

Report on Framing of Standard Operating Procedures (SOP) to deal with the issues of Non-Tracking Vehicles, in the Vehicle Tracking System (VTS) of MCL.

In accordance with the directive issued vide office order no. MCL/HQ/E&T/24/287 dated 09.10.2024, a comprehensive Standard Operating Procedure (SOP) is required to address the issue of Non-Tracking GPS devices fitted in vehicles across all Areas of MCL, to streamline the management and monitoring of vehicle tracking systems (VTS), ensuring operational efficiency, security, and compliance.

A committee was formed to finalize the SOP for dealing with Non tracking GPS devices, consisting of the following members:

- 1) General Manager, Basundhara Area – Chairman of the committee.
- 2) General Manager, Jagannath Area
- 3) General Manager, IED, MCL HQ
- 4) HOD (Security), MCL HQ
- 5) HOD (E&T), MCL HQ

A. Objective of the Report:

The primary objective of the study undertaken by the committee and this report, is to analyze and identify the reasons behind the high number of Non-Tracking GPS devices in vehicles operating within MCL's Vehicle Tracking System. The goal is to recommend effective measures to reduce both the number of non-tracking devices and the duration for which vehicles remain without tracking, while ensuring minimal disruption to operations and maintaining the highest standards of security. During the study, the committee sought the opinions of various stakeholders, including transporters, and the recommendations of the committee give due regard to their opinions as well.

B. Coverage of OB Carrying Contractual Tippers in GPS based VTS:

The committee noted that in certain projects of MCL, GPS devices have been installed in Contractual Tippers engaged in transportation of OB. The committee also noted that there are no uniform guidelines for compulsory installation of OB Tippers in Vehicle Tracking System. However, keeping in mind the security aspects and need for tracking OB Tippers, the committee recommended to install GPS devices in all OB Carrying Contractual Tippers and bring the same under Vehicle Tracking System. However, the OB Tippers should be differently colour coded than the Coal Tippers. Also, given that they do not always run along a specified route, it was also recommended that only Boundary Geofence Violations of the Contractual OB Tippers should be recorded, and there is no need for route geofencing of the same.

C. Authorities responsible for vehicles:

The committee noted that the following authorities control the vehicles, and therefore have to play an important part in the implementation of the recommendations of the committee.

1. **Coal Carrying Contractual Tippers:** Dispatch In charge of the Project.
2. **OB Carrying Contractual Tippers:** Dispatch In charge of the Project.
3. **HEMMs (Heavy Earth Moving Machines):** Project Engineer (Excavation)
4. **Security Vehicles:** Project Security In-Charge
5. **Ambulances:** Chief Medical Officer (CMO) / Chief Medical Superintendent (CMS)
6. **Buses and other Vehicles:** Project Engineer (E&M) / Staff Officer (E&M)

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D. Infrastructure and Resources:

The committee noted that there is acute shortage of trained and skilled manpower in Security Teams, Control Rooms, etc. The committee recommends that additional infrastructure and resources are required dearily to have a proper monitoring and compliance systems. Control Room should be established at the Project Level also, and adequately trained manpower should be deployed for proper monitoring of VTS and other IT Systems.

It was also decided that each Area should identify 4-6 suitable manpower for operation of each control room, established in Area and Projects, and post them accordingly. As per the approved SOP of VTS, CCTV and Boom Barrier, the Control Room should be under the respective Area/ Project Security In-charge. The same should also be complied with.

E. SOP to deal with the issue of Non-Tracking Contractual vehicles used In Transportation of Coal and OB:

The committee recommends the following Standard Operating Procedures to deal with the issue of Non-Tracking Contractual vehicles used In Transportation of Coal and OB:

1. In cases where a vehicle experiences a breakdown, the transporter has to inform the Dispatch In charge or his authorized representative regarding the breakdown, and whether it is a short term or a long-term breakdown of the vehicle. If the vehicle is expected to be restored within 7 days (168 hours), it shall be considered short-term breakdown, and if more than 7 days (168 hours) are required for restoration of the vehicle, it shall be considered as a long-term breakdown. The transporter shall also communicate the location of vehicle breakdown. In case of any type of breakdown, the vehicle shall not be allowed to go outside the mine premises without prior approval of the Project Dispatch In charge. The transporter shall maintain the details of the breakdown in a hard bound register which should be made available to the MCL authorities on demand. The register should contain vehicle number, time of breakdown, location of breakdown, reason for breakdown and expected duration of restoration, GPS uninstalation date/ time/ location, GPS re-Installation date / time/ location, etc.

