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(A Statutory Body under
 Minority Affairs & Madrasah Education Department)
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No: WBSHC- 323/21

Date: 06.11.2021

To
 The Additional District Magistrate
 All Districts

Subject: - Guidelines for Haj-2022

Dear Sir,

The Haj Committee of India (HCoI) under the Ministry of Minority Affairs (MoMA) has published guidelines inviting provisional online Haj Application Form (HAF) from 01/11/2021 to 31/01/2022. The Haj-2022 may take place under special circumstances and subject to restrictions and regulations imposed by the Kingdom of Saudi Arabia (KSA) amid Covid-19 pandemic. Hence, the entire process of inviting applications from Indian Pilgrims for Haj 2022 is PROVISIONAL and is further subject to the final guidelines of KSA. It may also be noted that KSA may even cancel the Haj – 1443 (H) – 2022 (C.E.) entirely or partially depending upon the prevailing conditions.

Like previous years the district administration is requested to ensure the following:-

- Opening of Haj Facilitation Centre at DOMA office and Sub-division Office (wherever required)
- Ensuring wide publicity in minority concentrated areas. Services of resource personnel, Mutawallis, Imam & Moazzins may be utilised.
- Assisting intending pilgrims in applying for passport. In view of the time constraints for application for Haj Application Form (HAF), it is desired that applicants select any of the Passport Seva Kendras (PSKs) only for document verification and further course of action. This will also help WBSHC to co-ordinate the matter with the Regional Passport Office.
- The health guidelines in consideration of covid-19 pandemic may have restrictions. Additional health and vaccine conditions may be required to be met. The matter may be sorted out with CMOH offices.

The salient features of the guidelines are stated hereunder for reference and wide publicity:-

- (1) **Online Haj Application Form (HAF):-**HCoI has completely digitized the entire Haj process. Intending Pilgrims are advised to watch the relevant video clip(s) on YouTube of HCoI, read FAQs on instructions/ guidelines before making Haj Application. Hard copies of Handwritten/typed applications shall not be accepted. Intending Pilgrims have to make Haj Application online only at the website of HCoI www.hajcommittee.gov.in or on Haj App through Android Mobile App "HAJ COMMITTEE OF INDIA" available on Google Play store. Intending pilgrims shall upload the following documents as enclosure:-
 - (a) Payment of Non-Refundable Processing Fee of Rs.300/- each (Online only).
 - (b) Fill and submit HAF online.

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- (c) Upload First & last page of Machine Readable Valid Indian International Passport
- (d) Upload latest Passport size Photograph
- (e) Upload copy of CANCELLED Cheque of Cover-Head or a copy of Bank Account Pass Book.
- (f) Upload copy of Address Proof : If present address is same as recorded in passport, copy of passport will be sufficient and no other document will be required. In other cases, self- attested copy of any of the following has to be enclosed with the duly filled downloaded copy of HAF:- 1) Aadhaar Card; 2) Bank Pass Book; 3) Election Commission Photo I-D Card; or 4) Utility bill for last 3 months of: (a) Electricity Bill (b) Telephone Bill (Land-line) (c) Water Bill or (d) Gas Connection Bill.

To avoid confusion, especially during scrutiny and endorsement of Haj VISA, photograph pasted on HAF and the one submitted/ attached with passport should be same.

- (2) **COVER NUMBER**:-Cover number is a unique Computer generated number obtained from the IHPMS software by WBSHC after verification of data entry and relevant documents. This Cover Number must be used by the Applicants as reference in all future correspondences. Cover refers to the group of family members or close relatives applicants applying together as a group. Only family members or close relatives should apply in a single Cover. The Cover Head shall be an adult Male only and he shall be responsible for payments of all the applicants included in the Cover. The size of the Cover shall be minimum 1 (one) and maximum 5 (five) adults + two (2) Infants only.

NOTE : 1) Infants are those applicants who would complete 2 years of age by 15th August, 2022 or by the date of arrival of last inward Haj Charter Flight, whichever is earlier.

The name and other particulars of the nominee, who has to be contacted in case of exigencies in India / KSA should be recorded distinctly at the appropriate place in the HAF. The nominee should be a close relative of the applicant, because such nominee will receive refunds/payment due, in case of the demise of any pilgrim.

