

**IMMEDIATE**

Government of Pakistan  
Ministry of Religious Affairs  
& Interfaith Harmony

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No. 1(7)/2018-HP

Islamabad, the 22<sup>nd</sup> February, 2018

**OFFICE MEMORANDUM**

Subject:- **LABOUR/LOW PAID EMPLOYEES SPONSORED BY PUBLIC SECTOR ORGANIZATION/CORPORATE ENTITIES FOR HAJJ-2018.**

The undersigned is directed to state that as per clause-7(XI) of Hajj Policy-2018, approved by the Federal Cabinet, Labour/low paid employees of Public Sector Organizations/Corporate entities will be accommodated against reserved seats subject to payment of Hajj dues under the concept of "Corporate Social Responsibility (CSR)".

2. It is, therefore, requested that the corporate sector entities and public organizations (through their respective Ministry/Department) working under your administrative control may please be directed to furnish the list of employees on the prescribed proforma. Moreover, due to limited availability of seats, the Ministry will review and short list the applicant(s) on case to case basis and consider only those applications of corporate entities and public sector organizations received on prescribed Proforma. The procedure/TORs and proforma is available on MORA & IH's website i.e. [www.hajjinfo.org](http://www.hajjinfo.org).

3. The **nominations must reach this Ministry by 30<sup>th</sup> March, 2018**, enabling this Ministry to decide the cases timely. **Applications received after due date will not be entertained by the Ministry.**



(Tahir Ehsan)

Joint Secretary (Hajj)  
Ph: 051-9201688

All Ministries/ Divisions.  
Government of Pakistan,  
**Islamabad**

All Chief Secretaries of Provincial Governments  
**Punjab/ Sindh /Khyber Pakhtunkhwa/Balochistan/AJK/Gilgit Baltistan**

The Secretary, Workers Welfare Fund,  
**Islamabad.**

Copy to:-

1. PS to Secretary (RA & IH)
2. SPS to Additional Secretary (RA & IH)
- ✓ 3. Website of the Ministry.

**Government of Pakistan**  
**Ministry of Religious Affairs & Interfaith Harmony**

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No.1 (7)/2018-HP

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**PROCEDURE FOR SUBMISSION OF HAJJ APPLICATION FORM AGAINST  
LABOUR QUOTA/ LOW PAID EMPLOYEES FOR HAJJ 2018.**

- i. The applications of the corporate entities for labour/low paid employees quota will be received through Workers Welfare Fund in the Ministry for consideration. The applications from corporate entities shall reach to the following address:

**Naeem-ur-Rehman, Director,  
Workers Welfare Fund (WWF),  
Mauve Area, G-10/4, Islamabad.**

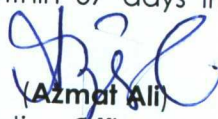
- ii. The Ministry will get verification of the workers identification from EOBI, if required.  
iii. The application of public sector organization will be received through their department/organization directly in the Ministry on the following address:

**Mr. Azmat Ali, Section Officer (HP),  
Ministry of Religious Affairs & Interfaith Harmony,  
G-6 Markaz, Near GPO, Islamabad.**

- iv. The committee of the Ministry constituted for finalization of reserved quota will scrutinize and finalize all the applications in respect of Labor/Low paid employees, etc.  
v. On approval of the committee the Hajj Policy section of the Ministry will issue a letter to the applicant and focal person with a copy to concerned Bank.  
vi. The applicants shall receive the Hajj application Form in person from the following branches of the banks on production of original letter of the Ministry and original CNIC/Passport. However, in case of female applicant or in unavoidable circumstances the authority letter may be submitted along with original CNIC-Passport of the applicant. The bank will retain the copy of CNIC of each applicant/person receiving Hajj application Form to avoid any malign activity.

Designated Bank 1	Designated Bank 2
(Six branches) To be finalized	(Six branches) To be finalized

- vii. The Banks will mark / punch the original letter issued by the Ministry to avoid its reuse.  
viii. Applicant will fill the form and submit it in the same branch along with the original letter of the Ministry, having embossing seal of Ministry, Passport and Hajj dues.  
ix. The Banks will forward the Hajj application form along with Passport to focal branch which will subsequently be submitted to DD (HC) on the day/next day of receipt of Hajj application form.  
x. The Hajj application form authorized by the committee will not be transferable.  
xi. The applicant should deposit Hajj dues alongwith the form within 07 days in bank otherwise it would be treated as cancelled / lapsed.

  
**(Azmat Ali)**  
Section Officer (HP)  
051-9205212

Copy to:

- i) PS to Minister for Religious Affairs and Interfaith Harmony.  
ii) PS to MOS on Religious Affairs & Interfaith Harmony.  
iii) PS to Secretary (MORA & IH).  
iv) SPS to Additional Secretary (MORA & IH).  
v) Website of MORA & IH.



**GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS &  
INTERFAITH HARMONY**

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**NOMINATION FORM FOR LABOUR/LOW PAID EMPLOYEES OF PUBLIC SECTOR ORGANIZATIONS/  
CORPORATE ENTITIES QUOTA FOR HAJJ 2018**

Name of Organization / Department / Subordinate Office and name of the administrative Ministry / Division			
Department/Office/Organization Address			
Total Strength of Department / Subordinate Office / Organization		Total strength of the Department / Subordinate Office / Organization	
Registration No. of EOBI/WWF (for corporate entities employees)		Contact details	
Name and designation of Focal Person of the Department/ Subordinate Office/Organization			

**NOMINATIONS FOR LABOURER/LOW PAID EMPLOYEES QUOTA FOR HAJJ 2018**

S/No	Name	Designation (No Abbreviations)	EOBI No./ Personal No.	CNIC No.	Cell No
I.					
II.					
III.					
IV.					
V.					

It is certified that no officer or any family members are included in the above nominations.

**Name, Designation & Signature of Nominating Authority**

**Note:**

- No officer or any family member of low paid employees except mehram in case of female are entitled to perform hajj under labourers/low paid employee's quota seats.
- No substitution in nominations is allowed except death and disease cases subject to submission of documentary proof.
- All nominations should be submitted through Head Office / Department.
- No separate nominations would be entertained.
- Nobody is allowed to perform Hajj on government expenses
- In case of Public Sector organizations/departments, the nomination agency has to furnish a certificate to the effect that the Hajj expense/dues of the nominee are not being funded by the government budget (only for public sector organizations).
- Copy of EOBI card of each worker/labour shall be attached.
- The applications of the corporate entities for labour/low paid employees quota will be received through Workers Welfare Fund in the Ministry for consideration. The applications from corporate entities shall reach to **Mr. Naeem-ur-Rehman, Director, Workers Welfare Fund (WWF), Mauve Area, Street No. 39, G-10/4, Islamabad.**
- The application of public sector organization will be received through their department/organization directly in the Ministry to **Mr. Azmat Ali, Section Officer (HP), Ministry of Religious Affairs & Interfaith Harmony, G-6 Markaz, Near GPO, Islamabad.**
- The nominations must reach this Ministry by **30<sup>th</sup> March, 2018**, enabling this Ministry to decide the cases timely. Applications received after due date will not be entertained by the Ministry.