

## NOMINATION PROFORMA FOR MOAVINEEN-E-HUJJAJ FOR HAJJ-2022

|  |   |
|--|---|
| Paste a visible copy of front side of CNIC<br>(Attested) | Paste a visible copy of back side of CNIC<br>(Attested)   |
| 1.   | Name of the Nominee:  |
| 2.   | Father's / Husband's Name:  |
| 3.   | Mother's Name:  |
| 4.   | Name & address of Department:   |
| 5.   | Designation with BPS:   |
| 6.   | Date of joining Govt. service:  |
| 7.   | Date of Birth (according to CNIC):  |
| 8.   | Passport No. (must be valid upto 1 <sup>st</sup> February, 2023): _____<br>Date of Issue: _____ Date of expiry: _____ |
| 9.   | Domicile: _____ District: _____ Province: _____   |
| 10.  | No. of Hajj duties performed previously<br>(Year-wise if any)   |
| 11.  | Residential Address:  |
| 12.  | Personal / Residential contract No.   |
| 13.  | Office contract No.   |

**Undertaking:** I hereby solemnly affirm and undertake that I will abide by the Policy and instructions of the Ministry of Religious Affairs & Interfaith Harmony pertaining to Hajj Operation-2022. I also undertake that I will not directly, indirectly, physically or telephonically contract the authorities of the M/o RA&IH for any undue favor. I further undertake that, if I am involved in any political, ethnic, and sectarian activity than my selection will be liable to be cancelled as well as disciplinary action under prevailing rules and regulations to be taken by my parent department. Clearance / inquiry, if any required will be made through my respective Division / Department. I also declare that none of my spouse/family member is performing Hajj duty during Hajj-2022. The given information is correct to be best of my knowledge / belief and nothing has been concealed to avail any undue benefits. The M/o RA&IH may reject my nomination altogether if the information is found deficient / incorrect/fabricated.

**Verification and Guarantee by the Department:** The nominee shall abide by the policy / rules of the M/o RA&IH /Directorate General of Hajj, Jeddah and in case of disobedience of any type; the nominating authority will take disciplinary / punitive action under the rules against him. The information given by the nominee is verified. Any wrong information provided can lead to disciplinary proceedings and even cancelation of nomination.

|                  |  |
|------------------|--|
| Name of officer: |  |
| Official Stamp:  |  |
| Contract No.     |  |

**MEDICAL FITNESS CERTIFICATE**

**(must be verified from authorized Medical Attendant (Federal / Provincial))**

No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that I have personally examined Mr/Ms/Mrs \_\_\_\_\_ and declare that he / she is physically and mentally fit for performance of duty at Kingdom of Saudi Arabia as member of Hajj Medical Mission for Hajj-2022.

**SERVICE AND NO OBJECTION CERTIFICATE**

**(must be verified by the administration of the department)**

Personal File No. \_\_\_\_\_

Date: \_\_\_\_\_

It is certified that Mr/Ms/Mrs \_\_\_\_\_ is working as \_\_\_\_\_ in BPS \_\_\_\_\_ in this department since \_\_\_\_\_. This department has no objection on his / her selection as member of Moavineen-e-Hujjaj for Hajj-2022 and his proceeding to Kingdom of Saudi Arabia for performance of duty under the supervision of Ministry of Religious Affairs & Interfaith Harmony. Furthermore, the officer / official is a regular employee and not on adhoc, deputation or on daily wages. No disciplinary or criminal proceedings are underway against his / her.

**SELECTION OF MOAVINEEN-E-HUJJAJ FOR HAJJ-2022**  
**ACCEPTANCE FORM**

|                                  |  |
|----------------------------------|--|
| Name:                            |  |
| Father's Name:                   |  |
| Mother's Name:                   |  |
| Date of Birth:                   |  |
| Name of Department:              |  |
| Designation with BSP:            |  |
| CNIC No.                         |  |
| Domicile:                        | District: (                    )                    Province: (                    ) |
| Passport No.                     |  |
| Date of expiry of Passport:      |  |
| Residential / Postal<br>Address: |  |
| Contract:                        | In Pakistan:<br>In KSA (if any):   |

I have carefully read and understood all the terms & conditions contained overleaf of Ministry of Religious Affairs & Interfaith Harmony and accept to become a part of Moavineen-e-Hujjaj-2022. I shall abide by all the instructions issued time to time by the Ministry of Religious Affairs & Interfaith Harmony as well as Directorate General of Hajj, Jeddah throughout my duty at Kingdom of Saudi Arabia.