- (3) **Management of Haj**:- Multiple agencies are involved in the management of Haj by Indian Pilgrims. Haj Committee of India under Ministry of Minority Affairs is the nodal agency for making Haj arrangements in India under present norms. State/UT Haj Committees assist Haj Committee of India in this regard. All arrangements in KSA are done by Consulate General of India (Jeddah) under Ministry of External Affairs. Chartering of Aircrafts to and fro Air travel is done under overall supervision of Ministry of Civil Aviation. Ministry of Health & Family Affairs provides Vaccines, and assistance in all health and medical related issues.

- (4) **General Information**:-

- All intending pilgrims should possess machine readable valid Indian International Passport issued on or before 31st January 2022 and valid at least upto 31st December 2022.
- In the HAF, the details of Cover Head's Account maintained in a bank having IFSC Code must be furnished to facilitate refund, if any. A Cancelled blank cheque or a copy of first page of Bank Pass Book, is to be enclosed.
- All instructions / information is issued through SMS/alerts/Voice messages on the registered mobile number to the concerned pilgrims from time to time. As such, it is advised that all pilgrims should mention their own mobile number in Haj Application and to keep it functional. This Mobile Number must be enabled to receive SMS's and alerts sent by HCoI by proper intimation to Do Not Disturb (DND) registry.
- The maximum age limit of the applicant should be within 65 years. That is to say that the applicant must have born after 10th July 1957.
- Haj Repeater is an individual who has already performed Haj through HCoI "once in a life time". Haj Repeater is, however, eligible as a Mehram of a Female Pilgrim. However, the fate of such applications will be subject to final Saudi Guidelines.

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- The name and other particulars of the nominee, who has to be contacted in case of exigencies in India / KSA should be recorded distinctly at the appropriate place in the HAF. The nominee should be a close relative of the applicant, because such nominee will receive refunds/payment due, in case of the demise of any pilgrim.

- (5) **Quota, Qurrah and Selection:-** Government of India fixes the Quota of HCol in accordance with the Annual Bilateral Agreement with the Kingdom of Saudi Arabia. The quota allocated to HColis in turn distributed across all the States and Union Territories in proportion to their Muslim population.

Qurrah refers to computerized draw of lots. In the States/Union Territories where the number of Haj Applications received exceeds their quota, pilgrims shall be selected provisionally by Qurrah conducted on the Covers. After Qurrah/Selection, the STATE/UT HAJ COMMITTEES shall receive the hard copy of HAF(duly signed copy of already submitted application) original Passports, Health and Fitness Card, Receipt of Payment of first installment(advance amount) and other documents of the selected pilgrims.

- (6) **COST, PAYMENTS AND CONFIRMATION:-** Haj Committee of India makes arrangement of Haj on Actual Cost Basis, i.e. Airfare paid to the Airlines, Accommodation and Compulsory Expenses paid in KSA which includes Moallim Fees, Transportation Charges, Visa Fees and other expenses. It is anticipated that the expenditure of Haj-2022 will be on a bit higher side because of increase in VAT (from 5% to 15%), Haj VISA fee of SAR 100/- per pilgrim, fee of SAR 100/- for mandatory Health insurance, likely rise in rent accommodation and transportation cost, increase in space from 4 sq metre per Haji; significant rise in cost at Masha'er region from SAR 1050/- in 2019 to SAR 2500/ because of the new norms. The likely tentative expenses for Haj 1443 (H) - 2022 (C.E) would be under the range of Rs 3,35,000- Rs 4,07,000/- which may also change subject to actual norms/ guidelines of KSA.

All provisionally selected pilgrims will be allotted a Unique Bank Reference Number for depositing Advance and Balance Haj Amount which must be quoted compulsorily. An Amount of Rs.81,000/-(Advance Haj Amount-Rs.80,000/- plus Miscellaneous dues-Rs 1,000/-) has been fixed as Advance Haj Amount for the provisionally selected pilgrim. Payment is to be made Online at hajcommittee.gov.in or at any branch of State Bank of India/Union Bank of India. No Bank draft/cheque/cash shall be accepted by the HCol/STATE/UT HAJ COMMITTEES directly. The process of payment has been made online and on real time basis. Pilgrims should carefully write the Cover Number on the pay-in slip to avoid any mismatch and wrong payment.

