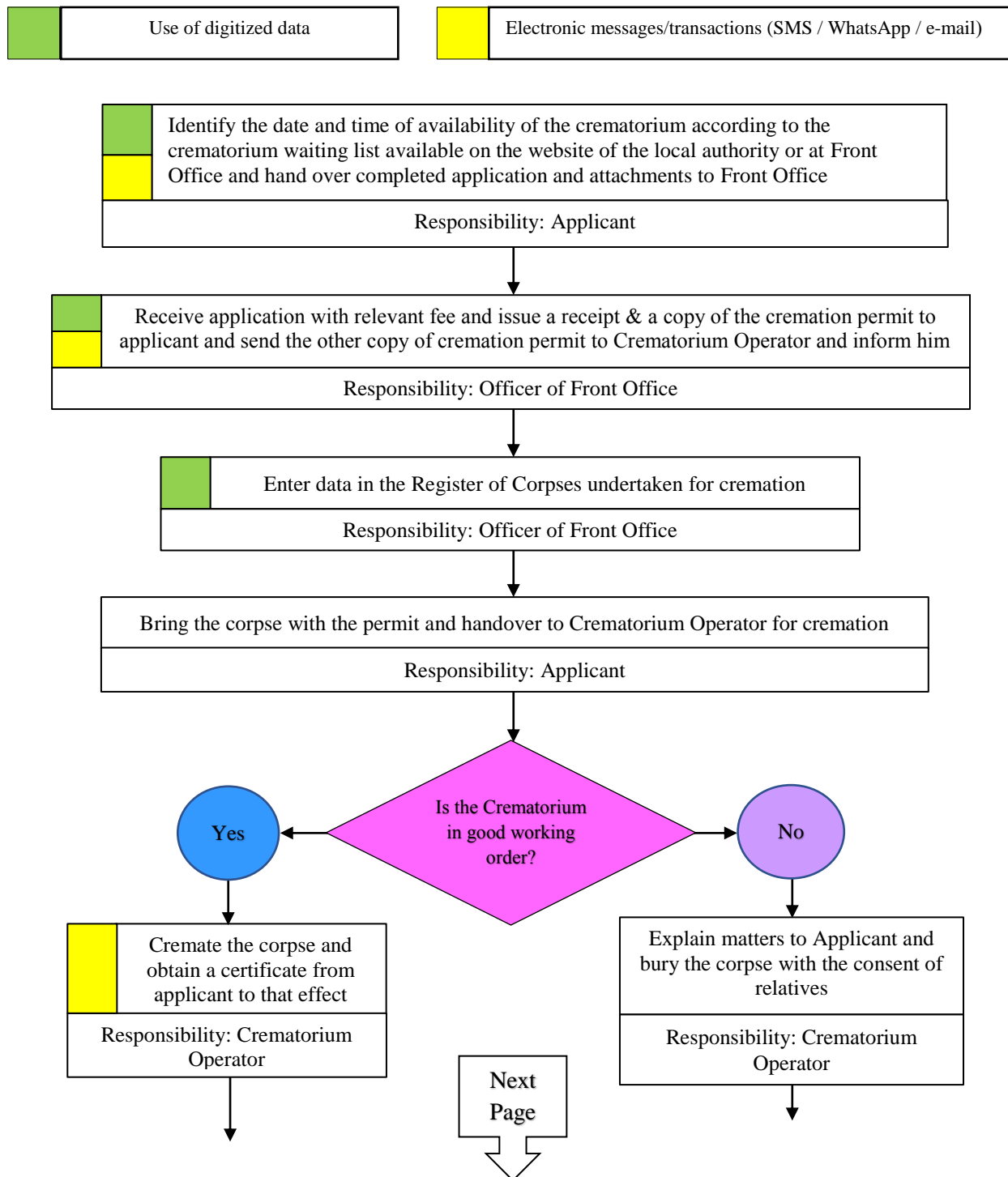
