

# ***Pakistan Council of Scientific & Industrial Research***

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## **COORDINATION BRANCH**

**SUBJECT : COMMUNICATION OF EXTRACT TAKEN FROM MINUTES OF THE  
PCSIR GOVERNING BODY MEETING (BY CIRCULATION) Dt. 12.10.2023**

I am directed to enclose herewith Extract taken from Minutes regarding Consideration of PCSIR Umrah Policy-2023, for information and further necessary action. In this regard, implementation report, if any, may please be communicated to apprise the GB in its next meeting expected to be held shortly.

  
(FAHEEM UDDIN)  
Admin. Officer  
o/e

The Sr. Industrial Liaison Officer, PCSIR Head Office, Islamabad.

U.O. Note #PCSIR/GB-11/2023-Co-ord/14847 dated 23.10.2023.

**EXTRACT TAKEN FROM MINUTES OF THE PCSIR GOVERNING BODY MEETING (THROUGH CIRCULATION) DATED 12.10.2023, FOR CONSIDERATION OF "PCSIR UMRAH POLICY – 2023"**

**SUBJECT : CONSIDERATION OF "PCSIR UMRAH POLICY – 2023"**

The Governing Body (GB) of PCSIR considered the proposed policy and was of the view that with the stoppage of Government subsidy of Hajj, it has become very difficult to accommodate more & more employees of PCSIR to perform Hajj under PCSIR Hajj Scheme-2003.

Therefore, the Governing Body unanimously approved the PCSIR Umrah Policy-2023 (Annex-I) for implementation in PCSIR as it will accommodate as much as possible employees of PCSIR to perform Umrah.

  
231023  
FARHAN UDDIN  
Admin. & Endorsement  
Director, PCSIR  
12/10/2023

## ANNEX-I

### PCSIR UMRAH POLICY-2023

1. The Board of Trustee/ Umrah Committee will be responsible for all matters related to Umrah scheme and will take all necessary measures for conducting lucky draw every year at suitable time for selection of candidates for performance of Umrah.
2. The officers and officials (Muslims only) willing to join the Umrah Scheme will contribute as Nafli Sadqa for the said scheme @ amount specified in accordance with their scale/ grade, on monthly basis. The amount will be deducted from the salary of the willing officers/ officials by the Account Officers/DDOs of their respective Labs./ Centers/ Units.
3. Only the names of officers and officials contributing (as Nafli Sadqa), on monthly basis, shall be included in the Lucky draw for performance of Umrah.
4. If a candidate joins the scheme just one month before the lucky draw and his/ her contribution has been deducted at least once for the said scheme, his / her name will be included in the lucky draw.
5. No contribution will be deducted from the pensioners (retired employees) for the Umrah scheme. Name of the retired employees will not be included in the Umrah scheme even if the officer/ official retires just one day before the lucky draw.
6. The candidates selected for performance of Umrah through lucky draw would be given one year time from the date of issuance of the cheque to perform Umrah or Hajj (they may utilize the said amount as an contribution for performance of Hajj, as well).
7. If a selected candidate had traveled for performance of Umrah or Hajj before the lucky draw, his/ her previous travel will not be considered against the amount paid through the Umrah Scheme.
8. If a candidate is unable to perform Umrah or Hajj in the specified time (one year), he/ she will be bound to return the amount to PCSIR. However, his/ her name will remain intact for the next draws.
9. If delay in performance of Umrah by a selected candidate is due to unavoidable circumstances, then the candidate may submit an application for extension through proper channel to the Board of Trustee/ Umrah Committee for consideration. However, the decision of the Committee in this regard will be final and must be binding on the concerned employee.
10. As the contribution is considered to be a Nafli sadqa, there will be no binding on the employees for contribution i.e. they may leave the scheme at any time by submitting an application to the Board of Trustee/ Umrah Committee through proper channel. Their contribution will be stopped and name will be excluded from the scheme.

11. In the lucky draw, the number of seats will be allotted as per ratio of strength of Officers (BPS-17 and above) and Officials (BPS 1-16) and in accordance with the prevailing average economy package rates and available budget. Separate balloting will be done for officers and officials as per their strength.
12. In case, any employee intends to contribute more than his/ her specified share to earn blessings of Almighty Allah, he/ she may do under intimation to Board of Trustee/ Umrah Committee.
13. The candidates selected for performance of Umrah will submit a copy of all necessary traveling documents to the Board of Trustee/ Umrah Committee after performance of Umrah or Hajj.