/DAIRY/STABLE (UNDER USE IN BUSINESS)   2.4.6

UPIC ID (Max Length 15 Digit)	PROPERTY ID (Max Length 15 Digit)	PREMISES/PROPERTY ADDRESS *(Max Length 60 Chars)
Enter UPIC Number.	Enter Property ID	Enter Premises/Property No.

TYPE OF OCCUPANCY *	STREET NAME *(Max Length 60 Chars)	DISTRICT *(Max Length 60 Chars)
◯ Tenant ◯ Owner	Enter Street Name	SELECT DISTRICT

PIN CODE *(Max Length 6 Digit)	COLONY *	WARD *
Enter Pin Code	SELECT COLONY	SELECT WARD

ZONE *	ELECTRIC CONNECTION NUMBER (CA NUMBER) * (Max Length 11 Digits)
SELECT ZONE	Enter Electric connection Number

7. Next sections cover information about type of constitution. In case of constitution type as Partner, all details of partner to be added.

TYPES OF CONSTITUTION   2.4.7

TYPES OF CONSTITUTION *
PARTNERSHIP

LIST OF PARTNERS NEW

➕ ADD NEW ROW

S.No.	Name of Owner/Partners/Directors (Max Length 40 Chars)	Upload UID (PDF Format , Max Size 2 MB)	Address (Max Length 250 Chars)	
1.		Choose File No file chosen		CLEAR

8. Information related to **Meat Shop** to be provided as per below important criteria's –

8.1. Shop/ Unit exist in Area

8.1.1. MCD -

Residential Area	Floor should be Ground floor
Commercial Area	On which floor the unit is situated- irrespective of the floor (dropdown will show the options to select the floor) and an arrangement of water for cleaning and its drainage.

8.2. Categories – **Applicable for Fresh application after unification**

Area and Height of Meat Shop - MCD			
Category based on Nature of Trade	**Nature of trade (Type of selling meat)**	**Area of shop/unit* (as per policy) (Max- <=20 Sq. Meters)**	**Height of shop***
A	Any one species	5.6 Sq. Meters (Min)	Min 2.74 meters in case of AC/ Non-AC meat
B	Any two species	7.4 Sq. Meters (Min)	

C	Only Buffalo	9.29 Sq. Meters (Min)	shops.
D	Only pork	5.6 Sq. Meters (Min)	
E	Three Species	11.15 Sq. Meters (Min)	

Applicable for Legacy Renewal

Area and Height of Shop −MCD			
Category based on Nature of Trade	**Nature of trade (Type of selling meat)**	**Area of shop/unit* (as per policy) (Max- <20 sq. meters)**	**Height of shop***
A, D	Any one meat or Only Pork	at least 4 Sq. Meters (Min)	• 2.5 mts (min value). • If AC not installed - 3 mts. • If AC installed 2.5 mts. • License not issued below 2.5 mts.
B, C	Any two meat or only buffalo	at least 6 Sq. meters (Min)	

8.3. Distance between meat shop and religious place

Distance between meat shop and religious place (Temple, Gurdwara, Masjid or Mosque)		
Type of Holy Spot	**Distance**	**Condition**
temple/Gurdwara/religious place/Cremation and Burial Ground	Above 150 meters allowed	from the nearest/starting points/boundary wall and Opposite entry gate of a temple/Gurudwara/religious place to the meat shop.
Masjid	Above 150 meters allowed	(In case of Pork) (In case of entry gate/ both sides)
Masjid	<=100 meters (Allowed subject to the NOC of Imam)	mutton/chicken/fish and buffalo meat shops can be granted, provided that the same is permitted by the Imam/managing Committee of the Mosque.

Note –

- In case of Masjid, no minimum distance is required for mutton/chicken/fish and buffalo meat shops

-NOC from Imam is required for mutton/chicken/fish and buffalo meat shops exist within 100 meters of Masjid.

-In case pork meat shop license cannot be granted if meat shops exist within 100 meters of Masjid. For Pork minimum distance of 150 is required.

Applicable for Legacy renewal

Distance between meat shop and religious place (Temple, Gurdwara, Masjid)		
Type of Holy Spot	**Minimum Distance**	**Condition**
temple/Gurdwara/religious place/ Cremation and Burial Ground	> 50 meters	from the nearest/starting points/boundary wall of a temple/Gurudwara/religious place to the meat shop.
temple/Gurdwara/religious	>=100 meters	Opposite entry gate

place except Masjid		
Masjid	=100 meters	(In case of Pork) (In case of entry gate)
Masjid	=50 meters	In case of license Pork Shop (for both sides)

Note –
 	
    - In case of Masjid, no minimum distance is required for mutton/chicken/fish and buffalo meat shops
 	
    -NOC from Imam is required for mutton/chicken/fish and buffalo meat shops exist in Masjid premises.
 	
    -In case pork meat shop license cannot be granted if shop exist in masjid Premises.		

