SECRET

OFFICE OF THE INSPECTOR GENERAL OF POLICE

PUDUCHERRY

STANDARD OPERATING PROCEDURE

No.: 111/OW/IGP/2025 Dated: 28/07/2025

Security cover to the VIPs in the Union Territory of Pondicherry

It has been observed that during the public functions attended by protecteesespecially the Excellency Hon'ble Lt. Governor, Puducherry,the Hon'ble Chief Minister and other Ministers, Puducherry who are placed in various scales of security based on threat perception, a number of political party supporters, public persons gain entry in close proximity to the VIPs on the pretext of garlanding or presenting bouquet etc. The presence of any unverified persons in the close proximity of the VIP defeats the very purpose of access control and other security arrangements. In order to overcome this,prior liaison with the organizers of the functions needs to be maintained. Further the list of names of the persons who are desirous of welcoming the VIP or paying respects should be obtained beforehand for verification by the Special Branch. It should also be ensured that garlands, bouquets or any other item which is proposed to be presented to the VIP is properly checked.

The Police Officers deployed at the place of function and on-route should conduct thorough anti-sabotage checks. The anti-sabotage check should also be conducted at the parking places by BD&DS with the help of technical equipment and sniffer dogs. After anti- sabotage check, the area should be handed over to the local police on the spot for maintaining proper vigil till the function is over. The local police should deploy proper uniform guard at place. The access control measures like searching, frisking, and screening should be done by plain cloth security staff deployed at the place. All articles should be checked, frisked and screened properly. To maintain strict access control, the plain cloth security staff on duty should not allow any unauthorized visitors without adequate checks and verification.

For making fool proof security arrangements, following guidelines, should be scrupulously followed by the security staff and local police.

i. Threat perception: - The staff deployed on security duties should have thorough knowledge about threat inputs to the VIP and the local intelligence concerning the VIP.

ii. Establish a rapport with the protected person and be familiar with his habits, temperament, friends, associates etc.,

iii. Ensure that only one point of entry is allowed to the place of function and the same is well guarded.

iv. Have a pre-arranged distress signal like a concealed alarm button near the protectee so that the protected person can alert the security staff whenever necessary.

v. The principle of securitythat **'No person is above suspicion'** should be kept in mind.

vi. The secrecy of VVIP/VIPs programme should be maintained. The movement of VVIP/VIP should be known only to those who are detailed for providing security.

vii. Move slightly in advance (only one of the PSOs) when the protected person leaves the office/residence. Check the protected persons car with the help of the driver for any explosives etc., The vehicle to be used by the Protected Person should never be left unattended.

viii. The vehicle should be checked every morning and whenever car is parked for longer time by security personnel.

ix. Be ready for any eventuality when the protected person's car gets caught in traffic jams/lights. Prior contact with traffic unit to ensure smooth passage should be established.

x. The security personnel should ensure that fire arms are loaded and secured. If situation warrants, he should not hesitate to open fire to protect the VVIP/VIP.

xi. Be familiar with the main routes and contingency route and be aware of protected person's blood group, allergies to drugs etc.

xii. The list of Hospitals should be kept with staff for emergency.

xiii. The security person should station himself at a vantage point near the protectee and always look outwards and watch the movements and hands of persons around him.

xiv. Ensure that in case of any attack, his immediate task is to remove the protected person from the scene rather than engaging the assailants.

xv. The men of the Escort Car should have their duties properly explained to them. These duties are laid down in the Blue Book.

xvi. The venue, date, time and duration of the meeting should be ascertained well in advance.

xvii. The organizers of the public meeting should be contacted and their full cooperation secured.

xviii. It is always advantageous to visit the place of public meeting a few days in advance of the meeting and discuss all aspects of the function with the organizers so that proper arrangements could be made not only by the police but also by the organizers and other Government departments or public bodies.

xix. Advance intelligence should be collected so that preventive action could be taken to prevent anti-social elements from creating a breach of the peace.

xx. The approach roads to the venue of meeting should be kept clear.

xxi. Loudspeaker arrangements should be tested well in advance so as to ensure that all the assembled members of the public can clearly and distinctly hear the VIP. A spare set of equipment should be kept as standby.

