From

        Medical Officer of Health
        Municipal Corporation
        Faridabad

To

        Executive Engineer(IT)
        Municipal Corporation
        Faridabad

Memo No.MCF/MOH/2023/ 99   Dated:- 20-01-2023

Sub:-   **Regarding Publishing of the Checklist of the documents for Pet Dogs Registration on MCF Site.**

On the Subject Cited above, it is submitted that in lieu of order Ld.CMC dated 17.01.2023 made in the interest of Public as well as in the interest of the Corporatation. It has been decided to upload the list of following documents, Performa of Vertinary Doctor Certified Dog Witness Certificate(Copy attached) & Public notice(Copy attached) so that citizen can check the relevant documents on the MCF Site and needless movement and gathering of the masses in the O/o MOH could be checked out and general public after seeking such checklist of documents can directly approach the Atal Sewa Kendr/CFC Center/ Saral Kendr with the listed documents the details of which are shown below:-

- **Checklist of documents-**

1. Rabies inoculation certificate from Veterinary Doctor
2. Photo of the Dog
3. Photo of the Owner
4. ID Proof of the Owner
5. Vertinary Doctor Certified Dog Witness Certificate

- **Registrartion & Renewal Fee Structure –**

1. Fixation of Fees for Pet Dogs Registration(Registration Fees-Rs. 1500/-) as approved by Ld.CMC
2. Annual Renewal Fees-Rs. 1000/-(Fixed)as approved by Ld.CMC

Therefore, on the basis of above cited facts, a written request to publish the aforesaid checklist of documents and fee structure on the official web site of MCF so that pending applications which are withheld & due for payment of registration fees could be forwarded to the citizen for making ePayment and fresh applications could be applied in a methodical manner.

                                     Medical Officer of Health

Endst. Memo No.MCF/MOH/2023/ 100   Dated:- 20-01-2023

A Copy of the above is forwarded to Ld.CMC for kind information please.

                                       Medical Officer of Health