HCol shall disburse SAR 2,100/- in each to each pilgrim at the embarkation point.

HCol makes arrangement of Adahi (Qurbani) for pilgrims willing to do so through Islamic Development Bank (IDB) as approved by Saudi Government. Pilgrims have to make additional payment of approx. SR 500 (Rs.10,000/-) for Adahi (Qurbani). Adahi coupons are provided by Indian Haj Mission before Haj. Option of performing Adahi through HCOI is to be given in the specified column before the last date. In view of a number of fraud cases in the name of providing cheaper coupons by some unscrupulous elements being reported every year, pilgrims are advised to perform Adahi through Haj Committee or other Saudi Govt. authorized agency only. Status and Time of performing Adahi can be verified from IDB's website.

- (7) **CANCELLATION:** If a selected applicant wants to cancel his / her journey on any ground he/she should submit a letter in the prescribed format to concerned STATE/UT HAJ COMMITTEES. Once cancellation is marked, it will NOT be revoked on any ground.

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- (8) **REFUNDS:-**In case of cancellation by Haj pilgrim on his/her own, refunds will be made within two months from the date of receipt of cancellation request. However, Rs.1,000/- collected as Miscellaneous Dues shall not be refunded at any stage of cancellation. Additionally, refunds will be made after deducting Rs 1,000/- if cancelled upto 20/02/2022; Rs 5,000/- if cancelled between 21/02/2022 to 20/04/2022; Rs 10,000/- if cancelled from 21/04/2022 to till the scheduled date of flight and Rs 25,000/- or one way fare whichever is more if cancelled for non-reporter/ not show/ missing flight after confirmation.

No deduction for cancellation will be made due to Death of pilgrim or companion or on account of very serious ailment of family member/accident or due to COVID – 19 Pandemic protocol. Refund claims should be accompanied with copies of all pay-in-slips, Medical / Death certificate. All Refunds except deceased pilgrims refund are made to Cover-head's account indicated at the time of filling Haj Application Form. Refund of deceased pilgrims is made to the nominees account number mentioned in the form.

- (9) **Embarkation point:-** In view of the prevailing Covid-19 Pandemic, the proposed Embarkation Points for Haj 2022 are reduced from 26 to 10. The Embarkation Point for a particular pilgrim is decided on the basis of present Residential Address given in the HAF and not the Address mentioned in the Passport. Pilgrims will be charged Airfare on actual basis as decided through Tender by MoCA. No change of Embarkation Point is permissible once opted. The Embarkation Point shall also be the Dis-Embarkation Point on return journey. Kolkata is the basic and optional embarkation point of the states of West Bengal, Odisha, Tripura, Jharkhand and Bihar.

- (10) **Vaccination and Health requirements:-**INTENDING PILGRIMS SHOULD BE FULLY VACCINATED WITH AN APPROVED COVID-19 VACCINE, ATLEAST ONE MONTH BEFORE ACTUAL DEPARTURE FOR HAJ-2022. ONLY SUCH PILGRIMS SHALL BE ALLOWED TO TRAVEL FOR HAJ 1443 (H) – 2022 (C.E.).

Those having severe medical conditions such as Terminal Cancers, Heart Ailment, Comorbidities, Advanced Cardiac, Respiratory, Liver or Kidney Diseases, Infectious Tuberculosis Disease, or Senility are strictly not allowed at this stage due to the prevailing Covid-19 situation.

Pregnant Ladies and those above the prescribed age limit in view of Coronavirus Pandemic are strictly restricted for Haj -2022 as of now.

The Health related norms towards International Travel have become stringent due to the COVID- 19 Pandemic. The detailed health guidelines will be issued in due course of time, and Haj -2022 will be strictly governed as per the guidelines/norms finalized by KSA. Format of Health & Fitness Certificate will be shared later on. At present Indian Haj Pilgrims are inoculated with the Meningitis/Quadruple Vaccine (ACYW135). All the Pilgrims, must get themselves inoculated and obtain vaccination certificate on the Health, Vaccination & OPD Card before proceeding for the Embarkation Point. The Saudi Health Ministry may introduce new Health Guidelines including requirement of additional Vaccination etc. in due course of time because of Covid 19 Pandemic. Pilgrims will have to strictly follow Guidelines by KSA. For obtaining Haj Visa, the information about pilgrims having got vaccinated is mandatorily required. Pilgrims should keep the Vaccination Card safely, ready for display on demand at the Airports in Jeddah/Madina.

