

(Directorate of Hajj)
Islamabad

FUNCTIONS OF DIRECTORATE OF HAJJ
(MADINA-TUL-HUJJAJ), ISLAMABAD

- The main functions of the Directorate of Hajj (Madina-tul-Hujjaj), Islamabad is to implement the decision/directive taken by the Ministry for facilitation of intending pilgrims as well as to arrange various events such as Hajj seminars, Qirat Competitions, Trainings of Bankers, Master Trainers/Resource Persons, Group Leaders and intending pilgrims.
- To give feed back to the Ministry of Religious Affairs & Inter-Faith Harmony in formation of Hajj Policy.
- To keep close liaison with various agencies connected with Hajj Operation such as Airlines, Banks, Civil Aviation Authority, Immigration, Customs, Anti Narcotics, Airport Security Force, Local Administration, CDA, Pak. PWD, IESCO, Sui Gas, Saudi Consulate and Pakistan Boy Scouts Association etc.
- Conducting of training/compilation of travelling documents of Moavineen-e-Hujjaj, Seasonal Staff and Hajj Medical Mission before their departure to Saudi Arabia and arrangements of their boarding & lodging as per direction of the Ministry.
- Deployment of staff i.e. seasonal medical/para-medical staff including Boy Scouts for welfare of intending pilgrims during Hajj operation on round the clock basis.
- Processing and finalization of open tenders for various contracts relating to Hajj Operation.
- To adopt fool proof security measures for the safety of intending pilgrims at Madina-tul-Hujjaj, Islamabad.
- For the comfort of intending pilgrims in residential accommodation necessary deployment of janitorial staff with all precautionary arrangements for their safe & sound stay at Madina-tul-Hujjaj is to be ensured.
- To process all traveling documents of intending pilgrims in flight-wise manner for onward transmission to respective airlines for its further delivery to the intending pilgrims on their schedule booking made by the IT Cell of the Ministry.
- Distribution of Identification Lockets, pasting of flags on ladies Abayas and gents Ahram in flight-wise manners on their arrival at Haji Camp.

- To arrange 100% inoculation of intending pilgrims of both Government and Private Hajj Schemes in Hajj Dispensary and sealing of their prescribed medicines recommended by their respective doctors.
- Transportation of intending pilgrims residing in Madina-tul-Hujjaj to Airport on scheduled dates by hiring buses through open bids.
- Processing of cases pertaining to change of management/companies addresses of HGOs for onward submission to Ministry for issuance of NOC.
- Completion of accounts and documents for the internal and regular annual audit. Similarly reconciliation of Hajj accounts with Banks, Airlines and Ministry. Reconciliation with AGPR, Federal Treasury Office for PWF Accounts, Hajj Accounts and Regular Budget.
- Preparation of the budget estimates for Hajj Operation, Training Programmes and Regular Budget for Hajj Directorate as well as Dispensary on the of operational requirements during Hajj Season and normal period.
- Arrangements for collection and distribution of personal effects/ belongings of deceased pilgrims and left over baggage of pilgrims received from Saudi Arabia after completion of Hajj.
- Annual physical verification of stores/dead stock and office records

Haider Ali
AD (Network/WEC)
Monday, 16 February, 2026, 9:51:48 AM

Directorate of Hajj
Lahore

DESCRIPTION OF THE PUBLIC BODY'S ORGANIZATION, FUNCTIONS, DUTIES, POWERS AND ANY SERVICES IT PROVIDES TO THE PUBLIC.

BRIEF HISTORY OF HAJI CAMP, LAHORE

Directorate of Hajj (Haji Camp), Lahore was established in the year 1990 to facilitate the intending pilgrims of central Punjab. The Directorate of Hajj, Lahore is additionally looking after the Administrative Affairs of Temporary Haji Camps Faisalabad and Sialkot with the minimum strength of 30 Staff members.

ROLES AND RESPONSIBILITIES AS PER RULES OF BUSINESS IN RESPECT OF DIRECTORATE OF HAJJ, LAHORE

1. The main objective is to provide the maximum possible facilities and welfare services to intending pilgrims in its true letter and spirit.
2. To implement the decisions and policies of the Ministry formulated from time to time regarding Hajj operational activities and all other administrative matters.
3. To conduct workshops on respective stations to obtain views & feedback from the Hajj pilgrims in the light of their experience during Hajj and its communication to the Ministry before finalization of Hajj policy for further information and framing the Hajj Policy in the light of experiences and problems faced by the Hujjaj.
4. Coordination with AGPR and Treasury.
5. Preparation of annual budget estimates.
6. Court matters/litigation.

ACTIVITIES CARRIED OUT BY THE DIRECTORATE OF HAJJ, LAHORE DURING HAJJ OPERATION

PRE HAJJ OPERATION

1. To arrange booking of air-conditioned Halls for imparting training of Hujjaj at District and Tehsil level.
2. Training of intending pilgrims at District as well as Tehsil level in 02 phases i.e. Pre Ramzan and after Ramzan.