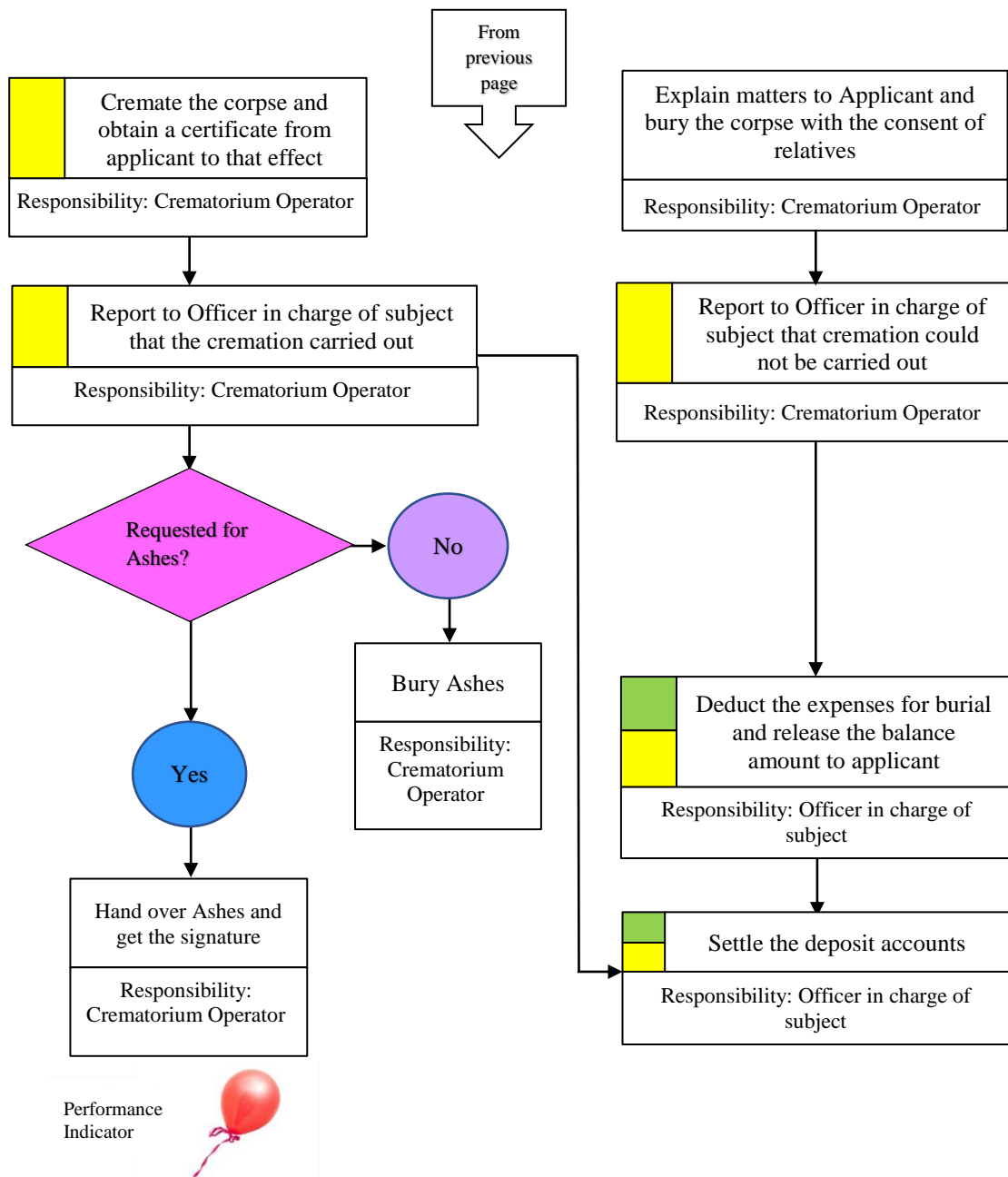


