SECRET

OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No:149/OW/IGP/2025 Dated:29/09/2025.

STANDARD OPERATING PROCEDURE (SOP) FOR ISSUANCE OF WEAPONS TO PSOs / GUNMEN / STATIC ARMED GUARDS

1. Objective

To prescribe a uniform procedure for safe, accountable and effective issuance, use and return of arms and ammunition to PSOs, Gunmen and Static Armed Guards deployed for VVIP/VIP/PP security, escort and sensitive guard duties within the Union Territory of Puducherry.

2. Applicability

This SOP applies to all Police personnel (Constables, Head Constables, ASIs, and others) detailed for PSO/Gunman/Guard duty, as well as Armoury Inspector, Armourers responsible for weapons management in Puducherry Police.

3. Responsibilities

- **Armoury Inspector / Armourer:** Custody, maintenance, issue and receipt of weapons/ammunition; upkeep of records.
- **PSO / Gunman / Guard:** Safe handling, proper use and immediate return of issued weapon and ammunition after duty.
- **Commandant (PAP / IRBn):** Ensure compliance, inspections and verification of records.

4. Types of Weapons to be Issued

Based on rank, training, availability of weapon and nature of duty, weaponsshall be issued as follows:

Rank	PSO Duty (Close Protection)	Gunman / Escort Duty	Guard Duty (Static/Installation)
Police Constable	9mm Pistol/AK 47 Rifleduring special arrangements (Provided the Police Constable must have undergone Tactical weapon training/Commando Training).	9mm Carbine	SLR Rifle
Head Constable	9mm Pistol / AK 47 Rifle during special arrangements (Provided the Police Constable must have undergone Tactical weapon training/Commando Training).	9mm Carbine	SLR Rifle
ASI& Above	9mm Service Pistol	9mm Service Pistol	-

(Weapons may vary as per threat perception and orders of SSP(C&I)/competent authority.Further, only a single weaponshall be issued for one pair of Gunmen deployed for a PP. The same weapon must be used by both the Gunman on alternative days).

Web office

5. Procedure for Issuance

I. Weapons shall be issued only on the basis of written order/duty slip approved by competent authority SSP(C&I).
II. The **Arms Issue Register** shall be maintained with particulars like Name, Rank, Buckle Number, Duty/Deployment details, Weapon type, Serial/Butt No.Ammunition quantity, Date & Time of issue and Signature of recipient.
III. The Armourer shall physically inspect weapon before issue to ensure serviceability and match of serial number.

6. Handling & Safety Instructions

PSOs shall carry compact weapons (pistols) in a concealed but ready manner.Long range weapons (Carbine/AK 47) are to be used by Gunman /escort/outer cover personnel. Weapons must never be left unattended or taken to residence.Use of weapons for personal purposes are strictly prohibited.

7. Procedure for Return

I. Every day after duty weapons and unused ammunition shall be deposited back immediately at the Armoury /nearby designated Police Station for safe custody.
II. The Armourer shall inspect the weapon condition, cleanliness and functionality. The unused ammunition must be counted& verified and the details shall be entered in the **Arms Return Register**.
III. If any malfunction/damage is noticed it shall be recorded and the weapon must be sent for repair/maintenance.

8. Disciplinary Action

Loss or misuse of weapon/ammunition will invite strict departmental action including suspension from duty, disciplinary inquiry and possible legal action.

Ajit kumar 29/9/25

(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.