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05/8/25

From

The Additional Chief Secretary to Govt. Haryana,
Home Department.

To

1. The Commissioner of Police,
Faridabad, Sonipat, Gurugram, Panchkula & Jhajjar.
2. All District Magistrates in the State of Haryana (except Panchkula, Sonipat, Jhajjar,
Faridabad, Gurugram).
- ✓ 3. The Director, Prosecution (General) Haryana, Panchkula.

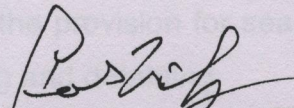
Memo No. 03/199/2024-4HG-III

Dated, Chandigarh, the 30.07.2025

Subject:- Issuance of Standard Operating Procedure (SOP) for Inspection of the license and unlicensed factories involved in the manufacturing of the Arms and Ammunition.

Reference on the subject noted above.

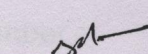
2. Please find enclosed herewith a copy of Standard Operating Procedure (SOP) for the inspection and regulation of licensed and unlicensed factories involved in the manufacturing of arms and ammunition. This SOP has been issued in compliance with the Hon'ble Supreme Court orders dated November 7, 2024, in Misc. application No. 393/2023 in SLP (Crl.) No. 12831/2022, to address the menace of illegal arms.
3. The SOP aims to ensure periodic inspection of all factories holding valid arms and ammunition manufacturing licenses, and to detect factories/facilities operating without licenses, with appropriate actions to be taken as per law.
4. Strict compliance with this SOP be ensured.


Superintendent, Home-III
for Additional Chief Secretary to Govt. Haryana,
Home Department

Endst No. 03/199/2024-4HG-III

Dated, Chandigarh, 30.07.2025

A copy of the above is forwarded to the Director General of Police, Haryana Panchkula for information and necessary action.


Superintendent, Home-III
for Additional Chief Secretary to Govt. Haryana,
Home Department.

11/2/28
02/8/20


**OFFICE OF DIRECTOR OF PROSECUTION (GENERAL) HARYANA,
BAYS NO. 09 & 10, SECTOR-14, PANCHKULA.**

Endst. No. AP(7)-2025/ 9068

Dated: 06/08/2025

A copy is forwarded to the following for information and necessary action, please:-

1. All the District Attorneys posted at District Head Quarter within the State of Haryana.
2. The District Attorney, Legal Cell, Haryana Bhawan, New Delhi.
3. The Deputy District Attorney, Haryana Legal Cell. U.T. Courts, Chandigarh.


Additional Director

For Director of Prosecution (General) Haryana

For internal distribution

JP-1 (H.Q.) for uploading the official website.

6/8/25

**GOVERNMENT OF HARYANA
HOME DEPARTMENT**

No. 3/199/2024-4HG-III

Dated: 29-7-2025

**STANDARD OPERATING PROCEDURE (SOP) FOR INSPECTION OF THE LICENSE
AND UNLICENSED FACTORIES INVOLVED IN THE MANUFACTURING OF THE
ARM AND AMMUNITION.**

1. Objective:

In compliance of Hon'ble Supreme Court orders dated 07.11.2024, passed in Misc. application No. 393/2023 in SLP (Crl.) no. 12831/2022, Home Department has constituted a State level committee vide order dated 30.12.2024. In view of the menace of illegal arms and to address the problem of unlicensed fire arms, there is immense need to implement the existing legislative and regulatory framework in an effective manner even at the grassroots level.

Hence, this SOP is being issued to provide guidelines for Deputy Commissioners (DCs)/ District Magistrates (DMs) for the inspection of all existing licensed and unlicensed factories engaged in the manufacturing of arms and ammunition, ensuring strict compliance of applicable provisions of the Arms Act, 1959 (as amended by Arms (Amendment) Act, 2019) and Arms Rules, 2016 (as amended by Arms (Amendment) Rules, 2022) (hereinafter referred as 'Act, 1959' and 'Rules, 2016'), to ensure periodic inspection of all factories holding valid arms and ammunition manufacturing licenses, to detect factories/facilities operating without licenses and to take actions against them as per law.

2. Legal Framework

This SOP is issued in view of the following provisions :-

- i) Section 5 of the Arms Act, 1959, which prohibits manufacturing of arms and ammunition without a valid license.
- ii) Section 22 of the Arms Act, 1959, which provides the provision for search and seizure including inspection of the premises, seizing and detaining.
- iii) Chapter V of Arms Rules, 2016, which provides rules for governing licensing, regulation, inspection, and record-keeping of arms and ammunition manufacturers.