14. Reservation of Crematorium – Flow Chart





14. Reservation of Crematorium

01. Introduction

- (a) The law stipulates that it shall be the duty of the local authority to provide land for the purpose of establishing a general cemetery for the burial or cremation of persons within the limits of the local authority.
- (b) Some sections of Sri Lankan citizens are inclined to cremate the corpses. Necessary facilities should be made available to uphold these customs of the people.
- (c) Local authorities are entrusted with the duty to provide facilities for the burial and cremation of corpses as a public utility.
- (d) Due to the gradual decrease in the amount of cemetery land owned by the local authorities due to the setting up of monuments alongside burials and also taking into account the cost incurred in the cremation using wood in the traditional way, many local authorities have established crematoria.

02. Applicable Legislation

- (a) In the case of Municipal Councils and Urban Councils, the Cemeteries and Burials Ordinance (Chapter 231) and in the case of Pradeshiys Sabhas, the Cemeteries and Burials Ordinance (Chapter 231) to be read with Section 127 of the Pradeshiya Sabha Act, No. 15 of 1987;
- (b) Provisions of the By-laws relating to crematoria made by local authorities, if any; and
- (c) In the case of the cremation of a corpse, Penal Code.

03. Eligibility

- (a) The corpse should be of a person who died of natural causes or in the case of a corpse of a person who died due to an accident or any other reason, no restraining order for the cremation of that corpse should have been issued at the inquest held in respect of such death.
- (b) The corpse should be of a person who has lived within the limits of the local authority;
- (c) In the case of a corpse of a person who resided outside the limits of the local authority, such corpses may be cremated only after charging an additional fee as may be prescribed by the local authority.

04. Fees

A fee as may be determined by the local authority from time to time should be paid (Annexure 01)

05. Documents to be Submitted

- (a) Application in the format given in Annexure 02 herein.
- (b) Death Certificate of the deceased. (If died abroad, the death certificate issued by the respective country – If the death certificate is in any other language other than English, with an English translation)
- (c) A copy of the National Identity Card of the deceased (if available)

- (d) A copy of the National Identity Card of the applicant (with the original for verification)

06. Procedure

Procedure	Duration	Responsibility
Identify the date and time of availability of the crematorium according to the crematorium waiting list available on the website of the local authority or at Front Office and hand over completed application and attachments to Front Office		Applicant
Receive application with relevant fee and issue a receipt & a copy of the cremation permit to applicant and send the other copy of cremation permit to Crematorium Operator and inform him	Immediately upon receiving application	Officer of Front Office
Enter data in the Register of Corpses undertaken for cremation	Immediately upon issuing permit	Officer of Front Office
Bring the corpse with the permit and handover to Crematorium Operator for cremation	Before the scheduled time of the reserved date	Applicant
Cremate the corpse and obtain a certificate from applicant to that effect	After receiving the corpse	Crematorium Operator
Enter data in the Register of Corpses Cremated	Immediately after cremating the corpse	Crematorium Operator
Report to Officer in charge of subject that the corpse was cremated	After cremating the corpse	Crematorium Operator
Transfer the amount credited to Deposit Account to Revenue Head and settle the deposit account	After receiving the report of Crematorium Operator	Officer in charge of subject
If ashes are requested, keep them separately	After cremating the corpse	Crematorium Operator
Handover ashes to applicant and get a confirmation	Within 07 days from the cremation	Crematorium Operator

Note: 1. Accept the fee for cremation as a deposit in the first instance and credit the amount to the relevant revenue head after the cremation or in the event of failure to cremate, charge the amount expended for the burial and release the balance to applicant and settle the deposit account.

2. It should be the duty of the local authority to make arrangements to nominate an officer to cover duties for the purpose of reservation of the crematorium on holidays and after office hours. In such an event, the term “Officer of Front Office” in the above procedure includes the officer so nominated.
3. It should also be the duty of the local authority to constantly check whether the crematorium is in good working order and to carry out the necessary repairs and maintenance as and when due.
4. Please refer to paragraph 4 of the instructions appended to the application in Annexure 02 to know what type of certificate is meant by the term “Death Certificate” here.
5. Cremation Permits should be prepared in triplicate as a counterfoil book and the first copy should be given to the applicant, the second copy to the Crematorium Operator and the third copy should be kept in the book itself.
6. register of Corpses undertaken for cremation and the register of cremated corpses should be prepared as per the Specimen in Annexure 4.

