**Standard Operative Procedures for conducting Post mortem examination**

* 1. Written request/requisition along with copy of inquest papers from the competent authority like Police/Magistrate/Court orders is must.
  2. The identity of the dead body must be confirmed before starting the post mortem examination.
  3. Medical officer should always try to study all available facts of the case prior to Post mortem examination from the inquest report, hospital record, if any, condition of the deceased before death for taking universal precautions in all cases and special precaution for self as well as supporting staff in case of high risk infectious diseases.
  4. In hospital deaths, the bed head ticket/summary of the death must be perused to know the clinical condition, treatment and terminal events etc.
  5. Don’t allow any un authorized person in the mortuary while post mortem examination is going on.
  6. Prepare the post mortem report simultaneously or at the earliest and hand over the copy to the police along with other exhibits.
  7. Belongings should also be handed over to police along with the reconstituted dead body.
  8. The decision to exempt the post mortem examination is not to be taken by the department/concerned doctor, it can be exempted only by the Honourable court or police.
  9. Video recording of post mortem cases may be done by the police department where ever they require. Equipment and man power shall be arranged by the police department.
  10. For supplying a copy of Post mortem report to the individuals other than the police officers investigating the case, the applicant shall furnish NOC from the concerned police station investigating the matter, clearly stating that the issuance of copies of PM report will not hinder the investigation or orders of the Honourable court/SDM directing the Concerned doctor to provide him/her the copy of Post mortem report.

**Standard Operative Procedures for attending Honourable courts**

1. Summons from the court should always be accepted and courts should be attended on time.

2. Inability to attend the honourable court on given date and time due to some unavoidable circumstances should be communicated to the honourable court well in time.

3. A copy of summons/intimation from the court should be submitted to the department along with departure report while proceeding to attend the honourable court.

**Standard Operative Procedures for keeping dead bodies in the mortuary/cooling chambers**

1. Department provides only the space for keeping dead bodies.

2. The body kept in mortuary/ mortuary chambers by the police/legal heirs will be under their own supervision and a police person may be deputed outside the mortuary for supervision of the body and for security reasons.

3. A tag depicting the name, sex, police station etc. should be kept with the body for identification purpose.

4. Any valuables present on the body should be removed by the legal heirs/concerned IO before keeping the body in mortuary.

5. In case it is not possible /advisable to remove the valuables due to any reason, body may be sealed before keeping in the mortuary.

6. Highly decomposed bodies will not be kept in the cooling chambers.

7. The persons keeping the dead body inside the mortuary chamber shall ensure that the door of the chamber is properly closed and the electricity supply to the chamber is switched on.

8. Police person /Legal heir of the body will enter the time of keeping and removing the dead body from mortuary chamber in the register meant for this purpose.

9. Department will not be responsible for any damage to the body due to any technical fault in the mortuary chambers or electricity supply of chambers.

10. Nothing to be paid to any one for preserving the bodies in the mortuary chambers.