

SOP 130
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6 DECADES OF UNEARTHING ENERGY

Ref No: CIL/E&T/58/2025/107

Date: 27.06.2025

To,

D (T/OP), WCL/ MCL/ SECL/ CCL/ ECL/ BCCL/ NCL
D (TP&P), WCL/ MCL/ SECL/ CCL/ ECL/ BCCL/ NCL

Sub: Revised Standard Operating Procedure (SOP) for IT Initiatives

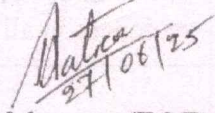
Dear Sir,

In supersession of earlier SOP for IT Initiatives circulated vide letter no. CIL/VIGIL/16/14/0002/2018/1710-1729 dated 29.03.2018 and subsequent amendment vide letter no. CIL/E&T/IT Initiatives/2021/760 dated 29.04.2021, the approved Revised Standard Operating Procedure (SOP) for IT Initiatives is attached at Annexure-A for implementation with immediate effect.

This is issued with the approval of competent authority.

Enclosure: Annexure-A

Yours Faithfully,


General Manager (E&T)/ HoD
Coal India Limited (HQ), Kolkata

CC to:

1. CMD, WCL/ MCL/ SECL/ CCL/ ECL/ BCCL/ NCL : for kind information.
2. Director (T), CIL : for kind information.
3. CVO, CIL : for kind information.
4. ED (Co-ordination), CIL : for kind information.
5. ED (ICT), CIL : for kind information.
6. GM (Vigilance), CIL : for kind information.
7. GM/HoD (E&T), WCL/ MCL/ SECL/ CCL/ ECL/ BCCL/ NCL/NEC.
8. GM (NEC).

**STANDARD OPERATING PROCEDURES (SOPs) OF IT INITIATIVES
IMPLEMENTED IN SUBSIDIARIES OF CIL**

S. No.	Role	Designation
1	Overall Area In-Charge for IT Initiatives	SO (Mining)/ GM (Operation)
2	Control Room In-Charge at Area	Area Security In-charge
3	Control Room In-Charge at Project	Project Security In-charge

A. GPS/GPRS/GNSS BASED VEHICLE TRACKING SYSTEM (VTS)		
I. Geo-fence of Mine Boundary & Routes		
Sl. No.	Task Description	Responsibility
1	To identify the actual geofence of mine boundary and transport routes. Geo-fence of other locations (siding, CHP, etc.) may also be identified as per the operational requirements.	Mine Manager
2	Geofence of mine boundary and transportation routes to be approved by Project officer/Sub Area Manager before forwarding to SO(Mining)/GM(Operations) for creation of geofence.	Project Officer/Sub Area Manager & GM (Operations)
3	Creation and incorporation of approved geofence of mine boundary and transport routes in the VTS Application.	SO (E&T)
4	Implement changes, from time to time, in the existing geofence in VTS Application following the above procedure as detailed in Point no. 1 & 2.	SO (E&T)
5	To monitor and ensure correctness of mine boundary and route geofences in all the mines as per requirement of coal transport.	Mine Manager/ Sub Area Manager & GM (Operations)
6	To maintain proper recording of geofence of mine boundary and transport routes, including updation/ changes, in all the mines.	Mine Manager, Dispatch In-Charge, Project Officer/Sub Area Manager, Control Room In-Charge, SO(E&T) & GM (Operations)
II. Operation, Monitoring of VTS and Redressal of Geo-Fence Violations		
S. No.	Task Description	Responsibility
1	Ensure all VTS Control Rooms operate 24x7 under the Area / Project Security In-Charge.	Area General Manager & Project Officer/SAM
2	Deploy a dedicated Quick Response Team (QRT) vehicle for continuous patrolling of transportation routes and anomalies/exceptions/deviations. Maintain direct communication with the control room.	Area General Manager & Project Officer/SAM, Area/Project Security Incharge
3	Provide prior permission to vehicles for inclusion/exclusion in geofencing, including temporary withdrawals for maintenance. Maintain necessary records and notify the Control Room promptly.	Dispatch in-Charge & Project Officer/SAM

