

**GOVERNMENT OF PUDUCHERRY**  
**OFFICE OF THE DISTRICT COLLECTOR-CUM-DISTRICT MAGISTRATE**  
**PUDUCHERRY**

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No. 1703/DRDM/DM/D2/2020/79

Dated: 13<sup>th</sup> Aug 2020

**ORDER**

**Sub:** DM - COVID-19 - Cremation / Burial of Covid-19 corpse -  
Instructions Issued - Reg.

**Ref:** (i) Guidelines on Dead Body Management issued by the Ministry of  
Health & Family Welfare, Government of India.  
(ii) Standard Operating Procedure issued by the Local  
Administration Department for disposal of dead body of Covid-19  
positive patient

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It has been brought to the notice of the undersigned that there has been undue delay in few instances of handing over of Covid-19 Positive dead bodies to the Municipality / Commune authorities. This delay may cause agony among the family and relatives.

Therefore, it is hereby directed that the Hospital authorities shall hand over the body of the Covid-19 Positive after packing it as per the SOP of Government of India, and handover it immediately to the concerned Commissioners (Municipality /Commune Panchayat) for further action as per guidelines.

The Commissioner of the local body concerned shall immediately initiate action for disposal of the body on receipt of the information with due dignity following SOP and guidelines properly (as per para 2 of the SOP cited second under reference)

The Hospitals shall ensure that the Covid-19 Positive death cases are communicated to the concerned Commissioners of the local bodies immediately. The copy of such intimation shall be shared with the Incident Commander-cum-Taluk Tahsildars, who shall overall monitor it and take stock of the situation.

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The Commissioners of all the local bodies shall ensure that the designated graveyards / crematorium are provided with necessary infrastructure, sufficient teams are kept for proper disposal of Covid-19 positive dead bodies and have overall supervision of all the works pertaining to the Cremation of Covid corpse as per the Guidelines on Covid-19 Dead Body Management issued by the Ministry of Health & Family Welfare, Ministry of Home Affairs & Health Department, Puducherry.



(Dr.ARUN.T, IAS)  
DISTRICT COLLECTOR-CUM-  
DISTRICT MAGISTRATE

To

1. The Director, Local Administration Department ... to brief the concerned officials
2. The Director of Health & Family Welfare Services as per the extant guidelines
3. The Director, JIPMER, Puducherry
4. The Director, IGMC & RI
5. The Dean /Directors, All Private Medical Colleges / Covid Care Centers
6. The Sub Divisional Magistrate, North / South
7. The Commissioners, Puducherry / Oulgaret Municipality
8. The Tahsildar, Taluk Office, Puducherry / Oulgaret / Villianur / Bahour
9. The Commissioners, All Commune Panchayats
10. Covid-19 War Room, EOC

**GOVERNMENT OF PUDUCHERRY  
LOCAL ADMINISTRATION DEPARTMENT  
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**STANDARD OPERATING PROCEDURE (S.O.P.)  
FOR DISPOSAL OF DEAD BODY OF COVID-19 POSITIVE PATIENT**

The following SOP is issued in consonance with the guidelines issued by the Government of India, Ministry of Health & Family Welfare, for management of dead bodies of Covid-19 positive patient to be followed by Local Bodies:-

**1) RESPONSIBILITY OF THE LINE DEPARTMENTS:-**

- 1) The Health Authorities will handle and package the dead body as per the SOP issued by Ministry of Health and Family Welfare, Directorate General of Health Services (EMR Division), Government of India, dt.15-03-2020 and shall inform the death of COVID patients to the local Police and Incident Commander.
- 2) The local SHO / Incident Commander shall inform the death of the COVID-19 patient to the concerned Commissioner of the Local Body.
- 3) The Local Police and Incident Commander shall arrange for security in the burial ground / crematorium for maintaining Law and Order.

**2) RESPONSIBILITY OF THE LOCAL BODIES:-**

**1) GENERAL INSTRUCTIONS FOR UNCLAIMED DEAD BODY (BOTH FOR  
BURIAL AND CREMATION)**

- 1) On intimation from the local SHO / Incident Commander about the death of the COVID-19 patient and based on his request the Commissioner shall take over the corpse for burial ground / crematorium.



