



Circular # HR 29-21
30 Apr 2021

AMENDMENTS - HAJJ AND UMRA POLICY

Following amendments (in yellow highlight) are being made in para 3, 4 and 7b of Circular # HR 04-2021 dated 18 Jan 2021 “Hajj and Umra Policy”:-

3. **Frequency for Hajj and Umra.** Employees would be sent on Hajj and Umra every year.
4. **Number of Employees to be Sent on Umra and Hajj**
 - a. **Umra.** 5 x employees every year.
 - b. **Hajj.** 3 x employees every year.
7. **Process/ Actions to be Undertaken After Selection.** Balloting shall be conducted five months prior to the Hajj day, and in the first week of Feb for Umra.

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Brig Muhammad Naeem Sarwar (Retd)

CEO
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Circular # HR 04-2021
18 Jan 2021

HAJJ AND UMRA POLICY

1. **Prelude.** GO accords high priority to the welfare of its employees. In this regard, Hajj and Umra Policy is being issued to outline the following:-

- a. Number of employees to be sent for Umra and Hajj.
- b. Eligibility.
- c. Draw Monitoring Team.
- d. Process/ actions by the HR&A Dept to facilitate selected employees in amiably performing religious obligations/ rituals.

2. **Responsibility.** HR&A Dept shall be responsible for the implementation of Hajj and Umra Policy.

3. **Frequency for Hajj and Umra.** Employees would be sent on Hajj in one year and for Umra the next year.

4. **Number of Employees to be Sent on Umra and Hajj**

- a. **Umra.** 10 x employees every alternate year.
- b. **Hajj.** 5 x employees every alternate year.

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5. **Eligibility**

- a. Employees having completed minimum period of two years with GO for Umra and three years for Hajj. The date of initiation of process by HR&A Dept shall be taken to consider the period of service with GO.
- b. Management and Non-Management Staff (Permanent and Contractual) shall jointly be put through the selection process without any discrimination.
- c. An employee having utilized the facility through GO shall not be selected again; enabling, more number of employees to be benefited.
- d. Incase selected employee wishes to take his/ her family, Admin Department shall facilitate him/ her alongwith his family; however, only his/ her expenses shall be borne by GO.

6. **Draw Monitoring Team**

- | | | | |
|----|-----------------------|---|------------------|
| a. | CEO | - | Head of the Team |
| b. | COO | - | Member |
| c. | GM HR&A | - | Member |
| d. | 1 x Nominated GM/ HoD | - | Member |

7. **Process/ Actions to be Undertaken After Selection**

- a. HR Dept shall initiate the process six months prior to the Hajj Day. For Umra, process shall be initiated in the first week of Jan every alternate year.
- b. Balloting shall be conducted five months prior to the Hajj day, and in the first week of Feb every alternate year for Umra.

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- c. HR Dept shall issue the circular mentioning names of selected employees through balloting, which shall be conducted in the presence of the Selection Committee.
 - d. After issuance of circular, Admin Dept shall contact the selected employees and collect the following documents:-
 - (1) ID Card.
 - (2) Passport (Company shall facilitate if passport is expired/ not made).
 - (3) 4 x Passport size photos.
 - e. Administration Dept shall provide all documents to the travel agent for visa.
 - f. All expenses of Hajj and Umra including tickets, medical, messing, lodging and transport etc shall be provided by GO.
 - g. GO shall also provide messing and lodging during the Hajj Training Program at Lahore.
 - h. Company shall provide travel from the Base Location to Airport on departure and from Airport to Base Location on return.
8. Hajj and Umra period shall be treated as "Special Leave" and would not be deducted from the leave balance of employee.
9. For implementation by HR&A Dept.

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