07. Procedure to follow when it fails to cremate a corpse due to unavoidable circumstances

Procedure	Duration	Responsibility
Inform applicant and if the local authority has another crematorium, cremate the corpse there or bury corpse in a cemetery of the local authority on the consent of applicant (relatives) of the deceased	On the day itself	Crematorium Operator with the consent of the Supervisor duly authorized
Report to the office of the failure to cremate	On the day itself	Crematorium Operator
Deduct the amount expended for burial and release the balance to applicant	Immediately upon receiving report	Officer in charge of subject
Make entries in relevant accounts of the amount charged	At the time of payments	Officer in charge of subject

08. Annexues

Annexure 01

Fees for Crematorium Services

- | | |
|--|----------|
| (a) For a corpse of an adult who lived within the limits of the local authority | Rs. |
| (b) For a corpse of a minor who lived within the limits of the local authority | Rs. |
| (c) For a corpse of an adult who lived outside the limits of the local authority | Rs. |
| (d) For a corpse of a minor who lived outside the limits of the local authority | Rs. |

Note: 1. Minor means a person who is below 12 years of age.
2. No other taxes or fees will be charged in respect of these fees.

Annexure 02

..... Municipal/Urban Council/Pradeshiya Sabha

Application for Permission to Cremate a Corpse

(Read and understand well the instructions found at the end before completing the application)

01. Applicant's -

- (i) Name in full:
- (ii) Address:
- (iii) Grama Niladari Division No. and Name:
- (iv) National Identity Card No. (If available):
- (v) Telephone No.: (Mobile) (Residence)

02. The deceased's -

- (i) Name in full:
- (ii) Gender:
- (iii) Date of birth:
- (iv) Address of the residence:
- (v) Grama Niladari Division No. and Name to which the above address belongs:
.....
- (vi) National Identity Card No. (If available):

03. Relationship between the deceased and applicant:

04. Registration No. and date of the Death Certificate of the deceased:
(Attach a photocopy of the death certificate. Original should be submitted for verification)
05. Cause of death:
(as mentioned in the death certificate)
06. If an inquest was conducted regarding the death -
- i. Name and Rank of the Inquirer:
 - ii. Date of the inquest:
 - iii. Conclusion of the Inquirer:
 - iv. Has an order been issued restraining the cremation of the corpse? Yes/No.
07. Crematorium where it is expected to cremate the corpse:
08. Do you intend to obtain Ashes?: Yes* / No*
09. I certify that all the particulars furnished overleaf are true and accurate. I hereby declare that I take full responsibility for the particulars furnished here and that I accept all the terms and conditions stipulated in the application by the Municipal/Urban Council/Pradeshiya Sabha and comply with those terms and conditions.

Date: 20..

.....

Applicant's Signature

(For office use only)

Information regarding Levying Fees and Reservation of Crematoria:

- a. Was the deceased a resident within the limits?: - Yes / No *
- b. Was the deceased an adult or not?: - an adult / a minor
- c. Fees levied: - Rs.
- d. Receipt No.: - Date: 20..

Date: 20..

.....

Officer of Front Office

----- (detach here and hand over the below order to the Crematorium Operator) -----

Copy of the Crematorium Operator

..... Municipal/Urban Council/Pradeshiya Sabha

Crematorium Operator,

Permit No.:

..... Crematorium.

Permit issued to cremate a corpse

In consideration of the particulars of the application made on20.... by Mr./Mrs./Miss., holder of the National Identity Card bearing No., it has been decided to accept to cremate the corpse of Mr./Mrs./Miss., holder of the National Identity Card bearing No., who dies on20.... at the Crematorium on20.... at p.m./a.m.

