

**TIME LIMIT
MOST URGENT**

Dy. No. 216 /PS DIGIT
Dated 28-01-2020

Diary No. 137/PCB
Dated 28/01/2020
Punjab Police Officer Bureau,
CPO, Punjab, Lahore.



No. SO(S-II)92/G/2020
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT

SECTION (SERVICES-II)

Dated: Lahore the, 27th January, 2020.

To

The Provincial Police Officer,
Punjab, Lahore.

Subject: NOMINATION AS MEMBER MOAVINEEN-E-HUJJAJ FOR HAJJ-2020.

Kindly refer to the subject narrated above and find attached herewith a reference No.SOP-I(S&GAD)8-1/93 (Vol-IV), dated 24.01.2020 alongwith its enclosures, for nomination as member Moavineen-e-Hujaj for Hajj, 2020, with the request to send nominations of PSP Officers (BS-17 to 19) on the prescribed proforma, till 27.01.2020 before office closing hours for bailing in S&GAD, for further necessary action.

(Signature)
27.01.2020
(NAUMAN ALI DOGAR)
Section Officer (Services-II)

OFFICE OF THE PROVINCIAL POLICE OFFICER/IGP, PUNJAB, LAHORE.

No. 93/EXEC-III, Dated: 28-01-2020.

A copy of the above alongwith its enclosures (which may be downloaded from the website of Punjab Police i.e www.punjabpolice.gov.pk /download) is forwarded for information and necessary action to all Heads of Police in Punjab with the request to furnish the nominations of above mentioned officers by 29.01.2020.

(Signature)
(SYED KHURRAM ALI) PSP
DIG/Headquarters,
for Provincial Police Officer/IGP,
Punjab.

- All Staff Officers in CPO, Punjab.
- DIG, I.T, CPO, Punjab with the request to upload the copy of this office and its enclosures on the website of Punjab Police immediately.

*For immediate
action and put
report of compliance*

Ans
28.01.20
SA/PCB

Co-I

(Signature)
28/1

TIME LIMIT
THROUGH SPECIAL MESSENGER
OUT TODAY/ TOP PRIORITY



99210906

Email: sectionpjsag@qinlan.com

NO. SOP-1 (S&GAD)8-1/93 (Vol-IV)
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT

SECTION (PERSONNEL-I)

Dated Lahore the 24th January, 2020

To

The Section Officer (Services-II),
Government of the Punjab,
S&GAD.

Subject: NOMINATION AS MEMBER MOAVINEEN-E-HUJAJ FOR HAJJ-2020

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No.F2(1)/2020-PW dated 08.01.2020 *alongwith its enclosures*, received from the Ministry of Religious Affairs and Inter-Faith Harmony, Govt. of Pakistan, with the request to send nominations of PSP Officers (BS-17 to 19) on the prescribed proforma, till 27.01.2020 before office closing hours for balloting in S&GAD.

M. M. / cel
24.01.2020
SECTION OFFICER (PERSONNEL-I)

No & Date Even:-

A copy is forwarded to:-

- I DIG (Establishment), IGP, Punjab, Lahore, with the request to send nominations of PSP Officers (BS-17 to 19) on the prescribed proforma (Copy enclosed), till 27.01.2020 before office closing hours for balloting in S&GAD.
- II PA to Additional Secretary (Admn), S&GAD.
- III PA to Deputy Secretary (Personnel), S&GAD.

SECTION OFFICER (PERSONNEL-I)

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTER-FAITH HARMONY

No. F. 2(11)/2020-PW

Islamabad, the 08th January, 2020

The Chief Secretary,
Government of the Punjab,
Lahore



Subject: NOMINATION AS MEMBER MOAVINEEN-E-HUJJAJ FOR HAJJ-2020

I am directed to refer to the subject cited above and to say that as per practice in vogue Federal Government intends to depute a contingent of Moavineen-e-

and contingents are required for their deployment in Hajj-2020. Hajj duty for welfare and facilitation of intending pilgrims proceeding to perform Hajj-2020.

