

TIME LIMIT
OUT TODAY
MOST IMPORTANT

NO.E&A(HEALTH)1-611/2022
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE & MEDICAL
EDUCATION DEPARTMENT

Dated Lahore, the 16th February, 2023



To

1. The Vice Chancellor, KEMU, Lahore.
2. The Vice Chancellor, FJMU, Lahore.
3. The Vice Chancellor, University of Child Health Science, the Children's Hospital, Lahore.
4. The Vice Chancellor, Nishtar Medical University, Multan
5. The Vice Chancellor, Rawalpindi Medical University, Rawalpindi
6. The Vice Chancellor, Faisalabad Medical University, Faisalabad
7. The Principal, Allama Iqbal Medical College, Lahore
8. The Principal, Services Institute of Medical Sciences, Lahore
9. The Principal, Postgraduate Medical Institute/AMC, Lahore
10. The Principal, Quaid-e-Azam Medical College, Bahawalpur
11. The Principal, Sheikh Zayed Medical College, Rahim Yar Khan
12. The Principal, Gujranwala Medical College, Gujranwala
13. The Principal, Sahiwal Medical College, Sahiwal
14. The Principal, Kh. Muhammad Safdar Medical College, Sialkot
15. The Principal, Ghazi Medical College, Dera Ghazi Khan
16. The Principal, Nishtar Institute of Dentistry, Multan
17. The Principal, Dental Section, FMU, Faisalabad
18. The Head of Institution, Punjab Institute of Cardiology, Lahore
19. The Dean, Institute of Public Health, Lahore
20. The Dean, The Children's Hospital & The Institute of Child Health, Multan
21. The Medical Superintendent, Mayo Hospital, Lahore
22. The Medical Superintendent, Jinnah Hospital, Lahore
23. The Medical Superintendent, Sir Ganga Ram Hospital, Lahore
24. The Medical Superintendent, Services Hospital, Lahore
25. The Medical Superintendent, Lahore General Hospital, Lahore
26. The Medical Superintendent, Lady Willingdon Hospital, Lahore
27. The Medical Superintendent, Lady Aitchison Hospital, Lahore
28. The Executive Director, Rawalpindi Institute of Cardiology, Rawalpindi
29. The Medical Superintendent, B.B.H, Rawalpindi
30. The Medical Superintendent, DHQ Hospital, Rawalpindi
31. The Medical Superintendent, Holy Family Hospital, Rawalpindi
32. The Medical Superintendent, Govt. T.B Sanatorium Samli Hospital, Murree.
33. The Medical Superintendent, Nishtar Hospital, Multan
34. The Medical Superintendent, CPEIC, Multan
35. The Medical Superintendent, B.V Hospital, Bahawalpur
36. The Medical Superintendent, Nawab Sir Sadiq Muhammad Khan Abbasi Hospital, a.k.a Sadiq Abbasi Hospital, Civil Hospital, Bahawalpur
37. The Medical Superintendent, DHQ Hospital, Faisalabad
38. The Medical Superintendent, Allied Hospital, Faisalabad
39. The Medical Superintendent, Children's Hospital, Faisalabad
40. The Executive Director, Faisalabad Institute of Cardiology Faisalabad
41. The Medical Superintendent Govt. General Hospital, Ghulam Muhammad Abad, Faisalabad

