

**PROFORMA FOR ISSUE OF
LOOK OUT CIRCULAR**



1. PERSONAL PARTICULARS

a. FIRST NAME

b. MIDDLE NAME

c. SURNAME

d. ALIAS (IF ANY)

2. SEX MALE

FEMALE

3. FATHER'S NAME

4. PRESENT NATIONALITY

5. PLACE OF BIRTH

Date

Month

Year

6. DATE OF BIRTH

7. AGE ON 31.12.2000

8. OCCUPATION

9. PHYSICAL DESCRIPTION

a. COLOUR OF EYES

BROWN BLACK GREEN BLUE

b. COLOUR OF HAIR

c. HEIGHT CMS FEET INCHES

d. ANY OTHER DISTINGUISHING

MARK OR PHYSICAL ATTRIBUTE

10. PASSPORT DETAILS

a. PASSPORT NO.

b. PLACE OF ISSUE

c. COUNTRY OF ISSUE

d. ISSUE ON Date Month Years

e. VALID TILL Date Month Years

11. a. CRIMINAL CASE (SPECIFY FULL DETAILS)

(i) FIR No. Date

(ii) SECTION OF LAW

(iii) POLICE STATION

(iv) DISTRICT

(v) COUNTRY

b. WANTED BY LAW COURT/JUDICIAL AUTHORITY

(i) NAME OF THE COURT

(ii) ORDER BY WHICH

SUBJECT IS WANTED

c. NAME OF ANY OTHER AGENCY _____

AUTHORING THE LOC _____

d. SPECIFY PERIOD OF RETENTION OF LOC
(MONTHS)

(Retention of LOC can not exceed 12 months/one year in terms of MHA order no. 25055/20/98 F-IV dated 27/12/2000. Requests for renewals are to be made by competent authority from time to time or on yearly basis).

12. ACTION EXPECTED FROM IMMIGRATION CHECK POINT

a. INFORM ORIGINATOR OF ARRIVAL/DEPARTURE OF SUBJECT

(BUT NO OTHER ACTION TO BE TAKEN)

b. SEIZE TRAVEL DOCUMENT AND SEND TO ORIGINATOR

- c. PREVENT SUBJECT FROM ENTERING INDIA AND INFORM ORIGINATOR
- d. DETAIN AND HAND OVER INTERCEPTED PERSON TO LOCAL POLICE AND INFORM ORIGINATOR.

13. PARTICULARS OF THE ORIGINATOR

a. NAME OF THE OFFICER

b. DESIGNATION

c. DEPARTMENT/AGENCY/COURT

d. CONTACT TELEPHONE NUMBER (WITH STD CODES)

OFFICE

RESIDENCE

MOBILE

FAX

E-MAIL

e. CONTACT TELEPHONE NUMBER 1.

OF CONTROL ROOM/OFFICE TO 2.

BE INTIMATED IF INTERCEPTION 3.

IS ON HOLIDAY OR AFTER

OFFICE HOURS.

SIGNATURE OF THE ORIGINATOR.

NAME _____

DESIGNATION _____