



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY

No. 1 (7)/2023-24-HP

Islamabad, the 26th December, 2024

OFFICE MEMORANDUM

Subject:- **LABOR/LOW PAID EMPLOYEES SPONSORED BY PUBLIC SECTOR ORGANIZATION/CORPORATE ENTITIES FOR HAJJ-2025.**

The undersigned is directed to state that as per Hajj Policy-2025, *“A quota of 300 seats shall be reserved for low paid employees (BPS 1-9 or equivalent) / labors of Public sector/corporate organizations, companies registered with EOBI/ Workers Welfare Fund.”* The Hajj dues of the employees has to be met from the funds established under Corporate Social Responsibility (CSR) by the nominating organization and not from own expenses or any Government budget.

2. It is, therefore, requested that the corporate sector entities and public sector/organizations (through their respective Ministry/Department) working under your administrative control may please be directed to furnish the list of eligible employees of BPS 1-9 or equivalent (duly recommended) for the seats reserved for low paid employees/labors on the prescribed proforma (**copy enclosed alongwith procedure/TORs for both Public & Corporate sectors**). **The proformae procedure/TORs are also available on MORA&IH’s website i.e. www.mora.gov.pk**

3. Nominations must reach this Ministry by **15th January, 2025**. Applications received after due date will not be entertained by the Ministry. The Ministry will scrutinize the nominations and selection will be made amongst the scrutinized nominations through balloting.

Encls: **As Above**


(Akram Shafique)
Section Officer (HP)

**All Ministries/ Divisions.
Government of Pakistan,
Islamabad**

Chief Secretaries,
Punjab/ Sindh /Khyber Pakhtunkhwa/Baluchistan/AJK/Gilgit Baltistan

The Secretary, Workers Welfare Fund,
Islamabad.

Copy to:-

1. PS to Secretary, MoRA&IH
2. PS to Joint Secretary (Hajj)
3. DD (HCC) for uploading the same on Ministry’s website

Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony

No.1 (7)/2023-24-HP

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**PROCEDURE FOR SUBMISSION OF HAJJ APPLICATION FORM AGAINST
LABOR QUOTA/ LOW PAID EMPLOYEES FOR HAJJ 2025**

- i. The applications of the corporate entities for labor/low paid employees quota will be received through Workers Welfare Fund in the Ministry for consideration. The applications from corporate entities shall reach to the following address:

Secretary,
Workers Welfare Fund (WWF),
Building No. 2 Street No. 39 Mauve Area, G-10/4, Islamabad.

- ii. The Ministry will get verification of the workers identification from EOBI, if required.
iii. The application of public sector organizations will be received through their department/organization directly in the Ministry on the following address:

Section Officer (Hajj Policy),
Ministry of Religious Affairs & Interfaith Harmony,
Room No. 16/C first floor Kohsar Block New Pak Secretariat, Islamabad.

- iv. The committee of the Ministry constituted for finalization of reserved quota will scrutinize and finalize all the applications in respect of Labor/Low paid employees, etc.
v. On approval of the committee, the Hajj Policy section of the Ministry will issue a letter to the applicant and focal persons of the concerned Banks.
vi. The applicants shall receive the Hajj application Form in person from the following branches of the banks on production of original letter of the Ministry and original CNIC/Passport. However, in case of female applicant or in unavoidable circumstances the authority letter may be submitted along with original CNIC-Passport of the applicant. The bank will retain the copy of CNIC of each applicant/person receiving Hajj application Form to avoid any malign activity.

Designated Bank 1	Designated Bank 2	Designated Bank 3	Designated Bank 4
NBP Bank (Designated Branches for Hajj application collection)	MCB Bank (Designated Branches for Hajj application collection)	Meezan Bank (Designated Branches for Hajj application collection)	UBL (Designated Branches for Hajj application collection)

- vii. The Banks will mark / punch the original letter issued by the Ministry to avoid its reuse.
viii. Applicant will fill the form and submit it in the same branch along with the original letter of the Ministry, having embossing seal of Ministry, Passport and Hajj dues.
ix. The Banks will forward the Hajj application form along with Passport to focal branch which will subsequently be submitted to DD (HC) on the day/next day of receipt of Hajj application form.
x. The Hajj application form authorized by the committee will not be transferable.
xi. The applicant should deposit Hajj dues along with the form within 07 days in bank otherwise it would be treated as cancelled / lapsed.


(Akram Shafique)
Section Officer (HP)
051-9205212

Copy to:

- i) PS to Minister for Religious Affairs and Interfaith Harmony
ii) PS to Secretary, RA&IH, Islamabad.
iii) DD (HCC), with request to upload it on Ministry's website.



GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS AND INTERFAITH HARMONY

**NOMINATION FORM FOR LABOR/LOW PAID EMPLOYEES OF
CORPORATE/PRIVATE SECTOR ORGANIZATIONS FOR HAJJ-2025**

Name of Organization					
Mailing address / Contact details					
Total Strength of Organization					
Organization's EOB/WWF Registration Number					
Name, designation & Contact number of Focal Person of the nominating authority					
NOMINATIONS FOR LABOR/LOW PAID EMPLOYEES QUOTA FOR HAJJ 2025					
S/No	Name	Designation	E.O.B.I No.	CNIC No.	Cell No
i.					
ii.					
iii.					
iv.					

- i. It is certified that no officer or any family members are included in the above nominations.
- ii. It is certified that Hajj expenses of the above named employees will be met from the fund established under Corporate Social Responsibility (CSR) and not from own expenses or any Government budget.

Name, Designation & Signature of Nominating Authority

Note:

1. All the nominations should be on prescribed form duly filled in all respect and no action will be taken on incomplete information.
2. All the workers/labors in BPS 1-9 or equivalent of the organization registered with EOB/WWF are entitled. However, preference may be given to least paid and lower scale employees.
3. Copy of the EOB card of each worker/labor shall be attached.
4. The worker must be cover under the definition of a worker as per Industrial Relation Act (IRA) 2017.
5. No officer or any family members are entitled against labor/low paid quota. However, only Mehram is entitled, if any female employee is nominated to perform Hajj under laborers/low paid employee's quota.
6. No substitution in nominations is allowed except death and disease cases subject to submission of documentary proof.
7. **All nominations should be submitted through Head Office.**
8. No separate nominations would be entertained.
9. The applications of the corporate entities for labor/low paid employees quota will be received through Workers Welfare Fund in the Ministry for consideration. The applications from corporate entities shall reach to **Secretary Workers Welfare Fund (WWF), Mauve Area, Street No. 39, G-10/4, Islamabad.**
10. The nominations must reach this Ministry by 15th January, 2025, enabling this Ministry to decide the cases timely. Applications received after due date will not be entertained by the Ministry.
11. Machine Readable Passport valid at least up to 16.12.2025 with valid CNIC and latest Medical certificate as mandated with Hajj application.