

EAST COAST RAILWAY

Office of the
Principal Chief Commercial Manager
1st Floor, Rail Sadan
C.S.Pur, Bhubaneswar-17

Commercial Circular No.34(G)/2025

Date:21.01.2025

Sub: Guidelines for Provision of CCTV in Goods Sheds and Private Terminals.

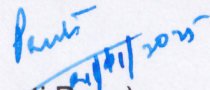
Ref: 1. Railway Board's letter No.2025/TC(FM)/31/02 (3485833) dated 14.01.2025.
2.Railway Board's letter No.2020/TC(FM)/18/17 dated 18.07.2024 &
04.11.2024 (copy enclosed).

A copy of Railway Board's letter No. 2025/TC(FM)/31/02 (3485833) dated 20.01.2025 regarding "Guidelines for Provision of CCTV in Goods Sheds and Private Terminals" is enclosed herewith for information and necessary action.

All concerned to note and act accordingly.

Authority: Railway Board's letter No. 2025/TC(FM)/31/02 (3485833) dated 20.01.2025.

Encl: As above (04 pages).


(Preeti Rana)
Dy.Chief Commercial Manager(FS)

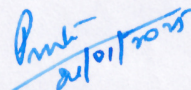
No. PCCM/356/Policy/PCC/Pt.XI

Dated 21.01.2025

All Station Managers/ Goods Supervisors/Commercial Supervisors /Siding Clerks / Booking Clerk in Charges / Weigh Bridge Clerks / Clerk in Charges / City Booking Agencies / Out Agencies.

Copy for information and necessary action to the:-

COM: ECoR/SER/SECR/NR/NFR/ER/SR/SCR/WR/NER/CR/SWR/NCR/NWR/WCR/ECR/KRly..**SDGM**/E CoR/BBS, **Chairman**/RCT/BBS, **Dy.CVO**/ECoR/BBS, **Dy.COM(FOIS)**/ECoR/BBS, **PO/RCT**/BBS, **CAO(FOIS)**/NDLS, **Audit officer**/BBS. Rates Section /CCM/ECoR/BBS –10 sets
DRM: KUR,WAT,SBP/ECoR, **Sr.DOM**- KUR,WAT,SBP/ECoR, **CAO(FOIS)**, CRIS/NDLSSr.DCM :KUR,WAT/SBP/ECoR. **Dy.CCM(Claims)**/E.Co.Rly, **PFA** :E.Co.Rly, **FA & CAO(T)**/ECoR/BBS **Traffic Manager**: VZP, Paradeep Port Trust / Paraddep.


(Preeti Rana)
Dy.Chief Commercial Manager(FS)

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली - 110001
Rail Bhawan, New Delhi - 110001

No. 2025/TC(FM)/31/02 (3485833),

Dated 20.01.2025

**Principal Chief Commercial Managers (PCCMs),
All Zonal Railways,**

**Sub: Guidelines for Provision of CCTV in Goods Sheds and Private
Terminals**

Ref:

1. Railway Board's letter No. 2025/TC(FM)/31/02 (3485833), dated 14.01.2025.
2. Railway Board's letter No. 2020/TC(FM)/18/17, dated 18.07.2024 and 04.11.2024

In continuation of the instructions issued vide references cited above, it is reiterated that provision of CCTVs in Goods Sheds and Private Terminals is essential for ensuring enhanced surveillance, effective monitoring of loading/unloading activities, safety and security. To ensure uniformity and effectiveness, the detailed guidelines for the installation, functioning, and monitoring of CCTV systems are issued, as under –

1. **Location of Cameras:** Cameras should be strategically placed to cover:
 - a) Entry and exit points of the Goods Shed/terminal.
 - b) Loading/unloading areas.
 - c) Weighbridges.
 - d) Parking zones and other critical areas as deemed necessary.
2. **Type of Cameras:**
 - a) High-definition IP cameras with night vision capability should be deployed.
 - b) Cameras should support pan, tilt, and zoom (PTZ) functions for enhanced coverage.
3. **Number of Cameras:** The number of cameras required will vary depending on the size and layout of the Goods Shed/terminal. A minimum number of cameras should be worked out keeping in mind comprehensive coverage in larger facilities.
4. **Memory and Storage:**

- a) CCTV systems should have a storage capacity to retain video footage for at least 30 days.
- b) Video footage must be stored securely to prevent unauthorized access or tampering.

