

Urgent/By UMS



**OFFICE OF THE
AUDITOR-GENERAL OF PAKISTAN
AUDIT HOUSE, CONSTITUTION AVENUE, G-5,
ISLAMABAD**

No. /04-Admn-I/C/2017

Dated: 02nd December, 2020

To,

1.	The DAG (A&C)	2.	The DAG (FAO)
3.	The DAG (QAI&M)	4.	The DAG (CA&E)
5.	The DAG (DSA)	6.	The DAG (SSA/RRA)
7.	The DAG (Policy)	8.	The DAG (South), Karachi
9.	The DAG (Central), Lahore	10.	The DAG (North), Peshawar

Subject:- **NOMINATION AS MEMBER MOAVINEEN-E-HUJJAJ FOR HAJJ-2021**

Kindly find enclosed a copy of letter bearing No.F.2(I)/2021-PW, dated. 19th November, 2020, received from the Ministry of Religious Affairs & Interfaith Harmony, Islamabad, on the above subject.

2. It is requested to kindly collect and forward the nominations from your respective Field Offices/Sections, as per the given criteria in the enclosed letter, by 10th Dec, 2020, positively. A summary of the all nominations on the following format (MS-Excel) may also be forwarded through e-mail at admn.agp@gmail.com.

(Note: He/she shall not be less than 25 years and more than 50 years of age as on 31.12.2021 (persons having D.O.B before 31.12.1971 and after 31.12.1996 and disabled/handicapped persons, who cannot perform duty or persons suffering from contagious disease i.e Polio are not eligible))

(Regular Employee in BS-07 to BS-17/18 and minimum qualification is matriculate is eligible)

Sl.#	Name	Designation	BPS	Date of Birth	Age	Office Name
(1)	(2)	(3)	(4)	(5)	(6)	(7)

3. Nominations received after the given date will not be entertained.

Encl: As above

(RAO SAJID ALI KHAN)
Audit Officer (Admn-I)

Copy for similar necessary action to:

1. All section/Wing.
2. All SPSP/APSP/PA.
3. Notice Board/AAO (IT/WEB).
4. Master File.

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

No. F. 2(1)/2021-PW

Islamabad, the 19th November, 2020OFFICE MEMORANDUMSubject: NOMINATION AS MEMBER MOAVINEEN-E-HUJJAJ FOR HAJJ-2021

The undersigned is 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-Hujjaj for which, inter-alia, nominations of the regular personnel of the Ministries / Divisions/ Departments are required for their deployment in Kingdom of Saudi Arabia to perform Hajj duty for welfare and facilitation of intending pilgrims proceeding to perform Hajj-2021.

2. In this context, suitable nominations in terms of merit from top to bottom, for **02 (Two) officers (BS-17/18)** and **2 (two) officials (BS-7 to 16)** from different cadres / scales, but no repeaters may be furnished to this Ministry, subject to observing enclosed Eligibility 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) for **01 (one) officer (BS-17/18)** and **01 (one) official (BS-7 to 16)** in order of merit, subject to determination of country quota by K.S.A. will be made by the selection committee notified by the concerned Ministry after taking interviews of the nominated officer & official. The interview assessment form / guidelines are enclosed.

3. 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-2021 at the time of final selection).
- ii) 01 colored photograph with blue background (Passport Size)
- iii) Two photo copies of CNIC
- iv) Two photo copies of the Office Card
- v) Copy of Pay Slip (November, 2020)
- vi) Acceptance Form duly filled in by the nominee and countersigned by the respective Departments
- vii) NOC of the Department
- viii) Duly filled interview assessment form and the undertaking by the Nominee to carry a smart phone with him, keep its location turned on all the time and to have an active internet during Hajj Operations 2021 with appropriate battery backup arrangements at his own cost

4. The nominations agency will have to bear the airfare / TA & DA for the nominations. The amount will be intimated later on.

5. The payment will be made as and when demanded by this Ministry through a Pay Order or 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.

Contd/P-2

Dairy No: 409

02 DEC 2020

A.Ar.GI (P), O/o the AGP

Dy. No: 823

30 NOV 2020

Auditor General of Pakistan

Dy. No: 69

01 DEC 2020

PA to AG (R&A), O/o AGP

AA5 (P)
11/12
AOI


From Pre-Page

6. 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.

7. It may be noted that in case of any reduction in quota of Haj Moavineen, there will be proportionate reduction in each category and candidates with higher merit shall be selected. It may also be further 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.

