

Government of Pakistan
Ministry of Religious Affairs
(HGO SECTION)

Subject: REVISED STANDARD OPERATING PROCEDURE (SOP) FOR HANDLING MACHINE READABLE INTERNATIONAL PASSPORTS UNDER PRIVATE HAJJ SCHEME FOR HAJJ-2011 BY HOAP AND DIRECTORS HAJJ, HAJJ DIRECTORATES PESHAWAR, ISLAMABAD, LAHORE, KARACHI AND QUETTA

As per part-III clause 23 of the Hajj Policy for Hajj-2011, the Hajj Organizers Association of Pakistan (HOAP) would handle visa affixation affair of the Hujjaj. The HGOs will be liable to face legal action for any loss/snags or damage caused to the intending pilgrims. In this regard, following procedure/instructions are issued for smooth running of Hajj Operation 2011.

- i) HGOs would provide Bar Codes on 1st come first serve basis not later than 10th October 2011.
- ii) The lists of Hujjaj of all HGOs are provided to respective Hajj Directorates for final verification of data by the concerned HGOs which will be submitted with the passports for visa affixation along with bar codes.
- iii) The concerned Directorate Hajj after pasting the bar code stickers on page 6, 7 or 8 of the MRI passports by HGOs will receive them with the coordination of HOAP & forward them to the Hajj Computer Cell of the Ministry or Hajj Directorate Karachi along with detailed letter, in a tin box, of standard size before cut off date fixed by the Ministry.
- iv) The HOAP, will ensure that the MRI Passports of their Hujjaj are having minimum validity up to 01-05-2012.
- v) The nominated representative of HOAP will ensure that one extra photograph of each Applicant (Size 4 x 3 cm) has been stapled with the respective MRI passport (inside the back cover) without stamp and signature on face, (Write the application No. & Name on back side of the Photograph).
- vi) The concerned HGOs will compare the particulars of Hujjaj with the MRI Passports. Incase any amendment is required, the nominated representative of HOAP, will convey the same to the concerned Director Hajj and Director Hajj will further convey the same to the Ministry, Islamabad by filling the prescribed proforma (**Annex-I**) for updating the record.
- vii) The concerned HGOs will write down Hajj application number of the applicant with a "White/Golden" dark marker on the bottom line of front cover of the MRI Passport & write Enrollment No on the back of passport with the direction of concerned Director (Hajj).

- viii) HOAP will establish an office nearest to the MORA premises Ministry requires that HOAP pertaining to Islamabad, Peshawar & Lahore Gateways may process visa endorsement of their Hujjaj on their own for Hajj 2012, on wards as per their allotted quota. In this connection a number of meetings have been held with HOAP in the Ministry of Religious Affairs, Islamabad in which they have agreed to provide nominated representatives of their association who may liaison with **Protocol Officer (Mr. Mushahid Hussain) of the Ministry and Mr. Abdul Sattar Samtio, Director, Haji Camp, Karachi** for HGOs pertaining to Quetta and Karachi gateways regarding their necessary training during year 2011 so the next year for Hajj 2012 they may be able to get their visa affixing from the Saudi Consulate, Islamabad and Consulate General, Karachi on their own.
- ix) HOAP will provide Six persons (Staff) including two drivers with vehicles (Suzuki pickup and Suzuki Van) for transportation of passports boxes and pick and drop for nominated representatives for smooth running of Hajj Operation 2011.
- x) HOAP will ensure to dispatch the total passports of an enrollment through concerned Directorates Hajj in a tin box of standard size separate for each enrollment to the following, only in packets of 20 passports each along with a list of HGOs applicants provided to them for this purpose. HGOs will write down Name of Company, Enrollment No, Flight No, and Date on the box with large black marker as per directions of Concerned Director (Hajj):-

Sr. No	Station	The Machine Readable International (MRI) Passports to be delivered at
1	Peshawar	Ministry of Religious Affairs, Islamabad
2	Islamabad	Ministry of Religious Affairs, Islamabad
3	Lahore	Ministry of Religious Affairs, Islamabad
4	Karachi	Director Hajj, Karachi
5	Quetta	Director Hajj, Karachi

- xi) After affixing the visas, the passports shall be delivered to the concerned Director (Hajj) through the HOAP which shall be further delivered to the concerned HGOs **after receiving Data Form** from them as per direction by concerned Director (Hajj).


(Muhammad Nasir Khan)
 Section Officer (HGO)