3. Composition of District Level Arms Control Committee

- | | |
|------------------------------------------------|-------------|
| 1. The District Magistrate | Chairperson |
| 2. Superintendent of Police / | |
| Deputy Commissioner of Police (Head Quarter) | Member |
| 3. District Attorney | Member |
| 4. One expert in the field of ballistics to be | Member |
| Nominated by the District Magistrate. | |

4. Power and Functions of the District Level Arms Control Committee

The Committee shall initially ensure inspection of all existing licensed and unlicensed factories engaged in the manufacturing of arms and ammunition within two

months and thereafter, shall carry out the inspection on monthly basis. A specific inspection register shall be maintained. The Committee shall, *inter alia*, ensure the following during inspection:-

1) In cases of Licensed Units/Factories/Facilities, the Committee:

- i) shall verify all the valid licenses issued under the Act, 1959 and the Rules, 2016.
- ii) shall examine whether the manufacture is complying with the conditions contained in the licence and other conditions required to be fulfilled as per Act, 1959 and Rules, 2016.
- iii) shall ensure periodic inspection of manufacturing facilities and records, in order to ensure compliance with the conditions of the licence under the Act, 1959 and Rules, 2016. While conducting the inspection, shall also inspect the premises, machinery, raw materials, production records and finished products in all such manufacturing facilities.
- iv) if any fire arms, parts, components, ammunitions etc are found manufactured illicitly in violation of the conditions of licence shall be seized immediately and ensured to be promptly disposed of as per the applicable law.
- v) shall review the safety and security arrangements of the manufacturing factory as per applicable laws.
- vi) shall identify and verify unlicensed units/factories/facilities involved in manufacturing of arms and ammunitions within the territorial jurisdiction of the concerned District.

2) In cases of Unlicensed Units/Factories/Facilities, the Committee:

- i) shall ensure prompt and swift action to book proprietors and other responsible personnel found involved in establishment and operation of unlicensed units/factories/facilities. Action shall also be taken against person(s) found involved in the process of manufacturing, sales, transfer, keeping for sale etc of the products of such units /factories/facilities.
- ii) shall recommend the cases registered for the offence of unlicensed fire arms to be tried in the category of 'Chinhit Apradh'.
- iii) shall closely monitor industrial units that may offer arms related raw materials.
- iv) shall identify and dismantle such unlicensed units/hubs/factories/facilities along with its products and machineries found involved.
- v) shall engage civil society to support curbing the proliferation of unlicensed fire arms.
- vi) shall direct the SP/DCP of the district to form a dedicated cell of expert investigation officers to deal with offences under Act, 1959 and to share operational data via CCTNS.

- vii) To strengthen surveillance at key entry and transit points (railway station, bus stand and highways), the directions shall be given to the concerned SP/DCP/SHOs and help of inter-agency intelligence shall also be taken.
- viii) A watch list of offenders involved in arms trafficking shall be created and maintained.
- ix) Strategic enforcement patrolling and inspections especially in high risk and sensitive areas and during elections, special law and order situations shall be carried out.
- x) Periodic district wide amnesty campaigns shall be organized to encourage the voluntary surrender of unlicensed firearms.

3) Reporting & Compliance:

The Committee shall submit a detailed report of initial inspection to the State Level Committee, within three month and thereafter on monthly basis by 7th of every month. The report shall include:

- i) Details of licensed units/factories/facilities inspected.
- ii) Details of unlicensed units/factories/facilities inspected.
- iii) Nature of violations of the Act, 1959 and Rules, 2016.
- iv) Action taken or recommended.

5. Duties & Co-operation by Police Officers:

- i) The SP/DCP of the district shall form a dedicated cell of expert investigation officers to deal with Arms Act, 1959 cases for proper investigation.
- ii) The SP/DCP of the district shall coordinate with inter-agency intelligence on known arms traffickers and routes.
- iii) The concerned SP/DCP shall create and maintain a watch list of offenders involved in arms trafficking.
- iv) The SP/DCP of the district shall share operational data via CCTNS.
- v) The Station House Officers (SHOs) shall submit monthly reports of seizure and arrest in cases of unlicensed firearms to the district SP/DCP.
- vi) The SHOs shall strengthen surveillance at key entry and transit points including Railway Station, Bus Stand and Highways).
- vii) The SHOs shall ensure that there is no delay while lodging the FIR.
- viii) The SHOs shall ensure the production of case-property (seized illegal firearms) before the court during the trial.
- ix) The investigation Officer shall ensure proper documentation while recovering the unlicensed firearms.
- x) The investigation Officer shall establish the fact that who is involved in manufacturing and who is the supplier of the confiscated illegal firearms and shall charge them as an accused in his investigation.
- xi) The Investigating Officer shall obtain an Armourer Examination of the seized illegal weapon through FSL.

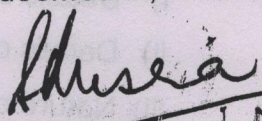
- xii) The Investigation Officer shall obtain prosecution sanction forthwith under the Arms Act, 1959 by producing the seized firearms for physical examination before the District Magistrate.

6. Duties of District Attorney:

- (a) The District Attorney shall make every efforts for conducting a speedy trial before the court of law.
- (b) The District Attorney shall prepare a monthly report of conviction and acquittal under the Arms Act, 1959 and shall present the same before the District- Level Arms Control Committee in monthly meetings.
- (c) The District Attorney shall appoint the senior most Deputy District Attorney as a Nodal Officer to ensure the proper scrutiny of the charge sheets filed under Arms Act, 1959 cases.

7. Strict compliance of the SoP:

The concerned DC/DM shall ensure strict compliance of the above SoP and shall be competent to issue appropriate directions, as deemed fit, to all the concerned in this behalf.


(Dr. Sumita Misra, IAS)

29/7/25
Additional Chief Secretary to Govt. Haryana,
Home Department