

URGENT / TIME LIMIT



No.SO(Gen)/P&SHD/1-31/2016(P)
GOVERNMENT OF THE PUNJAB
PRIMARY & SECONDARY HEALTHCARE
DEPARTMENT

Dated Lahore the 07th February, 2018

CIRCULAR

SUBJECT:- **NOMINATION OF MEDICAL DOCTORS / PARAMEDICS FOR HAJJ MEDICAL MISSION – 2018.**

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No.3(1)2018-PW dated 26.01.2018 received from Section Officer (PW), Government of Pakistan, Ministry of Religious Affairs and Interfaith Harmony, Islamabad for sending nominations of Doctors / Paramedics Staff for Hajj Medical Mission, 2018.

2. I am further directed to request you to take necessary action and provide the nominations of the interested staff to this Department **within 2-days positively** for onward transmission to the above said Ministry.

M. Sofian
07/02/18
SECTION OFFICER (GENERAL)

The DG, Health Services, Punjab

All Directors, Drug Testing Laboratories, Punjab

All Chief Executive Officers (DHA), Punjab

All Principals, Medical Colleges / Institutions, Punjab

All MS, Teaching Hospitals in Punjab.

All MS, DHQ Hospital, Punjab.

CC.

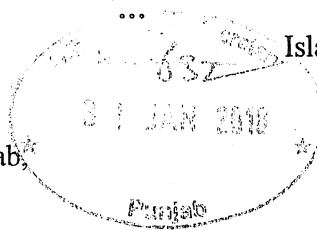
1. The Secretary, Govt. of the Punjab, Specialized Healthcare & Medical Education Department.
2. The Project Director, HISDU, P&SHD with the request to upload the said circular on official website as well as on Whatsup group of all CEO, MS etc.
3. The Incharge, IT Cell, Specialized Healthcare & Medical Education Department with the request to upload on official website of your department.
4. PSO to Secretary, P&SH Department.
5. PA to Special Secretary, P&SHD.
6. PA to Additional Secretary (Admn.), P&SHD.
7. PA to Deputy Secretary (General), P&SH Department

GOVERNMENT OF PAKISTAN
MINISTRY OF RELIGIOUS AFFAIRS
AND INTERFAITH HARMONY

Ng. 3(1)/2018-PW

Islamabad, the 26th January. 2018

Secretary (Health),
Health Department,
Government of Punjab,
Lahore.



SUBJECT: NOMINATION OF MEDICAL DOCTORS/ PARAMEDICS FOR HAJJ MEDICAL MISSION - 2018

This Ministry intends to send a contingent of Hajj Medical Mission (HMM) comprising of doctors, paramedics and ancillary staff to be drawn from Pakistan Armed Forces and Federal/Provincial Health Departments for their deployment in the Kingdom of Saudi Arabia to provide utmost limited medical cover to the pilgrims during Hajj-2018.

2. Selection criteria, Terms of References (TORs) and Duties & Responsibilities for the nominations of Civilian Doctors/Paramedical Staff for inclusion in the Hajj Medical Mission-2018 are attached (Annex -I). The duration of their stay at Saudi Arabia will be upto 45 days.

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, deployment at KSA, airfare, free accommodation and daily allowance as prescribed by the Government for this duty period will be paid by DG (Hajj), Jeddah. Members of Hajj Medical Mission are being sent to KSA on the finances contributed by Hujjaj and it is their duty to ensure a commensurate degree of service to the pilgrims.

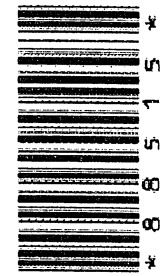
4. Nominations of suitable, dedicated potential Medical Doctors & Paramedics candidate against each of the following categories on the basis of laid down criteria, may be furnished accordingly:

A: Seat Wise distribution of MOs/Specialists: etc.

S. #	Category	No. of Persons	Special Instructions
1	Medical Officers Male/Female	23/9	As per Saudi instruction eleven (11) Preventive Medicine /Public Health Specialists shall be nominated.
2	Dental surgeon Male/Female	1/1	
3	Psychiatrist Male/Female	1/0	
4	Surgeon Male/Female	2/1	
5	Chest Specialist Male/Female	2/1	
6	ENT Specialist Male/Female	1/1	
7	Eye Specialist Male/Female	1/1	
8	Radiologist Male/Female	1/1	
9	Cardiologist Male/Female	1/1	
10	Anesthetist Male/Female	1/1	
11	Gynecologist Female	0/1	
Total		34/18	

B: Seat wise distribution of Paramedics:

S. #	Category	No. of Persons	S. #	Category	No. of Persons	
1	Nurse Male/Female	20/9	6	ECG Tech Male/Female	3/2	
2	Dispenser Male/Female	30/16	7	Lab Tech Male/Female	4/2	
3	X-Ray Tech Male/Female	2/1	8	OT Tech/Asstt Male/Female	3/1	
4	Dental Tech Male/Female	3/2	9	Ward Boy Male/Female	3/0	
5	Dresser Male/Female	2/1	10	Computer Operator/DEO Male/Female	1/0	
					Grand Total:	71/34



