

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110029

No.F.36-6/86(Vol-IV)-Estt.I

Dated the :15.12.2023

OFFICE ORDER

Subject: Temporary Deputation and Nomination for **HAJ-2024** in Kingdom of Saudi Arabia through MoHFW - reg.

Please find enclosed herewith a copy of DO No.Z.32020/03/2023-SAS-II (EMR) dated 8th Dec., 2023 received from Secretary (Health), Department of Health & Family Welfare, Ministry of Health & Family Welfare on the subject cited above which is self explanatory.

All Chief of Centre/Head of Departments/Dean/Medical Superintendent /Section are requested to kindly bring the above information to the notice of all Faculty Members/Officers/Employees working under their control with request to submit their applications **before 23.12.2023** to the undersigned through the concerned Establishment Sections.

The concerned Establishment Sections are also request to submit the nomination /application form received from the individual Faculty Member/Officer/Employee to the undersigned after completion of all administrative formalities i.e. Legal/Vigilance Clearance, so that the nomination may be forwarded to the Ministry in time after the approval of Director (AIIMS).



(ANITA TETE)

SR. ADMINISTRATIVE OFFICER

Encl. As above:

Distribution:-

- 1) All Deans/Chief of Centres/Head of Departments/Units/Sections
- 2) The PPS/PA to Director/Dean/MS/AD(A)/Sr. FA/CAO/Dy. Secy. /FA/ Superintending Engineer, AIIMS, New Delhi.
- 3) All Sr. Admn. Officer/ Administrative Officer/ Asstt. Admn. Officer of Establishment Section (Hospital /CNC/Dr.RPC/CDER/JPNATC/Dr.BRA, IRCH/CRHS Ballabgarh/NCI, Jhajjar / NDDTC /Burn & Plastic/Mother & Child Block/National Centre for Aging/Surgical Block/ESD /Faculty Cell/Rectt. Cell/Estate Section/Legal Cell/Co-ordination Cell/SC-ST-OBC-Women Cell/Hindi Section / Academic Section/Examination Section/Hostel Section/ Computer Facility / Research Section
- 4) All F & CAO/Accounts Officers (Cash Section/Audit Section/GPF/Pension Cell/Budget Section)
- 5) All Associations/Unions of AIIMS, New Delhi.
- 6) **The Computer Facility** - with a request to upload this on official website of the Institute
- 7) **The Sr. Hindi Officer** - with a request to provide the Hindi version of the same for uploading on AIIMS website.

सुधांश पंत

सचिव

Sudhansh Pant
Secretary

सत्यमेव जयते

 आजादी का
अमृत महोत्सव

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India

Department of Health and Family Welfare

Ministry of Health and Family Welfare

DO No. Z.32020/03/2023-SAS-II(EMR)

9th December, 2023

Dear Ma'am/Sir,

I would like to take this opportunity to apprise you that every year lakhs of people from India visit the Kingdom of Saudi Arabia (KSA) for the holy Haj pilgrimage. The Haj pilgrimage being a large-scale mass gathering requires preparedness in the form of medical screening, vaccinations of the pilgrims, and constant monitoring of the health of these pilgrims throughout the period.