42. The Medical Superintendent, DHQ Teaching Hospital, Gujranwala.
43. The Medical Superintendent, Ch. Pervaiz Elahi Institute of Cardiology, Wazirabad
44. The Medical Superintendent, Aziz Bhatti Shaheed Hospital, Gujrat
45. The Medical Superintendent, Allama Iqbal Memorial Teaching Hospital, Sialkot.
46. The Medical Superintendent, Sardar Begum Hospital, Sialkot
47. The Medical Superintendent, DHQ Teaching Hospital, Sahiwal
48. The Medical Superintendent, Haji Abdul Qayyum Hospital, Sahiwal
49. The Medical Superintendent, DHQ Teaching Hospital, D.G. Khan
50. The Medical Superintendent, Sheikh Zayed Hospital, R.Y. Khan
51. The Medical Superintendent, Govt. Teaching Hospital, Shahdara, Lahore
52. The Medical Superintendent, Punjab Dental Hospital, Lahore
53. The Medical Superintendent, Govt. Said Mitha Hospital, Lahore
54. The Executive Director, Punjab Institute of Mental Health, Lahore
55. The Medical Superintendent, Punjab Institute of Neurosciences, Lahore
56. The In Charge, College of Paramedics, Faisalabad
57. The Medical Superintendent, Mian Munshi Hospital, Lahore
58. The Medical Superintendent, Govt. Muhammad Nawaz Sharif Hospital, Yakki Gate, Lahore
59. The Medical Superintendent, Kot Khawaja Saeed Hospital, Lahore
60. The Medical Superintendent, Govt. Mozang Hospital, Lahore
61. The Medical Superintendent, DHQ Teaching Hospital, Sargodha.
62. The Medical Superintendent, Establishment of Institute of Urology & Transplantation, Rawalpindi
63. The Director, Institute of Blood Transfusion Services, Lahore.
64. The Director General (Nursing) Punjab, Lahore, She is directed to direct to all Nursing Colleges / Schools / Public Health Nursing Schools ensured the implementations of the directions.
65. The Surgeon Medico Legal Punjab, Lahore.
66. The Managing Director, Punjab Health Foundation, Lahore.
67. The CEO, Punjab Healthcare Commission, Lahore.
68. The Medical Superintendent, Ch. Pervaiz Elahi Institute of Cardiology, Bahawalpur.
69. The Executive Director, Jinnah Burn & Reconstructive Surgery Center, Allama Iqbal Medical College, Lahore / Jinnah Hospital, Lahore.
70. The Head of Burn Center / Chairman Plastic Surgery, Pak Italian Burn Centre, Nishtar Medical University, Multan.
71. The Director, Internal Audit Wing, SHC & ME Department.
72. The Secretary, Blood Transfusion Authority, Lahore.
73. The Controller Nursing Examination Board, Lahore.
74. The Secretary, Punjab Medical Faculty, Lahore.
75. The Secretary, Punjab Pharmacy Council, Lahore.
76. All Section Officers of SHC & ME Department.

SUBJECT: **NOMINATION AS MEDICAL DOCTORS / PHARMACISTS / PARAMEDICS FOR HAJJ MEDICAL MISSION - 2023**

I am directed to refer to the subject cited above and to **enclose** herewith a copy of letters No.SO(FG-I)5-1/Misc-2021 dated 13.02.2023 & No.3(I)/2022-PW dated 31.01.2023 issued by Section Officer (PW), Govt. of Pakistan, Ministry of Religious Affairs and Interfaith Harmony, Islamabad along with Selection Criteria, Terms of Reference (TORs) and duties & Responsibilities for the nomination of Civilian Doctors /

Paramedical Staff / Pharmacists for inclusion in the Hajj Medical Mission-2023 received from Section Officer (FG-I), Govt. of the Punjab, S&GAD (I&C Wing).

2. I am further directed to request you to may kindly be intimate to all the employees / staff working under your control to submit their nominations along with requisite information on the prescribed proforma to the Secretary, Govt. of the Punjab, Primary & Secondary healthcare Department, 1-Birdwood Road, Lahore up to 17.02.2023 before 12:00 Noon, to proceed further in the matter, accordingly.

