

Government of Pakistan  
Ministry of Religious Affairs & Interfaith Harmony  
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No.F.5(3)/HIT/2015-HGOs

Islamabad, the 30<sup>th</sup> July, 2015.

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

Hajj Operation - 2015 is at its peak. Following SOPs are notified for processing of affixation of visas of hujjaj under private hajj scheme:-

- i. The HGO will confirm the particulars of their hujjaj immediately and remove the discrepancies marked by Hajj Computer Cell.
- ii. The HGO will provide its flight schedule to MORA for generation of priority list, **IMMEDIATELY** but not later than 5<sup>th</sup> August 2015 alongwith PNR. "E" number of hujjaj of the HGOs will be generated on the basis of their flight schedule.
- iii. All HGOs are bound to upload following information on the website <http://www.hajjinfo.org/hgomis.html>, before submission of passport at Haji Camp:-
  - a. Flight and Accommodation information
  - b. Copies of Tasreeh(s)/Tasneef of Makkah & Madinah accommodation.
  - c. Copies of Agreement/Aqad of Makkah & Madinah accommodation.
  - d. Proof of Airline Tickets purchased.
- iv. The HGO will furnish passports alongwith barcodes of their hujjaj for affixation of visa at least seven (7) days before flight to Hajj Computer Cell, through concerned Directorate of Hajj along with print out of documents mentioned at iii (a to d) above.
- v. 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 arrangements:-

S.No.	Activity	Time line
1.	Submission of enrolment wise list with flight number/PNR/date/bar code, number of hujjaj, duly verified by HOAP.	10-8-2015
2.	Submission of passports of hujjaj for affixation of visa	At least seven (7) seven before of flight schedule.
3.	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. Director, Haji Camp will check/verify the details of flight/building etc and update status of passport submission on website.

  
(Azhar Iqbal Hashmi)  
Section Officer (HGOs)

**Distribution:**

1. DD(HC)
2. AD(IT) - with the request to upload on the website of MORA.
3. Director Hajj, Islamabad/Lahore/Karachi/Peshawar/Quetta/Multan with the request to ensure that the HGO has uploaded the requisite documents on website.
4. All Regional Chairmen HOAP.
5. PITB.