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4	Monitor movement of coal carrying vehicles in Project/ Area control rooms, and communication of system generated alerts [such as geofence violations (route and mine boundary violations), undue stoppage, GPS disconnection, etc.] via SMS/ messaging/ email, to Unit Security In-Charge, Dispatch In-Charge, Quick Response Teams (QRT), Mine Manager & PO/Sub Area Manager and ensure for receiving ATR from the concerned.	Control Room Operators & Control Room In-Charge
5	To act on geo-fence violations & subsequent action thereon.	Security In-Charge/ Dispatch In-Charge, Mine Manager & Project Officer/Sub Area Manager
6	Logical conclusion of each system generated alerts, including Analysis of Location history, visit of incident location for verification, proper enquiry to ascertain intent of violation, disciplinary action, etc.	Control Room Operator, Security In-Charge, Control Room in-Charge, Mine Manager, Dispatch In-Charge, Project Officer/Sub Area Manager.
7	Close alerts with remarks on VTS Portal or escalate for action based on severity.	Control Room In-Charge, Control Room operators
8	Severity of Violation:	Control room operators & Control Room In-Charge
	a. Minor Violation:	
	The following violations <i>by Unloaded Vehicle</i> shall be considered a Minor violation: i. Geo-fence violation (Route / Mine boundary/ Siding) without prior permission. ii. Tampering of GPS device	
	b. Major Violation:	
9	The following violations <i>by Loaded Vehicle</i> shall be considered a Major violation: i. Geo-fence (Route / Mine boundary /Siding) violation without prior permission. ii. Tampering of GPS device. iii. Any case of undue stoppage without adequate justification.	Project Officer/ Sub Area Manager
	In the case of minor violation, a written warning or a show-cause notice shall be issued to the concerned transporter, advising them not to repeat the violation in the future. In case of repeated minor violation, action may be taken for temporary suspension of vehicle.	
	In the case of a major violation, the action such as blacklisting, FIR, etc., against the vehicle to be initiated based on weight of evidence and inquiry.	
10	To collect the list of vehicles being engaged for coal transportation from the contractor. The PO/Sub Area Manager shall then endorse the list received to the PE/Sub Area Engineer to arrange for installation/registration of GPS sets.	Area Security In-Charge, Project Officer/ Sub Area Manager & Area General Manager
11	To provide written permission for assignment of geo-fence boundary/route for allowed coal transportation vehicles.	Project Officer/Sub Area Manager
11j	To provide written permission for assignment of geo-fence boundary/route for allowed coal transportation vehicles.	Mine Manager
12	To maintain and update the list of Allowed/ Disallowed Vehicles engaged in coal production/ transportation and circulate to all concerned officials & Project / Area Control Room.	Mine Manager/Project Officer/Sub Area Manager

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13	Deciding the threshold time to consider a stop as "Undue Stoppage"	Dispatch In-Charge, Mine Manager, PO/ SAM & Project Security In-Charge
14	Reconciliation of the trip count from the VTS system-generated report and the actual number of trips must be done regularly.	Dispatch Incharge, Mine Manager & Control Room In-Charge
15	Intimation of non-tracking/inactive GPS devices to the Security I/C, Dispatch I/C, PE/Sub Area Engineer (E&M) & SO (E&T) of the concerned project/area and maintain updated record of the same.	Shift Operator of the Control Room
16	<p>Actions for Loss, Damage, or Non-Returning of GPS Device. For contractual vehicle, the recovery of i. device / ii. cost of device/ iii. cost of repairing the device, as applicable, shall be made from the running account bills/ final bill/ any other dues of the transport contractor, in the following cases:</p> <ul style="list-style-type: none"> a. Loss of GPS Device, b. Abnormal damage (beyond normal wear and tear) of GPS Device, c. Non-Returning of GPS Device after end of contract/ leaving the mine without prior permission, d. Shifting of vehicle to another command area of respective subsidiary without prior approval. e. Frequent tampering of the GPS device <p>For departmental vehicle, necessary action to be taken as per extant rules and guidelines of the company. The recovery cost for the devices shall be minimum double the cost of the equipment or more as deemed fit.</p>	Mine Manager, Project Officer/Sub Area Manager and Group Accounts Officer / Area Finance Manager, SO (Mining)
17	Monthly report shall be submitted to Director in-charge about functioning of the system and action taken by them for repairing / replacing the system.	Area General Manager

III. Assessment of Requirement, Procurement, Installation and Maintenance of GPS/GPRS/GNSS Based Vehicle Tracking System (VTS):