3. Holding Inter-Departmental Meetings with allied agencies/ Departments related with Hajj affairs at Lahore, Faisalabad & Sialkot to finalize Hajj arrangements.
4. Holding meetings with Banks & Airlines to finalize Hajj arrangements.
5. To establish temporary Dispensary with the collaboration of Provincial Health Department for provision of proper medical Cover and inoculation to the intending pilgrims against Meningitis and Flu on round the clock basis during Hajj Operation.
6. To arrange e-visas of the intending pilgrims fight wise as per schedule announced by the Ministry.
7. To adopt necessary measures for the completion of their travel documents and all allied matters regarding the smooth and trouble free departure/arrival of Hujjaj-e-Karam.
8. To make arrangements for renovation/whitewashing of the building.
9. To make arrangements for recruitment of seasonal staff.
10. To 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.
11. To establish special desk for providing information to the intending Hajj pilgrims regarding Hajj policy and other allied administrative matters.
12. To provide maximum facilities to the intending pilgrims regarding Hajj matters and to solve the genuine issues of the intending pilgrims.
13. Disposal of left over baggage are to be received from the Directorate of Hajj (Saudi Arabia).
14. Pursue the matters of lost/sick pilgrims and their personal effects and belongings with concerned agencies.
15. Timely reconciliation of Accounts with Airlines i.e. PIA, Saudi Airlines, Air Blue, Air Sial and Serene Airlines and its submission to the Ministry for making payment to the concerned Airline well in time.
16. To invite Tenders for awarding various contracts like tents service, Tasbih Topi, Ehram etc to provide facilities to the intending pilgrims during Hajj operation.

17. To Make of electricity arrangements for the facility of intending pilgrims in adjoining streets and inside Haji Camps.
18. 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.
19. Arrangements for vaccination in the Haji Camp before 10 days departure of First Hajj Flight.
20. Arrangements to provide facilities of Dispensary, medical, Ambulance and Fire-Brigade etc. in collaboration with local Administrations/Departments.
21. To make necessary arrangements for installation/ hiring of Air-conditioned marquees at Lahore, Faisalabad and Sialkot stations to provide one window operational facilities to the Hujjaj under one roof with the collaboration of designated banks and airlines.

POST HAJJ OPERTION

1. To make necessary arrangements for reception and guidance of Hujjaj and distribution of Ab-e-zam zam at airport by deploying sufficient staff.
2. Arrangements to receive leftover luggage of the pilgrims dispatched by the DG office from Jeddah and Madinah Munnawarah.

**DIRECTORATE OF HAJJ
MULTAN

**DESCRIPTION OF THE PUBLIC BODY'S ORGANIZATION, FUNCTION DUTIES
POWERS AND ANY SERVICES IT PROVIDES TO THE PUBLIC**

Brief History of Haji Camp Multan.

Directorate of Hajj (Haji Camp) Multan was established in the year 1995 to facilitate the intending pilgrims of Southern Punjab. The Directorate of Hajj, Multan is additionally looking after the Administrative Affairs of Temporary Haji Camp Rahim Yar Khan with minimum strength of 13 staff members.

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

1. The main objective is to provide the maximum possible facilities and welfare service to intending pilgrims in its true letter and spirit.
2. To implement the decisions and policies of the Ministry formulated from time to time regarding Hajj operational activities and all other administrative matters.
3. Coordination with District Account office and Treasury.
4. Preparation of annual Budget estimates (Regular & PWF budget)

**ACTIVITIES CARRIED OUT BY THE DIRECTORATE OF HAJJ MULTAN
DURING HAJJ OPERATION.**

Pre Hajj Operation.

- a. To arrange booking of air-conditioned halls for imparting training of the intending pilgrims at Tehsil & District level.
- b. Training of intending pilgrims at Tehsil & District level (Southern Punjab) in two Phases 1st phase Pre-Ramzan and 02nd Phase Post Ramzan.
- c. Holding Inter-Departmental meeting with allied Department/Agencies who involved in Hajj Operation at Multan and temporary Haji Camp Rahim Yar Khan.
- d. Holding meeting with Banks and concerned Airlines to finalize the Hajj arrangements.
- e. To overcome the shortage of staff and provide the best facilities/ services, this Directorate appointed seasonal staff with approval of the Ministry during Hajj Operation.
- f. Deployment of Boy Scout for the facilitation of the intending pilgrims during Hajj Operation by this Directorate with the approval of Ministry.

