

Government of Pakistan  
Ministry of Religious Affairs & Interfaith Harmony

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No.F.6(4)/2017-HGOs

Islamabad, the 3<sup>rd</sup> August, 2017.

The Chairman,  
HOAP.

Subject: **SUBSTITUTION OF HUJAJ FOR HAJJ 2017.**

Dear Sir,

I am directed to refer to the subject noted above and state that in pursuance of Clause C(X) of SPA-2017, the Ministry devised following procedure for entertaining substitution cases:-

- a. Request for substitution may be sent to SO(HGO) on company letter head, alongwith stamp paper duly signed by dropped out haji (on the attached format) and attested by Notary Public.
- b. Such requests may be sent well in time for process and approval.
- c. A Committee has been constituted which will examine and approve the substitution cases, within three days of its receipt.
- d. In normal circumstances, the Committee will approve substitution cases to the extent of 5% only, whereas in exceptional circumstances the Committee will approve over and above 5% only on hardship basis i.e. death or serious illness with documentary proof.
- e. There will be no fee for substitution cases.
- f. The Ministry will not entertain substitution cases after generation of e-number and endorsement of visa.

(Azhar Iqbal Hashmi)  
Section Officer (HGOs)

Copy to:

1. Section Officer (Monitoring)
2. AD(IT) – with the request to upload on the website of the Ministry.

Rs. 10

**Affidavit for substitution – Hajj 2017**

I, (name of Haji) \_\_\_\_\_ s/o/do \_\_\_\_\_ CNIC No. \_\_\_\_\_ affirmed that I had applied for Hajj 2017 through M/s \_\_\_\_\_ (Enrolment No. \_\_\_\_\_). Due to personal reasons, I cannot proceed for Hajj 2017. I, therefore, with-draw my hajj application and I have no claim against the said company. I have received back the Hajj dues. Further, I have no objection on substitution if carried out by the above HGO against my seat.

(Name of Haji) \_\_\_\_\_

Contact Number \_\_\_\_\_

Hajj Application No. \_\_\_\_\_

Signature \_\_\_\_\_

Thumb impression \_\_\_\_\_

Verified by HGO (Chief Executive/Director)

Stamp of the company \_\_\_\_\_

Name and signature \_\_\_\_\_

Dated \_\_\_\_\_

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No.F.6(4)/HGOs-2017

Islamabad, the 3<sup>rd</sup> August 2017.

**NOTIFICATION**


Subject: **SUBSTITUTION OF HUJJAJ UNDER PRIVATE HAJJ SCHEME – 2017.**

The following Committee is constituted to examine and approve the cases of substitution of Hujjaj under Private Hajj Scheme – 2017:-

1.	Joint Secretary (Hajj)	Chairman
2.	Deputy Secretary (HP)	Member
3.	Section Officer (Monitoring)	Member
4.	Section Officer (HGOs)	Member/Secretary

2. All cases of substitution shall be placed before the Committee. Substitution upto 5%, as per Clause C(X) of SPA-2017 shall be allowed by the Committee without any reason/justification of substitution. However, substitution over and above 5% shall be allowed by the Committee only in case of death or serious illness.

3. This issues with the approval of Secretary, MORA.

  
(Azhar Iqbal Hashmi)  
Section Officer (HGOs)

Distribution: -

1. All members of the Committee
2. PS to Secretary.
3. PS to Additional Secretary.