02. A sum of Rs. being the fee for cremating the corpse has been received and the receipt No....., dated20.... has been issued and relevant entries have been made in the Register of corpses undertaken for cremation under Serial No.

03. Please cremate the corpse brought by the applicant mentioned above in this permit, at the appointed time on the date specified in the first paragraph above. Also, make entries with the help of particulars in this permit in the register of corpses cremated, maintained by you.

04. Applicant has/ has not* requested ashes after the cremation.

Date: 20.

.....
Officer of Front Office
For Municipal Commissioner/Chairperson
(Place Official Stamp)

* **Strike off unnecessary words.**

Crematorium Keeper,

I received the ashes of the corpse cremated as per the above permit.

Date: 20.

.....
Applicant's Signature

----- (Fill this part and detach it here and handover to the office) -----

Officer in charge of the subject,

I report that I performed / was not able to perform the cremation as per the above permit

Date: 20.

.....
Crematorium Operator

----- (Detach here and handover the copy of the order below to applicant) -----

Copy of the applicant

Annexure 03

..... **Municipal/Urban Council/Pradeshiya Sabha**

Crematorium Keeper,

..... Crematorium

Permit No.:

Permit issued to cremate a corpse

In consideration of the particulars of the application made on20.... by Mr./Mrs./Miss., holder of the National Identity Card bearing No., it has been decided to accept to cremate the corpse of Mr./Mrs./Miss., holder of the National Identity Card bearing No., who dies on20.... at the Crematorium on20.... at p.m./a.m.

02. A sum of Rs. being the fee for cremating the corpse has been received and the receipt No....., dated20.... has been issued and relevant entries have been made in the Register of corpses undertaken for cremation under Serial No.

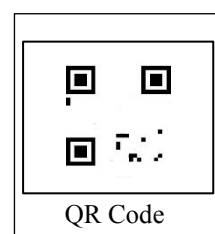
03. Please cremate the corpse brought by the applicant mentioned above in this permit, at the appointed time on the date specified in the first paragraph above. Also, make entries with the help of particulars in this permit in the register of corpses cremated, maintained by you.

04. Applicant has/ has not* requested ashes after the cremation.

Date: 20.

.....
Officer of Front Office
For Municipal Commissioner/Chairperson
(Place Official Stamp)

* **Strike off unnecessary words.**



Copy to: Applicant - This permit should be brought along when the corpse is brought for cremation. Also, if ashes are requested, You should come with this permit to collect them within seven days from the date of cremation.

**Procedure to be followed by the local authority in accepting a corpse for cremation
and**

Terms and Conditions to be fulfilled by the guardians and/or relatives of a deceased

1. First of all, the local authority expresses its sympathy for the grievous loss you have encountered at this moment.
2. The local authority requests you to take a little leave of the panic situation you are in at this time, and read and understand the following instructions carefully with a calm mind.
3. If you find it difficult to understand the content herein under any circumstances, contact and obtain more information from the Officer of Front Office of the local authority or any other officer you may come into contact, in this regard.
4.
 - (a) Permission for the cremation of a corpse in a crematorium of the local authority shall be granted only when the death certificate of the deceased records that the death is caused by natural causes.
 - (b) If the death of any person has been caused by an accident or by causing death within the meaning of the Penal Code, or in any case where the cause of death is not clear, the decree entered after an inquest held by a Magistrate or Coroner in respect of the death is applicable to the cremation of the corpse of such person.
 - (c) Please note that cremation of the corpse of the person who died suddenly will be permitted only if cremation is permitted in the verdict of the inquest of that person who met a sudden death. Please note that this is in compliance with the requirements of the Criminal Procedure Code, the Penal Code, and the Evidence Ordinance.
 - (d) Also, the note entered under Item 7 of the Death Certificate to “Cause of Death and Place of Burial or Cremation” enables you to identify the cause of death.
 - (e) Also, “Crematorium of the Municipal/Urban Council / Pradeshoiys Sabha” should be stated in the space provided to state the cemetery where the corpse of the deceased is buried or cremated. Please note that it is illegal to bury or cremate the corpse in any place other than the cemetery so mentioned. Also note that if the corpse is to be cremated at a place other than the place mentioned in the death certificate, column 7 of the death certificate should have been duly amended by the Registrar of Deaths concerned.
 - (f) Submit a photocopy along with the original death certificate of the deceased for the convenience of the officers of the local authority. After verification, the original death certificate will be returned.
 - (g) Note that the “death certificate” herein means the death certificate issued by the Registrar of Deaths. Please note that the “Notice of Death” issued by the Coroner in case of sudden deaths or by the Grama Niladari of the Division in case of normal or natural deaths occurring at homes will be accepted as the death certificate.
 - (h) Further explanations on this are as follows.
 - i. Here "death certificate" means the death certificate issued by the Registrar of Deaths.
 - ii. The following documents will be accepted as the death certificate.
 - * In case of death in a hospital, a notice of death, issued by the medical officer of the hospital. (In case of death in a hospital, the permit issued to release the body to the owners is not sufficient for this purpose)