2. In this context, suitable nominations without mentioning principal or alternate, of 120 (one hundred & twenty) officers / officials (BS-7 to 17) from different cadre and 20 (twenty) officers from PMS, PSP & PAS (BS-17 to 19) but no repeaters may be furnished to this Ministry, subject to observing enclosed Criteria, Terms of References (ToRs) and Duties & Responsibilities which are liable to be amended at any point of time by the competent authority. The final selection (s) of 60 (officers & officials of BS-7 to 17) and 10 officers (PMS, PSP & PAS of BS-17 to 19) will be made by the selection committee after taking interviews of the nominated officers & officials. The nominations must accompany with following attested legible copies of the documents (01 sets each):

- i) Original passport shall be submitted to the Director Moavineen-e-Hujjaj-2020 at the time of final selection).
- ii) 02 colored photographs with blue background (Passport Size)
- iii) Two photo copies of CNIC
- iv) Two photo copies of the Office Card
- v) Copy of Pay Slip (January, 2020)
- vi) Acceptance Form duly filled in by the nominee and countersigned
- vii) NUC of the Department

Tentative package amounting to Rs. 520,740/- and Rs. 407,880/- as per following break-up will be paid by the respective Provincial Government on behalf of the employees (BPS 07 to 16 and BPS-17 to 19) respectively, irrespective of their stay at Kingdom of Saudi Arabia:

| Description | Air-fare | DA 45 days (1 SR= 44 Pak Rupees) | Hujjaj Mohafiz Fund | Total Amount |
|-------------|--------------|-------------------------------------|---------------------|---------------|
| BS-17 to 19 | Rs.148,000/- | Rs.372,240/- (@ SR.188 per day) | Rs.500/- | Rs.520,740 /- |
| BS-07 to 16 | Rs.148,000/- | Rs.259,380/- (@ SR.131 per day) | Rs.500/- | Rs.407,880/- |

(The above package is on notional basis and subject to increase / decrease in the wake of US\$

4. The payment will be made in advance through a pay order of bank draft in the name of Secretary, Ministry of Religious Affairs & Interfaith Harmony, Islamabad. Furthermore, any enhancement in the package would be liable to be paid by the respective Ministry / Division which will be intimated Ministry later on. The Ministry vendor & Account number as under:

Vendor No. 30039297- Pilgrims Welfare Fund
Account No. 06027900459301

Contd/P-2

S&GAD
Diary No. 186
15-01-2020
(P-I)
(P-II)
(P-III)
(P-IV)

CS

14 JAN 2020

A.C.S. Services
As Admn
12-13-2020

A.S (Admn)
S&GAD
D.# 120

D.S (Admn)
DS (P)
P.S/PA


15/1/2020
S.O.P-1
urgent

per out of
16-01-2020

5. It is imperative to inculcate that members of Moavineen-e-Hujjaj are being sent to KSA on a sacred mission and now it is their duty to ensure a commensurate degree of service to the pilgrims.

6. It may also be noted that Ministry of Religious Affairs & Interfaith Harmony reserves the right to accept / reject any or all nominations without assigning any reason. Furthermore, if any selected member of Moavineen-e-Hujjaj founds with unsatisfactory performance or involves in any political, ethical or obnoxious activity during his / her stay at KSA he / she shall be liable to be repatriated to Pakistan immediately on his / her cost, along with recommendation for initiation of strict disciplinary action under the relevant rules and regulations.

7. The nominations must reach to this Ministry latest by 03rd February, 2020, and no nomination will be entertained if receives after said cut of date.


(RANA M. NAZIM KHAN)
Section Officer (PW)

a) Eligibility Criteria

- i. He/she should be a regular employee in BS-07 to BS-17. (Nominees below BS-07 and above BS-17 are not eligible)
- ii. 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.
- iii. Preference would be given to the officer / official who are well versed with Arabic as well as having religious bent of mind.
- iv. Disabled/handicapped persons, who cannot perform proper duty or persons suffering from contagious diseases i.e. Polio etc. should not be recommended in any case.
- v. He/she shall not be less than 25 years and more than 50 years of age as on 31.12.2020 (persons having D.O.B before 31.12.1970 and after 31.12.1995 are not eligible).
- vi. He/she should minimum be matriculate.
- vii. Moavineen (Repeaters) who have performed duty any time in Kingdom of Saudi Arabia (KSA) are not allowed, only fresh nominees are called this time. Separate Nominations would be called for repeater Moavineen, if required.
- viii. He/she should not have any criminal record.
- ix. Family members of welfare staff shall not be allowed to proceed to KSA for performance of Hajj duty.
- x. 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.
- xi. Any officer / official, if tries to maneuver / manipulate for his / her induction as member Moavineen-e-Hujjaj, initiation of strict disciplinary action would be recommended to the respective controlling department.

