



GOVERNMENT OF PAKISTAN  
MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY

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No.1 (7)/2019-HP

Islamabad, the 20<sup>th</sup> February, 2019

**PROCEDURE FOR SUBMISSION OF HAJJ APPLICATION FORM AGAINST  
LABOUR QUOTA/ LOW PAID EMPLOYEES FOR HAJJ 2019.**

- 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),  
Maue Area, G-10/4, Islamabad.**

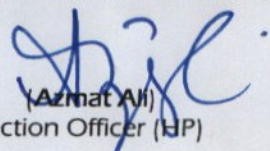
- ii. The application of public sector organization will be received through their department/organization directly in the Ministry on the following address:

**Mr. Azmat Ali, Section Officer (HP),  
Ministry of Religious Affairs & Interfaith Harmony,  
G-6 Markaz, Near GPO, 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 constituted for finalization of reserved quota will scrutinize and finalize all the applications in respect of Labor/Low paid employees, etc.  
vi. 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.  
vii. 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

- viii. The Banks will mark / punch the original letter issued by the Ministry to avoid its reuse.  
ix. 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.  
x. 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.  
xi. The Hajj application form authorized by the committee will not be transferable.  
xii. 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)

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.