- (11) **TRAINING AND ORIENTATION:-**All provisionally selected intending pilgrims are required to undergo minimum three training sessions. They should get themselves well acquainted with Haj rituals, Prayers, logistics in KSA specifically with regard to Health, Hygiene & Morals during entire Haj journey, particularly during Movement in Masha'er Region, facilities

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provided in Saudi Arabia, difficulties to be faced during their stay in KSA, Important Telephone Numbers for emergency use etc. to avoid inconvenience during their Haj journey. In view of the Coronavirus pandemic they should also learn Safety precautions, Good Hygiene Practices, Social distancing norms, Do's and Don'ts etc.

- (12) **BAGGAGE:** It is too early to forecast the travel restrictions which will be imposed during the Haj journey. However, it has already been informed that weight and size of Baggage will be reduced. Only Two (2) Bags of 20 kgs. each [Length+Breadth+Height = 75+55+28 cms. = 158 cms or 29.5+21.70+11 inches = 62.20 inches maximum total dimensions and one (1) Cabin bag of 7 Kg. [Length+Breadth+Height = 55+40+23 cms. = 118 cms or 21.75+15.75+9 inches = 46.5 inches maximum total dimensions per pilgrim will be permitted. Pilgrims must record their Cover Number, Name, Address, Flight Number & Embarkation Point on their bags by bold marker pen for easy identification. Pilgrims should affix the Baggage tags/stickers provided to them at the Haj Camp alongwith other travel documents by HCOI so as to enable their baggage reach to their accommodation.

PILGRIM SHOULD STRICTLY ABIDE BY THE NORMS AND ONLY CARRY THE STANDARD BAGGAGE SPECIFIED BY HCOI. BAGGAGE WITHOUT STICKERS, NAME, COVER NUMBER, MOBILE NUMBER, BUILDING NUMBER, MOALLIM NUMBER WILL NOT BE ACCEPTED BY THE AIRLINES AND THE SAME SHALL REMAIN STRANDED AT JEDDAH/ MADINAH HAJ TERMINAL.

- (13) **BANNED ITEMS AND OTHER RESTRICTIONS:-** Carrying banned drugs and inflammable articles, Narcotics substances or other restricted substances in any form is strictly prohibited. Government of KSA has banned carrying all political literature, photographs or pornographic material of any kind while visiting Saudi Arabia for Haj. The Government of KSA has banned carrying of foodstuff, cooked or uncooked. Haj pilgrims are not permitted to carry oil, ghee, pickles, fish, sweetmeats, vegetables, fruit and similar articles etc., with them either in their personal baggage or otherwise. Carrying of any goods / articles in large quantity for commercial purpose is also prohibited.

CARRYING DRUGS AND PSYCHOTROPIC SUBSTANCES BANNED IN KSA MAY INVITE JAIL TERMS/ DEATH PENALTY ETC CGI/HCOI WILL NOT BE ABLE TO HELP SUCH TRAVELLERS.

- (14) **VISA, PASSPORT & OTHER TRAVEL DOCUMENTS:** Visa, Passport and Travel documents will be handed over to the pilgrims forty-eight (48) hours before the departure flight at the Kolkata Embarkation Point located at Madinat ul Hujjaj, New Town, Kolkata-700 160. Pilgrim should carefully check e-Visa Validity, Name, Photo and Gender etc. In case of any mismatch the pilgrims may be sent back from Saudi Airports. The SIM card provided at the Airport should be kept/stored safely along with the SIM card jacket. Without Jacket SIM cannot be activated.

