

Coal India Limited

कोल इण्डिया लिमिटेड

Coal Bhavan,

Premises- 04 MAR, Plot No.-AF-III,

Action Area- 1A, New Town, Rajarhat,

Kolkata -700156,

CIN/कॉ.प.सं.: L23109WB1973GOI028844

Website वेबसाइट : www.coalindia.in



(A Maharatna Company)

Vigilance Division

सतर्कता विभाग

कोल भवन,

परिसर - 04 MAR, प्लॉट नं.- ए.एफ.-III

एक्शन एरिया -1 ए, न्यू टाउन

राजारहाट, कोलकाता -700156,

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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

Ref. No. संदर्भ संख्या: CIL/VIGIL/16/14/0002/2018/ 1710-1729

Date दिनांक: 29.03.2018

प्रति ,

निदेशक (वित्त), सीआईएल,

निदेशक (म & स), सीआईएल,

निदेशक (तकनीकी), सीआईएल,

निदेशक (का. एवं औ. सं.), सीआईएल ।

अध्यक्ष-सह-प्रबंधक निदेशक,

BCCL/CCL/ECL/MCL/NCL/SECL/WCL


Subject – Approved SOP for IT Initiatives implemented in CIL & Subsidiaries

महोदय,

The approved SOP for IT initiatives implemented in Coal India Limited and its Subsidiaries is enclosed for necessary action. It is requested to please ensure the implementation of SOP for effective utilisation of the IT Initiatives.

This has the approval of Chairman, CIL.

Encl.: as above.

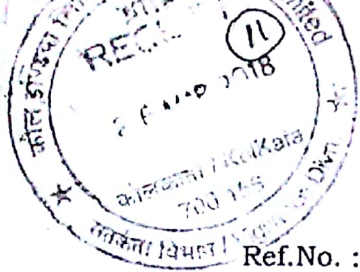

मुख्य सतर्कता अधिकारी
कोल इंडिया लिमिटेड

प्रतिलिपि :

1. अध्यक्ष, सीआईएल - सूचनार्थ ।

2. मुख्य सतर्कता अधिकारी, BCCL/CCL/ECL/MCL/NCL/SECL/WCL - आवश्यक कार्यवाही

हेतु ।



**VIGILANCE DIVISION
NOTING SHEET**

2017

Dated : 19-03-2018

Ref.No. : CIL/VIG/ 2017

20

Sub: STANDARD OPERATING PROCEDURE (SOP) FOR IT INITIATIVES IMPLEMENTED FOR SURVEILLANCE LIKE GPS/GPRS/RFID/CCTV/VTS ETC.

Placed below is the SOP prepared in consultation with CVOs of all the Subsidiaries of CIL for IT Initiatives so implemented for the surveillance in reference to the discussion had with CVO, MoC in the month of January'2018.

The SOP so prepared shall also be for the purpose of procurement of items/system related to the IT Initiatives required additionally or for the purpose of replacement etc. the concerned Technical department / MM Department/CMC Department, as applicable.

It is specified in the SOP that the action required to be taken should follow due process with the approval of the competent authority as per DOP of the respective companies.

The SOP so prepared covers following IT initiatives broadly:

1. GEO FENCE
2. GPS/GPRS
3. CCTV
4. WEIGH BRIDGE WITH RFID & BOOM BARRIER

Submitted for Competent Approval.

G.P. Agrawal
(G P Agrawal)
19/3/18
GM (E&M)/Vigilance

CH: 409 /N/VIG
Date: 20-3-2018
26-03-2018

~~CVO, CIL~~ It is requested that the SOP enclosed should be

considered for company wide adoption. It will be a great initiative to systematise transparent working in the field.

Pl. write to all PD, B&M PD, CMD & all CVOs & all CVOs

Chagman

Excellent n. of action be taken pl.

CVO. [Signature]

[Signature]
19/3

[Signature]
22/3

STANDARD OPERATING PROCEDURE (SOP) FOR IT INITIATIVES IMPLEMENTED FOR SURVEILLANCE LIKE GPS/GPRS/RFID/CCTV/VTS ETC.

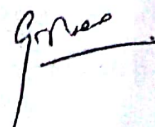
The SOP for IT Initiatives so implemented for the surveillance shall be implemented under the guidance/supervision of the Director In-charge of the Company, nominated for the purpose. Responsibility of effective use of the system & providing necessary infrastructure for smooth operation of system shall be of the Area /Project / Unit, however responsibility for availability of the system shall be on the HOD of the Project and Technical Departments as nominated for the purpose.

For the purpose of procurement of items/system related to the IT Initiatives required additionally or for the purpose of replacement etc. the concerned Technical department / MM Department/CMC Department, as applicable, shall be responsible. The action required to be taken should follow due process with the approval of the competent authority as per DOP of the respective companies.

A QRT (quick response team) of CISF / Security agency should be made at each Area level for quick action based on the input received from GPS / surveillance system at Area control room.