Sl. No.	Task Description	Responsibility
1	Assess the actual requirement of GPS/GPRS devices based on the total departmental/contractual vehicles deployed/ are being deployed in mines for coal production and transportation and other purposes.	Project Officer/Sub Area Manager
2	Compile the requirement of GPS/GPRS devices for all units/projects and send the requirement along with PR/ Indent/ estimate to GM (E&T).	GM (Operation) / SO (Min) & SO (E&T)
3	Initiate action for arranging GPS/GPRS devices for the entire company.	GM (E&T) of concerned Subsidiary
4	Custody of spare GPS devices	PE/Sub Area Engineer (E&M), SO (E&T)
5	To ensure the presence of vehicles for the installation of GPS devices. No vehicle should be allowed to ply without a functional GPS/RFID tag system.	Mine Manager, Dispatch In-Charge & Project Security In-Charge

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6	To ensure the installation of GPS/GPRS devices and RFID tags in each vehicle and to prepare and submit the installation report to the Project Officer/ Sub Area Manager.	PE (E&M)/Sub Area Engineer (E&M)
7	To certify the initial installation & commissioning report and send it to Area GM	Project Officer/ Sub Area Manager
8	To certify and send the Monthly report of actual number of vehicles deployed for coal production/ transportation, number of vehicles fitted with GPS devices and spare GPS devices, if any, to GM (E&T)	Area GM
9	Deployment of the same fleet, as far as practicable, by the contractor to be ensured.	PO/Sub Area Manager and Mine Manager
10	List of allowed coal production/ transport vehicles in operation to be displayed at weighbridges & checkpoints, and shall be updated weekly/ as and when required.	PO/Sub Area Manager and Mine Manager
11	Removal of GPS Sets from Disallowed vehicles for reasons such as expiry of contract/ maintenance	Dispatch In-Charge & PE (E&M)/Sub Area Engineer (E&M)
12	Timely action for maintenance & procurement of spare GPS devices to be undertaken as per DOP.	PE (E&M)/Sub-Area Engineer (E&M) , PO/Sub-Area Manager and SO(E&T)
13	Regular checks (monthly) of VTS Application to ensure that system-generated alerts are automatically sent via SMS/ email/ other communication channels, etc. to Unit Security In-Charge, Dispatch In-Charge, Quick Response Teams (QRT), Control Room In-Charge, Mine Manager & PO/Sub Area Manager.	SU (E&T) & Control Room In-Charge
14	To ensure the availability, smooth functioning and maintenance of the VTS and to coordinate with the service provider to provide technical support for the smooth operation and maintenance of the VTS.	PE/Sub Area Engineer (E&M), SO(E&T)
15	The contractors who are deployed for transportation of coal should be directed to ensure fitment of above devices in their vehicles and functioning properly.	Project Officer/Sub Area Manager
16	Necessary provision be made for fitment and functioning of above devices by the contractor in the NIT itself in transport contract.	GM (Operation) / GM (CMC)

B. RFID System (RFID Reader System at Road Weighbridges and RFID based Boom Barrier System at Entry Exit Points/ Checkpost)

I. Operation of RFID-Based Boom Barrier System

Sl. No.	Task Description	Responsibility
1	To ensure the direction of vehicle movement while taking tare or gross weight should always be unidirectional, only in the direction of RFID readers and CCTV cameras. However, bidirectional movement and weight may be permitted only where infrastructure supports it — such as dual RFID readers and CCTV coverage in both directions—and must be clearly marked and approved by Project Officer/ SAM.	PO/ SAM / Weighbridge Operator
2	Ensure real-time weight data transfer from weighbridges to the central server/data center. Vehicle registration numbers, tare weight, and gross weight should be captured automatically at road weighbridges without manual intervention using RFID based Weight Integration System.	PE(E&M)/SAE(E&M) & Mine Manager/Dispatch In-Charge

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3	To ensure close monitoring of RFID tag registration, issue, and deactivation with the RFID system at a suitable location before entry and exit from check post, and deactivation of RFID Tags of disallowed internal vehicles on a day-to-day basis.	Dispatch In-Charge & Mine Manager
4	In case of theft or deliberate damage to Boom Barrier system equipment, the Security In-Charge shall take appropriate action and report it to the Project Officer/ Sub Area Manager. Thereafter, The Project Officer shall take appropriate action to recover the cost of damaged equipment or repairing from the responsible transporter or personnel.	Project/ Area Security In-charge , Mine Manager & Project Officer/SAM
5	There should not be any provision of opening of Boom Barrier Gate using Hardware button or remote control. The Boom Barrier Gate should open only after authentication of RFID Tag. The boom barrier controller system should be under lock and key.	Dispatch In-Charge, Mine Manager, PE(E&M)/SAE(E&M)
6	Ensure monitoring & working condition of RFID based Boom Barrier System at Mine/Sidings Entry-Exit Check post and RFID based Weighment Integration at all Road Weighbridges.	Mine manager, PE(E&M)/ Sub Area Engineer (E&M) & SO(E&T), Control Room In-Charge
7	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.	Dispatch In-Charge, Mine Manager, PE(E&M)/ SAE(E&M) & Project/Area Security In-Charge
8	Provisions for display of Weighment outside the cabin should be made and no unauthorized person should be allowed to enter in the cabin to avoid any outside influence.	Dispatch In-Charge & PE/Sub Area Engineer (E&M)
9	Weighbridge staff/operator 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.	Weighbridge staff/Operator