- In line with the medical care arrangements carried for Haj 2023, the Ministry of Health and Family Welfare (MoHFW) has been entrusted again with certain responsibilities by the Ministry of Minority Affairs (MoMA) for Haj 2024. Therefore, MoHFW seeks your support and cooperation to ensure a safe, hassle-free, and seamless Haj pilgrimage 2024 with minimal health challenges. As is already known, the pilgrims would be provided healthcare in the Kingdom of Saudi Arabia in health facilities along the pilgrimage route. These health facilities would be manned by doctors and paramedics working in the State/UT Government Health Facilities, Medical & Dental Colleges, and in the Institutes of the MoHFW.
- The period of deputation will be approximately 02-03 months tentatively from mid of May to mid of July 2024.
- The **categories of medical professionals** who are eligible for deputation for Haj 2024 is as below:
 - Doctors (MBBS), General Medicine (MD), Pulmonary Medicine (MD), Radiology (MD/Diploma), Orthopaedics (MS/Diploma), General Surgery (MS), Obstetrics/Gynaecology (MD/DGO), Paediatrician (MD), Anaesthesia (MD), ENT(MS), Psychiatry (MD/Diploma), Pathology (MD), Neurology (MD), Community Medicine (MD/DPH), Cardiology (MD), Dermatology (MD)
 - Dentists (BDS/MDS)
 - Pharmacists (Diploma/Degree)
 - Nurse (Diploma/Degree)
 - ECG Technician (Diploma/Degree)
 - X-Ray Technician (Diploma/Degree)
 - Lab Technician (Diploma/Degree)
 - Dental Assistant/Hygienist (Diploma/Degree)

 Mr. Ravi
12/12/23

Mr. Gulshan

Pl. put on a file

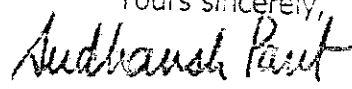
12/12/23

- In view of the above, a **compiled list of nominations in the Excel format in soft and hard copy (Annexure 1)** may be shared by the following:

- All the States/UTs Govt. through Pr. Secy./Secy.(H&FW)/Director Health Services

- Government Medical/Dental colleges in the States/UTs through MS/Dean/Director
 - CGHS through Director CGHS
 - Hospitals under the Ministry of Defence (MoD) through MoD
 - Hospitals under Ministry of Railways through Directorate of Railways.
 - Institutions namely- all AIIMS, Dr. RML hospital New Delhi, Safdarjung hospital New Delhi, LHMC New Delhi, PGIMER (Chandigarh), JIPMER (Puducherry), RIMS (Imphal), NEIGRIMS Shillong, Aligarh Muslim University, NIMHANS, Central Institute of Psychiatry, mental health/psychiatric institutes under states/UT /Central govt. through MS/Director/Head of the institution.
 - Only the applications through proper channels will be accepted.
 - Competent authorities may scrutinize the information of personnel before forwarding to MoHFW.
 - By obtaining an undertaking from the applicants before to submitting to MoHFW, the cadre controlling authority may cross-verify prior deployments to Haj.
 - Nominations to be compiled by the State/UT/Institution in the format attached at **Annexure 1** and to be shared in **hard and excel copy** after due verifications.
5. Eligibility criteria & General Conditions for the nominations and deputation are attached at **Annexure 2**
 6. Medical certificate to be shared by the nominees is mandatory and is placed at **Annexure 3**
 7. It is requested to kindly send the nominations in the format as per **Annexure 1** in **scanned and excel format latest by 29/12/2023** to Dr. Navin Verma Deputy Director (PHS Gr II) in EMR Cell, Dt.GHS, MoHFW at email id- medicaldeputationhaj24@gmail.com
 8. Should the State/UT Government require any clarifications, you may contact at 011-23061302.

With regards

Yours sincerely,

(Sudhansh Pant)

To

1. Chief Secretaries of All States/UTs
2. Addl. Chief Secretary/Principal Secretary Health & Family Welfare /MD NHM all States/UTs
3. Director AIIMS, New Delhi
4. Director, PGI, Chandigarh
5. Director, JIPMER, Puducherry
6. Director (LHMC & Associate Hospitals), New Delhi
7. Medical Superintendent, VMMC & Safdarjung Hospital, New Delhi
8. Medical Superintendent, Dr. RML Hospital, New Delhi

9. Director CGHS
10. Director AIIMS Bhopal, Bhubaneswar, Jodhpur, Patna, Raipur, Rishikesh, Raebareli, Gorakhpur, Mangalagiri, Nagpur, Bathinda, Bibinagar, Kalyani, Deoghar, Bifaspur, Rajkot, Guwahati, Madurai and others
11. Director, RIMS, Imphal, Manipur
12. Director, NEIGRIHMS, Shillong, Meghalaya
13. Director, NIMHANS, Bengaluru, Karnataka
14. Vice Chancellor Aligarh Muslim University
15. DGAFMS Ministry of Defence
16. Director General Railway Health Services (RHS)
17. Director Central Institute of Psychiatry Ranchi