Responsibility – Transporter and Project Dispatch In charge

2. The dispatch in charge will Inform the e-Surveillance and Control room (VTS Control Room) regarding the breakdown. In case of short breakdown, the GPS shall not be uninstalled from the vehicle. However, once the vehicle is restored, the transporter has to inform the dispatch in charge regarding readiness of vehicle, so that the tracking status of GPS device can be checked before the vehicle enters the mine. For long term breakdown, the dispatch in charge shall temporarily dis-allow the vehicle from running in the mines. The temporary disallowance shall be lifted once the vehicle is made ready and GPS device is brought in "Tracking" mode.

Responsibility – Project Dispatch In charge

3. For long term breakdown, the service provider of GPS based VTS shall arrange to uninstall the GPS device from the vehicle by going to the camp of the transporter (if the camp is within the mine premises) or any other place in the mine where the vehicle is available. If the vehicle is out of the Mine/ Area premises, then the dispatch in charge shall arrange to recover the GPS device and hand it over to VTS Service Provider. The handover of the GPS device, along with location of uninstalation of GPS device, should be recorded by the Service Provider in their service report, and in the hard bound register maintained by the transporter.

Responsibility – PE (E&M)

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4. Such vehicles, from which GPS has been uninstalled, should be deactivated from the VTS Portal, so that they are not shown as "GPS Installed vehicles". Furthermore, such vehicles should be disallowed in the Boom Barrier Database as well.

Responsibility – Area E&T In charge

5. Once the vehicle is made ready for operations, either from breakdown condition or idle condition, the transporter shall communicate the same to the Dispatch In charge, and the Dispatch In charge to the Control Room and E&T Department. The VTS Service Provider shall arrange to immediately re-install the GPS device in the vehicle.

Responsibility – Transporter, Project Dispatch In charge and PE (E&M).

6. After reinstallation, the vehicle should be activated in the VTS Portal and allowed in the Boom Barrier Database.

Responsibility – Area E&T In charge.

7. The transporter will communicate, on a daily basis, the list of breakdown vehicles and idle vehicles, with the Dispatch In-Charge. The Dispatch In-charge shall share the list with the Area/ Project Security department, and the Control Room.

Responsibility – Transporter and Project Dispatch In charge

8. This breakdown and idle vehicle list shall be made available with the Security Personnel posted at all sensitive locations like Coal Stocks, Railway Sidings, Coal Face, Entry and Exit points, Weighbridges etc., and with the respective patrolling teams. The Security teams shall ensure that the vehicles mentioned as "Breakdown" are not allowed to enter any sensitive location as mentioned above, and should be stopped incase found to be running in the mines. The patrolling teams shall also make surprise inspections in the camp of the transporters to see whether the vehicles mentioned as "breakdown" or "idle" are present in the camp or not. Any irregularities found should be reported to the Project Officer and the Area General Manager.

Responsibility – Area Security In charge

9. The weighbridge vehicle data should be provided to the Control Room by the Dispatch Incharge regularly, at the end of each shift. The Control Room should regularly check this against the list of breakdown/ idle vehicles submitted by the Dispatch In-Charge. Incase a vehicle marked as breakdown/ idle is found to be running using this data, the same shall be communicated to Area Security In charge for taking necessary action in the matter.

Responsibility – Project Dispatch In charge & Control Room In charge

10. No vehicle will be permitted to operate without an active GPS device.

Responsibility – Control Room In charge & Area Security In charge

11. Vehicles that are found to be non-tracking will be immediately stopped and their operations suspended. The vehicles which go from "Tracking" to "Non-Tracking" shall be monitored by the Control Room, and shall be immediately reported to the Area Security In charge. The Area Security In charge shall arrange to immediately stop the vehicle and suspend the operations until the GPS is brought to "Tracking" mode again.