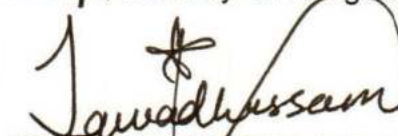

SECTION OFFICER (GENERAL)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to the:

- i. Section Officer (FG-I), Govt. of the Punjab, S&GAD (I&C Wing) w/r to his letter referred above.
- ii. Section Officer (PW), Govt. of Pakistan, Ministry of Religious Affairs and Interfaith Harmony, Islamabad.

iii. *The Secretary, Primary and Secondary Health Care Department.*


SECTION OFFICER (GENERAL)

CC:-

- 1) PSO to Secretary, SHC & ME Department.
- 2) *PSO to Secretary Primary & Secondary Health Care Department*
- 3) PS to Special Secretary (Operations), SHC & ME Department.
- 4) PS to Special Secretary (Development & Reforms), SHC & ME Department.
- 5) PAs to all Additional Secretaries, SHC & ME Department.
- 6) PAs to All Deputy Secretaries SHC & ME Department.
- 7) Incharge ICT Cell, SHC & ME Department with the request to upload this letter on the official website of this department.

TOP PRIORITY



No.SO(FG-I)5-1/Misc-2021
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(I&C WING)

Dated Lahore, 13th February, 2023

To

1. The Secretary,
Specialized Healthcare & Medical Education Department,
Government of the Punjab.
2. The Secretary,
Primary & Secondary Healthcare Department,
Government of the Punjab.

Subject:- **NOMINATION OF MEDICAL DOCTORS/PHARMACISTS/
PARAMEDICS FOR HAJJ MEDICAL MISSION - 2023.**

Kindly refer to the subject cited above and find enclosed herewith a letter No.3(1)/2022-PW dated 31.01.2023 alongwith Selection Criteria, Terms of Reference (TORs) and Duties & Responsibilities for the nominations of Civilian Doctors/Paramedical Staff/Pharmacists for inclusion in the Hajj Medical Mission-2023 received from Section Officer (PW), Government of Pakistan, Ministry of Religious Affairs and Inter-Faith Harmony, Islamabad.

2. I am directed to request you to take necessary action as per contents of the enclosed letter and share nominations to the concerned Ministry **within given timeline** under intimation to this office.


13.2.23
**ZARVA SADIQ, PMS
SECTION OFFICER (FG-I)**

Copy to:

1. Section Officer (PW), Government of Pakistan, Ministry of Religious Affairs and Inter-Faith Harmony, Islamabad w.r.t. letter referred above.
2. PS to Secretary, (I&C), S&GAD



Most Immediate
By Courier

No. 3(1)/2022-PW
GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

Islamabad, the 31st January, 2023

The Secretary,
Primary & Secondary Healthcare Department,
Government of the Punjab,
Lahore

SUBJECT: NOMINATION OF MEDICAL DOCTORS /PHARMACISTS/ PARAMEDICS FOR HAJJ MEDICAL MISSION - 2023

I am directed to refer to the captioned subject and to state that this Ministry intends to send a contingent of Hajj Medical Mission comprising Medical Doctors, Pharmacists and Paramedics to be drawn from Medical Core of Pakistan Armed Forces and Federal/Provincial Health Departments for their deployment in the Kingdom of Saudi Arabia to provide utmost medical cover to the Hujjaj during forthcoming Hajj - 2023.

2. Selection criteria, Terms of References (TORs) and Duties & Responsibilities for the nominations of Civilian Doctors/Paramedical Staff / Pharmacists for inclusion in the Hajj Medical Mission - 2023 are attached (Annex-I). The duration of their stay at Saudi Arabia will be upto 45 days (which may decrease) / or as per the latest SOPs of KSA, not extendable except extreme emergency.

3. Selected members of the Hajj Medical Mission will have to undergo the required training at Haji Camp, Islamabad for which no financial claim shall be entertained. However, airfare, free accommodation and daily allowance during duty in KSA will be given as prescribed by the Government to be paid by DG (Hajj), Jeddah. Members of Hajj Medical Mission are being sent to KSA on the finances contributed by Hujjaj, therefore, it is duty of the medical professionals to ensure a commensurate degree of services to the pilgrims.

