



वेस्टर्न कोलफील्ड्स लिमिटेड
(कोल इंडिया लि० की अनुषंगी कंपनी)
एक मिनीरत्न कंपनी
भारत सरकार का उपक्रम



5 DECADES OF UNEARTHING ENERGY

सुरक्षा विभाग
"सक्षम, सर्वोत्तम, सर्वज्ञ"

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Ref No: SOP/EV Veh/WCL HQ/ 732

02 May 2026

**OFFICE ORDER- STANDARD OPERATING PROCEDURE
FOR EV VEHICLE PARKING AT WCL HQ**

1. Due to limited parking space at WCL HQ, a systematic framework for the secure parking and charging of official EVs has been developed along with duties/ responsibilities of various Departments which are as follows:

2. **Mandatory External Parking:** All hired EVs must be parked outside the HQ premises during standard working hours (09:00 to 18:00 Hrs daily) at driver's risk.

(i) **Operational Workflow:** After dropping off their respective HODs in the morning, EV drivers are required to park the vehicles to external parking areas i.e. outside WCL HQ premises.

(ii) **Driver Availability:** Drivers must remain stationed with their respective assigned vehicles and ready for immediate recall whenever their assigned HOD requires transit.

Note: This methodology ensures that official EV operations remain seamless without further congesting the internal parking infrastructure at WCL HQ.

3. **Dedicated EV Parking Zone:** A clearly demarcated and exclusive parking area should be allocated for hired cars (EV) within WCL HQ premises as per the below mentioned timelines to ensure organised movement and easy accessibility as per the guidelines:

Day	From	To
Mon-Fri	1800 Hrs	0900 Hrs (Next day)
Sat	1400 Hrs	
Sun	0900 Hrs	

Responsibility: GM (Admin), WCL

4. **Charging Infrastructure:**

i. Availability of sufficient EV charging station is to be ensured for uninterrupted operation of hired electric vehicles and a proper vehicle wise roster is to be maintained. The Vehicle charging shall be undertaken as per the promulgated schedule.

ii. It should be ensured that there is no congestion of vehicles at the charging stations.

Responsibility: GM (E&M)/GM (Admin)

5. Safety & Compliance Measures:

- i. Fire safety provisions and adherence to electrical safety norms must be ensured in Electric Vehicle parking and charging areas.
- ii. Fire safety and fire fighting equipments should be installed at car parking areas and charging stations.
- iii. A certain distance should be maintained between vehicles in parking area to prevent fire/accident spread to other vehicles.

Responsibility: HOD (Security)

- iv. Batteries of electric vehicles should be checked periodically so that any unwanted fire incident can be prevented in time.
- v. No vehicle shall be charged without the physical presence of respective vehicle driver. Also, whilst charging, the vehicle driver will not sit inside the vehicle as this is a safety hazard.

Responsibility: GM (Admin)

6. Access Control & Monitoring:

- i. Entry and Exit of hired Electric Vehicles should be regulated through proper authorisation, with proper vehicle logs. However, Security Deptt shall not authorise/ audit or verify any trips made or visits undertaken which is under the sole purview of respective HODs and/or that of Admin Deptt, WCL.
- ii. It should be ensured that the vehicles are in the office premises or parking area after office hours as prescribed at Para 2 and 3.

Responsibility: HOD (Security)

- iii. CCTV surveillance should be ensured for security and monitoring in parking areas. GM(E&T) is to take a comprehensive survey of vehicle charging sites and undertake needful placement of CCTVs with provision of a monitor/control at ICCS.

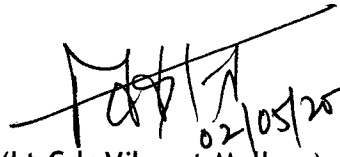
Responsibility: GM (E&T)

7. Maintenance of Entry/Exit details of E-Vehicles from WCL HQ:

E-Vehicles shall be allowed entry/ exit at WCL HQ as per the duly promulgated timings only. The Security person on Main gate shall make a entry/exit of Vehicles upon completion of duty/daily trips. As such, it is compulsory for all vehicles to be parked at WCL HQ after completion of duty.

Responsibility: HOD (Security)

This is issued with the Approval of Competent Authority.


02/05/2026
(Lt Cdr Vikrant Malhan)
HOD (Security)/CSO, WCL

Copy for kind information to:

- TS to Dir (HR), WCL
- GM (E&M), WCL
- GM (E&T), WCL
- GM (Admin), WCL
- GM (Systems), WCL: *w.r.t upload the above document of WCLs Website (SOP)*
- E-Office File No: 2332001