

**ROLES AND RESPONSIBILITIES AS PER RULES OF BUSINESS IN RESPECT OF
DIRECTORATE OF HAJJ, PESHAWAR.**

- The main objective is to provide the best possible welfare cover to intending pilgrims;
- To implement the decision and policies of the Ministry regarding Hajj operation and all other matters;
- To feed back the Ministry in connection with the matter required for framing the Hajj Policy;
- Keeping constant review, on year to year basis for the purpose of improving the arrangements of Hajj Operations;
- To coordinate with the Provincial Government, Federal Government departments, agencies, and corporation etc who are directly involved in Hajj operation.
- Imparted training programmes at District & Tehsil levels with liaison of local administrations / Department;
- After receiving Passports of IPs from IT Cell of the Ministry, sort out Flight wise;
- To provide proper medical facilities to the pilgrims on round the clock basis during Hajj season.
- To provide facility to the intending pilgrims regarding Hajj matters and to redress the genuine grievances of the intending pilgrims.
- Reconciliation of Accounts with Banks, PIA, Saudi Airlines, Air Blue and Serene Airlines and Ministry.
- Coordination with AGPR and Treasury
- Preparation of annual budget estimates.
- Court matters / litigation.

ACTIVITIES CARRIED OUT BY THE DIRECTORATE OF HAJJ, PESHAWAR

- Briefing of Master Trainers/Resource Persons
- Training of Group Leaders at Divisional level.
- Training of intending pilgrims at District level.
- Distribution of literature for the guidance of intending pilgrims.
- Holding Inter-Departmental Meetings.
- Holding meetings with Banks & PIA.
- Make arrangements for recruitment of seasonal staff.
- 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.
- Opening of Tenders for awarding contracts to provide facilities like Photostat, Abaya, Tasbeeh Caps, Canteen etc.
- Arranging shamianas, Tents, Chairs etc for the intending pilgrims.
- Making of electricity arrangements for the facility of intending pilgrims in adjourned streets and inside Haji Camp.
- Arrangements for vaccination in the Haji Camp before 10 days of 1st Hajj Flight.
- Arrangements to provide facilities of Dispensary, medical, Ambulance and Fire-Brigade etc. in collaboration with local Administrations / Departments.

TRAINING OF INTENDING PILGRIMS

- 1st session of Training of intending pilgrims at District and Tehsil level was conducted in 24 stations of Khyber Pakhtunkhwa w.e.f 28.04.2023 to 14.05.2023 and 2nd Session of training was also conducted on daily basis at Masjid of Hajj, Complex Peshawar w.e.f 18.05.2023 to 17.06.2023.

VACCINATION OF INTENDING PILGRIMS

Total Stock Provided (Doses)			Stock Utilized (Doses)		
Meningitis	Flu	Polio	Menin gitis	Flu	Polio
18000	18000	18000	16800	16800	16800

FLIGHT WISE SUMMARY OF TRAVELLED PILGRIMS-2023

S.NO.	AIRLINE	NO OF FLIGHTS	INFANT	ADULTS	TOTAL
1	PIA	11	10	3,376	3,386
2	SAUDI	10	11	3,472	3,483
3	SERENE	2	1	576	577
4	AIRBLUE	1	-	198	198
TOTAL		24	22	7,622	7,644

DETAIL OF HAJJ GROUP ORGANIZERS

Total No. of HGOs: **142**
Total quota: **14557**
Quota Utilized: **11845**

DETAIL OF STAFF OF HAJJ DIRECTORATE PESHAWAR.

S. No.	Designation	BPS	Number of Posts		
			Total	Filled in	Vacant
1	Director Hajj	19	1	1	
2	Deputy Director Hajj	18	1	0	1
3	Accounts Officer	18	1	1	
4	Deputy Assistant Director	16	1	1	0
5	A.P.S	16	1	1	
6	Assistant	16	1	1	
7	Stenotypist	14	1	1	
8	UDC	13	2	2	0
9	Khateeb	11	1	1	
10	LDC	11	3	3	
11	Driver	5	2	2	
12	Khadim	3	1	1	
13	Naib Qasid	2 & 3	3	3	
14	Chowkidar	1	2	2	0
15	Mali	2	1	1	
16	Sanitary Worker	2	1	1	
	Total		23	22	1