4. Nominations of suitable, dedicated potential Medical Doctors, Pharmacists and Paramedics against each of the following categories on the basis of laid down criteria, may accordingly be furnished to this Ministry:

A: Seat Wise distribution of MOs / Specialists / Pharmacist:

S. #	Category		No. of Persons
1	Medical Officers	M/F	09/04
2	Medical Specialist	M/F	01/0
3	Public Health Specialist	M/F	07/02
4	Dental surgeon	M/F	02/01
5	Psychiatrist	M/F	01/0
6	Surgeon	M/F	02/01
7	Chest Specialist	M/F	02/01
8	ENT Specialist	M/F	01/0
9	Radiologist	M/F	01/0
10	Cardiologist	M/F	01/01
11	Gynecologist	M/F	0/01
12	Dermatologist	M/F	01/01
13	Pharmacists	M/F	04/01
	Total		32/13

B: Seat wise distribution of Paramedics:

S. #	Category		No. of Persons
1	Nurse	M/F	09/14
2	Dispenser	M/F	33/04
3	X-Ray Tech	M/F	03/01
4	Dental Tech	M/F	02/01
5	Dresser	M/F	01/01
6	ECG Tech	M/F	03/01
7	Lab Tech	M/F	02/01
8	OT Tech/Asst	M/F	01/01
9	Ward Boy	M	02/00
	Total		56/74

Addl. Secy. (IPC)	S&GAD
Dir. No. 300	
Date 10-02-23	
DS(IPC)	
DS(DEV)	
SO(FG-I)	✓
SO(FG-II)	
SO(DEV)	
SO(IPC)	

06 FEB 2023

Secy P&SHCD.

Secy SH&M&RD.

✓ Secy i/c

Secy. (I&C)	
Dy. No. 845	
Dated 7/2	
AS (I&C)	
AS (I)	✓
AS (II)	
DS	
DS (I)	
DS (II)	
DS (III)	

put up
SECTION (F.O.)
Dy. No. 165
Date 3/2/2023

From Pre-page:

5. The nominations (one principal and one alternate) must reach this Ministry on the prescribed proforma (copy enclosed) along with attested, legible copies of the below mentioned documents latest by **25.02.2023**. The nominated officers / officials will be adjusted for the said duty as per requirement from the list provided by the concerned department according to the principal and alternate of the nominations:

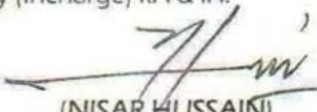
- i) One photocopy of Passport Valid upto December, 2023 (original passport shall be submitted to the Director, Hajj Medical Mission-2023 at the time of final selection).
- ii) Duly attested Covid-19 vaccination valid certificate.
- iii) Medical fitness certificate.
- iv) 02 colored photographs with blue background (Passport Size)
- v) Two photo copies of CNIC
- vi) Two photo copies of the Office Card
- vii) Copy of Pay Slip (January, 2023)
- viii) Acceptance Form duly filled in by the nominee and countersigned by the respective Departments
- ix) NOC of the Department
- x) A bond (on stamp paper) signed between the nominee and his / her concerned Department explicitly showing that in case of any violation to the SOPs of KSA and subsequent fine of whatever limit shall be borne by the perpetrator from his own budget. MORA & IH shall has no responsibility to bear such loss.

6. To ensure enforcement of strict discipline, if any nominee found with unsatisfactory performance or misconduct or involvement in any political, sectarian, ethnic or any obnoxious activity, which cause distortion of country's fame, he /she will be liable to punishment involving his / her repatriation from KSA on his / her own cost and simultaneous initiation of strict disciplinary action through respective parent departments.

7. Nominations received after the cut-off date i.e. **25.02.2023**, will not be entertained. Furthermore, nominations over and above allocated quota will be liable to cancellation of regular quota and may be turned down in case of reduction in Hajj quota. All health organization under an administrative control of Health Department, Government of the Punjab, may be advised to refrain from sending direct nominations to this Ministry.

8. The Ministry of Religious Affairs & Interfaith Harmony reserves the right to decrease or abolish the number of seats as well as to accept or reject the nominations, without assigning any reason.