Copy to:

1. Secretary, Ministry of Minority Affairs, CGO Complex, New Delhi
2. CEO, Haj Committee of India, Mumbai

ANNEXURE 1

1. A compiled list of medically fit nominations may be shared by the competent authority in the below-mentioned format in a scanned copy with a covering letter, and in EXCEL format in soft copy as well. Please note that sharing a scanned copy with a signed covering letter and EXCEL soft copies both are mandatory for nomination:

FORMAT FOR SUBMISSION OF NOMINATIONS FOR HAJ TO MOHFW								
Name of State/UT:								
Name of Institution/Department:								
Name of Nodal Officer for Haj:								
Mobile Number of Nodal Officer for Haj:								
S.No	Specialization (to be mentioned as below *)	Name	Gender	Date of birth (DD-M M-YY YY)	Date of joining current regular service (DD-M M-YY YY)	Mobile No.	Email id	Previous Haj duty (Yes or No) If Yes mention the Year/s of deputation. (Undertaking to be taken by the State/UT/Institution for the same from the applicant)

- *MBBS, General Medicine (MD), Pulmonary Medicine (MD), Radiology (MD/Diploma), Orthopedics (MS/Diploma), General Surgery (MS), Obstetrics/Gynecology (MD/DGO), Pediatrician (MD), Anesthesia (MD), ENT(MS), Psychiatry (MD/Diploma), Pathology (MD), Neurology (MD), Community Medicine (MD/DPH), Cardiology (MD), Dermatology (MD).
- Dentists (BDS/MDS)
- Pharmacists (Diploma/Degree)
- Nurse (Diploma/Degree)
- ECG Technician (Diploma/Degree)
- X-Ray Technician (Diploma/Degree)
- Lab Technician (Diploma/Degree)
- Dental Assistant/Hygienist (Diploma/Degree)

Eligibility criteria & General conditions for Deputation

1. The nominee should be a **serving Muslim permanent employee** in good health working in the Government Health Facilities
2. **Pregnant Females should not be nominated.**
3. **Those on probation are not allowed for deputation.**
4. Preference would be given to those **who had not gone for this duty in the past.**
5. From the nominations received, **the final selection for deputation will be the purview of the screening committee of the Ministry of Health and Family Welfare (MoHFW).**
6. The final list shall be sent to the Ministry of Minority Affairs (MoMA), which will thereafter facilitate the visa & travel arrangements of the officials for deputation and for their pay and allowances, some of which are as indicated below:
 - During the period of deputation, basic pay, HRA, and foreign allowance etc. as admissible shall be paid as per instructions of the Government of India issued from time to time by the MoMA.
 - To & fro economic class air tickets will be provided to all the deputationists.
 - The selected candidates will not be allowed to take any of their family members (Parents, spouses and children) even at their own cost.
 - The officials selected will be entitled to eight days preparation/joining time before departure. However, no payment will be made in case the applicant is not able to proceed to Saudi Arabia or stays beyond eight days of preparation time on account of any administrative exigency.
7. Accommodation would be provided to all the officials on deputation by CGI Jeddah.
8. The services of the deputationists will be at the disposal of the Consulate General of India (CGI), Jeddah during their deputation and they will be deployed by CGI, Jeddah for rendering appropriate medical services to the pilgrims at various Hospitals and Branch Dispensaries in Makkah, Madinah, Haj terminal at Jeddah, camps at Mina and Arafat, etc. on a functional basis.
9. Failure to perform duties assigned to the deputationists satisfactorily could lead to immediate repatriation to India and disciplinary action, including partial or full recovery of the Government money spent on his deputation.
10. Workshops for sensitization and capacity building of the officers/officials on deputation will be conducted before their departure from India.