

Case File Number: BU-HO/DIT/2021/146

File Owner: DD IT (Software)

Case File Title: Miscellaneous Item - IT Directorate

Minute 194

1. Miscellaneous items required by IT Directorate is attached at Enclosure 29.
2. It is requested to grant approval of around **Rs.22,259 /-** for procurement of the same, please.

Asim Abbas

(DD IT (Software))

12 Feb 2025 12:40

Director IT

Minute 195

M-194 is recommended please.

Rizwan Aamir

(Director IT)

12 Feb 2025 14:00

Director Admin (Safety & Security)

Minute 196

FNA please.

Commodore (Retd) Mohammad Tahir SI(M)

(Director Admin (Safety & Security))

12 Feb 2025 14:09

Deputy Director (Admin) - HO

Minute 197

Please process.

Captain Sagheer Ahmad PN

(Deputy Director (Admin) - HO)

12 Feb 2025 14:24

Assistant Director (Admin & Sports)

Minute 198

1. The stationery demand has been checked and found generally ok. However following items require rationalization:
 - a. Quantity of Cells AAA Energizer may be reduced to 12 instead of 24.
 - b. Quantity of Tissue Boxes (Rose Petal) Tulip Regular may be reduced to 12 instead of 30.
2. Above in view, it is recommended that the file may be returned to the initiator for addressing the above mentioned observations, please.

Lt Cdr (Rtd) Nigah Ali Shah PN

(Assistant Director (Admin & Sports))

13 Feb 2025 9:10

Director Admin (Safety & Security)

<p><u>Minute 199</u></p> <p>FNA please.</p> <p><u>Commodore (Retd) Mohammad Tahir SI(M)</u> (Director Admin (Safety & Security)) 13 Feb 2025 9:49</p> <p><u>Director IT</u></p>
<p><u>Minute 200</u></p> <p>Please discuss.</p> <p><u>Rizwan Aamir</u> (Director IT) 13 Feb 2025 10:04</p> <p><u>DD IT (Software)</u></p>
<p><u>Minute 201</u></p> <p>1. The proposed adjustments to our stationery request as per M-198, The requirement for the requested items is clarified as follows:</p> <p>a. Tissue Boxes (Rose Petal) Tulip Regular: We have more than 15 officers who use tissue boxes and we place orders every three months. Considering your recommendation vide M-98, we can reduce the quantity to 20 instead of 30.</p> <p>b. AAA Energizer Cells: These batteries are essential for the MIC, LCD/Multimedia remote controls used in regular meetings held in the VLC and the first-floor conference room, as well as used in laser mouse used by officers in IT dte. Given their increased usage during these meetings and their critical role, we are unable to reduce this requirement.</p> <p><u>Asim Abbas</u> (DD IT (Software)) 14 Feb 2025 14:50</p> <p><u>Director IT</u></p>
<p><u>Minute 202</u></p> <p>Pl attach the updated demand form.</p> <p><u>Rizwan Aamir</u> (Director IT) 17 Feb 2025 9:06</p> <p><u>DD IT (Software)</u></p>
<p><u>Minute 203</u></p> <p>1. Updated demand form is attached at Enclosure 30</p> <p>2. It is requested to grant approval of around Rs.20,389 /- for procurement of the same, please.</p> <p><u>Asim Abbas</u> (DD IT (Software)) 17 Feb 2025 9:53</p> <p><u>Director IT</u></p>
<p><u>Minute 204</u></p> <p>M-203 is recommended pl.</p> <p><u>Rizwan Aamir</u> (Director IT) 17 Feb 2025 9:59</p> <p><u>Director Admin (Safety & Security)</u></p>
<p><u>Minute 205</u></p> <p>FNA please.</p>

Commodore (Retd) Mohammad Tahir SI(M).
(Director Admin (Safety & Security))
17 Feb 2025 10:47

~~Deputy Director (Admin) - HO~~

Minute 206

FNA, please.
Captain Sagheer Ahmad PN
(Deputy Director (Admin) - HO)
17 Feb 2025 10:58

~~Assistant Director (Admin & Sports)~~

Minute 207

The stationery demand amounting to Rs.20,389/- of IT Directorate has been checked and verified as per RRC list and submitted for approval of Director Admin, please.

Lt Cdr (Rtd) Nigah Ali Shah PN
(Assistant Director (Admin & Sports))
18 Feb 2025 10:24

~~Deputy Director (Admin) - HO~~

Minute 208

Recommended for kind approval please.
Captain Sagheer Ahmad PN
(Deputy Director (Admin) - HO)
18 Feb 2025 10:30
~~Director Admin (Safety & Security)~~

Minute 209

Availability of funds is requested please.
Commodore (Retd) Mohammad Tahir SI(M).
(Director Admin (Safety & Security))
18 Feb 2025 10:43
~~Treasurer~~

Minute 210

1. FNA Please

Cdre (Retd) Muhammad Siddique SI (M).
(Treasurer)
18 Feb 2025 12:02
~~DD Accounts~~

Minute 211

1. Funds are available.
2. M-207 for Rs 20,389/- is recommended for approval of the Director Admin, please.

Asrar Khan
(DD Accounts)
18 Feb 2025 18:56

<div>Treasurer</div>
<div>Minute 212</div> <div>M-207 for Rs 20,389/- is recommended for approval of the Director Admin please.</div> <div>Cdre (Retd) Muhammad Siddique SI (M).</div> <div>(Treasurer)</div> <div>19 Feb 2025 15:22</div> <div>Director Admin (Safety & Security)</div>
<div>Minute 213</div> <div>M-207 for Rs 20,389/- approved.</div> <div>Commodore (Retd) Mohammad Tahir SI(M).</div> <div>(Director Admin (Safety & Security))</div> <div>19 Feb 2025 15:49</div> <div>Deputy Director (Admin) - HQ</div>