b) Duties and Responsibilities:

- i. Induction of Hujjaj in the building in Makkah Mukarramah and Madina Munawwarah.
- ii. To render welfare services such as providing guidance/assistance to pilgrims who lost their way, family member(s) and luggage etc in Kingdom of Saudi Arabia.
- iii. To take ailing pilgrims to Hospitals and arrange burial of deceased pilgrims in coordination with concerned authorities in Saudi Arabia.
- iv. To keep liaison with Saudi Authorities/Makatibs/Directorate General of Hajj Jeddah/Makkah Mukarramah/Madina Munawwarah with regard to pilgrims complaints and their welfare.
- v. To ensure proper arrangement/provision of buses to transport the pilgrims from Jeddah/Makkah Mukarramah and Madinah Munawwarah.
- vi. To ensure that all pilgrims are adequately provided residence and accommodation in the respective Makatib, as per criteria laid down by the Saudi Authorities.
- vii. To be responsible for the establishment of Sector Offices according to the buildings hired for pilgrims in consultation with Directorate General of Hajj, Jeddah/Makkah Mukarramah.
- viii. To assist, in coordination with the Moassassah South Asia, for resolving any problem related to the welfare of Hujjaj under the direction of shift Incharge.
- ix. To coordinate and facilitate the move to Mina on 7th Zil Hajj.
- x. To patrol pilgrims route and to provide assistance and direction/guidance where necessary.
- xi. To maintain the central offices and guide posts under the Hajj move order for rapid response guidance to lost pilgrims in Mashair.
- xii. To ensure provision of buses/train tickets on 9th Zilhaj for movement to and from Arafat and to provide any other back up services as directed by DG (Hajj) or any other senior officer on duty.
- xiii. Any other duty assigned by Directorate General of Hajj, Jeddah/Makkah Mukarramah and Madinah Munawwarah or Director Moavineen-e-Hujjaj from time to time.
- xiv. To establish guide station at entrance/exit at Jamrat.
- xv. Ensure timely distribution of food to Hujjaj in a respectable manner.
- xvi. To visit kitchens of the catering companies to ensure quality of food according to Pakistani taste.
- xvii. Coordinate with the catering companies to resolve the issue of quality, quantity and delivery of food in stipulated time.
- xviii. Jacket provided by the Director General of Hajj, Jeddah is compulsory to wear during duty for easy identification by the pilgrims, failing which strict disciplinary action will be taken against all defaulters by the Disciplinary Committee.

Contd/P-2

c) Terms of References:

- i. Ministry of Religious Affairs and Interfaith Harmony will arrange air passage for Moavineen from Pakistan to Jeddah and back.
- ii. While on Hajj duty in Saudi Arabia, they will be provided free accommodation at modest and functional scale by the Ministry of Religious Affairs.

BPS-17 and staff in BPS-07 to 16 respectively for each day of duty in Saudi Arabia will be paid, subject to maximum of 45 days. Beyond 45 days, approval of Secretary (RAS&H) is required.
- iv. No facilities other than those specified above will be provided by the Ministry of Religious Affairs and Interfaith Harmony, Islamabad and Directorate General of Hajj, Jeddah.
- v. While in Saudi Arabia Director, Moavineen will be completely under the administrative and operational control of Director General Hajj, Jeddah who will be the overall Incharge of Hajj operation.
- vi. A member Moavineen-e-Hujjaj contingent will be liable for repatriation to Pakistan immediately if found failing to perform his duties satisfactory, apart from refund of all expenses incurred by Government of Pakistan on his deputation to Saudi Arabia.
- vii. During the term of his duty, a member Moavineen-e-Hujjaj contingent will not associate or affiliate himself with any social, political or religious group or be involved in any controversy, political, sectarian or otherwise within or outside Pakistan.