* In case of any natural death occurring in a household, a Notice of Death issued by the grama Niladari of the relevant Division.

* In case of sudden death, the notice of death issued by the Coroner (where the Coroner or Magistrate has pronounced an open verdict, such deaths will not be accepted for cremation).

- iii. In the case of any death occurring outside the territories of Sri Lanka, a death certificate issued by a competent authority of the country where the death occurred should be submitted (If the relevant certificate is in a language other than English, together with the English or Sinhala or Tamil translation of the certificate)
- iv. The death certificate must clearly state that the cremation will take place at the crematorium where the body is intended to be cremated. (This will not apply in case of deaths occurring abroad)
- v. When it has been ordered to bury the corpse at a post-mortem in the case of a sudden death, the corpse will not be accepted for cremation.

(h) Please note that the local authority highly appreciates the cooperation you extend to the local authority in this regard.

- 5. If you wish to receive the ashes after cremation, you should provide the crematorium keeper with a suitable container to put the ashes in at the time the corpse is handed over for cremation.
- 6. You should collect the ashes before the lapse of three (03) days from the day of cremation. Please note that if for any reason you fail to remove the ashes by the appointed date or if a suitable receptacle is not provided, the local authority will arrange for them to be removed, and the council will not be held responsible for the same.
- 7. If a corpse cannot be cremated due to any unavoidable reason (due to non-operation of the crematorium or power shedding or any other unavoidable reason), the corpse shall be cremated in another crematorium at the additional expense of the local authority and if a crematorium is not available, please note that every possible effort will be made to bury the corpse with the consent of the applicant and relatives, in the cemetery where the crematorium is located at the expense of the local authority, without causing any prejudice to the dignity of the deceased and the next of kin. In the failure to do so, other alternative action will be taken and in any event, the local authority shall not be liable to pay any compensation or loss to you or the relatives or heirs of the deceased. However, if there is any remaining balance after deducting the cost of burial from the fee charged for cremation, returning the said balance to the applicant will be considered.
- 8. Please note that the local authority is not liable to pay any compensation or late fee in case of delay in cremation due to any unavoidable reason.
- 9. you should bring the permit issued by the local authority when you bring the corpse for cremation and when you come to collect the requested ashes. If the ashes are not collected within seven days from cremation, action will be taken to bury those ashes.
- 10. By completing and signing the above application, you and the relatives and heirs of the deceased shall be deemed to have accepted the above terms and conditions.

..... Crematorium of Municipal/Urban Council/Pradeshiya Sabha

Register of Corpses undertaken for Cremation

#	Cremation		Deceased's			Death Certificate's		Applicants		අය කළ ගාස්තුව	කාර්ය කළේ ද?
	Date	Time	Name	N.I.C. No.	Gender	No.	Date	Name	N.I.C. No.		
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2											
3											
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