



**Government of West Bengal**  
**Department of Health & Family Welfare**  
**Office of the Medical Superintendent-cum-Vice Principal**  
**Malda Medical College & Hospital, Malda.**  
P.S-English Bazar, Dist.- Malda, PIN-732101  
E-mail: msvpmldmch@gmail.com

**Memo No. MSVP/MMCH / 5412**

**Dated: Malda, the 14 / 08 / 2026.**

**CIRCULAR**

In pursuance of the Video Conference conducted by the Director of Health Services (DHS) on 13<sup>th</sup> July 2026 at 4 pm regarding the implementation of Medicolegal & Post Mortem Report Portal (MedLEaPR), All the Doctor's/faculty members are hereby strictly directed to register themselves on the official web portal link: <https://medleapr.nic.in>

This mandate is strictly applicable to all Doctors, Faculty Members, and Medical Officers across all cadres including Professors, Associate Professors, Assistant Professors, RMOs, GDMOs/MOs, and Senior Residents (SRs) who are tasked with conducting, drafting, or signing Medicolegal and Post Mortem cases at Malda Medical College & Hospital, Malda.

At the time of Registration from the following steps:

1. First time registration, use default email OTP 789789 & default mobile OTP last six digits of Mobile no.
2. Once approved by Nodal, everyone will get user id & password by SMS. One can change the default password, but remember.

The next schedule of online training will be conducted on 16<sup>th</sup> July 2026 & 17<sup>th</sup> July 2026 morning (10 am) and afternoon (2:30 pm) session.

This is treated as extremely urgent. The deadline for completion of portal registration is fixed on 15<sup>th</sup> July 2026 by 2:00 PM. Non-compliance within the stipulated timeline will be viewed with utmost seriousness, and strict administrative disciplinary action will be initiated by the Higher Authority against defaulting personnel.

*M. S. V. P.*

**Medical Superintendent-cum-Vice Principal**  
**Malda Medical College & Hospital, Malda**

**Dated: Malda, the 14 / 08 / 2026.**

**Memo No. MSVP/MMCH / 5412(1/8)**  
**Copy forwarded for information & necessary action to: -**

1. The Principal, Malda Medical College, Malda.
2. The all Heads of the Departments (HODs), Malda Medical College, with a request to circulate the same among all faculty members, Senior Residents, RMO, GDMO/MOs and ensure compliance.
3. The State Dr. Subhanshu Shekhar Dutta, Nodal Officer, MedLEaPR Portal,
4. The Dr. Somnath Maity, (HOD of FMT) Nodal Officer, MedLEaPR Portal, Malda Medical College & Hospital.
5. The all RMO, GDMO/MOs, Senior Residents and Medical Officers through the respective HODs.
6. The Dy. Superintendent (N/M), Malda MCH, Malda.
1. The Accounts Officer, Malda MCH, Malda.
2. The Asst. Superintendent, Grade-I, Malda MCH, Malda.
3. The Nursing Superintendent, Malda MCH, Malda.
4. The all Asst. Superintendents, Grade-II, Malda MCH, Malda.
5. The Jt. NS, Malda MCH, Malda.
6. The Facility Manager, Malda MCH, Malda
7. The IT Cell / Website In-charge, with a request to upload the circular on the official website and circulate through official WhatsApp groups/e-mail.
8. Office file.

*M. S. V. P.*

**Medical Superintendent-cum-Vice Principal**  
**Malda Medical College & Hospital, Malda**