

Government of Pakistan
Ministry of Religious Affairs & Interfaith Harmony

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No.F.1(1)/HGOs/14

Islamabad, the 19th August 2014.

Subject: **SOP FOR PROCESSING AFFIXATION OF VISAS OF HUIJAJ UNDER PRIVATE SCHEME.**

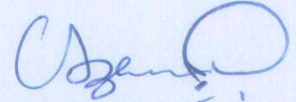
Hajj Operation - 2014 is at its peak. Following SOPs is notified for processing of affixation of visas of 86,684 hujjaj under private hajj scheme:-

- i. MORA will issue list of hujjaj booked by the HGO for confirmation of their particulars through HOAP as per received hajj forms.
- ii. The HGO will confirm the particulars of their hujjaj immediately.
- iii. The HGO will provide its flight schedule to MORA for generation of priority list, **IMMEDIATELY** but not later than 22nd August 2014 alongwith PNR. "E" number of hujjaj of the HGOs will be generated on the basis of their flight schedule.
- iv. All HGOs are bound to upload the information about flight schedule/building etc. on the website <http://www.hajjinfo.org/hgomis.html>
- v. The HGO will furnish passports alongwith barcode of their hujjaj for affixation of visa at least seven (7) days before flight.
- vi. In case of any delay on the part of HGO for submission of their documents, MORA will not be responsible for any consequences of result thereof.

2. In this regard all HGOs are required to follow the following time line for efficient and timely arrangement:-

S.No.	Activity	Time line
1.	Submission of verified list of hujjaj to MORA	22-8-2014
2.	Submission of enrolment wise list with flight number/PNR/date/bar code duly verified by HOAP.	22-8-2014
3.	Submission of passports of hujjaj for affixation of visa	At least before seven (7) seven days of flight schedule.
4.	Return of passport to HGOs after affixation of visas of hujjaj	Two days prior to their flight schedule; subject to endorsement of visa by the Saudi Embassy/Consulate.

3. All HGOs are directed to comply with the above SOP/schedule.



(Azhar Iqbal Hashmi)
Section Officer (HGOs)

Distribution:

1. DD(HC) – with the request to upload on the website of MORA.
2. AD(IT)
3. Director Hajj, Islamabad/Lahore/Karachi/Peshawar/Quetta/Multan.
4. All Regional Chairmen HOAP – with the request to inform all HGOs functional in Hajj – 2014.

CC:

1. PS to Minister.
2. PS to Secretary.
3. PA to JS(Hajj)
4. PA to DS(HP)