

TOP PRIORITY/ TIME LIMIT
OUT TODAY/THROUGH SPL. MESSENGER (AT LAHORE).
THROUGH UMS /EMAIL (OUT SIDE LAHORE).



NO.E&A (HEALTH)1-277/2016
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION
DEPARTMENT

Dated Lahore, the 24th June, 2016

To

- 1) The Director General, Health Services Punjab, Lahore.
- 2) The Director General (Nursing), Punjab, Lahore.
- 3) All the Heads/Principals of Teaching/Autonomous Special Medical Institutions in the Punjab.
- 4) All the Medical Superintendents of the Teaching Hospital in the Punjab.
- 5) All the Executive District Officers (Health) in Punjab (for collection and submission of nomination forms from all Hospitals etc. working under their administrative control).

Subject:- **NOMINATION OF DOCTORS / PARAMEDICS FOR HAJJ MEDICAL MISSION -2016**

Please refer to the subject cited above.

2. The Ministry of Religious Affairs and Inter-faith Harmony intends to send a contingent of Hajj Medical Mission comprising of doctors, paramedics and ancillary staff drawn from Pakistan armed Forces and Federal / Provincial Health Departments, to the Kingdom of Saudi Arabia for providing medical cover to the Hujjaj during Hajj-2016.
3. Selected members of the Hajj Medical Mission will have to undergo the required training in Haji Camp, Islamabad, for which no financial claim shall be entertained. However, airfare, free accommodation and daily allowance as prescribed by the Government for this duty period will be paid by DG (Hajj), Jeddah. Members of Hajj Medical Mission are being sent to KSA on the finances contributed by Hujjaj and it is their duty to ensure a commensurate degree of service to the pilgrims.
4. The criteria, Terms of References (TORs) & Duty & Responsibility for the nominations of Civilian Doctors / Paramedical Staff for inclusion in the Hajj Medical Mission-2016 are attached. The duration of stay at Saudi Arabia will be upto 45 days.

5. The Ministry has sought nominations of Doctors and Paramedics candidate against each of the following categories on the basis of the laid down criteria:-

S.No.	CATEGORY	NO. OF PERSONS	SPECIAL INSTRUCTIONS.
1.	Surgeon	1	
2.	Medical Specialist	5	
3.	Cardiologist	2	
4.	Gynee	1	
5.	Ophthalmologist	1	
6.	Dermatologist	2	
7.	E.N.T Specialist	3	
8.	Pulmonologist	1	
9.	Dental	1	
10.	Tramma & Emergency Specialist	2	
11.	Psychiatrist	1	
12.	Preventive Medicine & Public Health Specialist	1	
13.	Medical Officers	28	
14.	Pharmacist	13	
15.	Pharmacy Technician/Dispenser	32	
16.	Computer Operator	2	
17.	X-Ray Tech	5	
18.	Dental Tech	5	
19.	Dresser	3	
20.	ECG Tech	3 (Male)	
21.	Psychiatry Nursing Assistant	2	
22.	Lab Tech	5	
23.	Ward Boy	2	
24.	Female Nurses	12	Not holding BPS-17 & above as well as administrative / training or Supervisory posts.
25.	Male Nurses	12	Not holding BPS-17 & above as well as administrative / training or Supervisory posts.
Total:		145	

6. The nominations must reach this department on the attached prescribed proforma (copy enclosed) alongwith attested, legible photocopies of the following documents:-

- i) Photocopy of Passport valid upto April 2017.
- ii) Medical fitness Certificate.
- iii) 04 colored photographs with blue background (Passport Size).
- iv) Two photocopies of CNIC.

- v) Two photocopies of the Office Card.
- vi) Acceptance Form duly filled in by the nominee and countersigned by the respective Department.
- vii) Visa form (duly filled in by the respective nominee).
- viii) NOC of the Department.
- ix) Photocopy of Appointment Order.
- x) Service Certificate/Experience Certificate duly authenticated by the Head of Office/Institution/hospital.
- xi) No Inquiry Certificate.
- xii) Affidavit (that he/she being Muslim will abide by Hajj policy / instructions of the Ministry of Religious Affairs, Islamabad)

7. The Ministry of Religious Affairs and Interfaith Harmony will enforce strict discipline and in case of un-satisfactory performance or mis-conduct the nominees will be dropped / repatriated from Saudi Arabia at their own cost.

8. The nomination must reach this department uptill 28.6.2016.


HASNAIN ABBAS MUZAMMIL
SECTION OFFICER (GENERAL)

NO & DATE EVEN:-

A copy is forwarded for information to:-

- 1) The Secretary, Primary & Secondary Healthcare Department, Lahore.
- 2) The Section Officer (PW), Government of Pakistan, Ministry of Religious Affairs and Interfaith Harmony, Islamabad.