Secretary P&SHD
No. 370
Dated: 01-02-18
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11/2/18
Secretary (Health)
Secretary (P&SHD)

07/02/18

Deputy Secretary (General)
Government of the Punjab

PA/AS(A)P&SHD
Diary No. 213
Date: 22.1.18
DS (Admn)
DSC

26/01/2018

5. The nominations (one principal and one alternate) must reach to this Ministry on the prescribed proforma (copy enclosed) along with attested, legible copies of the following documents latest by 16-02-2018.


- i) Passport (in original) Valid upto April, 2019.
- ii) Medical fitness certificate.
- iii) 04 colored photographs with blue background (Passport Size)
- iv) Two photo copies of CNIC
- v) Two photo copies of the Office Card
- vi) Copy of Pay Slip (April, 2017)
- vii) Acceptance Form duly filled in by the nominee and countersigned by the respective Department ;
- viii) Visa form (duly filled in by the respective nominee)
- ix) NOC of the Department

6. As per policy, upto 10% seats will be allowed for repeaters' selection.

7. The Ministry of Religious Affairs and Interfaith Harmony reserves the right to decrease or abolish the number of seats as well as to accept or reject the nominations.

8. To ensure enforcement of strict discipline and in case of unsatisfactory performance or misconduct, involvement in any political, sectarian, ethnic and any obnoxious activity by the nominees, which causes distortion of country's fame they would be liable for punishment including their repatriation on their own cost and initiation of strict disciplinary action under the relevant Rules.

Note: The Ministry will not entertain nominations received after the cut-off date i.e. 16-02-2018.


Zafar Iqbal 26.01.2018
Section Officer (PW)

CC:

Chief Secretary,
Government of Punjab,
Lahore.

CRITERIA OF WELFARE STAFF- MEDICAL FOR HAJJ-2018

- a) Should not be more than 50 years of age as on 31.12.2018
(Persons having D.O.B 31.12.1968 are not eligible).
- b) Should have at least 03 years service / experience at his/her credit.
(No contract, Adhoc or deputation service will be considered).
- c) The ratio of female Doctors and Paramedical staff should at least be 30%
of the total nominations.
- d) Should be devoted and energetic.
- e) Knowledge of speaking Arabic language is preferable.
- f) Should be medically fit in all respects.
- g) Disabled/Handicapped persons, who cannot perform proper duty or persons
suffering from chronic disease i.e. Polio etc. may not be nominated in any case.
- h) Selection would be finalized by a Committee constituted by this Ministry,
whenever required.
- i) A member of welfare staff must invariably declare if his/her spouse/family
member is also performing Hajj duty.
- j) Family members of welfare staff shall not be allowed to proceed to KSA for
performance of Hajj duty.
- k) The nominee should have clean Service Record.
- l) Not more than 10% repeaters will be allowed.

DUTIES & RESPONSIBILITIES:

- i. To provide a comprehensive medical support/assistance to Pakistani Hujjaj during Hajj season keeping in view the preventive, curative and specialist care services.
- ii. To establish hospitals/dispensaries/mobile teams at Makkah Mukarramah and Madina Munawwarah.
- iii. Director (Welfare Staff-Medical) will be responsible to establish an emergency room at the main Hospital with all necessary medical equipment at round the clock presence of doctors and paramedics.
- iv. To deliver free medical care (emergency/ primary/secondary) to Pakistani Hujjaj.
- v. To provide medical facilities to Pakistani Hujjaj at Jeddah Airport.
- vi. In addition to six doctors at Jeddah Airport, on the same analogy six doctors alongwith allied health professional should also be deployed at Madina Munawwarah Airport.
- vii. To provide rehabilitation/welfare services to disabled Hujjaj in performing Hajj rituals.
- viii. Facilitating Welfare Staff-Moavineen in funeral /burial of deceased Pakistani Hujjaj in coordination with Death and Deceased Cell.
- ix. Guiding and assisting sick Hujjaj for approaching Saudi Hospitals for treatment in Masha'er during Mina move.
- x. Director (Welfare Staff-Medical) would be the focal person to liaise/coordinate with the relevant departments of Saudi Health Ministry.
- i) Director Welfare Staff Medical will assist in scrutiny of documents of the nominees and help in finalizing the selection of Welfare Staff-Medical.