Responsibility – Control Room In charge and Area Security In charge

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F. SOP to deal with the Issue of Non-Tracking Vehicles (Other than Contractual Vehicles used in Transportation of Coal and OB):

The committee recommends the following Standard Operating Procedures to deal with the issue of Non-Tracking Vehicles (Other than Contractual Vehicles used In Transportation of Coal and OB):

1. In cases where a vehicle experiences a breakdown, the respective authority, as mentioned in the point B above, has to inform the Control Room regarding the breakdown, and whether it is a short term or a long term breakdown of the vehicle. If the vehicle is expected to be restored within 7 days (168 hours), it shall be considered as short term breakdown, and if more than 7 days (168 hours), are required for restoration the vehicle, it shall be considered as a long term breakdown. The respective authority shall maintain the details of the breakdown in a hard bound register. The register should contain vehicle number, time of breakdown, location of breakdown, reason for breakdown and expected duration of restoration, GPS uninstallation date/ time/ location, GPS re-installation date / time/ location, etc.

Responsibility – Respective Authority

2. Once the vehicle is restored, the respective authority has to inform the Control Room regarding readiness of vehicle, so that the tracking status of GPS device can be checked. For long term breakdown, the respective authority shall ensure that the vehicle is parked in a pre-defined location, if available. If the vehicle is replaced, then the information of the same has to be provided to the Control Room.

Responsibility – Respective Authority

3. For long term breakdown, the Control Room In charge shall inform the matter to E&T Department along with the vehicle details and the location of vehicle. The service provider of GPS based VTS shall arrange to uninstall the GPS device from the vehicle by going to the vehicle location, if within the mine/ Area premises. If the vehicle is out of Mine/ Area premises, then the respective authority shall arrange to recover the GPS device and hand it over to VTS Service Provider. The handover of the GPS device should be recorded by the Service Provider in their service report, and in the hard bound register maintained by the respective authority. Such vehicles should be deactivated from the VTS Portal, so that they are not shown as "GPS Installed vehicles". Furthermore, such vehicles should be disallowed in the Boom Barrier Database as well.

Responsibility – Respective Authority and Area E&T In charge.

4. Once the vehicle is made ready, the respective authority shall communicate the same to the Control Room and E&T Department. The VTS Service Provider shall arrange to immediately re-install the GPS device in the vehicle. After reinstallation, the vehicle should be activated in the VTS Portal and allowed in the Boom Barrier Database.

Responsibility – Respective Authority and Area E&T In charge.

5. Vehicles that are found to be non-tracking will be immediately stopped and their operations suspended. The vehicles which go from "Tracking" to "Non-Tracking" shall be monitored by the Control Room, and shall be immediately reported to the Area Security In charge. The Area Security In charge shall arrange to immediately stop the vehicle and suspend the operations until the GPS is brought to "Tracking" mode again.

Responsibility – Control Room In charge and Area Security In charge

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G. Conclusion:

The proposed SOP aims to significantly reduce the instances of non-tracking GPS devices in MCL's vehicle fleet, improve the response times for breakdowns, and enhance overall operational efficiency. With the all above measures, Areas can ensure that vehicles remain traceable at all times, improving security, reducing operational disruptions, and streamlining vehicle management processes across all Areas.

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संदर्भ क्रमांक: एमसीएल/मुख्यालय/ईएंडटी/25/1558

दिनांक: 5.04.2025

सूचना

एमसीएल के वाहन ट्रैकिंग सिस्टम (वीटीएस) में, गैर-ट्रैकिंग वाहनों की समस्याओं से निपटने के लिए मानक संचालन प्रक्रिया (एसओपी)

गैर-ट्रैकिंग जीपीएस ब्रेकडाउन मामलों के समाधान हेतु समय-सीमा में संशोधन किया गया है। एसओपी के संबंधित खंड में दिनों की संख्या 7 दिन (168 घंटे) से 5 दिन (120 घंटे) कर दी गई है।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

यह आपकी जानकारी और आगे की आवश्यक कार्रवाई के लिए है।

NOTICE

Standard Operating Procedures (SOP) to Deal with issues of Non-Tracking Vehicles ,In the Vehicle Tracking System (VTS) of MCL

The timeframe for addressing non-tracked breakdown GPS cases has been revised. The number of days has been updated from **7 days (168 hours)** to **5 days (120 hours)** in the relevant clause of the SOP.

This has been issued with the approval of the competent authority.

This is for your kind Information and further needful action.

Shashi / 2025

General Manager (E&T)

महाप्रबंधक (इ एवं टी)

MCL - महानदी कोलफील्ड्स लिमिटेड

प्रतिलिपि:

1. निदेशक (पी एंड पी) के तकनीकी सचिव एमसीएल / TS to Dir(P&P), MCL
2. सभी क्षेत्र (ई एंड टी)/प्रभारी/ All Area (E&T)/In charges