

**Government of West Bengal**  
**Health & family Welfare Department**  
**SwathyaBhawan, Block GN-29, Sector V**  
**Salt Lake City, Kolkata – 91**

Memo No: HPH/10P-03/2018/462

Dated: 05.06.2020

To  
The Director IPGMER / STM  
The Principal (All Medical Colleges & Hospitals of West Bengal)  
The Chief Medical officer of Health (All District and Health District, West Bengal)  
The Superintendents (All Hospitals, West Bengal)  
The Director / CEO / Medical superintendent (All Clinical Establishments, West Bengal)

**Sub: Certification of Death for COVID-19 Persons**

It has come to the notice of the State Government that recording of the cause of death in different institutions of the State varies from place to place and often does not adhere to the rules laid down in the Registration of Births and Death Act, 1969 which clearly instructs that Medical certification of cause of death should be recorded in Form 4 and Form 4A.

ICMR has recently issued a detailed guidance for appropriate recording of COVID-19 related deaths in India which is appended with this letter. All deaths related to COVID – 19 (suspected or confirmed) should be written in the manner prescribed for the same only.

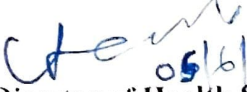
In an event of death of a confirmed patient of COVID-19, the actions mentioned below have to be taken from the respective institution for dissemination of the information to the State Headquarter.


The institution will promptly inform the event of such death to a dedicated email [coviddoc.wb@gmail.com](mailto:coviddoc.wb@gmail.com) in the enclosed format.

1. The Institution will share the image of the Death Certificate (Form 4) over the email [coviddoc.wb@gmail.com](mailto:coviddoc.wb@gmail.com).
2. The near relative to be communicated about the death of the patient.
3. Death notification will only be considered on receipt of the death certificate and the information in the format as directed above in the email.
4. This is mandatory for all institutes to inform regarding such death within 12 hours of occurrence through the dedicated email address as above.

The Chief Medical Officer of Health of the Districts and Health Districts are directed to convey the instructions to all the Government Institutes, Clinical establishments as well as the requisitioned COVID hospitals under their jurisdiction.

Please treat the matter as very urgent and act accordingly.

  
05/6/2020  
Director of Health Services  
Government of West Bengal

  
05/6/2020  
Director of Medical Education  
Government of West Bengal

**Memo No: HPH/10P-03/2018/462**

**Dated: 05.06.2020**

Copy forwarded for kind information and necessary action:

1. The Mission Director, NHM, Department of Health & Family Welfare, Govt of West Bengal
2. The Medical Superintendent cum Vice Principal (All Medical Colleges & Hospitals of West Bengal)
3. The DDHS (Admin), Department of Health & Family Welfare, Govt of West Bengal (He is requested to inform the Clinical establishments).
4. The State Nodal Officer, IDSP, Department of Health & Family Welfare, Govt of West Bengal
5. The Dy Chief Medical Officer of Health – II (All Districts and Health Districts)
6. The Senior PA to the Secretary, Department of Health & Family Welfare, Govt of West Bengal
7. Office Copy

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5/6/2020  
**Director of Health Services**  
**Government of West Bengal**

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5/6/2020  
**Director of Medical Education**  
**Government of West Bengal**

