

**MINUTES OF THE SECOND MEETING OF THE PROJECT IMPLEMENTATION
COMMITTEE (PIC) HELD ON August 19, 2008**

Meeting of the Project Implementation Committee (PIC) on Core IT infrastructure was held in the office of Project Director (IT) at 11:30 hours on Tuesday the 19th August, 2008. The objective of the meeting was to take the B&C and GAD on board on the issues relating to the delivery activities and the procedure.

Following members were present.

1. Mr. Ayaz Ahmed	Project Director/ IT Head	Convener
2. Mr. Javed Iqbal	ADG (B&C)	Member
3. Mr. SMH Qasim Jafri,	Director (IT Ops.)	Co opted Member
4. Mr. Mohammad Sadiq	Director (IT Maint.)	Co opted Member
5. Mr. Mohammad Jamil	Director GAD	Member
6. Mr. Imtiaz Ahmed Khan	Project Manager(IT)	Member
7. Mr. Liaqat Ali	Asstt. Director (IT)	Secretary

The Project Director briefed the meeting on the issues that relates to the activities and the steps of delivery procedure. It is necessary to continuously follow up to avoid delays and authentic delivery of equipment for smooth implementation of the project. Further the meeting was abreast on the progress of the project.

PROGRESS OF THE PROJECT

The equipment to be delivered in all categories have already been reached at vendor's destination and is ready for inspection before it is dispatched and delivered to the concerned regional offices for installation as well as successful operation.

It may be noted that services of Category # 4 is procured on rental basis thus it will not be taken on EOBI's inventory however record for activation and trouble shooting will be maintained.

The equipment of Category # 5 i.e. UPS 15 KVA (2 Nos.) and 6 KVA (32 Nos.) are ready to be delivered but the vendor has refused to perform cabling job due to higher exchange rate of dollar. This matter was put up to the Purchase Committee which has agreed to exclude the cabling work from the purchase order. This work will now be performed as per decision.

The Category # 6 i.e. building of Data Center is in completion stage, the Glass partition along with glass door, false ceiling, electric lights and fire fighting equipments with fire alarm have been installed, server racks have been delivered and one of them is stacked in the Data center. The allied work of vinyl/ porcelain tiles in the Conference room, Reception, Pantry, sliding cable tray, security biometric entrance paint and the supply of furniture is yet to be fulfilled which would still take a couple of weeks.

DELIBERATIONS/ DECISION

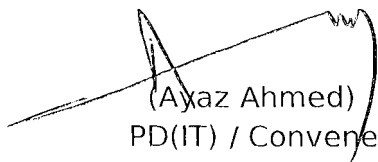
PD(IT) read out the whole delivery procedure, and invited deliberation on each steps.

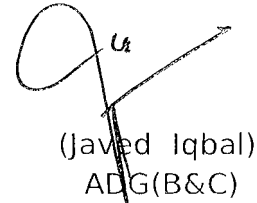
1. Regarding manuals and Cd's etc., the Director (GAD) was of the view that these Cd's should be sent to region instead of stacking at IT Department, the ADG(B&C) however supported to the already mentioned delivery procedure. **It is decided that manual, Cd,s etc shall be kept at IT Department.**
2. ADG(B&C) suggested that **an SOP for the post delivery inspection should be made by IT Department and delivered to all regions for reference.**
3. Putting locks on to computer processor for physical security was discussed in detail and it was decided that if vendor agrees to supply such locks then it will be preferred otherwise **EOBI is not going to spent on this job.**
4. Since inventory specific code for the new IT equipment is not available in the EOBI Operational Manual therefore it is decided to use the existing classified inventory system (Part 13 page 22) however **where necessary unused code may be utilized.**
5. The bar code label and its specifications were discussed, a sample was displayed to the committee. The IT Department, in this regard requires to purchase a “bar code scanner/ reader” along with its database manipulation software. The estimated cost of which is (45,000+25000) Rs.70,000. Moreover, bar code plastic adhesive stickers is also required. **The meeting agreed with the proposed “bar code labeling system” and asked to submit a note for the purchase of “bar code scanner/ reader along with database software”. Director GAD also agree to procure the “bar code plastic adhesive stickers”.**
6. It is proposed that power cabling (power points) work will be performed by regions through their own resources . The necessary instructions required to be issued to regional offices for installation of power points at regional offices. It is proposed that power points of branded

i.e."clipsal", "Bosch" or equivalent may be used. **The meeting agreed to ask regions to take up the work of power points exactly under advise from IT Department however they may charge it to Head Office for the payment which should not be more than Rs. 300/= (Three hundred only) per point.**


7. The List of contacts of regions have been prepared for vendors which required to be reviewed and finalized by B&C for the smooth dispatch/ delivery to regions. ADG(B&C) informed that Nazimabad region will be shifted temporarily on rental place, the address will be available soon. **It is decided that the List of contacts of regions shall be reviewed by B&C.**
8. **It is proposed and decided that delivery process be initiated w.e.f 21-08-08 and completed by end of August 2008.**

The meeting was adjourned with a vote of thanks to the participants.


(Ayaz Ahmed)
PD(IT) / Convener PIC

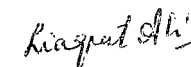

(Javed Iqbal)
ADG(B&C)


(S.M.H. Qasim Jafri)
Director (IT Ops.)


(Mohammad Sadiq)
Director (IT Maint.)


(Mohammad Jamil)
Director(GAD)


(Imtiaz Ahmed Khan)
Project Manager


(Liaqat Ali)
Asstt. Director (IT Ops.)