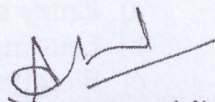
5. Monitoring and Accessibility:

- a) The feed of IP CCTV cameras must be accessible to authorized personnel in real time.
- b) The authorized personnel may be identified by Zonal Railways to ensure proper monitoring, supervision and also prevent unauthorized access or tampering.
- c) Authorized personnel from other locations should be able to access the feed through a secure connection.

6. Feedback Mechanism

- a) Zonal Railways where CCTV systems are already operational are advised to submit feedback on their performance, including challenges faced, benefits observed, and suggestions for improvement. This feedback will be instrumental in refining the guidelines and ensuring optimal deployment.
- b) Progress and status of the CCTV installation, should be updated in the **Google sheet shared earlier on fortnightly basis.**

In addition to above, the Zonal Railway may add/ modify the instructions as per the local conditions. The Zonal Railways are instructed to take necessary action in this regard. A compliance report detailing the progress of CCTV installation, location-wise coverage, and issues, if any, should be submitted to the Railway Board within 30 days of this letter.



(Alok Tripathi)
Executive Director/FM
Railway Board

Email - tcfm.branch@rb.railnet.gov.in

Copy to – PCOMs/All Zonal Railways – for information and n/a.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली - 110001

No. 2020/TC(FM)/18/17

Rail Bhavan, New Delhi - 110 001, dated 04.11.2024

General Managers,
All Zonal Railways

Sub:- Board's meeting guidelines – provision of CCTV cameras in sidings for monitoring uneven loading / unloading.

Ref:- (i) Board's minutes of meeting held on 25.09.2024.
(ii) Board's letter of even no. dated 18.07.2024 (copy enclosed).

Kindly connect Board's letter of even no. dated 18.07.2024, wherein the Board's direction was conveyed to Zonal Railways for "ensuring the provision of CCTV Cameras in coal handling plant in coordination with the siding owners".

During Board's meeting held on 25.09.2024, it has been further desired that –

"For monitoring and control of uneven loading / unloading, **provision of CCTV cameras with live feed should be ensured in Iron Ore and other sidings** handling similar commodities".

In view of above directions, Zonal Railway are advised to ensure provision of CCTV cameras to cover the loading / unloading terminals handling bulk commodities. It may also be ensured that all loading points inside the terminals are also covered and the CCTV feed may be provided in the respective divisional controls. It is desired that all such locations may be covered by 31.12.2024. The Zonal Railways are advised to take necessary action and ensure compliance of the direction received in the Board's meeting. A fortnightly position in the attached format may also be sent to the Railway Board for appraisal.

DA- As above.


(Ashutosh Mishra)
Joint Director / Freight Marketing
Railway Board
04.11.2024

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

रेल भवन, नई दिल्ली – 110001

No. 2020/TC(FM)/18/17

Rail Bhavan, New Delhi – 110 001, dated 18.07.2024

General Managers,
All Zonal Railways

Sub:- Board's meeting guidelines – provision of CCTV cameras in coal handling plants / sidings.

Ref:- (i) Board's minutes of meeting held on 03.07.2024 and 24.04.2024.
(ii) Board's letter of even no. dated 13.05.2024 (copy enclosed).

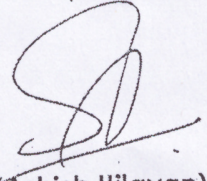
Kindly connect Board's letter of even no. dated 13.05.2024, wherein, Board meeting's direction was conveyed to Zonal Railways for "providing CCTV feeds from coal loading area to be given to Mechanical and Commercial control for real time monitoring of the unloading process".

During Board's meeting held on 03.07.2024, it has been further desired that –

"Zonal Railways to ensure the provision of CCTV Cameras in coal handling plants in coordination with the siding owners".

Zonal Railways are advised to take necessary action and ensure compliance of the direction received in Board's meeting.

DA- As above.


(Ashish Ujlayan)
Dy. Director / Freight Marketing
Railway Board