9. Information related to **Cattle Dairy** to be provided as per below important criteria's –

1.1. For Cattle Dairy Exists in (MCD) –

Rural Area	
Plot size	no. of Animals * 12 sq.m.
Temple	
Max. Number of animals	4
Plot size	no. of animals * 12 sq.m
Authorized dairy Colony- fixed Plot size and max no. of animals.		

Goyela/ Goela Dairy Colony	42	5
NangliShakrawati Dairy Colony	42	5
Kakrola Dairy Colony	42	5
Masood Pur Dairy Colony	297	25
Madanpur Khadar Dairy Colony	134	11
Gharoli Dairy Farm	50	4
Ghazipur Dairy farm	178	15
Bhalswa	42	5
Jharoda	42	5
ShahbadDaulatpur	38	5
Ghogha	60	5
	96	8

10. Information related to **Meat Processing Unit** to be provided as per below important criteria's –

a) Shop Unit Exist in Area- Commercial/ Industrial- MCD

b) Area of Shop/ unit –Same as of Meat Shop

c) Height of shop- Minimum 3 meters

11. Information related to **Platform allotted by DDA** (2.4.11) to be provided as per below important criteria's –

1. **2.4.11 MCD**

12. Last section is Document section where all mandatory and required documents need to upload. After uploading all mandatory documents and filling mandatory information, click the confirmation check box and click Submit button to save details and proceed for further Fee Payment. "Save as Draft" can be used to save filled information and submit later on using Edit option available under Action button in Dashboard.

13. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

14. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

15. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS and status of application will also be reflected on citizen dashboard. All the request will be assigned to Veterinary Trade Inspector at first level for verification.

16. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard.

17. If application is approved, license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application along with options for Renewal, Amendment, and Surrender.

18. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

19. Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit and re-upload deficient documents for approval as per deficiency remarks given in deficiency letter.

Note: In case your payment has been deducted but payment receipt is not available then then use "Reconcile" option after 15 min.

2.5. *Apply for Renewal*

> Note: Renewal can be applied on expiry of License.

1. If License is expired, Renewal option will be available to the citizen in the dashboard under the Action tab available against the approved application.

2. Renewal Form will open on selection of Renewal option with all the allowed fields in editable mode.

3. Fields allowed to edit in case of Meat Shop are – Email id, Mobile number, Res. Address with pin code, Source of Water, Drainage System, Type of Occupancy etc.

4. Fields allowed to edit in case of Cattle Dairy are –Email id, Mobile number etc.

5. Upload required documents, click the declaration and Click Renewal License Button

6. On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button. (Similar to 3.4.9)

7. After verification, you will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

8. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval orrejection via SMS.

9. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard

10. If application is approved, Renewal license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Amendment and Surrender.

11. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

12. Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit and re-upload deficient documents for approval.

2.6. *Apply for Amendment*

> Note: Amendment can only be done if License is Valid.

Amendment can be apply in case of Death of owner only.

Citizen can apply for amendment in following condition only-

a. If License is valid and validity is more than 1 year, Amendment will be apply by the citizen in the dashboard under the Action tab available against the approved application.

b. Citizen can apply for amendment within two months of Date of Death. Thereafter, system not allows citizen to apply for amendment.

c. After Death of owner, If License expired within six months then legal heir use existing license till validity and apply for renewal in the name of existing owner then apply for amendment.

1. Amendment Form will open on selection of Amendment option with all the allowed fields in editable mode.

2. Fields allowed to Amend in case of Meat Shop/ Meat Processing Unit/ Registration of Platform allocated by DDA are – Applicant Name, Father's Name, Date of Birth, Photograph of owner, Email id, Mobile number, Res. Address with pin code, Name of Unit/ Shop, Type of Occupancy, Type of Constitution etc.

3. Fields allowed to Amend in case of Cattle Dairy are – Applicant Name, Father's Name, Email id, Mobile number, Res. Address with pin code, photograph, Name of Unit/ Shop, Type of Occupancy, Date of Birth, Type of Constitution etc.

4. Upload required documents, click the declaration and Click Amendment License Button

5. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

6. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.
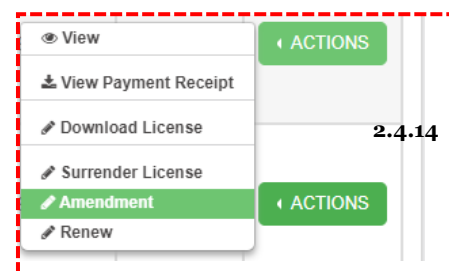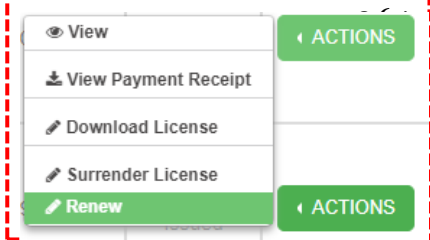
7. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.

8. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard

9. If application is approved, amended license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Renewal and Surrender.

10. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

11. Similarly, if any deficiency is raised by MCD Officials then click on deficiency submit andre-upload deficient documents for approval.
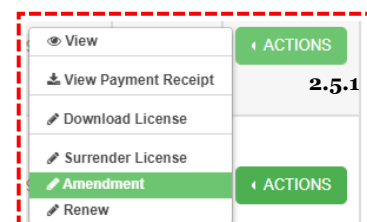
2.7. Apply for Surrender

> Note: Surrender can be applied on Valid License.

1. If License is valid, surrender option will be available to the citizen in the dashboard under the Action tab available against the approved application.

2. Surrender Form will open on selection of Surrender option.

3. To surrender the license, click the declaration and Submit Button.

4. On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

5. After verification, you will be redirected for payment and the fee, if applicable, can be paidusing online payment gateway for debit/credit / Internet banking etc.

6. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.

7. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard

8. If application is approved, surrender receipt will be available for download to the citizen in the dashboard under the Action tab available against the submitted application

9. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be viewed in Action tab.

2.8. Submit Deficiency

1. If any deficiency is raised by the concerned department, click on "View Deficiency" under Action.

2. Deficiency form will open, check for Deficiency remarks in deficiency letter where deficient documents will be mentioned.

3. Re-upload deficient documents and submit.

2.9. Check Rejection Remarks

1. If request is rejected, then check Rejection letter (Document received from inspection) to view rejection remarks.

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	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)
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)
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. 30th June (3 months)
Cattle Dairy- Authorized/ Rural Dairy/ Temple	Amendment (in Rs.)	NA				
	Surrender (in Rs.)					
Cattle Dairy- Temple	Renewal License (in Rs.)	NA				

4. *Veterinary Trade License Documents Required (MCD)*

4.1. *Documents are to be Submitted for Issuance of Meat Shop License –*
The following documents should be accompanied with the application form for obtaining a license:

S.no	New registration (All Mandatory)	Renewal	Amendment	Surrender
1	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)
2	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. Conditional- in case of change of owner.	
3	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- in case of change of owner.	
4	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. (Conditional- in case of change of owner.)	
5	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)	
6	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	
7	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)	
8	NOC from the owner of the shop to run Meat Shop business. (M) in case of Tenant (New document)		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 change in Type of Occupancy).	

4.2. *Documents are to be Submitted for Issuance of Cattle Dairy License –* (MCD)

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 ofGovt. 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 licensefee/ Miltch 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/connectionto the cattle shed/ dairy Plot i.e. current Electricity Bill. (Mandatory)	Copy of receipt of latest payment of licensefee/ Miltch 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/ Miltch tax. (Conditional for Rural and Authorized Dairy)			

Doc 9	Consent form DPCC to operate Dairy (Non Mandatory)			
Doc 10	Proof of Temple is registered with Trust/organization. (Conditional- In case of temple)			

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) VTL-016 –	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) (VTL031) (MPU)	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free form any infectious and contagious disease. (M) (VTL031) (MPU)	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) SDMC	Valid copy of Factory License (Mandatory) Common for all three corporation	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)	Valid copy of Health Trade License (Mandatory)	Death Certificate of the license holder (Non mandatory) Conditional-	
Doc 5	Proof of water supply/connection i.e. current water bill and in case of bore well water testing report. (M) Common for all three corporation	Address proof in case of modification/change in address of applicant. (Conditional) Common for all three corporation	Certificate of the legal heirs of the deceased license holder (mandatory) Conditional-	
Doc 6	Medical Fitness certificate issued by authorized registered medical practitioner (MBBS) certifying that the applicant and meat handler are free form any infectiousand contagious disease. (M) (MPU)	Proof of ownership/ occupancy of the establishment or allotment letter of Govt. agency/tenancy proof (rent agreement)/Lease deed/Sale deed/GPA. (conditional) *in case change in ownership status (tenant/owner).	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) Conditional-	
Doc 7	Details of vehicles alongwith registration number engaged for the transportation of meat from MCD approved Slaughter House to the Meat Processing Unit. (new Document)	Old copy of license (NM)	Proof of change of constitution (conditional).- Common for all three corporation	
Doc 8	Proof of Electricity supply/connection i.e. current Bill.- (M) (New Document)	last paid renewal fee receipt (M)	Proof of addition/deletion of partners in case of change in Partnership (conditional)	

		Proof of water supply/connection i.e. current water bill/ bore-well water testing report in case of modification/change in water supply. (NM)- Conditional		
		Proof which certifies that drainage system changed. (NM)- Conditional		

4.4 Documents are to be Submitted for Issuance of Registration of Platform 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
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	
Doc 3	Site Plan and key plan showing the inside dimension i.e. Length, Width & Height of establishment. (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 (M)			