

ELIGIBILITY CRITERIA FOR THE MEMBERS OF HAJJ MEDICAL MISSION -2018

- a) Should not be more than 50 years of age as on 30.06.2018 (persons having D.O.B before 30.06.1968 are not eligible).
- b) Should have at least 03 years' service/experience at his/her credit. (No contract, Adhoc or deputation service will be considered).
- c) The ratio of female Pharmacists should at least be 30% of the total nominations.
- d) Should be devoted and energetic.
- e) Knowledge of speaking Arabic language is preferable.
- f) Should be medically fit in all respects.
- g) Disabled/Handicapped persons, who cannot perform proper duty or persons suffering from chronic disease i.e. Polio Hepatitis, any communicable disease etc. may not be nominated in any case.
- h) Selection would be finalized by a Committee constituted by this Ministry, whenever required.
- i) A member of Hajj Medical Mission must invariably declare if his/her spouse/family member is also performing Hajj duty.
- j) Family members of Hajj Medical Mission shall not be allowed to proceed to KSA for performance of Hajj duty.
- k) The nominee should have clean Service Record.

Duties & Responsibilities:

- i. To provide a comprehensive medical support/assistance to Pakistani Hujjaj during Hajj season keeping in view the preventive, curative and specialist care services.
- ii. To establish hospitals/dispensaries/mobile teams at Makkah Mukarramah and Madina Munawwarah.
- iii. Director (Hajj Medical Mission-2018) will be responsible to establish an emergency room at the main Hospital with all necessary medical equipment at round the clock presence of doctors, Pharmacists and paramedics.
- iv. To deliver free medical care (emergency/ primary/secondary) to Pakistani Hujjaj.
- v. To provide medical facilities to Pakistani Hujjaj at Jeddah Airport.
- vi. To provide rehabilitation/welfare services to disable Hujjaj in performing Hajj rituals.
- vii. Facilitating Moavineen-e-Hujjaj in funeral /burial of deceased Pakistani Hujjaj in coordination with Death and Deceased Cell.
- viii. Director Hajj Medical Mission will assist in scrutiny of documents of the nominees and help in finalizing the selection of Pharmacists.

Terms of References:

I.	Ministry of Religious Affairs and Interfaith Harmony will arrange air transportation for the Hajj Medical Mission-2018 from Pakistan to Jeddah & Madina Munawwarah and back.
II.	While on Hajj duty in Saudi Arabia, they will be provided with free accommodation at modest and functional scale by the M/o Religious Affairs & Interfaith Harmony.
III.	Daily allowance @ SR.188/- and SR. 131/-per day to officers in BPS-17 and above and for staff upto BPS-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 is required.
IV.	No facilities other than those specified above will be provided by the Ministry of Religious Affairs & Interfaith Harmony, Islamabad and Directorate General of Hajj, Jeddah.
V.	Welfare Staff of Hajj Medical Mission is meant to provide a limited facility of medical cover to the Pakistani Hujjaj only as per directions received from Saudi Government for Hajj 2018. As such, it would be the duty of each member of Welfare Staff of Hajj Medical Mission who will not dispense any type of medication to the Hujjaj of other nationals including local population.
VI.	Being a foreign country in which the Welfare Staff of Hajj Medical Mission is to provide medical services, it would be appropriate that if the system of provision of medical services to the Hujjaj at the hospitals/dispensaries to be set up at Makkah Mukarramah/ Madina Munawwarah and at Jeddah /Madina Munawwarah Airports and where the Hujjaj have to stand for hours in long queue for medical check-up/taking medicines, is revised and certain mechanism be adopted to provide routine medical services to the Hujjaj at the places of their residence by availing the ambulance services which are kept at the disposal of Welfare Staff of Hajj Medical Mission round the clock. The practice of keeping the Hujjaj in long queue and even in open space is not appreciable as a good gesture for Pakistani nation by other nations.
VII.	If some of the patients visit the Hospital/Dispensary, they may be properly attended in the Hospital/dispensary premises, where there should be proper seating arrangements for them. The dignity of the Hujjaj should be the first priority of the members of Welfare Staff of Hajj Medical Mission and that will also help in boosting the image of Pakistani nation in the eyes of other nations.
VIII.	Certain instances have come in to the notice of this Ministry that some of the Doctors/Paramedics gain petty benefits such as free meal, free haircut and certain gifts of light nature in return for the favour which they extend towards others by giving them medication that is meant for the Pakistani Hujjaj only. If any of the member is found involved in this practice he will be immediately repatriated to Pakistan.
IX.	A member 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.
X.	The Director General Hajj, Jeddah will send a report to the Ministry of Religious Affairs on the work and conduct of the Director of Hajj Medical

	Mission which will be placed in his service record through the concerned authorities.
XI.	During the term of his duty, a member Hajj Medical Mission-2018 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.
XII.	A member will subordinate his personal comfort, convenience and interest to those of the Hujjaj and observe strict discipline and shall not do anything, which may distort the image of Pakistan in general and that of the Ministry of Religious Affairs & Interfaith Harmony and Directorate General of Hajj Jeddah.
XIII.	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 the approval of D.G (Hajj), Jeddah.
XIV.	Director of Hajj Medical Mission-2018 will be responsible for placement of Pharmacists in the Dispensaries established in different sectors in Saudi Arabia in consultation with D.G (Hajj), Jeddah and the entire contingent of Welfare Staff of Hajj Medical Mission will work under the administrative control of Director General (Hajj), Jeddah, who will be the overall in-charge of Hajj operation in Saudi Arabia.
XV.	Main dispensaries should be fully functional and duty roster of doctors, Pharmacists and paramedics be circulated and implemented without fail. Director of Hajj Medical Mission-2018 will send a daily report to the Directorate of General Health, Health Affairs on the followings:- a) Contagious diseases. b) Communicable health diseases. c) OPD Reports
XVI.	The Director of Hajj Medical Mission 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 & Interfaith Harmony, within one month of the conclusion of the Hajj 2018.
XVII.	The Ministry of Religious Affairs & Interfaith Harmony has the legal right to reject / cancel any seat or selection of the member at any time who will have no right to knock the door of any Court of Law / Wafaqi Mohtasib.etc

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-2018 and his proceeding to Kingdom of Saudi Arabia for performance of duty under the supervision of Ministry of Religious Affairs & Interfaith Harmony.

Name of officer:	
Official Stamp and signature:	
Contact 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 Moavineen-e-Hujjaj for Hajj-2018.

Name of Medical officer:	
Official Stamp and signature:	
Contact No.	

SELECTION OF HAJJ MEDICAL MISSION STAFF FOR HAJJ-2018

ACCEPTANCE FORM

I have carefully read and understood all the terms and conditions contained overleaf of Ministry of Religious Affairs & Interfaith Harmony and accept to become a part of Hajj Medical Mission-2018. 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.

Name:	
Father's name:	
Mother's name:	
Date of Birth:	
Name of Department:	
Designation with BPS:	
CNIC No.	
Domicile:	District () Province ()
Passport No.	
Date of expiry of Passport:	
Residential/Postal Address::	
Contact No.	

Signature: _____