HASNAIN ABBAS MUZAMMIL
SECTION OFFICER (GENERAL)

CC:-

- 1) Additional Secretary (Staff) to Secretary, SHC & ME Department.
- 2) PS to Special Secretary, SHC & ME Department.
- 3) PS to Additional Secretary (Admn), SHC & ME Department.
- 4) PA to Deputy Secretary (Admn), SHC & ME Department.
- 5) The Project Coordinator, ICT Cell, SHC & ME Department.

CRITERIA

- a) Should not be more than 50 years of age as on 31.12.2016.
- b) Should have at least 03 years service/experience at his/her credit. (No contract, Adhoc or deputation service will be considered).
- c) The ratio of female Doctors and Paramedical staff should at least be 30% of the total nominations.
- d) Should be devoted and energetic.
- e) Knowledge of speaking Arabic language is preferable.
- f) Should be medically fit in all respects and shall be required to produce an undertaking in this regard duly endorsed by the nominating authority.
- g) Disabled/Handicapped persons, who cannot perform proper duty or persons suffering from chronic disease i.e. Polio etc. may not be nominated in any case.
- h) Selection would be finalized by a Committee constituted by this Ministry, whenever required.
- I) A member of welfare staff must invariably declare if his/her spouse/family member is also performing Hajj duty.
- j) Family members of welfare staff shall not be allowed to proceed to KSA for performance of Hajj duty.
- k) The nominee should have clean Service Record.
- l) Not more than 10% repeaters will be allowed.
- m) Should be a health-care professional performing duties in cadre/group falling in any of the category mentioned in the letter.

Duties & Responsibilities:

The following are the duties and responsibilities in addition to those specified in the attached manual:-

- i) To provide a comprehensive medical support/assistance to Pakistani Hujjaj during Hajj season keeping in view the preventive, curative and specialist care services.
- ii) To establish hospitals/dispensaries/mobile teams at Makkah Mukarramah and Madinah Munawwarah.
- iii) Director (Welfare Staff-Medical) will be responsible to establish an emergency room at the main Hospital with all necessary medical equipment at round the clock presence of doctors and paramedics.
- iv) To deliver free medical care (emergency/ primary/secondary) to Pakistani Hujjaj.
- v) To provide medical facilities to Pakistani Hujjaj at Jeddah Airport.

- vi) In addition to six doctors at Jeddah Airport, the same number should also be deployed at Madinah Munawwarah Airport in view of 50% landing expected there in Hajj-2016.
- vii) To provide rehabilitation/welfare services to debilitated/disabled Hujjaj in performing Hajj rituals.
- viii) Facilitating Welfare Staff-Moavineen in funeral /burial of deceased Pakistani Hujjaj in coordination with Death and Deceased Cell.
- ix) Guiding and assist sick Hujjaj for approaching Saudi Hospitals for treatment in Masha'er during Mina move.
- x) Director (Welfare Staff-Medical) would be the focal person to liaise/coordinate with the relevant department of Saudi Health Ministry.

Terms of References:

The following are the terms of references in addition to those specified in the attached manual:-

- I. Ministry of Religious Affairs and Interfaith Harmony will arrange air passage for the Welfare Staff- Medical 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.150/- and SR. 120/-per day to officers in BPS-17 and above staff in BPS-01 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 is required.
- IV. No facilities other than those specified above, will be provided by the Ministry of Religious Affairs, Islamabad and Directorate General of Hajj, Jeddah.
- V. While in Saudi Arabia Director, Welfare Staff-Medical will be completely under the administrative and operational control of Director General Hajj, who will be the overall incharge of Hajj operation.
- VI. Welfare Staff-Medical is meant to provide a limited facility of medical cover to the Pakistani Hujjaj only as per directions received from Saudi Government for Hajj 2016. As such, it would be the duty of each member of Welfare Staff Medical Mission not to give any type of medication to the Hujjaj of other nationals including local population.
- VII. Being a foreign country in which the Welfare Staff-Medical is to provide medical services, it would be appropriate that if the system of provision of medical services to the Hujjaj at the hospitals/dispensaries to be set up at Makkah Mukarramah/Madinah Munawwarah and where the Hujjaj have to stand for hours in long queue for medical check-up/taking medicines, is revised and certain mechanism be adopted to provide routine medical services to the Hujjaj at the places of their residence by availing the ambulance services which are kept at the disposal of Welfare Staff-Medical round the clock. The practice of keeping the Hujjaj in long queue and even in open space is not seen as good gesture for Pakistani nation by other nations.