TERMS OF REFERENCES:

- i. Performance of Hajj will not be allowed, however, Director General (Hajj), Jeddah will decide about the individual cases depending on the availability of space in the Makaatib.
- ii. Ministry of Religious Affairs and Interfaith Harmony will arrange air transportation for the Welfare Staff of Hajj Medical Mission from Pakistan to Jeddah & Madina Munawwarah and back.
- iii. While on Hajj duty in Saudi Arabia, they will be provided with free accommodation at modest and functional scale by the Ministry of Religious Affairs & Interfaith Harmony.
- iv. Daily allowance @ SR.188/- and SR. 131/-per day to officers in BPS-17 and above and for staff upto BPS-16 respectively, for each day of duty in Saudi Arabia will be paid, subject to maximum of 45 days. Beyond 45 days, approval of Secretary is required.
- v. No facilities other than those specified above will be provided by the Ministry of Religious Affairs & Interfaith Harmony, Islamabad and Directorate General of Hajj, Jeddah.
- vi. While in Saudi Arabia Director, Welfare Staff of Hajj Medical Mission will be completely under the administrative and operational control of Director General Hajj, Jeddah who will be the overall in-charge of Hajj operation.
- vii. Welfare Staff of Hajj Medical Mission is meant to provide a limited facility of medical cover to the Pakistani Hujjaj only as per directions received from Saudi Government for Hajj 2018. As such, it would be the duty of each member of Welfare Staff of Hajj Medical Mission who will not dispense any type of medication to the Hujjaj of other nationals including local population.
- viii. Being a foreign country in which the Welfare Staff of Hajj Medical Mission is to provide medical services, it would be appropriate that if the system of provision of medical services to the Hujjaj at the hospitals/dispensaries to be set up at Makkah Mukarramah/ Madina Munawwarah and at Jeddah /Madina Munawwarah Airports and where the Hujjaj have to stand for hours in long queue for medical check-up/taking medicines, is revised and certain mechanism be adopted to provide routine medical services to the Hujjaj at the places of their residence by availing the ambulance services which are kept at the disposal of Welfare Staff of Hajj Medical Mission round the clock. The practice of keeping the Hujjaj in long queue and even in open space is not appreciable as a good gesture for Pakistani nation by other nations.
- ix. If some of the patients visit the Hospital/Dispensary, they may be properly attended in the Hospital/dispensary premises, where there should be proper seating arrangements for them. The dignity of the Hujjaj should be the first priority of the members of Welfare Staff of Hajj Medical Mission and that will also help in boosting the image of Pakistani nation in the eyes of other nations.
- x. Certain instances have come in to the notice of this Ministry that some of the Doctors/Paramedics gain petty benefits such as free meal, free haircut and certain gifts of light nature in return for the favour which they extend towards others by giving them medication that is meant for the Pakistani Hujjaj only. If any of the member is found involved in this practice he will be immediately repatriated to Pakistan.

- xi. A member will be liable for repatriation to Pakistan immediately if found failing to perform his duties satisfactory, apart from refund of all expenses incurred by Government of Pakistan on his deputation to Saudi Arabia.
- xii. The Director General Hajj, Jeddah will send a report to the Ministry of Religious Affairs on the work and conduct of the Director Welfare Staff of Hajj Medical Mission which will be placed in his service record through the concerned authorities.
- xiii. During the term of his duty, a member Hajj Medical Mission-2018 will not associate or affiliate himself with any social, political or religious group or be involved in any controversy, political, sectarian or otherwise within or outside Pakistan.
- xiv. 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 that of the Ministry of Religious Affairs & Interfaith Harmony and Directorate General of Hajj Jeddah.
- xv. Requests for change of booking/change of destination from the individual member or a group will not be entertained at any cost except in extreme emergency cases and with the approval of D.G (Hajj), Jeddah.
- xvi. Director Welfare Staff of Hajj Medical Mission will be responsible for placement of Doctors/Paramedics in the Dispensaries established in different sectors in Saudi Arabia in consultation with D.G (Hajj), Jeddah and the entire contingent of Welfare Staff of Hajj Medical Mission will work under the administrative control of Director General (Hajj), Jeddah, who will be the overall in-charge of Hajj operation in Saudi Arabia.
- xvii. Main dispensaries should be fully functional and duty roster of doctors and paramedics be circulated and implemented without fail. Director Welfare Staff of Hajj Medical Mission will send a daily report to the Directorate of General Health, Health Affairs on the followings:-
 - a) Contagious diseases.
 - b) Communicable health diseases.
 - c) OPD Reports
- xviii. The Director Welfare Staff of Hajj Medical Mission will submit a Performance Evaluation Report covering all relevant areas of operation including performance of each member of the contingent to the Ministry of Religious Affairs & Interfaith Harmony, within one month of the conclusion of the Hajj 2018.
- xix. The Ministry of Religious Affairs & Interfaith Harmony has the legal right to reject / cancel any seat or selection of the member at any time who will have no right to knock the door of any Court of Law / Wafaqi Mohtasib.
- xx. During their tenure of duty, they will not associate or affiliate themselves with any social, political or religious group or involve in any controversy, sectarian or otherwise within or outside in Pakistan.