- 2) The Commissioners shall arrange vehicle and manpower for transporting and handling the dead body from the Hospital to the burial ground / crematorium. They can engage hearse van and manpower through NGOs / volunteers / private persons.
- 3) The crematorium / burial ground staff should be sensitized that COVID-19 (Corpse) does not pose additional risk and shall practice standard precautions of hand hygiene, use of masks and gloves.
- 4) Viewing of the dead body by unzipping the face end of the body bag (by the staff using standard precautions) may be allowed, for the relatives to see the body for one last time.
- 5) Religious rituals such as reading from religious scripts, sprinkling holy water and any other last rites that does not require touching of the body can be allowed.
- 6) Bathing, kissing, hugging, etc. of the dead body should not be allowed.
- 7) The funeral / burial staff and family members should perform hand hygiene after cremation / burial.
- 8) Large gathering at the crematorium / burial ground should be avoided as a social distancing measure as it is possible that close family contacts may be symptomatic and / or shedding the virus.
- 9) Adequate hand sanitizers, washing facility shall be arranged and kept ready at burial ground / crematorium.
- 10) The Hearse Van used to transport the dead body should be disinfected properly.
- 11) **Videography and photography of the burial / cremation event shall be strictly prohibited.**

- 12) Burial shall take place as far as possible at a remote place away from the habitation.

**SPECIFIC INSTRUCTIONS TO BE FOLLOWED AT BURIAL GROUND:-**

- 1) The pit shall be excavated for a size of 7 feet length, 3 feet width and more than 10 feet depth.
- 2) The excavated earth shall be kept away from the pit so that the excavated soil does not hamper the free movement of the workers.
- 3) Wooden plank should be used for the burial of the Dead Body.
- 4) As soon as the corpse is received it can be placed over the plank and properly tied with it in three places, one at chest, another at hip and another at legs.
- 5) Dead body placed on a wooden plank should be tied and secured appropriately and lowered gently into the pit with due care with the use of long ropes.
- 6) Long ropes can be used to lower the dead body gently from safe distance and the rope shall be left inside the pit along with the wooden plank.
- 7) After lowering the dead body into the pit, it shall be refilled properly and the area shall be disinfected and it shall be ensured that the burial of the dead body should be conducted in a dignified manner.

**SPECIFIC INSTRUCTIONS SHOULD BE FOLLOWED AT CREMATORIUM:-**

- 1) The cremation shall take place in the Crematorirum located at Karuvadikuppm in Oulgaret Municipality limit.
- 2) In case of cremation the concerned Commissioner shall inform the Commissioner, Oulgaret Municipality for making necessary arrangements at the crematorium.

- 3) The concerned Commissioner shall arrange to transport the corpse from Hospital to Karuvadikuppam Crematorium.
- 4) After receiving the dead body in the crematorium the Commissioner, Oulgaret Municipality shall be responsible for the cremation.
- 5) The ash does not pose any risk and can be collected to perform the last rites.

## **II) FOR DEAD BODY CLAIMED BY RELATIVES:-**

- 1) Relatives will bring the dead body to the burial ground / crematorium.
- 2) Relatives will make arrangements for digging pit / cremation.
- 3) Commissioner shall ensure observance of all SOP for burial / cremation.
- 4) The crematorium / burial ground staff should be sensitized that COVID-19 (Corpse) does not pose additional risk and will practice standard precautions of hand hygiene, use of masks and gloves
- 5) Viewing of the dead body by unzipping the face end of the body bag (by the staff using standard precautions) may be allowed, for the relatives to see the body for one last time
- 6) Religious rituals such as reading from religious scripts, sprinkling holy water and any other last rites that does not require touching of the body can be allowed
- 7) Bathing, kissing, hugging, etc. of the dead body should not be allowed
- 8) The funeral / burial staff and family members should perform hand hygiene after cremation / burial

- 9) Large gathering at the crematorium / burial ground should be avoided as a social distancing measure as it is possible that close family contacts may be symptomatic and / or shedding the virus
- 10) Adequate hand sanitizers, washing facility shall be arranged and kept ready at burial ground / crematorium
- 11) The Hearse Van used to transport the dead body should be disinfected properly
- 12) The ash does not pose any risk and can be collected to perform the last rites.

### **3) REPORTING**

- 1) The Commissioner after burial / cremation following due procedure shall submit a report to the Director, Local Administration Department and District Collector within 24 hours after the event.