- g. To invite tender for awarding various items like Tasbih Topi, Ehram, Canteen Service, Car Parking, Photostat etc. to provide the facilities to the intending pilgrims at Hajj Directorate during Hajj Operation.
- h. To establish a temporary Hajj Dispensary for inoculation of vaccine meningitis, flue and polio to the intending pilgrims with collaboration of Health Department during Hajj Operation.
- i. To arrange a separate counter for sealing of medicine of the intending pilgrims under the supervision of Pharmacist.
- j. To arrange E-visa of the intending pilgrims flight wise as per their flight schedule announced by the Ministry.
- k. To arrange fool proof security with the cooperation of local administration during Hajj operation.
- l. To make seating arrangements for visitor accompanying with the intending pilgrims during Hajj Operation.
- m. To make arrangements for the provision of necessary facilities such as accommodation, food and training for intending pilgrims at Haji Camp.
- n. Timely reconciliation of account with airlines and onward submission to the Ministry for making payments to the concerned airlines.
- o. To make necessary arrangements for installation of air-conditioned marquees at Hajj Camp Multan & Rahim Yar Khan to provide one-window operation facilities to the intending pilgrims under one roof with the collaboration of designated banks and airlines.
- p. To make arrangements for establishment of office of Airlines in marquee for distribution of air tickets and other related documents etc.
- q. To make arrangements for establishment of bank offices in marquees for distribution of giveaways and provision of Saudi Riyal to the intending pilgrims.
- r. To make arrangements for the see-off ceremony of the first Hajj flight at the airport with the coordination of Civil Aviation Authority and airlines.

POST HAJJ OPERATION.

- a. To make necessary arrangements to facilitate/assist the Hujjaj-e-Karam during post-Hajj operation at Multan Airport with the coordination of Civil Aviation Authority and airlines.

Government of Pakistan
Ministry of Religious Affairs
and Inter-Faith Harmony
Directorate of Hajj

No. 7(1)/Acctt/Suk/2024

Sukkur the 29th January, 2026

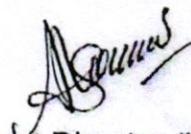
The Section Officer (Admn-III),
Ministry of Religious Affairs
and Inter-Faith Harmony,
Islamabad

Subject: **COMPLIANCE REPORT SUBMISSION AS PER INTERIM ORDER
DATED DECEMBER, 17.2025.**

Reference Ministry's letter No. 5(12)2011-HA-I dated 20.01.2025 on the subject noted above, the requisite URLs pertaining to this Directorate are provided below. The remaining URLs may please be obtained from the IT Wing of the Ministry.

S. N o.	Information to be proactively disclosed	URL's
1	Description of the Public body's organization and function, duties, powers and any services it provides to the public	https://www.mora.gov.pk/Detail/MTZkZTFiNDQtYWU0ZC00ZDg1LTg1NjEtNTQxNDQ4NWY0NTNi
2.	Detailed budget of the public body including proposed, revision in the approved budget and the supplementary budget	http://m.pifra.gov.pk/DDOALV#...
3.	Actual expenditure, original or revised revenue targets, actual revenue, receipts	http://m.pifra.gov.pk/DDOALV#...

2. Submitted for information and further necessary action, please.


Assistant Director (Hajj)

**(DIRECTORATE OF HAJJ)
QUETTA**

FUNCTIONS OF DIRECTORATE OF HAJJ (HAJJ COMPLEX), QUETTA

- The main objective is to provide the best possible welfare cover to intending pilgrims and served them in a good manor and environment ;
- To implement the decision and policies of the Ministry regarding Hajj operation and all other matters accordingly;
- To feed back the Ministry in connection with the matter required for framing the Hajj arrangements;
- Keeping constant review, on year-to-year basis for the purpose of improving the arrangements of Hajj Operations;
- To coordinate with the Provincial Government as well as Federal Government departments, agencies etc. who are directly involved in Hajj operation.
- Processing of cases pertaining to change of management/companies addresses of HGOs for onward submission to Ministry for issuance of NOC and proper monitoring of HGOs when and will required.
- To impart training programmes at District & Tehsil levels with the liaison of local administrations / Departments of Balochistan Government.
- To arrange 100% vaccination of intending pilgrims of both Government and Private Hajj Schemes in Hajj Dispensary with collaboration health department Government of Balochistan and sealing of their prescribed medicines recommended by their respective doctors.
- To print and air ticket and E-Visas to intending pilgrims provide proper medical facilities to the pilgrims on round the clock basis during Hajj season.
- Boarding and lodging facilities at Quetta Haji Camp and their transportation from Haji Camp to Airport by buses.
- To provide facility to the intending pilgrims regarding Hajj matters and to redress the genuine grievances of the intending pilgrims.
- Completion of accounts and documents for the internal and regular annual audit.
- Coordination with AGPR and Treasury
- Preparation of annual budget estimates.
- Court matters / litigation.



(Directorate of Hajj)
Peshawar

Annex-A

**FUNCTIONS OF DIRECTORATE OF HAJJ (HAJJ COMPLEX), HAYATABAD
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 as well as Federal Government departments, agencies etc. who are directly involved in Hajj operation.
- Processing of cases pertaining to change of management/companies addresses of HGOs for onward submission to Ministry for issuance of NOC.
- To impart training programmes at District & Tehsil levels with the liaison of local administrations / Departments.
- To arrange 100% inoculation of intending pilgrims of both Government and Private Hajj Schemes in Hajj Dispensary and sealing of their prescribed medicines recommended by their respective doctors.
- 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.
- Completion of accounts and documents for the internal and regular annual audit.
- Coordination with AGPR and Treasury
- Preparation of annual budget estimates.
- Court matters / litigation.