II. Assessment of requirement, Procurement, Installation & Maintenance of RFID based Boom Barrier system & RFID System

Sl. No.	Task Description	Responsibility
1	To identify and Assess the actual requirement of i. RFID based Boom Barrier system at Entry-Exit points of mines and sidings. ii. RFID based Weighment Integration at Road Weighbridges. Note - In case of weighment softwares provided by the State Government (such as i3MS, Khanij, etc.) the RFID based Weighment Integration of Road Weighbridges may be done if required permission/ access is granted by respective state authority based on the technical feasibility. iii. Integration of RFID based Weighment system and RFID based check post at mine entry/exit point to prevent exit of vehicles without weighment may be preferred. iv. Provisioning of Encrypted temporary/permanent RFID tags in all coal carrying vehicles and auto de-tagging of temporary RFID tags at the mine exit check post may be preferred.	Mine Manager, Project Officer/Sub Area Manager, Area Sales Manager, Project/Area Security In-Charge

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2	To ensure that all Road Sale and Internal Transport Entry Exit Points of mines & sidings are covered by RFID-Based Boom Barrier system. For any other routes designated for Light Vehicle Movement, height limiters along with CCTV Cameras should be provided. Other openings, if any, should be strictly fenced and barricaded.	Mine Manager, Dispatch In-Charge, Project Security In-Charge and Project Officer/Sub Area Manager
3	Compile the following requirement of i. RFID based Boom Barrier Systems at Entry Exit Points of mines and sidings for all units/projects and send the requirement along with PR/ Indent/ estimate to GM (E&T). ii. RFID based Weighment Integration at Road Weighbridges and send the requirement along with PR/ Indent/ estimate to GM (E&T)/ GM(E&M).	Area GM
4	Compile the requirement of RFID based Boom Barrier Systems at Entry Exit Points of mines and sidings & RFID based Weighment Integration at Road Weighbridges for the company as a whole and initiate action for procurement.	GM (E&T)
5	Install speed breakers, barricades, and signboards at suitable distances at check posts to control vehicle movement and ensure smooth operation of RFID readers, IR sensors, and Boom Barriers.	Dispatch In-Charge, Mine Manager, PE(Civil)/ Sub Area Engineer (Civil) and Project Officer/ Sub Area Manager
6	Permanent RFID tags should be provided to all internal vehicles and Departmental Vehicles. Respective subsidiaries may use Temporary or Permanent RFID tags based on operational requirements. No vehicle should be allowed in the mine premises without RFID tags.	Dispatch In-Charge, Mine Manager, Project Officer/SAM
7	RFID based Boom Barrier Systems at Entry Exit Points, and RFID based Weighment Integration at Road Weighbridges, should be integrated with Project/ Area Control Room and ICCC at Subsidiary Headquarters using reliable connectivity media.	SO (E&T) & GM (E&T)
8	Ensure only authorized entry and exit for coal-transporting vehicles at mines. Fence, barricade, or lock other openings strictly. Install height limiters if multiple roads exist and narrow approach roads at Boom Barrier locations using blocks or dividers.	Project Officer/SAM
9	To certify the installation report of all RFID System and send to the AGM through GM (Operations)	PE(E&M)/ Sub Area Engineer (E&M) & Project Officer/SAM
10	To forward the installation report as mentioned above to GM (E&T)	Area GM
11	Ensure effective use of all RFID based Boom Barrier system equipment	Mine Manager & SubArea Manager
12	Ensure effective use of all RFID based Weighment Integration at Road Weighbridges.	Mine Manager & SubArea Manager
13	Report any case of breakdown to PE(E&M)/SAE(E&M) and Dispatch In-Charge, with proper record at Boom Barrier Cabin/ Weighbridge.	Boom Barrier Operator/ Weighbridge Operator
14	Report any deliberate damage to the Project Officer and Area Security In-Charge.	PE(E&M)/SAE(E&M) and Dispatch In-Charge.
15	Coordinate with CAMC/Other service providers to ensure reliable connectivity, timely maintenance, technical support, and availability of spare parts for replacement of breakdown equipment.	PE(E&M)/SAE(E&M) & SO (E&T)