9. This issues with the approval of Additional Secretary (Incharge) RA & IH.


(NISAR HUSSAIN)
Section Officer (PW)
051-9208508

Copy for information to:

✓The Chief Secretary, Government of the Punjab, Lahore.

A) Eligibility Criteria for Hajj Medical Mission-2023

- i. Should be upto maximum of BPS-18 and not more than 45 years or less than 25 years of age as on 30.05.2023 (persons having D.O.B before 01.06.1978 and after 30.05.1998 are not eligible).
- ii. Should have at least 03 years' service/experience in the required field, at his/her credit. (No contract, Adhoc or deputation service will be considered).
- iii. Should be, energetic and compliant to the seniors.
- iv. Should have reasonable knowledge of (preferably) understanding Arabic language.
- v. Should be medically fit in all respects, having no chronic disease etc.
- vi. Shall not be selected for Hajj Duty, if his/her spouse is also proceeding to perform Hajj.
- vii. Should have clean Service Record.
- viii. Nominees who are / were associated with political / agitational activities vis-à-vis their management shall not be nominated.
- ix. HMM (Repeaters) who have performed duty any time in Kingdom of Saudi Arabia (KSA) are not allowed, only fresh nominees are called this time.
- x. Other than Federal and Provincial Governments employees shall not be nominated.
- xi. Nominees shall be computer literate.

B) Duties & Responsibilities for Hajj Medical Mission -2023

- i. To provide primary and secondary medical cover to all Pakistani Hujjaj during entire Hajj operation.
- ii. To establish hospitals/dispensaries/mobile teams at Makkah Mukarramah and Madina Munawwarah including Jeddah and Madinah Airports as per requirement.
- iii. To ensure utmost medical facilities (Round the clock) in emergency room of the main Hospitals and dispensaries in Makkah and Madinah.
- iv. To facilitate Moavineen, Death and Deceased Cell in funeral /burial of deceased Pakistani Hujjaj.
- v. To guide, assist and transfer ailing Hujjaj to Saudi Hospitals for tertiary treatment during entire Hajj operation.



C) Terms of Reference for Hajj Medical Mission -2023

- i. Ministry of Religious Affairs and Interfaith Harmony (M/o RA & IH) will arrange air transportation and accommodation for all members of Hajj Medical Mission from Pakistan to Jeddah & Madina Munawwarah and back.
- ii. Daily allowance @ SR.188/- (BPS-17 and above) and SR. 131/-(BS-16 and below) shall be paid during duty in Kingdom of Saudi Arabia upto maximum of 45 days, if not repatriated for any reason.
- iii. M/o RA & IH shall not provide any facility other than those specified above.
- iv. The dignity of the Hujjaj should be the first priority of the members of Hajj Medical Mission (HMM) by considering Hajj our Master.
- v. Breach of discipline and misconduct by a member of HMM shall call for strict disciplinary proceedings.
- vi. A member will be liable for repatriation to Pakistan immediately if found failing to perform his duties satisfactorily, apart from refund of all expenses incurred by Government of Pakistan on his deputation to Saudi Arabia.
- vii. During the tenure of his/her duty, a member HMM - 2023 shall not associate or affiliate himself /herself with any social, political or religious group or be involved in any controversy, political, sectarian activities.
- viii. A member will subordinate his personal comfort, convenience and interest to those of the Hujjaj and observe strict discipline and shall not do anything which may distort the image of Pakistan in general and the M/o RA & IH and Directorate General of Hajj Jeddah in particular.
- ix. Requests for change of booking destination from the individual member or a group will not be entertained at any cost except in extreme emergency cases subject to approval of D.G (Hajj), Jeddah.
- x. The M/o RA & IH has the legal right to reject/cancel any seat or selection of the member at any time he / she shall have no right to knock the door of any Court of Law / Wafaqi Mohtasib etc.
- xi. Requests for performance of Hajj being member HMM shall not be entertained by the M/o RA & IH.