xxii. The arrangements should be such that exit and entrance of the VIP without hindrance is ensured. Where possible, the exit and entrance of the VIP and VIP's party should be separate from those meant for the general public and other invitees.

xxiii. Depending upon the crowd and venue of the meeting, sufficient number of exits should be provided so that the public and the invitees may leave the place quickly and in an orderly manner.

xxiv. The seating of the VIP should be such that all those invited and others in the assembly can have a clear view of the VIP.

xxv. It is always desirable that the VIP's seat is on a raised platform or rostrum and the distance between him and the general crowd is such as to ensure the security and free movement of the VIP.

xxvi. If guidelines so stipulate, a sterile area should be kept in front of the rostrum. This rostrum should be under the protection of a guard from the time the programme has been finalized. Rostrum should be subjected to thorough anti-sabotage check of the number of persons who need to be near the rostrum should be determined well in advance.

xxvii. Where the entry to a public meeting is not regulated by invitations, the distance from the platform or the rostrum to the crowd should not be less than 10 metres.

xxviii. The number of persons to be seated on the platform or rostrum should be kept to the minimum and should be such as to ensure security of the VIP.

xxix. Barricades where necessary, should be put up and in doing so, it should be ensured that passages are left for easy ingress and egress and that separate enclosures are reserved for women and children.

xxx. Adequate reserve police where necessary with necessary lathies, arms and tear gas equipment should be kept in the neighbourhood of the venue of the public meeting.

xxxi. The officers and men posted to control the crowd in such meetings should be adequately catechized in their duties. They should be tactful but firm. The tendency to blow whistles and brandishing of lathies should be avoided. The tendency of the police officers to congregate near the VIP should be deprecated and each officer should stick to his sphere and sector of duty.

xxxii. Sufficient and definite space should be allotted for parking cars and other vehicles of not only VIP's and invitees but also of the general public. Separate parking place for the VIP convey should be earmarked which should be guarded properly.

xxxiii. Arrangements for parking cars and vehicles should be such that the cars of VIPs and other dignitaries could be summoned at a moment's notice.

xxxiv. Appropriate bandobust schemes should be drawn up fixing the responsibility of each officer and circulated among all concerned.

xxxv. The officers and staff detailed for duty should be at their positions well in advance of the start of the meeting.

xxxvi. It is also desirable to check the bandobust arrangements a few hours before the meeting for ensuring their proper implementation.

xxxvii. Arrangements should also be made for a stand-by system of power supply both for the function and public address system.

xxxviii. Adequate number of fire extinguishers may be made available at the venue of public meeting.

xxxix. Access control is very vital in all public functions. Adequate number of DFMDs, HHMDs, etc., may be installed. In addition to this staff may also be deployed for subjecting all persons attending the function for physical check if required.

xl. Contingency planning should be made to meet any emergent measures.

xli. An officer should be exclusively assigned for being in overall charge and control of all the arrangements at the place of function.

xlii. A close liaison should be kept with the security officers accompanying the VIP.

xliii. The extent of security arrangements depends upon the importance of the VIP and the local conditions.

Similarly, for providing fool proof security cover to the VIPs and Protected Persons, the following guidelines are issued for the organizers of VVIP/VIP functions.

