



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS AND INTER-FAITH HARMONY



SUBJECT: JOB DESCRIPTION OF HAJJ POLICY SECTION

Kindly refer to the subject cited above. It is submitted that, upon reviewing the job description of this Section available on the Ministry's website, it has been observed that the following three responsibilities presently listed under SO (HP) do not fall within the mandate of this Section:

- i. Conduct survey of banks to supervise overall functioning.
- ii. Processing/disposal of Hajj complaints of Hujjaj under the Government Hajj Scheme.
- iii. Workshops/seminars in Hajj Directorates and feedback for next year's policy.

2. It is apprised that the aforementioned responsibilities may kindly be assigned to the respective concerned Sections. The detail is as under:

Sr#	Job description	Remarks	Proposal / Request
1	Conduct survey of banks to supervise overall functioning	The point pertains to the AO (PWF) Section.	May be assigned to the AO (PWF) section.
2	Processing / disposal of Hajj complaints of Hujjaj under Govt Scheme	Processing and disposal of complaints relating to Hajj operational matters under the Government Hajj Scheme may be reallocated to OPAP or the Section dealing with its administrative affairs, as such matters fall within their operational mandate, whereas the HP Section may continue to deal with policy-related complaints falling within its prescribed domain including policy provisions, eligibility criteria, quota allocations, and other related issues.	The said responsibility may be rephrased as follows: "Processing/disposal of complaints related to Hajj Policy."
3	Workshops / seminars in Hajj Directorates and feedback for next year's policy	The debriefing sessions are conducted annually by the PW Section to obtain feedback from the Hujjaj and all stakeholders for better arrangements and welfare of the Hujjaj. Therefore, this point falls within the purview of the PW Section.	May be assigned to the PW section.

3. This issues with the approval of Joint Secretary (Hajj).



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