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16	Ensure availability of adequate critical spares for immediate replacement on account of force-majeure breakdown/ damage.	PE(E&M)/SAE(E&M) & SO (E&T)
17	Before commencing any repair or maintenance work at the Boom Barrier or RFID system installed at the Weighbridge, the service personnel of the Contractor must present their original official ID Card / authorization to the Boom Barrier or Weighbridge Operator. No service activity shall be allowed without proper verification of this ID card.	Boom barrier clerk , Weighbridge Clerk, Despatch Incharge, Mine Manager

C. CCTV-based electronic surveillance system at all vulnerable points:

I. Operation / Monitoring of CCTV Surveillance System

1	Operation/Monitoring of CCTV surveillance system. Any anomaly/ deviation/ incidence observed through CCTV to be communicated to Project / Area Security In-Charge. Footage of actionable incidents observed should be preserved separately.	Control Room Operators
2	To take appropriate action in consultation with the concerned PO/ SAM or GM (Operations) on any report of anomaly/ deviation/ incidence observed through CCTV, and maintain record of Action Taken Reports.	Project/ Area Security In-Charge
3	To take appropriate action, including recovery of costs, if any, etc., in consultation with the concerned PO/ SAM or GM (Operations) on any report of deliberate damage to the CCTV Cameras or devices.	Project/ Area Security In-Charge, PO/ SAM, GM (Operations)
4	To regularly check the focus/alignment of CCTV Cameras, and request for change in focus/ alignment, if any, to PE(E&M) / SAE(E&M) and SO(E&T)	Area/ Project Control Room In-Charge
5	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.	Project / Area Security Incharge

II. Assessment of requirement, Procurement, Installation & Maintenance of CCTV Surveillance System

1	Assessment of the actual requirement of CCTV for installation at all vulnerable/ strategic locations such as coal stock, check posts, mine entry exit points, weighbridges, railway siding, magazines, stores, DDU's, etc.	Mine Manager, Security Incharge of respective project/ Area , PO/Sub Area Manager
2	Compile the requirement of CCTV for all units/projects and send the requirement along with PR/ Indent / estimate to procuring authority.	SO(E&T), Area GM
3	Procurement may be made preferably centrally with the approval of competent authority as per DOP by following standard specifications of items as circulated by HoD (E&T) of the subsidiary.	SO (E&T) & GM (E&T) , SO (MM) / GM (MM)
4	Custody of spare CCTV Cameras , NVRs and other accessories	SO(E&T)
5	To ensure availability of ready and clear sites, power supply, for installation of CCTV system including network connectivity.	Mine Manager, PE (E&M)/SAE(E&M), PO/SAM, SO(E&M) and Area GM
6	To ensure the installation of CCTV and to prepare and submit the installation report to the Project Security In-Charge & Project Officer/ Sub Area Manager.	PE (E&M)/SAE (E&M), Mine Manager, SO (E&T)
7	To certify and send the installation report of CCTV System to the Area GM.	PE(E&M)/SAE (E&M), PO/Sub Area Manager
8	To forward the same to GM (E&T), Subsidiary Headquarters.	Area GM and GM(Operations)

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9	To ensure safety of installed CCTV system.	Project Security In-Charge
10	All the CCTV to remain connected to the Area Control Room, with reliable connectivity.	PE(E&M)/SAE (E&M), SO(E&T)
11	CCTV of vulnerable/ strategic points (Quantity to be decided by respective subsidiary) to be connected to ICCC of subsidiary Headquarters	PE(E&M)/SAE (E&M), SO(E&T) & GM (E&T)
12	To ensure integration of all CCTV Cameras at Area/Project Control Room through proper networking for continuous monitoring. Recording and storage of CCTV footage of all CCTV Cameras should be maintained for a minimum period of 30 days at Project/ Area Control Room/ Server Room.	Area / Project Control Room Incharge & SubArea Engineer (E&M) / Mine Manager , SO(E&T)
13	To record the non-availability of CCTV Camera feed at Control Room and communicate the same to PE(E&M)/SAE (E&M), SO(E&T) on daily basis.	Control Room Operators & Project/ Area Control Room In-Charge
14	To ensure proper functioning and maintenance of CCTV, including proper positioning & cleaning.	PE(E&M)/SAE (E&M) & SO(E&T)
15	To ensure network connectivity of CCTV. To ensure overall functioning and maintenance, and also maintaining sufficient critical spares to restore any damaged item.	SO(E&T)
16	Uniform implementation of minor repairs within 24 hours and that major repair within 48 hours	SO(E&T) & GM (E&T)

