

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No. F.15/DDMA/COVID-19/2020/155

Dated: 10.05.2020

ORDER

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organisation, and has considered it necessary to take effective measures to prevent its spread in NCT of Delhi;

And whereas, Delhi Disaster Management Authority has issued various orders / instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation;

And whereas, H&FW Department, GNCTD vide order no. 522/DGHS/PH-IV/COVID-19/prsecyhfw/5204-58 dated 20.04.2020 has constituted a Death Audit Committee with the mandate to audit each and every death case on daily basis, in which COVID-19 test is positive, in all Government and Private Hospitals of Delhi before releasing the data. Directions were also issued to all Government and Private Hospitals to report all such death cases to the committee along with the copy of case sheets for the death audit;

And whereas, it has come to notice that both public and private hospitals (both COVID dedicated and non COVID hospitals) are not reporting the deaths of positive cases of COVID-19 occurring in their hospitals in a timely and regular manner;

And whereas, it has further been observed that despite repeated reminders, the death summaries of the deceased patients are not being provided to the Death Audit Committee, resulting in incorrect/ delayed reports being submitted;

Now, therefore, in exercise of powers conferred under Section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, hereby directs that the reporting of death cases of COVID-19 positive persons from health facilities (Government and Private) in Delhi, shall be strictly as per the Standard Operating Procedure (SOP) annexed with this order.

Pr. Secretary (H&FW), GNCTD shall ensure that all officers / authorities concerned must comply with abovesaid directions, in letter & spirit.

Encl: As above



(Vijay Dev)
Chief Secretary, Delhi

Copy for compliance to:

1. Pr. Secretary (H&FW), GNCTD
2. Secretary (H&FW), GNCTD
3. Director, General Health Services, GNCTD
4. All MSs/MDs/Directors of Hospitals under the Health Department, GNCT of Delhi
5. All Private Hospitals/Nursing Homes (through DGHS)

Copy for kind information to:

1. Pr. Secretary to Hon'ble Lt. Governor, Delhi.
2. Addl. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD
4. Secretary to Hon'ble Revenue Minister, GNCTD
5. Secretary to Hon'ble Health Minister, GNCTD
6. Secretary to Hon'ble Labour Minister, GNCTD
7. Secretary to Hon'ble Social Welfare Minister, GNCTD
8. Secretary to Hon'ble F&S Minister, GNCTD

9. Addl. Chief Secretary (Home), GNCTD
10. Pr. Secretary (Revenue) / Divisional Commissioner, GNCTD
11. All District Magistrates of Delhi
12. System Analyst, O/o Divisional Commissioner, Delhi for uploading the Order on website of Delhi Government.
13. Guard File.

Standard Operating Procedure (SOP) for the reporting of death cases of COVID 19 positive persons from Health Facilities (Government and Private) in Delhi notified by Health & Family Welfare Department, GNCTD

For the smooth and fast compilation of death cases data due to COVID-19, following procedure will be followed scrupulously by IDSP Cell & all the COVID Care Centres, Dedicated COVID Health Centres & Dedicated COVID Hospitals both in Government & Private sector:

1. Every COVID Hospital & Health Facility will report all death cases of COVID-19 positive patients by email to District Surveillance Unit and also to the State Surveillance unit (covid-19death@gmail.com) of IDSP Cell of Delhi Government along with scanned copies of case summary, medical files and all relevant data required by the Death Audit Committee by 5.00 PM every day.
2. Every COVID Hospital & Health Facility will designate a Nodal officer for the above said purpose who will ensure that all deaths occurring in their respective hospital are communicated timely. MSs/MDs/Directors of all concerned hospitals to ensure this on daily basis without fail.
3. Even if **no death** has happened, even then a **NIL** report shall be furnished by email to IDSP Cell for the compilation of death data.
4. Death Audit Committee will meet daily at **5.30 PM** for examining the death reports due to COVID-19. Death Audit Committee will examine and see all the relevant documents & after due diligence will declare "**Death due to COVID-19 or otherwise**". Dr. Monalisa Borah, Sr. Medical Officer (SMO) at DGHS will coordinate the activities of Death Audit Committee.
5. If by 5.00 PM, no death case sheets or NIL reports are received in IDSP Cell, Concerned Nodal Officer at IDSP Cell will escalate the matter and inform to State Surveillance Officer (SSO), Delhi immediately. SSO Delhi in turn will speak to MS/MD/Director/Nodal Officer of concerned hospital by phone and send a reminder by email immediately.
6. If in-spite of intervention of SSO, death report or NIL report is not received by IDSP Cell from all concerned designated health facilities, SSO will bring this matter in the knowledge of DGHS immediately.
7. If even after active intervention of DGHS, death report or NIL death report is not received by 6.00 PM daily from the concerned COVID health facilities, then concerned MS/MD/Director/ Nodal person of defaulter hospital will report the matter, along-with all relevant information, to the office of Secretary (H&FW) very next day in the morning at 11.00 AM with written explanation for the delays in sharing of information by the concerned hospital.
8. Above said guidelines shall be adhered to strictly for the timely flow of data related to deaths due to COVID-19, for the timely audit by the Death Audit Committee constituted vide order No. 52/DGHS/PH-IV /COVID-19/2020/prsecyhfw/ 5204-58 dated 20.04.2020.

Non-compliance will be viewed seriously and strict action as per the relevant provisions of the Disaster Management Act, 2005 as well as other relevant laws will be taken against the defaulters without any further notice.