1. GEO FENCE:


- Actual boundary of the mine is to be identified by the Manager of mines with route for transport of coal.
- The mine boundary and route of transport of coal is to be approved by Project Officer/Sub Area Manager/Agent as designated before forwarding to SO (Mining)/ GM (Operation) of the Area for creation of virtual geo-fence in the application.
- GEO Fence boundary shall be created by SO(E&T)/ SO(System)/ Nodal Officer whoever is assigned for the job for all Mines of the Area as per the data provided by SO(Mining)/ GM (Operation) of the Area.
- Any change in GEO Fence boundary/route shall follow the same above procedures for implementation.



- Movement of the vehicles carrying coal to be monitored in the control room established at project level as well as Area level and violation of GEO Fencing/route to be recorded and acted upon.
- The system shall be maintained by Area officials for all the mines of the Area. SO(Mining)/ GM (Operation) shall be responsible for monitoring and ensuring correctness of Mines boundary and route for coal transport in all the Mines and SO(E&I)/SO(System)/Nodal Officer for drawing correct boundary as per requirement.
- Security Officer of the Area shall be responsible for acting upon violation of GEO fence boundary/route and further action thereon.
- Daily report of violation of GEO Fence/route shall be reported to GM of the Area with the action taken thereon.
- Weekly / Monthly report shall be given to Director in-charge by the GM of the Area highlighting cases of violation reported during the period, action taken thereon and result observed.
- Inclusion and exclusion of the vehicles into or out of Mines under GEO Fencing shall be necessarily with the permission of Project Officer including temporarily withdrawal for repairing / maintenance etc.
- Project officer shall ensure introduction of vehicles within the GEO Fencing Mines duly fitted with GPS/GPRS and RFID Tag.
- Authorities may nominate their subordinate officers for their assistance.
- CVO of the respective company may call record any time for investigation.

2. GPS/GPRS:

- Requirement of GPS/GPRS devices and RFID Tags are to be assessed by the Project officers for their mines based on total departmental / contractual vehicles to be deployed/are being deployed for transportation of coal and other purposes.
- In order to ensure functioning of above devices timely action for repairing/replacement shall be taken by the Project officer including submission of Indent / proposal and procurement / repairing action as per DOP.
- Project officer may nominate the officials of respective department for above purposes with their role and responsibility.



- The contractors who are deployed for transportation of coal should be directed to ensure fitment of above devices in their vehicles and functioning properly.
- Necessary provision be made for fitment and functioning of above devices by the contractor in the NIT itself in transport contract.
- Record to be maintained by the mine Manager for availability and functioning of above system in all the vehicles.
- Deployment of vehicles for the purpose of coal transport either through departmental vehicle or contractor vehicle should have written permission of Manager of Mine, so that there is no violation of GEO Fence boundary recorded for the authorized vehicles.
- Monthly report shall be sent by Area GM to the Director in-charge as regards to functioning of the system and action taken by them for repairing / replacing the system.
- CVO of the respective company may call record any time for investigation.

3. **CCTV:**

- Strategic location shall be identified by the Project officer in consultation with Manager of the Mines, Security personnel etc. requirement of CCTV may be assessed accordingly. This should include Mine entry, Mine exit, Weigh Bridge, Stores Premises specifically.
- Procurement may be made preferably centrally with the approval of authority as per DOP.
- Effective use and proper functioning to be ensured by the Mines Management authorizing responsible officer of the project preferably having technical background.
- Record of clippings of standalone CCTV shall be maintained by the respective department of Area / Nodal Officer for a minimum period of seven days. However, integration of all CCTVs through proper networking to be done for monitoring from control room on continuous basis with action thereon.
- Record of other CCTVs shall also be made and maintained for not less than seven days.
- Controls rooms should be established at project level as well as Area Level for effective surveillance and to acted thereon round the clock.

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- Security Officer of the Area shall be responsible for prevention of illegal activities so observed with due assistance from local police as well as officials posted in the Project/ Mines.
- Daily report to be forwarded to Area General Manager by the Security in-charge of the Project based on monitoring at control room and action taken thereon if any.
- Monthly report shall be submitted to Director in-charge by the Area General Manager highlighting the incidences observed through surveillance system during the month will action taken thereon.
- CCTV are also required to be installed near coal heaps for recording movements nearby round the clock.
- CVO of the respective company may call record any time for investigation.

4. WEIGH BRIDGE WITH RFID & BOOM BARRIER :

- Every Road Weigh Bridge needs to be equipped with CCTV Cameras, RFID Reader & Boom Barrier. RFID Tag should be pasted in all coal carrying vehicle with details information of the vehicle.
- Project Officer of the respective Project shall nominate Officer responsible for ensuring effective use / functioning of the devices used including installation, commissioning and repair maintenance as per requirements.
- Provisions for capturing registration no. of vehicles reporting at Weigh Bridge should be made automatically with Tare Weight, Gross Weight etc. without manual interference.
- Provisions be made for display of Weighment outside the cabin and nobody should be allowed to enter in the cabin to avoid any outside influence.
- Positioning of CCTV Cameras shall be in such a way that weigh bridge staff can see positioning of the truck, number plate, drivers cabin & loaded area from his seat on the monitor placed in his cabin.
- Weigh bridge staff shall be responsible for instantaneous reporting of any failure observed during his duty period to the In-charge coal sale, who in turn report to appropriate authority immediately for remedial measures.

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