8. The nominations must reach to this Ministry latest by **21-12-2020**, and no nomination will be entertained if receives after said cut of date.

Encl: As above.


(NISAR HUSSAIN)
Section Officer (PW)

The Auditor General of Pakistan,
Office of the A.G.
Government of Pakistan,
Islamabad

NOMINATION PROFORMA FOR MOAVINEEN-E-HUJJAJ FOR HAJJ-2021

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: _____		
9.	Domicile:	District:	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 instructions of the Ministry of Religious Affairs & Interfaith Harmony pertaining to Hajj Operation-2021. 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-2021. 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.	

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SELECTION OF MOAVINEEN-E-HUJJAJ FOR HAJJ-2021
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-2021. 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: _____

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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-2021.

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-2021 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.

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Eligibility Criteria:

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). *only Section officers in BS-18 (OMG Officers) shall be eligible
ii.	Demonstration of adequate digital literacy by the candidate. Well versed with use of Smartphone, Apps (Google Maps. Pak Hajj Muavin 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 well versed with Arabic as well as having religious bent of mind.
vi.	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.
vii.	He/she shall not be less than 25 years and more than 50 years of age as on 31.12.2021 (persons having D.O.B before 31.12.1971 and after 31.12.1996 are not eligible).
viii.	He/she should minimum be matriculate.
ix.	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.
x.	He/she should not 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 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.
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. Pak Hajj Muavin 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.

Duties and Responsibilities:

i.	Induction of Hujjaj in the building in Makkah Mukarramah & 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 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 to Makkah Mukarramah and Madinah Munawwarah.
vi.	To visit residences of pilgrims to sort out their problems, if any, at the spot.
vii.	To ensure that all pilgrims are adequately provided residence and accommodated in the respective Makatib, as per criteria laid down by the Saudi Authorities.
viii.	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.
ix.	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.
x.	To coordinate and facilitate the move to Mina on 7th Zil Hajj.
xi.	To patrol pilgrims route and to provide assistance and direction /guidance where necessary.
xii.	To maintain the central offices and guide posts under the Hajj move order for rapid response guidance to lost pilgrims in Mashair.
xiii.	To ensure provision of buses/train tickets on 9 th 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.
xiv.	Any other duty assigned by Directorate General of Hajj, Jeddah / Makkah Mukarramah and Madinah Munawwarah or Director Moavineen-e-Hujjaj from time to time.
xv.	To establish guide station at entrance/exit at Jamrat.
xvi.	Ensure timely distribution of food to Hujjaj in a respectable manner.
xv	To visit kitchens of the catering companies to ensure quality of food according to Pakistani taste.
xvi.	Coordinate with the catering companies to resolve the issue of quality, quantity and delivery of food in stipulated time.
xvii	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.

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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.
iii.	Daily allowance @ SR.188/- and SR. 131/-per day to the officers in BPS-17/ BS-18 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 (RA&IH) is required.
iv.	No facilities other than those specified above will be provided by the M/o Religious Affairs and Interfaith Harmony, Islamabad and Directorate General of Hajj, Jeddah.
v.	Moavin shall be expected to be well versed with use of Smartphone, and Apps (Google Maps, Pak Hajj Muavin developed by PITB). Moaveen shall bear the expense of use of Smartphone and internet at own expense during Hajj Moavin duty with no later reimbursement of expense from the Ministry of RA&IH. Moavineen shall invariably keep their mobile phones (smart phones) on with location and active internet package. Excuse as to running out of battery or balance shall NOT be acceptable. No reimbursement shall be given for this.
vi.	Moavin shall bear expense of any unforeseen requirement in wake of COVID-19 with no later reimbursement from Ministry of RA&IH.
vii.	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.
viii.	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.
ix.	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.
x.	A member Moavineen-e-Hujjaj contingent will subordinate his personal comfort, convenience and interest to those of the Hujjaj and observe strict discipline and shall 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.
xi.	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.
xii.	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.
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 prior approval of D.G (Hajj), Jeddah.
xiv.	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.
xv.	The behavior 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.
xvi.	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.
xvii.	A 'Supervisory Committee' consisted of the members of the M/o Religious Affairs will keep a watch/monitor the activities of both Pakistan and KSA based in Kingdom of 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.
xviii.	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 M/o RA & IH, within one month of the conclusion of the Hajj 2021.
xix.	Review appeals may be filed before Director General of Hajj, Jeddah against the decisions of Disciplinary Committee.
xx.	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.
xxi.	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.