

A. ROLES AND RESPONSIBILITIES AS PER RULES OF BUSINESS IN RESPECT OF DIRECTORATE OF HAJJ, KARACHI.

1. The main objective is to provide the best possible welfare cover to intending pilgrims;
2. To implement the decision and policies of the Ministry regarding Hajj operation and all other matters;
3. To feed back the Ministry in connection with the matter required for framing the Hajj Policy;
4. Keeping constant review, on year to year basis for the purpose of improving the arrangements of Hajj Operations;
5. To coordinate the Provincial Government, Federal Government departments, agencies, and corporation etc. on behalf of Ministry of Religious Affairs, regarding religious seminars, conferences, delegations and Ruit-e-Halal meetings, Mehfil-e-Qirat, Mehfil-e-Shabina and allied matters;
6. Imparted training programmes at District Tehsil levels in 03 sessions with liaison of local administrations / Department;
7. After receiving Passports of IPs form IT Cell of the Ministry, sort out Flight Schedule wise;
8. To provide proper medical facilities to the pilgrims on round the clock basis during Hajj season.
09. To adopt necessary measures for the comfortable stay of Hujjaj-e-Karam, completion of their travel documents and all allied matters regarding the smooth and trouble free departure/arrival of Hujjaj-e-Karam.
10. Disposal of left over baggage received from the Directorate of Hajj (Saudi Arabia).
11. Pursue the matters of lost/sick pilgrims and their personal effects and belongings with concerned agencies.
12. To provide facility to the intending pilgrims regarding Hajj matters and to redress the genuine grievances of the intending pilgrims.
13. Reconciliation of Accounts with Banks, PIA, Saudi Airlines, Air Blue and Serene Airlines and Ministry.
14. Coordination with AGPR and Treasury
15. Preparation of annual budget estimates.
16. Court matters / litigation.

B. ACTIVITIES CARRIED OUT BY THE DIRECTORATE OF HAJJ, KARACHI DURING HAJJ OPERATION

1. BEFORE HAJJ OPERATION

- a) Briefing of Master Trainers/Resource Persons;
- b) Training of Group Leaders at Divisional level;
- c) Training of intending pilgrims at District level;
- d) Distribution of literature for the guidance of intending pilgrims;
- e) Holding Inter-Departmental Meetings;
- f) Holding meetings with Banks & PIA.

2. DURING HAJJ OPERATION

- a) Make arrangements for renovation/white washing of the building;
- b) Make arrangements for recruitment of seasonal staff;
- c) Hire services of Boy Scouts from Pakistan Boy Scouts Association to provide necessary facilitation and assistance from dawn to dusk to the intending pilgrims of both Govt. and Private Schemes during Hajj operation;
- d) Establishment of special desk comprising of dedicated and devoted staff for timely redresses of grievances (if any) of the intending pilgrims with zeal and fervor;
- e) Opening of Tenders for awarding contracts to provide facilities like Photostat, Abaya, Tasbeeh Caps, Canteen etc.;
- f) Arranging shamianas, Tents, Chairs etc for the intending pilgrims;
- g) Making of electricity arrangements for the facility of intending pilgrims in adjourned streets and inside Haji Camp;
- h) Necessary arrangements for car/motorcycle parking are made inside / outside the Hajj Complex and tents with the facility of chairs are also arranged on prominent places;
- i) Arrangements for vaccination in the Haji Camp before 10 days of 1st Hajj Flight;
- j) Arrangements to provide facilities of Dispensary, medical, Ambulance and Fire-Brigade etc. in collaboration with local Administrations / Departments.

3. POST HAJJ OPERTION

- a) Providing facilities/assistance to the Hujjaj-e-Karam in coordination with the Civil Aviation Authority.
- b) Receiving luggage of the deceased pilgrims from Jeddah.
- c) Contacting the family members of the deceased.
- d) Delivery of luggage.

C. DETAILS OF FIGURES OF HAJJ-2023 IN RESPECT OF DIRECTORATE OF HAJJ, KARACHI

Training to the IPs during Hajj-2023

- a. In 1st Session 13 training programmes were conducted in various Districts / Tehsils of interior Sindh from 07-04-2023 to 08-05-2023 in which 2362 attended training out of 2783 IPs. Thus, percentage of attendance was 84.87%;
- b. In 1st Session 11 training programmes were conducted for 06 Districts of Karachi Division from 03-05-2023 to 15-05-2023 in which 13353 attended training out of 15005 IPs. Thus, percentage of attendance was 88.99%;
- c. 2nd Session of training programmes were also conducted in Haji Camp during reporting of IPs in this Haji Camp

Vaccination to the IPs during Hajj-2023

Total Stock Provided (Doses)			Stock Utilized (Doses)			Balance Stock (Doses)		
Meningitis	Flu	Polio	Meningitis	Flu	Polio	Meningitis	Flu	Polio
47470	47470	47500	37318	37318	37318	10152	10152	10182

Details of IPs travelled under Govt. Scheme during Hajj-2023

STATION	Number of Flights	Number of IPs
Saudi Airlines	32	9032
PIA	33	7748
Air blue	03	538
Serene Air	02	538
TOTAL:-	70	1856

Details of HGOs / Private Hajj Groups during Hajj-2023

=	Private HGO's	=	288 Companies
=	Total Quota allocated	=	30,698
=	Quota Utilized by HGOs	=	26,492

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**D. DETAILS OF STAFF AND REGULAR / PWF FOR THE CFY 2023-24
AND HAJJ - 2023 IN RESPECT OF DIRECTORATE OF HAJJ, KARACHI**

STAFF POSITION:

Sanctioned posts:-	42
Filled in :-	<u>32</u>
Vacant :-	<u>10</u>

Regular Budget allocated for the Financial Year 2023-24

- a) KA-03390 (Pilgrimage) Rs. 36,000,000/-
- b) KA-03389 (Health Establishment) Rs. 600,000/-

PWF budget allocated during Hajj-2023

Rs. 9,575,000/-