

P.O.F. BOARD
(Admin Deptt)

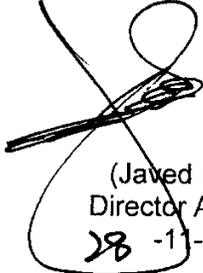
Subject:- POLICY FOR EX-PAKISTAN LEAVE TO KHUDDAM-UL-HUJJAJ.

Chairman POF Board has accorded following approval for processing of cases of Khuddam-ul-Hujjaj :-

- i. The cases will be processed in accordance with Hajj Policy announced by Federal Govt Ministry of Minorities and Religious affairs.
- ii. Any person who has performed Hajj during last five years is not eligible.
- iii. An employee having more than 05 years service is eligible.
- iv. Regular employees of Grade 01-15 irrespective of their cadre are eligible.
- v. One can avail the opportunity only once during whole service.
- vi. The age of applicant must be below 50 years.
- vii. No red entry in service record of the applicant during last five years.
- viii. He should have clean service record and 120 days LFP minimum at his credit
- ix. Medical Fitness Certificate to be obtained from POF Hospital.
- x. The applicant must be employed through accredited list of overseas employment promoters issued by Bureau of immigration and overseas Employment Crop.
- xi. The security clearance will be processed by concerned Factory.
- xii. The applicant having knowledge of Arabic language will be preferred.
- xiii. After finalization of verification and security clearance, the leave application of 120 days as per rules will be put up to evaluation committee as per practice by HR Deptt.
- xiv. 20 person/year maximum will be allowed.

2. Submitted for information and strict compliance please.

(All Heads of Fys/Groups)


Brig
(Javed Iqbal)
Director Admin
28 -11-2013

No. 4147/22/OF-1/A-II

POF BOARD
(Admin Deptt)

Subject:- PROCEDURE FOR POF UMRAH PACKAGE AS MORALE BOOSTING INCENTIVE FOR POF EMPLOYEES.

In recognition of distinct services and pursuance of instructions of Chairman POF Board, 20 best performers in all categories of employees will be sent on Umrah every year on POF's expense (out of CSF) as an effective incentive to encourage and boost the morale of best performers in addition to development of their loyalty with the organization.

2. Selection of beneficiaries, will be made for two levels of employees viz: Officers and Staff/workers.

3. While considering the names of BS-19 and above officers, the following aspect will be considered. For the above purpose, fair and rational criteria of 70 marks will be given to the quantification and 30 marks to the on ground performance of the officers.

- a. Achievement of production targets.
- b. Achievement in research and development.
- c. Innovation and creativity.
- d. Maintenance and security of inventory.
- e. Processing of cases for procurement of raw material for the tgts of next year.
- f. Attendance during the last one year = 90% and above
- g. Did not perform Umrah/Hajj earlier either privately or officially.*
- h. No red entry during the last 05 years.

4. Achievement in different fields to be evaluated on the basis of empirical/quantitative data to the possible extent. Thus marks for each activity/achievement may be allocated keeping in view level and value of achievement, say:

- a. Ten marks will be allocated to achievement of production target and if an officer achieves 50% production target he will be given 05 marks.
- b. Five marks will be allocated to research and development work; marks will be given proportionate to his contribution.
- c. Ten marks will be allocated to innovation and creativity; marks will be given proportionate to contribution or level of creative idea relative to others.
- d. Five marks will be allocated for maintenance and security of inventory.

5. **Eligibility Criteria For various cadres will be as following.**

POF Umrah Scheme is opened to all employees of POF and Allied Departments.

i. **Officers (BS-19 - 21)**

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|----|--|---|--------------|------------------|
| a. | No. of vacancies | = | 01 | NIL ** |
| b. | Length of Service | = | | 20 years minimum |
| c. | Min Quantification/Threshold required. | = | 70 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

ii. **Officers (BS – 18)**

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|----|--|---|------------------|-------|
| a. | No. of vacancies | = | 01 | NIL** |
| b. | Length of Service | = | 15 years minimum | |
| c. | Min Quantification/Threshold required. | = | 65 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

iii. **Officers (BS – 17)**

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|----|--|---|------------------|--|
| a. | No. of vacancies | = | 01 | |
| b. | Length of Service | = | 07 years minimum | |
| | | | | (In case of promotees, minimum service would be 15 years in POF) |
| c. | Min Quantification/Threshold required | = | 65 and above | (Last PER must not be average) |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

