



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY

No.1(7)/2020-HP

Islamabad, the 2nd March, 2020

OFFICE MEMORANDUM

Subject:- **LABOUR/LOW PAID EMPLOYEES SPONSORED BY PUBLIC SECTOR ORGANIZATION/CORPORATE ENTITIES FOR HAJJ-2020.**

The undersigned is directed to state that as per clause-7(XI) of Hajj Policy-2020, approved by the Federal Cabinet, “**Out of Government Hajj quota, 500 seats shall be reserved for low paid employees/labours of Public sector/corporate organizations, companies registered with EOBI/ Workers Welfare Fund**” The hajj dues of the employees has to be met from the fund established under Corporate Social Responsibility (CSR) by the nominating organization and not from own expenses or any Government budget.

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 eligible employees recommended for the seats reserved for low paid employees/labours on the prescribed proforma. **The procedure/TORs and proformas for both Public & Corporate sectors are available on MORA & IH’s website i.e. www.hajjinfo.org .**

3. Nominations must reach this Ministry by **31st March, 2020**, Applications received after due date will not be entertained by the Ministry. The Ministry will scrutinize the nominations and selection amongst the scrutinized nominations will be made through balloting on **10th April, 2020.**


(Azmat Ali)
Section Officer (Hajj Policy)

All Ministries/ Divisions.
Government of Pakistan,
Islamabad

Chief Secretary
Punjab/ Sindh /Khyber Pakhtunkhwa/Baluchistan/AJK/Gilgit Baltistan

The Secretary, Workers Welfare Fund,
Islamabad.

Copy to:-

1. PS to Secretary(RA& IH)
2. SPS to Additional Secretary(RA & IH)



Government of Pakistan
Ministry of Religious Affairs and Interfaith Harmony

No.1 (7)/2020-HP

Islamabad, the 26th February, 2020

**PROCEDURE FOR SUBMISSION OF HAJJ APPLICATION FORM AGAINST
LABOUR QUOTA/ LOW PAID EMPLOYEES FOR HAJJ 2020.**

- 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:

**Mr. Muhammad Amjad Ali, Assistant Director,
Workers Welfare Fund (WWF),
Street No. 39, Mauve Area, G-10/4, Islamabad.**

- ii. 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,
1st Floor, Kohsar, Block, New Secretariat,
Opposite Punjab House, Islamabad**

- iii. The Ministry will get verification of the workers identification from EOBI, if required.
- iv. The worker must be cover under the definition of a worker as per Industrial Relation Act (IRA) 2017.
- v. The committee of the Ministry will scrutinize the nominations.
- vi. Selection amongst the scrutinized nominations will be made through balloting.
- vii. On approval of the competent authority the Hajj Policy section of the Ministry will issue a letter to the applicant and focal person with a copy to concerned Bank.
- viii. 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
To be finalized	To be finalized

- ix. The Banks will mark / punch the original letter issued by the Ministry to avoid its reuse.
- x. 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.
- xi. 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.
- xii. The Hajj application form authorized by the committee will not be transferable.
- xiii. The applicant should deposit Hajj dues alongwith the form within 07 days in bank otherwise it would be treated as cancelled / lapsed.