

**DEPARTMENT OF ANATOMY**  
**Seth G. S. Medical College &**  
**KEM Hospital, Parel, Mumbai – 400 012**

Anat / Body Donation/                      / of 20

Date:

Mr / Ms /Dr \_\_\_\_\_

Dear Prospective Donor,

We have received your letter dated \_\_\_\_\_ and thank you very much for registering for the Body Donation programme which is a very noble and honorable deed. Your registration no. is \_\_\_\_\_.

The Body Donation programme was started in 2005 in the Department of Anatomy, Seth G. S. Medical College & KEM Hospital.

A donor is expected to fill in the registration form, and the “No Objection” signature/s from close relatives is mandatory. The “No Objection” form can be signed by close relatives i.e. husband / wife, son, daughter, daughter-in-law, son-in-law, brothers, sisters and / or family doctor. Three passport size photographs of the donor should be submitted along with the registration form. The donor will be given a “Body Donation Identity Card” & a “Registration No” after submitting the registration form.

**The relatives should bring the dead body to the department within six hours after death.** They have to arrange for its transport on their own and transport facility (Hearse) can be availed either from the Municipal Corporation of Greater Mumbai or private trusts. If a death occurs between 10 am and 4 pm, the relatives should inform the department on 022-24107447 before bringing the body to the department, so that the necessary arrangements for accepting the body can be made. If a death occurs on Sundays, public holidays or after office hours i.e. between 4 p.m. to 10.00 a.m. on the next day, the Casualty Medical Officer of KEM Hospital may be contacted on 022-24107816.

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While bringing the dead body the “cause of death” certificate issued by the attending doctor in original should also be brought along.

If the donor has registered his / her name for eye donation then the eyes should be removed within one hour after death by informing the eye bank where he / she has registered. If any relative is expected from abroad or outstation, then they are permitted to see the dead body within seven days of death, but only once. Therefore, relatives are requested to programme their visits accordingly.

Bodies of HIV / HBsAg positive subjects, bodies with gangrene and bodies after Post-mortem examination are not accepted by us. Registered donors should note that their bodies will not necessarily be accepted. They may be rejected under circumstances spelt out earlier in this paragraph.

A donated body is preserved properly and is used for dissection by medical students of this institution, as display specimen/s in the museum and for research purposes. A body is given due respect during handling. Our students as well as staff members are given instructions about the same. They are made aware of the importance of the “Body Donation” programme and the valuable contribution of the donor. Finally, body parts are incinerated collectively irrespective of caste or religion. No “asthis” (ashes) are provided to any relatives.

We pray for your healthy & long life.

We assure you, we will respect your will & will do full justice to your donation.

Thanking you,

Yours faithfully,

Professor & Head  
Department of Anatomy

**N.B. For correspondence please quote your registration no.**