D. Control Room for IT Initiative System (Geo Fence, VTS System, RFID System & CCTV) :

1	Establish a State-of-the-Art E-Surveillance Room (Control Room) at project/Area .	Area General Manager
2	Ensure proper space with controlled environment (temperature and humidity controlled) for housing sensitive electronic equipment such as servers, NVRs, Core networking equipment, etc.	Area General Manager
3	Ensure round-the-clock deployment of adequate number of security personnel for manning of Control Rooms and monitoring of IT Initiative Systems.	Project/ Area Security In-Charge, Area Personnel Manager and AGM
4	Ensure deployment of adequate technical manpower at Unit/ Project/ Sub Area level in each shift, for in-house upkeep of IT Initiative Systems, besides CAMC, to ensure uninterrupted 24x7 functioning of IT Initiative Systems.	PE(E&M)/SAE(E&M), SO (E&T), Area Personnel Manager and AGM
5	To ensure reliable high-speed connectivity from Project/ Area Control Room/ Server Room to installed IT Initiative Systems at units, and to ICCC at subsidiary Headquarters.	PE(E&M)/SAE(E&M) & SO (E&T)
6	Round-the-clock monitoring of CCTV footage of all cameras and real-time communication of anomalies to Mine Manager & Project Security Incharge.	Control Room operators, Control Room In-Charge
7	To take appropriate action immediately in consultation with the concerned PO/ SAM or GM (Operations) on the above alerts/ anomalies and maintain record of Actions Taken, on shift/ daily basis.	Project/ Area Security In-Charge
8	To reconcile data between multiple IT Initiative Systems, such as vehicle entry / exit at check posts with RFID and weighment data, VTS alerts with CCTV footages, etc., and report any deviation to GM (Operations) on daily basis.	Control Room operators, Control Room In-Charge
9	To maintain records of availability of various IT Initiative Systems at Control Room and communicate the same to PE(E&M)/SAE (E&M), SO(E&T) on daily basis.	Control Room Operators & Project/ Area Control Room In-Charge

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10	Overall In-Charge of Project/ Area control room.	Project/ Area Security In-Charge
E. Reports of IT Initiative System (Geo Fence, VTS System, RFID System & CCTV):		
1	Generate shift-wise report on violations/exceptions/incidences observed through Geo Fence, VTS System, RFID System & CCTV and submit them to the Security In-Charge.	Shift Operator of the Project/ Area Control Room
2	Submit a daily report on violations/exceptions/incidences observed through Geo Fence, VTS System, RFID System & CCTV and actions taken thereon to the GM (Operations)	Area/Project Control Room In-Charge
2.i	To ensure for submission of ATR from concerned unit on daily basis on violations/exceptions/incidences observed through Geo Fence, VTS System, RFID System & CCTV communicated from Area/Project Control Room.	Area/Project Control Room In-Charge, Mine Manager, Sub Area Manager
3	Compile a weekly report on violations/ exceptions/ incidences observed through Geo Fence, VTS System, RFID System & CCTV and actions taken including the ATR for the same, then submit it to the Area General Manager.	Area/Project Control Room In-Charge & GM (Operations)
4	Monthly report shall be submitted to Director In-Charge highlighting the incidences observed and actions taken thereon.	Area General Manager
5	CVO of the respective company may call record any time for investigation.	
6	The recovery cost for the IT Initiative system devices including RFID tags shall be minimum double the cost of the equipment or more as deemed fit.	

S. No.	Acronyms Used
1	PO - Project Officer
2	SAM - Sub Area Manager
3	PE- Project Engineer
4	SAE- Sub Area Engineer
5	GM - General Manager
6	SO - Staff Officer
7	ATR - Action Taken Report
8	QRT - Quick Response Team
9	CHP - Coal Handling Plant
10	VTS - Vehicle Tracking System
11	I/C - Incharge
12	DDU - Diesel Dispensing Unit
13	ID - Identification/ Identity
14	RFID - Radio Frequency Identification
15	GPS -Global Positioning System (Other similar technologies such as GLONASS, NAVIC, etc. can also be used)
16	Any other acronyms used - Usual meanings

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