- VIII. If some of the patients visit the Hospital/Dispensary, they may be properly attended in the Hospital/dispensary premises, where there should be proper seating arrangements for them. The dignity of the Hujjaj should be the first priority of the members of Welfare Staff Medical Mission and that will also help in boosting the image of Pakistani nation in the eyes of other nations.
- IX. Certain instances have come in the notice of this Ministry that some of the Doctors/Paramedics gain petty benefits such as free meal, free haircut and certain gifts of light nature in return for the favour which they extend towards others by giving them medication that is meant for the Pakistani Hujjaj only. If any of the member is found involved in this practice he will be immediately repatriated to Pakistan.
- X. A member 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.
- XI. The Director General Hajj will send a report to the Ministry of Religious Affairs on the work and conduct of the Director Welfare Staff-Medical which will be placed in his service record through the concerned authorities.
- XII. During the term of his duty, a member 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.
- XIII. A member 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.
- XIV. 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 the approval of D.G (Hajj), Jeddah.
- XV. Director Welfare Staff-Medical will be responsible for placement of Doctors/Paramedics in the Dispensaries establishment in different sectors in Saudi Arabia in consultation with D.G (Hajj), Jeddah and the entire contingent of Welfare Staff-Medical will work under the administrative control of Director General (Hajj), Jeddah, who will be the overall in-charge of Hajj operation in Saudi Arabia.
- XVI. Director Welfare Staff-Medical will be responsible for placement of Doctors/Paramedics in the Dispensaries establishment in different sectors in Saudi Arabia in consultation with D.G (Hajj), Jeddah and the entire contingent of Welfare Staff-Medical will work under the administrative control of Director General (Hajj), Jeddah, who will be the overall in-charge of Hajj operation in Saudi Arabia.

Main dispensaries should be fully functional and duty rosters of doctors and paramedics be circulated and implemented without fail. Director Welfare Staff-

Medical will send a daily report to the Directorate of General Health, Health Affairs on the following:-

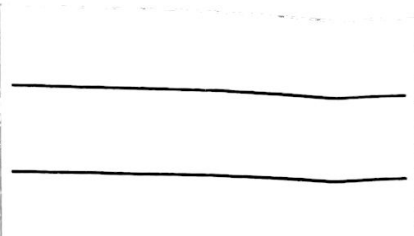
- a) Contagious diseases.
 - b) Transom health diseases.
- OPD Reports

- XVII. The Director Welfare Staff-Medical will submit a Performance Evaluation Report covering all relevant areas of operation including performance of each member of the contingent to the Ministry of Religious Affairs, within one month of the conclusion of the Hajj 2015.
- XVIII. D.A will not be paid for 03 days of Hajj at Mina & Arafat (under review).
- XIX. 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.
- XX. Director Welfare Staff-Medical will depute members of medical mission in various Makatib at Mina to provide medical assistance to Pakistani Hujjaj during the Hajj days. The doctors will equip themselves with first aid kits etc.
- 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.



NOMINATION PROFORMA FOR WELFARE STAFF-MEDICAL FOR HAJJ-2016.

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1.	Name of Nominee (According to CNIC)	 RECENT PHOTOGRAPH (COLOR) (copies of CNIC and Official Card & Service certificate must be attached)
2.	Father's/Husband's Name	
3.	Mother's Name	
4.	Designation	
5.	Basic Pay Scale	
6.	Date of joining Govt. Service	
7.	Date of Birth (According to CNIC)	
8.	CNIC NO Date of Expiry	
9.	Passport No (if valid upto 30 th April, 2017)	No _____ Date of Issue: _____ Date of Expiry: _____
10.	Domicile.	
11.	Qualification	
12.	Name of Institution _____ Year of Passing _____	
13.	Professional experience:	
14.	Whether performed Hajj Duty previously, if yes indicate the year (s)	
15.	Whether any penalty (Major or Minor) has ever been imposed upon you during Govt. Service on account of mis-conduct.	
16.	Home Address/Phone No.	
17.	Official complete address/present posting with Phone No	
18.	Mobile Number of relative in case of emergency	

Undertaking: I hereby solemnly undertake that I will abide by the Policy and instructions of the Ministry of Religious Affairs and Inter-Faith Harmony pertaining to Hajj Operation – 2016. I also undertake that I will not directly contact physically or over phone to the authorities of MORA&IH and clearance/inquiry, if any required will be made through my respective division/department.

