

Government of West Bengal  
Office of the Commissioner of Police, Kolkata  
18, Lalbazar Street, Kolkata - 700001

Memo No.: Jt.CP (Crime)/CI/ /24

Date: /09/2024.

To  
The Principal Secretary,  
Health & Family Welfare Department,  
Government of West Bengal,  
Swasthya Bhawan, GN-29, Sector-V, Salt Lake,  
Kolkata - 700 091

Ref: RGK/FMT/42/24 dt. 11/09/2024.

Sub: Intimation from the Head of the Department, Department of Forensic Medicine & Toxicology, RG Kar Medical College and Hospital regarding submission of inquest report and challan with dead body for Post Mortem examination.

Sir,

This is to apprise you that the undersigned is in receipt of an intimation from the Head of the Department, Department of Forensic Medicine & Toxicology, RG Kar Medical College and Hospital requesting all Police Stations under the jurisdictional control of the Hospital to submit papers of inquest report and Challan No. 5371 with the dead body while requisitioning for the purpose of Post Mortem Examination.

It will be pertinent to inform you in this regard that the Standard Operating Procedure (SOP) as structured by the Department of Health & Family Welfare, Government of West Bengal vide Memo No. HF/SPSRC/160/2015 dt. 03/01/2020 in Para 6 of the Chapter I had indicated a list of documents which an authorized Police Officer, while sending requisition for Post Mortem examination, preferably submit:

- i) Death report
- ii) Treatment record, OT note, BHT
- iii) Injury Report
- iv) Inquest
- v) Body disposal after Post Mortem

In this situation you are requested to kindly modify the referred SOP for incorporating the Challan No. 5371 among the list of pre-requisite documents for sending a body for Post Mortem examination.

It will also be pertinent to inform you that the procedure of furnishing Challan No. 5371 is not followed since long in Kolkata Police. Hence, it will be apt to also request you to issue necessary direction upon the concerned authority of RG Kar Medical College and Hospital requesting them to continue with the present procedure

till Kolkata Police gets the Challan No. 5371 and distributes those among all Police Stations for necessary observation of procedures in sending of body for Post Mortem examination.

A copy of the referred SOP and the intimation from the Head of the Department, Department of Forensic Medicine & Toxicology, RG Kar Medical College and Hospital are attached alongwith for kind perusal.

Sd/-

Addl. Commissioner of Police (I),  
Holding the additional charge of the  
Jt. Commissioner of Police (Crime),  
Kolkata

Enclosed: As above.

Memo No.: Jt.CP (Crime)/CI/284 / 1 / 24

Date: 11 / 09 / 2024.

Copy forwarded for information to:

Prof (Dr.) Prabir Kumar Chakraborty,  
Head of the Department,  
Department of Forensic Medicine & Toxicology,  
Rg Kar Medical College and Hospital, Kolkata

Addl. Commissioner of Police (I),  
Holding the additional charge of the  
Jt. Commissioner of Police (Crime),  
Kolkata

11.9.24

Additional Commissioner of Police (I)  
holding the additional charge of  
Joint Commissioner of Police (Crime)  
Kolkata