Contingent members of Moavineen-e-Hujjaj and Welfare Staff Moavineen-e-Hujjaj should not do anything, which may impair the image of Pakistan in general and that of the Ministry of Religious Affairs and Directorate General of Hajj Jeddah.
- ix. The terminology of 'Sector Commander' etc as Incharge of Welfare Staff-Moavineen force to be deployed in different sectors set up for facilitation of Hujjaj at Makkah Mukarramah/Madinah Munawwarah will not be used. The use of said terminology in a foreign country is in contravention of Geneva Convention and against the diplomatic norms/relations between the two countries.
- x. The photographs on Passports should be in Civil dress and not in uniforms of Pakistan Armed Forces/Police/Rangers etc. That is also against diplomatic norms between the two countries as the Moavineen are being sent for Welfare of the Hujjaj.
- xi. Requests for Change of Booking/change of destination from the individual member or a group will not be entertained at any cost except in extreme emergency cases and with prior approval of D.G (Hajj), Jeddah.
- xii. Director Moavineen will be responsible for placement of members of Moavineen in sector offices established in different sectors at Makkah Mukarramah and Madinah Munawwarah in Saudi Arabia in consultation with D.G (Hajj), Jeddah.
- xiii. The behaviour of members of Moavineen should be polite, submissive at all costs and quite in consonance with the dignity given by Allah, the Almighty to the Hujjaj irrespective of any circumstances or aggressive posture shown by the Hujjaj towards the Moavineen.
- xiv. The rude, rough or apathetic attitude towards the Hujjaj and also towards their colleagues will not be tolerated and liable to be explanation if repatriated.

The Committee will consist of the members of the Ministry of Religious Affairs Saudi Arabia quite unobserved and will submit a report on their performance after completion of the Hajj operation to the Ministry. The composition of the Committee will, however, not be notified.
- xvi. The Director Moavineen will submit a Performance Evaluation Report covering all relevant areas of operation including performance of each member of the contingent to the Ministry of Religious Affairs and Interfaith Harmony, within one month of the conclusion of the Hajj 2020.
- xvii. Review appeals may be filed before Director General of Hajj, Jeddah against the decisions of Disciplinary Committee.
- xviii. The Ministry of Religious Affairs & Interfaith Harmony has the right to reject / cancel any seat / selection at any time prior to the acceptance of nomination.
- xix. Each member of Welfare Staff would be required to contribute a non-refundable amount of Rs.500/- into the Hujjaj Mohafiz Scheme. The said scheme would compensate Hujjaj/Welfare Staff in cases of death/ loss of limb.

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 Address: | |
| Contract: | In Pakistan: 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-2020. I shall abide by all the instructions issued time to time
میں نے اس سے پہلے تمام شرائط اور حالات کو گہرا خیال سے پڑھا اور سمجھا اور اس سے اتفاق کرتا ہوں کہ میں 2020ء کے حج موافقین کے حصے میں آؤں گا۔ میں تمام جاری ہونے والی ہدایتوں اور نصابوں کو اپنی فرائض کے دوران سعودی عرب کے ہجرت کے دوران اپنی ذمہ داریوں کے ساتھ پورا کروں گا۔

Signature: _____

NOMINATION PROFORMA FOR MOAVINEEN-E-HUJJAJ FOR HAJJ-2020

| | |
|--|--|
| Paste a visible copy of front side of CNIC (Attested) | Paste a visible copy of back side of CNIC (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 st March, 2021): _____ Date of Issue: _____ Date of expiry: _____ Province: _____ |
| 10. | No. of Hajj duties performed previously (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 regulations of the Ministry of Affairs & Interfaith Harmony pertaining to Hajj Operation-2020. I also undertake that I will not directly, indirectly, physically or telephonically contract the authorities of the M/o RA&H 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-2020. 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&H will take disciplinary / punitive action if the information is found deficient / incorrect / fabricated.

Verification and Guarantee by the Department / 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 cancellation 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-2020.

| | |
|-----------------------------|--|
| | |
| Official stamp & signature: | |
| Contract No. | |

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-2020 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.

| | |
|------------------|--|
| Name of officer: | |
| Official stamp & | |
| | |
| Contract No. | |