1. Political parties and organizers of VVIP/VIPs programmes have a stake in the successful completion of the function and very important role in the implementation of the security arrangements and the security of the VVIP/VIP. Hence Security coordination meetings must be held with all stakeholders.
2. The role of the organizers/workers of VVIP/VIP's programme is to co-operate and co-ordinate with the police to facilitate the work of the police and not to create any impediment which would hamper the security arrangement.
3. Last minute changes in the programme should be avoided as desired security arrangements may not be feasible at a short notice.
4. The political party or the organizers concerned with the programme/function of the VVIP/VIP should nominate a co-ordinator to liaise and co-ordinate with the security apparatus.
5. The number of dignitaries to receive and see off the VVIP/VIP should be finalized in advance in consultation with the security agencies. The number should be kept minimum to avoid close proximity to the VVIP/VIP.
6. The number of persons invited to welcome the VVIP/VIP at dais or place of function should be kept limited. Such invitees should be issued with invitation passes by name in consultation with the police authorities. They should be accommodated at a separate place away from the point of VVIP/ VIP.
7. The number of dignitaries to be seated on the rostrum/dais with the VVIP/ VIP should be kept to the minimum and settled in advance in consultation with the police.
8. The place should not be over crowded by the party workers/supporters around the VVIP/ VIP or behind the rostrum/dais in the public meeting or function.
9. The venue of the VVIP/ VIPs function and its approach should be carefully selected in consultation with security agencies well in time. This will enable the authorities to ensure appropriate security arrangements at the place of function as well as en-route.
10. In order to ensure that mischief-makers are not able to exploit the occasion of VVIP/ VIP's visit/function, advice and suggestions of the police/security authorities with regard to the venue, points of entrance and exit for the VVIP/ VIP, adequacy of the enclosure for accommodating the anticipated number of invitees, location of the rostrum, seating arrangements for the VVIP/ VIP's entourage and guests, alighting point for the VVIP/ VIP and others, car park, arrangements for catering, lighting, firefighting etc., should all be given due consideration.

11. The arrangement regarding VVIP/ VIP's visit should be completed by the organizers well in time after taking advice and suggestions from security authorities.

12. Lists containing particulars of persons to be employed for various duties at the function like electricians, agency arranging the sound system equipment, should be furnished to the local police for verification. Unverified person should not be allowed to gain access near VVIP/VIP.

13. Organizers should depute leaders/senior party functionaries to be present among the party workers who come to greet the VVIP/ VIP, to identify the party-workers and to keep discipline among them. Boisterousness or over-enthusiasm on such occasion can be exploited by mischief-mongers posing threat to the VVIP/ VIP security. The arrangements proposed by the security agencies for the party workers should be given due consideration.

14. Presentation of garlands/bouquets/towels etc., to the VVIP/ VIP should be restricted to the minimum number. The names of those nominated/selected to present garlands/bouquets/towels should be furnished to the police in advance for necessary security checks. All these persons should be provided Identity Cards and identified by designated party leaders/senior workers. They should be frisked and searched and the items carried by them including garland, bouquets, towels etc., for presentation carefully checked. The party workers should be dissuaded from throwing garlands, flowers or bouquets at the VVIP/ VIP or his carcade.

15. The invitation cards issued for VVIP/ VIP's function should be serially numbered, issued by name, be made non-transferable and sent through reliable delivery system. Organizers should consult the police so that certain security instructions could be incorporated on the reverse of the card for compliance.

16. The background/antecedents verification of Event Managers and their staff in the place of function engaged for preparation of actual event shall be thoroughly checked. An Armed Guard shall be posted when the construction work of the stage and venue begins.

17. In addition to uniformed Police guards, officers in plain clothes should be detailed for security duty, the number depending upon the importance of the VIP, place of stay and other local conditions. Officers and men should be deployed for duties in outer, inner and isolation cordons wherever necessary.

18. During the Air travel of the VIP, sufficient uniformed police should be kept on duty at the Airport at the time of arrival or departure of the VIP with a view to preventing unauthorized persons from crowding too near the person of the VIP. Plain clothes officers should also be present.

19. The Airfield and its entrance should be kept clear of all the unauthorized persons, care being taken not to cause any inconvenience to bonafide air passengers. Police arrangements to keep the landing ground clear of any object or obstruction likely to hinder safe landing should also be made. The Police guard should prevent any unauthorized person from having access to the aeroplane.

SUPERSESSION CLAUSE: This supersedes Standing Order No. 1/2003 and all previous Standing Orders and instructions given earlier.

28/7/25

(Dr. AJIT KUMAR SINGLA, IPS)
Inspector General of Police
Puducherry

To

1. The Senior Supdt. of Police (C&I), Puducherry.
2. The Superintendent of Police (Security), Puducherry.

Copy to

1. The Director General of Police, Puducherry.
2. The Dy. Inspector General of Police (L&O)/ (AP&T), Puducherry.
3. All SSsP, Puducherry.
4. In-charge Record Section.
5. The Web Officer, Police Department, Puducherry.