iv. **Officers (BS – 16)**

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|----|--|---|------------------|--|
| a. | No. of vacancies | = | 01 | |
| b. | Length of Service | = | 20 years minimum | |
| c. | Min Quantification/Threshold required | = | 60 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

v. **Staff (BS-01 to 15)**

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|----|--|---|------------------|-------|
| a. | No. of vacancies | = | 02 | 03 ** |
| b. | Length of Service | = | 20 years minimum | |
| c. | Min Quantification/Threshold required | = | 50 and above | |
| d. | 90% and above attendance during the last one year. | | | |
| e. | Did not perform Umrah/Hajj earlier privately at his own expenses.* | | | |
| f. | No red entry during the last 05 years in their service record. | | | |

vi. **Workmen (BS-01 to 12)**

- a. No. of vacancies = 14 15 **
b. Length of Service = 15 years minimum
c. 90% and above attendance during the last one year.
d. Did not perform Umrah/Hajj earlier privately at his own expenses.*
e. No red entry during the last 05 years in their service record.

6. **Ineligibility**

Following are ineligible to apply: -

- i. Those who are under trial or against whom an enquiry has been ordered.
ii. Individuals who are sick/medically unfit.
iii. Ladies w/o lawful Mehram.
iv. Ladies in advance stage of pregnancy.

7. The controlling officers, after evaluation of the employees on the basis of eligibility criteria, will nominate the number of employees as asked by the Director Admin group. Balloting will be carried out by concerned MD/HOD where eligible candidates are more than the required nominations. All such nominations will be compiled by Director Admin and put up to the following umrah committee for final scrutiny:-

- i. DICR & Member POF Board
ii. M.P.C.
iii. Director Admin
iv. Director HRM
v. Dy Director Admin (Secy)

The committee will submit its recommendations to Chairman POF Board for approval.

8. **Training for Umrah**

No collective religious training will be arranged. All pilgrims will be advised to educate themselves on performance of Umrah and related aspects before departure.

9. **Leave Ex - Pakistan**

Leave Ex - Pakistan will be applied by concerned applicant.

i) *** Amended vide even # dated 24-10-2014 as :**

“Any person who has performed Umrah/Hajj during the last five years at his own expenses or on Government expenses will not be eligible for this incentive”

ii) **** Amended vide even # 07-12-2015 as :**

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BS-19 & above	=	00
BS-18	=	00
BS-1to15(Staff)	=	03
Workmen	=	15

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POF BOARD
(Admin Deptt)

Subject:- **PROCEDURE FOR POF UMRAH PACKAGE AS MORALE BOOSTING INCENTIVE FOR POF EMPLOYEES.**

Ref'nce:- # 4119/Misc/Umrah/Admin Coord dated 23-5-2013.

After the recommendations forwarded by Board members for consideration, competent authority has approved, eligibility clause in SOP regarding Umrah Package for POF employees as under :-

<u>FOR</u>	<u>READ</u>
Para 3(g) & 5 sub para (i)(e), (ii)(e), (iii)(e), (iv)(e), (v)(e) & (vi)(d)	Para 3(g) & 5 sub para (i)(e), (ii)(e), (iii)(e), (iv)(e), (v)(e) & (vi)(d)
Did not perform Umrah/Hajj earlier privately at his own expenses.	Any person who has performed Umrah/Hajj during the last five years at his own expenses or on Government expenses will not be eligible for this incentive.

All Concerned.

Brig.
(Shahid Saeed)
Director Administration
24-10-2014

4119/Misc/Umrah/Admin Coord

POF BOARD
(Admin Deptt)

Subject:- **PROCEDURE FOR POF UMRAH PACKAGE AS MORALE BOOSTING INCENTIVE FOR POF EMPLOYEES.**

The competent authority has approved the following amendment in SOP on the subject with immediate effect:-

	<u>FOR</u>		<u>READ</u>	
Para 5-i(a)	BS-19 & above	= 01	BS-19 & above	= 00
Para 5-ii(a)	BS-18	= 01	BS-18	= 00
Para 5-v(a)	BS-1 to 15 (Staff)	= 02	BS-1to15(Staff)	= 03
Para 5-vi(a)	Workmen	= 14	Workmen	= 15

All Concerned.

Brig.
(Zaki Rehman Meer)
Director Administration
-12-2015

4119/Misc/Umrah/Admin Coord