

Government of Pakistan
Ministry of Religious Affairs

Subject: **SOP FOR PROCESSING AFFIXATION OF VISAS OF HUIJAJ UNDER PRIVATE SCHEME.**

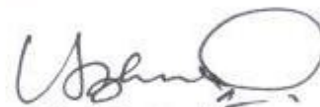
The Ministry of Religious Affairs has re-adjusted its hajj quota at a ratio of 60:40 between government scheme and private hajj scheme consequent upon reduction of 20% hajj quota by Saudi Government across the board. According to readjustment of hajj quota, the quota allocated to the private hajj scheme is 57347 with the addition of 527 hujjaj quota to 40 Karachi based HGOs in pursuance of agreement concluded with them on 14-8-2013. During year 2013, 733 HGOs will take part in Hajj Operation. Since the Hajj Operation is at its peak, therefore following SOPs is notified for smooth and timely processing of affixation of visas of 57672 hujjaj under private hajj scheme:-

- i. MORA will issue list of hujjaj booked by the HGO for confirmation of their particulars through HOAP as per received hajj forms.
- ii. The HGO will confirm the particulars of their hujjaj immediately.
- iii. The HGO will provide its flight schedule and expected date of passports with barcodes, as per notified schedule alongwith PNR for compilation of enrolment wise list of flight detail and expected date submission of passport with barcode of each HGO.
- iv. The MORA, after receipt of verified list, will accordingly generate 'E' number of hujjaj of the HGO on basis of their flight schedule and expected date submission of passport with barcode.
- v. As per SPA, all HGOs are bound to provide flight/building information on Ministry's website (www.hajjinfo.org) and submit the same with passports.
- vi. The HGO will furnish all passports as per quota alongwith barcode of their hujjaj and flight/ building information uploaded on Ministry's website for affixation of visa at least seven (7) days before flight. The Saudi Consulate will not accept passports less than quota.
- vii. Accordingly the case for affixation of visa of hujjaj of the HGO will be processed in Saudi Embassy.
- viii. In case of any delay on the part of HGO for timely submission of their documents/passports, MORA will not be responsible for any consequences of result thereof.

2. In this regard, all HGOs are required to follow following time line for efficient and timely arrangement:-

S.No.	Activity	Time line
1.	Submission of verified list of hujjaj to HOAP and concerned Haji Camp	On or before 29-8-2013
2.	Submission of enrolment wise list by HOAP and concerned Haji Camp with flight number/ Expected Date of submission of passports with barcode	On or before 29-8-2013
3.	Submission of passports with barcode for affixation of visa	At least before seven (7) seven days of flight schedule.
4.	Return of passport to HGOs after affixation of visas of hujjaj.	Two days prior to their flight schedule; subject to endorsement of visa by the Saudi Embassy/Consulate.

3. All HGOs are directed to comply with the above SOP/schedule.



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Distribution:

1. DD(HC) – with the request to upload on the website of MORA.
2. Director Hajj, Islamabad/Lahore/Karachi/Peshawar/Quetta/Multan.
3. PS to Secretary.
4. PS to Addl. Secretary
5. APS to JS(Hajj)
6. PA to DS(HP)
7. All Regional Chairmen HOAP.
8. All HGOs.