Signature: \_\_\_\_\_

**SURETY BOND**

The BOND dated the \_\_\_\_\_ day of \_\_\_\_\_ executed by  
Mr. / Ms \_\_\_\_\_ S/O / D/O \_\_\_\_\_ residing at  
\_\_\_\_\_ herein after called the Nominee and the Head  
of the department of the \_\_\_\_\_ herein in called the \_\_\_\_\_  
do hereby give Surety that the Nominee i.e. Mr. / Ms \_\_\_\_\_  
shall perform duty to the entire satisfaction keeping within the SOPs / Saudi Taalimaat / Rules  
& Regulation of Kingdom of Saudi Arabia (KSA) in the wake-of Covid-19, etc. And whereas the  
institution and the nominee has accepted that in case of any violation to the SOPs / Saudi  
Taalimaat / Rules & Regulation of KSA and subsequent fine of whatever limit shall be borne by  
the perpetrator i.e. Mr. / Ms \_\_\_\_\_ from his / her own budget.  
And whereas it is also do hereby assured that neither He / She (the nominee) nor the  
institution ( \_\_\_\_\_ ) shall claim any liability on the part of M/o RA & IHJ for  
payment of the amount of fine.

(Not below Grade-17)

| EMPLOYEE   | SURETY - I |
|------------|------------|
| Name:      | Name:      |
| Signature: | Signature: |
| Address:   | Address:   |
| CNIC:      | CNIC:      |

| SURETY - II |
|-------------|
| Name:       |
| Signature:  |
| Address:    |
| CNIC:       |

## Eligibility Criteria for Moavineen-e-Hujjaj-2022

|       |   |
|-------|---|
| i.    | He/she should be a regular employee in BS-07 to BS-17 / BS-18*. (Nominees below BS-07 and above BS 17 / BS-18 are not eligible)<br><b>*only Section officers in BS-18 (OMG Officers) shall be eligible</b>  |
| ii.   | Demonstration of adequate digital literacy by the candidate. Well versed with use of Smartphone, Apps (Google Maps. <b>Pak Hajj Muavin</b> developed by PITB). Willingness to use Smartphone, internet at own expense during Hajj Moavin duty with no later reimbursement of expense from the M/o RA & IH.  |
| iii.  | Candidate's willingness to meet any unforeseen requirement and expenses in wake of COVID-19 for instance any new COVID-19 test with no later reimbursement of expense from the M/o RA & IH.   |
| iv.   | He/she should be mentally and physically fit to stand the rigors of duty for long duration of Hajj season in Kingdom of Saudi Arabia.   |
| v.    | Preference would be given to the officer / official who are <u>well versed with Arabic</u> as well as having religious bent of mind.  |
| vi.   | Disabled/handicapped persons, who cannot perform proper duty or persons suffering from <u>contagious diseases</u> i.e. Polio etc. should <u>not</u> be recommended in any case.   |
| vii.  | He/she shall not be less than <u>25 years</u> and more than <u>50 years of age</u> as on 31.12.2022 (persons having D.O.B before 31.12.1972 and after 31.12.1997 are not eligible).   |
| viii. | He/she should <u>minimum</u> be matriculate.  |
| ix.   | Moavineen (Repeaters) who have performed duty any time in Kingdom of Saudi Arabia (KSA) <u>are not allowed</u> , only fresh nominees are called this time. <u>Separate Nominations</u> would be called for repeater Moavineen, if required.   |
| x.    | He/she should <u>not</u> have any criminal record. Family members of welfare staff shall not be allowed to proceed to KSA for performance of Hajj duty.   |
| xi.   | He/she must invariably declare if his/her spouse/family member is also performing Hajj duty, failing which he/ she will be repatriated and all DAs as well as expenditure incurred upon him / her would liable to be returned to this Ministry by the defaulter.  |
| xii.  | Any officer / official, if <u>tries to maneuver / manipulate</u> for his / her induction as member Moavineen-e-Hujjaj, <u>initiation of strict</u> disciplinary action would be recommended to the respective controlling department.   |
| xiii. | Moavineen may come across unforeseen requirements and expenditures, on account of COVID-19, like the latest COVID-19 test report, Antibodies test report or any other. Nominees must be informed upfront that possibility of incurring these expenditures would be borne by them out of their pocket, with no later reimbursement from the M/o RA&IH.   |
| xiv.  | Digital literacy of Moavineen plays an important role in enhancing their efficiency and effectiveness. Moavineen must be well versed with use of Smartphone / internet and Apps (Google Maps. <b>Pak Hajj Muavin</b> developed by PITB). However, expense incurred due to use of Smartphone / internet shall NOT be borne by Ministry of RA&IH. Moavineen shall invariably keep their smart phones on with location and active internet package and battery backup. Excuse as to running out of battery or balance shall NOT be acceptable. |
| xv.   | Moavineen must <u>be corona</u> vaccinated and have a valid attested certification cater to the requirements of KSA.  |
| xvi.  | Moavineen must be well-versed with the usage of <u>knowledge</u> of IT system and android / iphone-based applications / other applications of KSA for performance of Umrah, Nimaz and Hajj Obligations etc.   |

