# OFFICE OF THE INSPECTOR GENERAL OF POLICE
# PUDUCHERRY

No. 136/IGP/OW/2025 Dated: 25.08.2025

## STANDARD OPERATING PROCEDURE FOR OPENING, RENEWAL AND DELETION OF LOOK OUT CIRCULARS (LOCs)

### INTRODUCTION

This SOP is a comprehensive guideline for the Originators (SP and above rank officers) for opening of LOCs against suspects, accused or persons of interest, renewal of LOCs and deletion in case of no further requirement. This would ensure that the Originators are able to get necessary feedback/information from the Bureau of Immigration and act timely on persons wanted in criminal or legal proceedings. This SOP has been formulated incorporating the extant MHA/BoI guidelines on LOCs.

### JUSTIFICATION FOR OPENING LOC

The LOC must be based on a valid reason such as accused evading arrest or not appearing in Court despite warrants, suspected flight risk or attempt to leave the country to avoid prosecution, or any cognizable offence under Bharatiya Nyaya Sanhita or any other local or special laws requiring lookout.

### TYPES OF LOC REQUESTS

There are three types of LOC requests, which are as follows:

a. Prevent subject from leaving India and inform Originator
b. Detain and inform Originator
c. Detain and handover to local Police and inform Originator

## PROCEDURE TO BE FOLLOWED BY THE ORIGINATOR

The Originator may request for any one of the above LOCs in his/her LOC application. The proforma for LOC application is enclosed herewith. The Originator shall prepare a LOC request with all supporting documents including FIR details, full identity details (name, aliases, date of birth, address), Passport details, if available; copies of arrest warrants, summons, etc. along with the reason and legal basis for opening the LOC.

## COMPETENT AUTHORITY TO APPROVE OPENING OF LOC

IGP/ADGP, Puducherry shall be the Competent Authority to approve opening of LOC. The Originator shall submit his/her request in the prescribed proforma to the IGP/ADGP through proper channel. After approval, the request shall be sent to SSP/C&I for further necessary action through Inspector/FRO, who will upload the LOC application on LOC portal of Bureau of Immigration (BoI) along with all supporting documents. A Register shall be maintained by Inspector/FRO in respect of all LOCs with date and reference number.

## ACTION IF LOC HIT IS REPORTED

If notification/information of a LOC hit (subject attempts to exit or enter India) is received, the Originator shall coordinate with immigration authorities to detain or restrict movement of the LOC subject. He/she shall dispatch a Police team to take custody of the subject from the airport/immigration check post or the local Police as per the request made in the LOC application.

## REVIEW AND RENEWAL OF LOC

Retention of LOC cannot exceed 12 months as per MHA order no. 25022/20/98 F-IV dated 27.12.2000. The Originator shall regularly review

active LOCs for their necessity, relevance, and legal validity. He/she shall initiate formal requests for renewal or deletion of LOCs, if the accused surrenders or is apprehended.

The Originator shall send the request for renewal/deletion of LOC for the approval of IGP/ADGP through proper channel. After approval, the request shall be sent to SSP/C&I for further necessary action through Inspector/FRO, who will upload the request on LOC portal. In cases, where Court directs LOC withdrawal or the investigation is concluded or lookout for the subject is no longer required, the same process shall be followed. A Register shall be maintained by Inspector/FRO in respect of all deletion requests made to BoI with date and reference number.

**DISCLAIMER**

This SOP is issued only for internal smooth functioning of Police Department.

Ajit Kumar 28/8/25

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

**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.

SECRET

# PROFORMA FOR ISSUE OF LOOK OUT CIRCULAR (LOC)

AFFIX HERE RECENT PASSPORT SIZE PHOTOGRAPH

## I. PERSONAL PARTICULARS :

a. NAME OF THE SUBJECT (IN CAPITAL LETTERS) : _____

_____

b. ALIAS NAMES (IF ANY) : _____

c. SEX : MALE ☐ / FEMALE ☐ d. OCCUPATION : _____

e. FATHER'S / HUSBAND'S NAME : _____
**(Tick only one option)**

f. NATIONALITY : _____ g. PLACE OF BIRTH : _____

h. DATE OF BIRTH : Day ☐☐ Month ☐☐ Year ☐☐☐☐ i. AGE : _____ YEARS

j. ADDRESS : _____

## II. PHYSICAL DESCRIPTION :

a. COLOUR OF EYES : BROWN ☐ BLACK ☐ GREEN ☐ BLUE ☐

b. COLOUR OF HAIR : _____ c. HEIGHT : ☐ FEET ☐ INCHES / ☐ CMS.

d. ANY OTHER DISTINGUISHING MARK OR PHYSICAL ATTRIBUTE : _____

_____

## III. PASSPORT DETAILS :

a. PASSPORT NO: _____

b. PLACE OF ISSUE : _____ c. COUNTRY OF ISSUE: _____

d. ISSUED ON ☐☐ ☐☐ ☐☐☐☐ (Day Month Year) e. VALID TILL ☐☐ ☐☐ ☐☐☐☐ (Day Month Year)

## IV. REASON FOR OPENING OF LOC :

a. CRIMINAL CASE: i) FIR NO. _____ ii) DATE Day ☐☐ Month ☐☐ Year ☐☐☐☐
**(Specify full details)**

iii) SECTION OF LAW (Where applicable) : _____

iv) POLICE STATION : _____ v) DISTRICT : _____ vi) STATE : _____

b. WANTED BY ANY OTHER COURT / JUDICIAL AUTHORITY :

i) NAME OF THE COURT : _____

ii) ORDER BY WHICH SUBJECT IS WANTED : _____

web offic

V. **ACTION EXPECTED FROM IMIGRATION CHECK-POINT (Tick only one box) :**

a. DETAIN AND HANDOVER TO LOCAL POLICE AND INFORM ORIGINATOR ☐

b. PREVENT SUBJECT FROM LEAVING INDIA AND INFORM ORIGINATOR ☐

c. DETAIN AND INFORM ORIGINATOR ☐

VI. **PARTICULARS OF THE ORIGINATOR (Not below the rank of SP/DCP or equivalent):**

a. NAME OF THE OFFICER : _____

b. DESIGNATION : _____ c. DEPARTMENT : _____

d. CONTACT TELEPHONE NOS (WITH STD CODES) :

i) OFFICE _____ ii) RESIDENCE _____ iii) MOBILE _____

iv) FAX _____ v) E-MAIL _____

vi) CONTROL ROOM _____

e. CONTACT PERSON (IF ANY) _____

SIGNATURE & SEAL OF THE ORIGINATOR

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**RELEVANT INFORMATION AND INSTRUCTIONS**

1. The request for opening an LOC would be sent to **The Deputy Director, Bureau of Immigration (BoI), East Block-VIII, Sector-1, R K Puram, New Delhi-110066 [Ph.- 011-26192796, 011-26192883 (Fax) ].**
2. The request for opening of LOC must invariably be issued with the signature of the officer not below the rank of Superintendent of Police / Deputy Commissioner of Police or equivalent rank in other Departments / Ministries / Law Courts.
3. An LOC cannot be opened unless a minimum of three identifying parameters among (i) Name, (ii) Parentage, (iii) **exact** Date of Birth, (iv) **valid** Passport details and (v) **clear** Photograph, are available.