2. Flawless Service Career Certificate issued by the nominating authority may also be attached.

3. Guarantee of the nominating authority that he/she shall abide by the policy/rules of the Ministry/Directorate General of Hajj, Jeddah and in case of disobedience of any kind, the nominating authority will take disciplinary/punitive action under the rules against him.

Note: The information given above is correct to the best of my knowledge and nothing has been concealed to the MORA&IH or to avail any undue benefits. The Ministry may reject my nomination altogether if the information is found deficient/incorrect to any extent.

Signature of Nominee: _____

Signature/Stamp of _____
 Nominating Authority: _____
 Telephone No : _____



ROYAL EMBASSY
OF SAUDI ARABIA
CONSULAR SECTION

Name: _____ الاسم الكامل :
Mother's name: _____ اسم الأم :
Date of birth: _____ تاريخ الولادة: Place of birth: _____ محل الولادة:
Previous nationality: _____ الجنسية السابقة: Present nationality: _____ الجنسية الحالية:
Sex: أنثى Female ذكر Male
Sect: _____ الحالة الإجتماعية: Marital Status: _____ الجنس:
Religion: _____ الديانة: المذهب:
Place of issue: _____ مصدره: Academical degree: _____ المؤهل العلمي: Profession: _____ المهنة:
Home address and telephone No.: _____ عنوان المنزل ورقم التلفون :
Business address and Telephone No.: _____ عنوان الشركة (المؤسسة) ورقم التلفون :

Purpose of travel: عمل Work مرور Transit زيارة Visit عمرة Omrah حج Hajj الغاية من السفر :
Place of issue: _____ محل الإصدار : Date passport issued: _____ تاريخ الإصدار : Passport No.: _____ رقم الجواز :
Date of passport's expiry: _____ تاريخ انتهاء صلاحية الجواز :
Duration of stay in the kingdom: _____ مدة الإقامة بالمملكة : Date of arrival: _____ تاريخ الوصول : Date of departure: _____ تاريخ المغادرة :
Destination: _____ جهة الوصول بالمملكة : Carrier's name: _____ اسم الشركة الناقلة :
Dependents traveling in the same passport: _____ إيضاحات تخص أفراد العائلة (المضافين) على نفس جواز السفر :

نوع الصلة Relationship	تاريخ الميلاد Date of Birth	الجنس Sex	الإسم بالكامل Full name

Name and address of company or individual in the kingdom: _____ إسم وعنوان الشركة أو إسم الشخص وعنوانه بالمملكة :

I hereby certify that the above statements are true to the best of my knowledge and that during my stay in Saudi Arabia I shall abide by all laws and regulations of the Kingdom. I am aware that Alcohol, Drugs Narcotics, and indecent publications violating public morality and all types of religious or political pamphlets are prohibited from entering the Kingdom of Saudi Arabia, whether for personal use or otherwise. I accept that if I violate the laws and regulations of the Kingdom of Saudi Arabia, I shall be subject to penalty.

Date: _____ التاريخ Signature: _____ التوقيع Name: _____ الإسم :

For official use only: للاستعمال الرسمي فقط :-
Date: _____ تاريخه : Authorization No.: _____ رقم الامر المعتمد عليه في إعطاء التأشيرة :-
Visit / Work for: _____ لزيارة - العمل لدى :
Date: _____ تاريخ : Visa No.: _____ أمر له برقم :
FEE COLLECTED _____ مدتها: Duration: _____ نوعها: Type: _____ المبلغ المحصل:

رئيس القسم القنصلي
Head of consular section

مدقق البيانات
Checked by :

SELECTION OF WELFARE STAFF-MEDICAL FOR HAJJ-2016ACCEPTANCE FORM

I have carefully read and understood all the terms and conditions contained in Ministry of Religious Affairs and Interfaith Harmony letter No 3(1)/2016-PW dated _____ and accept the offer of seasonal Hajj duty during Hajj-2016 on the terms and conditions specified therein. I shall abide by all the instructions issued by the Ministry of Religious Affairs and Interfaith Harmony as well as Directorate General of Hajj, Jeddah throughout my duty in Saudi Arabia.

NAME	
FATHER'S NAME	
MOTHER'S NAME	
Date of Birth	
DESIGNATION WITH BPS	
CNIC NO.	
DOMICILE	
PASSPORT NO.	
DATE OF ISSUE AND EXPIRY OF PASSPORT	
RESIDENTIAL/POSTAL ADDRESS	
PHONE NO/MOBILE NO.	

SIGNATURE _____

Please return this form duly signed to Section Officer (PW), Room No.103, M/O Religious Affairs and Interfaith Harmony, Islamabad.