

Government of Maharashtra

Directorate of Information Technology

7th Floor, Mantralaya, Mumbai

Ref. No.: Sankirna-2012/C.R. 37/18

Date: 04th March 2013

To

All Additional Chief Secretaries/ Pr. Secretaries/Secretaries

All Divisional Commissioners

Subject: Guidelines for Implementation of CCTV Cameras in Government Offices.

Dear Sir/Madam,

As per the PIL filed at Mumbai High Court in the month of October 2011, regarding installation of CCTV cameras in Government offices, the Hon. High Court has directed to assess the viability of installation of CCTV cameras in Government offices. This issue was subsequently discussed in cabinet meeting on 07th April 2012 where it was decided to start with some selected Government offices.

In view of this Chief Secretary has conducted meetings/Video Conference with ACS/Pr. Secretaries/Secretaries of different departments and with all divisional commissioners. In these meetings it was discussed that there is a need to install CCTVs in some Govt. departments and their divisions and districts level offices/allied offices/institutes.

During these meetings it was also discussed that broad guidelines will be issues by DIT and tendering process along with the provisions of funds shall be the responsibility of the respective department/office. Head of the department/respective divisional commissioner shall take lead regarding undertaking proper tendering process and provisioning of funds.

Please find enclosed broad technical guidelines.

Thanking You.

Sincerely,


(Rajesh Aggarwal)

IT Secretary

Guidelines for Implementation of CCTV Cameras in Government Offices

Areas to be covered by CCTV Cameras

- ❖ Front Gate (Entry / Exit Points).
- ❖ Corridors of Govt. offices.
- ❖ Area offering citizen services and where interaction with citizens is more.
- ❖ At hospitals, CCTV installation can be done especially in pediatric/gynecology wards but ensure that patient privacy is not violated.
- ❖ At educational institutes, CCTV installation to be done at exam halls.

General & Operational Guidelines

- ❖ The CCTV cameras to be IP based.
- ❖ Ensure that the Products and Solutions adhere to Open standards (i.e. ensure that there are no proprietary standards leading to locking of technology / solution).
- ❖ Basic Video Management System functionality needed to view recorded videos, perform forward and rewind function etc. Designated officials should be able to see live feed or stored feed from their desktops connected to CCTV system through LAN.
- ❖ Video Data to be stored for 7 days on the primary storage (NAS / Disk Based Storage).
- ❖ In some cases if back-up of data is considered essential, then it can be stored at alternate place on DVDs / External Hard Drives.
- ❖ Power backup to be ensured for cameras.
- ❖ Cameras to be mostly fixed type. However, some Pan-Tilt-Zoom (PTZ) CCTV Cameras may be installed in case of specialized requirements.
- ❖ In open areas prone to heat/dust/rainfall, the specifications are slightly different and also, the casing is of better specification (see Annexure 1: Outdoor Cameras).
- ❖ Integrated solution with camera, storage and video management software, with 3 years warranty and maintenance should be purchased. Payment should be done only after User Acceptance Test (UAT) based on satisfactory functioning of cameras for a month, and proper training of staff to handle this.
- ❖ None of the IT / Non-IT equipments proposed by the vendor should be End of Life product. Proposals to be accompanied by the OEM certificate that the product is not end of life product & shall support for at least 5 years from the date of Proposal Submission.
- ❖ Recommended Technical Specifications for indoor, outdoor and PTZ CCTV cameras are enclosed at **Annexure -1**.
- ❖ Proper financial procedures to be followed.



Annexure -1

Recommended Benchmark Specification for the CCTV Cameras

A. Indoor Cameras

#	Parameter	Recommended Minimum Specifications
1.	Video Compression	H.264
2.	Video Resolution	1280 x 720 or above
3.	Frame rate	Minimum 25 fps in all resolutions
4.	Image Sensor	Minimum 1/4" Progressive Scan CCD/CMOS
5.	Lens Type	Fixed Focal/Varifocal
6.	Lens	2.7-8mm, 4x digital zoom
7.	Minimum Illumination	Colour: 1 lux, B/W: 0.5 lux (at 30 IRE)
8.	Image settings	Compression, colour, brightness, sharpness, contrast, white balance, exposure control, backlight compensation
9.	Audio	Built in Microphone
10.	Protocol	HTTP, HTTPS, FTP, SMTP, RTSP, RTP, TCP, UDP, RTCP, DHCP, UPnP, QoS
11.	Security	Password Protection, IP Address filtering, User Access Log
12.	Operating conditions	0 to 50°C
13.	Casing	Tamper Resistant casing for Indoor Environment (Box or Dome)

B. Outdoor Cameras

#	Parameter	Recommended Minimum Specifications
1.	Video Compression	H.264
2.	Video Resolution	1280 x 720 or above
3.	Frame rate	Minimum 25 fps in all resolutions
4.	Image Sensor	Minimum 1/4" Progressive Scan CCD/CMOS
5.	Lens Type	Fixed Focal/Varifocal
6.	Lens	2.7-8mm, 4x digital zoom
7.	Minimum Illumination	Colour: 1 lux, B/W: 0.5 lux (at 30 IRE)
8.	Image settings	Compression, colour, brightness, sharpness, contrast, white balance, exposure control, backlight compensation

#	Parameter	Recommended Minimum Specifications
9.	Audio	Built in Microphone
10.	Protocol	HTTP, HTTPS, FTP, SMTP, RTSP, RTP, TCP, UDP, RTCP, DHCP, UPnP, QoS
11.	Security	Password Protection, IP Address filtering, User Access Log
12.	Operating conditions	0 to 50°C
13.	Casing	Outdoor Cameras (in open sky) to include IP66 Casing. (Box or Dome)

C. PTZ Cameras

#	Parameter	Recommended Specifications
1.	Video Compression	H.264
2.	Video Resolution	1280 x 720 or above
3.	Frame rate	Minimum 25 fps in all resolutions
4.	Image Sensor	1/4" Progressive Scan CMOS / CCD
5.	Lens Type	Fixed Focal/Varifocal
6.	Lens	4x digital zoom, 10x Optical Zoom
7.	Minimum Illumination	Colour: 0.5 lux, B/W: 0.1 lux (at 30 IRE)
8.	Panning Range	360 degrees (endless)
9.	Tilting Range	0 degrees to 90 degrees
10.	Image settings	Compression, colour, brightness, sharpness, contrast, white balance, exposure control, backlight compensation, Auto Tracking, Pre-Set Tour Settings
11.	Audio	Built in Microphone
12.	Protocol	HTTP, HTTPS, FTP, SMTP, RTSP, RTP, TCP, UDP, RTCP, DHCP, UPnP, QoS
13.	Security	Password Protection, IP Address filtering, User Access Log
14.	Operating conditions	0 to 50°C
15.	Casing	Tamper Resistant casing for Indoor Environment