NOMINATION PROFORMA FOR HAJJ MEDICAL MISSION FOR HAJJ-2023

9

Paste a visible copy of front side of CNIC (Attested)	Paste a visible copy of back side of CNIC (Attested)
1. Name of the Nominee:	
2. Father's / Husband's Name:	
3. Mother's Name:	
4. Name & address of Department:	
5. Designation with BPS:	
6. Date of joining Govt. service:	
7. Date of Birth (according to CNIC):	
8. Passport No. (must be valid upto December, 2023): _____ Date of Issue: _____ Date of expiry: _____	
9. Domicile: _____ District: _____ Province: _____	
10. No. of Hajj duties performed previously (Year-wise if any)	
11. Residential Address:	
12. Personal / Residential contract No.	
13. Office contract No.	

Undertaking: I hereby solemnly affirm and undertake that I will abide by the Policy and instructions of the Ministry of Religious Affairs & Interfaith Harmony pertaining to Hajj Operation-2023. I also undertake that I will not directly, indirectly, physically or telephonically contract the authorities of the M/o RA&IH for any undue favor. I further undertake that, if I am involved in any political, ethnic, and sectarian activity than my selection will be liable to be cancelled as well as disciplinary action under prevailing rules and regulations to be taken by my parent department. Clearance / inquiry, if any required will be made through my respective Division / Department. I also declare that none of my spouse/family member is performing Hajj duty during Hajj-2023. The given information is correct to be best of my knowledge / belief and nothing has been concealed to avail any undue benefits. The M/o RA&IH may reject my nomination altogether if the information is found deficient / incorrect / fabricated.

Verification and Guarantee by the Department: The nominee shall abide by the policy / rules of the M/o RA&IH / Directorate General of Hajj, Jeddah and in case of disobedience of any type; the nominating authority will take disciplinary / punitive action under the rules against him. The information given by the nominee is verified. Any wrong information provided can lead to disciplinary proceedings and even cancelation of nomination.



Name of officer:	
Official Stamp:	
Contract No.	

20

SELECTION OF HAJJ MEDICAL MISSION STAFF FOR HAJJ-2023
ACCEPTANCE FORM

Name:	
Father's Name:	
Mother's Name:	
Date of Birth:	
Name of Department:	
Designation with BSP:	
CNIC No.	
Domicile:	District: () Province: ()
Passport No.	
Date of expiry of Passport:	
Residential / Postal Address:	
Contract:	In Pakistan: In KSA (if any):

I have carefully read and understood all the terms & conditions contained overleaf of Ministry of Religious Affairs & Interfaith Harmony and accept to become a part of Hajj Medical Mission-2023. I shall abide by all the instructions issued time to time by the Ministry of Religious Affairs & Interfaith Harmony as well as Directorate General of Hajj, Jeddah throughout my duty at Kingdom of Saudi Arabia.

Signature: _____

MEDICAL FITNESS CERTIFICATE

(must be verified from authorized Medical Attendant (Federal / Provincial))

No. _____

Date: _____

It is certified that I have personally examined Mr./Ms/Mrs. _____ and declare that he / she is physically and mentally fit for performance of duty at Kingdom of Saudi Arabia as member of Hajj Medical Mission for Hajj-2023.

Name of Medical Officer:	
Official stamp & signature:	
Contract No.	

SERVICE AND NO OBJECTION CERTIFICATE

(must be verified by the administration of the department)

Personal File No. _____

Date: _____

It is certified that Mr./Ms/Mrs. _____ is working as _____ in BPS _____ in this department since _____. This department has no objection on his / her selection as member of Hajj Medical Mission for Hajj-2023 and his proceeding to Kingdom of Saudi Arabia for performance of duty under the supervision of Ministry of Religious Affairs & Interfaith Harmony. Furthermore, the officer / official is a regular employee and not on adhoc, deputation or on daily wages. No disciplinary or criminal proceedings are underway against his / her.

Name of officer:	
Official stamp & signature:	
Contract No.	

7/1
H/