- (15) **DEPARTURE FLIGHT:-**The Pilgrims have to report 48Hrs. before at the respective Embarkation Points (Haj House / Haj Camps) for collecting their Travelling Documents like Passport / Visa other items provided by Haj Committee of India. Pilgrims may even be asked to undergo RT-PCR Test and ONLY those with Negative (- ve) report may be allowed to proceed. Flight Schedule of Haj Committee is divided in two laps. Pilgrims may book and even confirm their flight on the website of HCOI www.hajcommittee.gov.in or on Haj App through Android Mobile App. "HAJCOMMITTEE OF INDIA" available on Google Playstore. Pilgrims may submit their requests for flight preference, clubbing of Covers, allotment of accommodation in same building to this office on or before 15th April, 2022. Charter tickets are non-transferable. All pilgrims are issued round-trip outward/ inward tickets in specified

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flights on specified dates. The reporting time at the Airport shall be SIX (6) Hours prior to the departure of flight.

All the pilgrims reaching Jeddah/Madinah Airports should keep their travel documents (Passport, Visa, Vaccination cards) handy for inspection. Further Biometric identification will be done by immigration authorities and they will endorse their passports for entry into the KSA. The pilgrims will be transported to Makkah /Madina city by Buses provided by Moallim. Their passport will be collected by Moallim staff and all Pilgrims shall be provided Moallim's bracelet. Pilgrim should always wear the bracelets.

(16) Stay in the kingdom of Saudi Arabia:-The duration of stay of pilgrims in the KSA may be reduced to 36-42 days due to Coronavirus Pandemic depending upon the Haj protocol and the norms of the Saudi Authorities. New elements may be introduced in the norms for the Accommodation of Pilgrims for Haj 2022 at both Makkah Mukarramah and Madinah Munawwarah in view of the COVID-19 Pandemic. It is most likely that all the pilgrims of Haj 1443 (H) – 2022 (C.E.) will be accommodated in one category (Azizia or similar). Pilgrims should follow social distancing norms, use face masks, follow hygiene norms and protect their covers/families from acquiring/spreading infections. It is anticipated that the period of stay in Madina Munawwarah for Haj -2022 may also be reduced and the earlier concept of compulsory offering of forty (40) prayers in Masjid-e-Nabavi may not be possible due to expected revised guidelines in view of the prevailing situation. The pilgrims will have to make arrangements for their own food from Hotels/Restaurants.

(17)ROLE OF INDIAN GOVERNMENT/ INDIAN HAJ MISSION IN KSA:- The Government of India has set-up Indian Haj Mission (Indian Haj Pilgrims Offices) in the Kingdom of Saudi Arabia. The CGI-Jeddah under the overall supervision of Ambassador of India in Saudi Arabia manages all the affairs of Indian pilgrims and looks after their welfare. Medical offices and branch cum dispensaries are set up in Makkah and Madina for the welfare of the pilgrims. HCol also deputes government officials as co-ordinator, Assistant Haj Officer, Haj assistant, Medical Officer, Para medics, Khadim ul Hujjaj (KuH) etc to provide assistance to the pilgrims at different levels.

(18)DEATHS IN KINGDOM OF SAUDI ARABIA:- In case of death, due to natural causes or accident, burial rituals are performed as per prevailing practice in KSA after taking consent of the legal heir/ co pilgrim. The original Death Certificate is sent directly to the next of kin of the deceased pilgrim by CGI, Jeddah after completion of Haj season. The pilgrims should clearly indicate the Mobile number of the legal heir/nominee in the HAF.

(19)RETURN JOURNEY:-Return Flights to India from KSA commence within one week after the Haj. Specific dates are provided on the return Boarding cards handed over to the pilgrims while proceeding from India. Pilgrims should keep the return boarding cards safely. For issuing duplicate Boarding passes, Airlines may charge some additional fee. Pilgrims are issued round trip boarding passes i.e. date of return journey, flight number and time are decided while taking outbound journey itself. No request of change of flight can be considered.

Pilgrims who desire to return early have to make the arrangement on their own. No refund on this account can be granted. Airlines collect Check-in baggage forty-eight (48) hours before the journey either from Makkah or Madina depending upon the return destination Airport. Pilgrims are advised to keep essential items like Medicine, Spectacles, 1-2 dresses and some amount with them so that in case of flight delay they are not inconvenient. Returning pilgrims may also be required to undergo RT-PCR Test at the Indian Airports.

After reaching the respective dis-embarkation point, pilgrim should keep all the travel documents like passport, Visa etc for checking by the respective authorities. After completing the immigration formalities, they should claim their check in baggage and pass through Customs check-up.

At the time of boarding the flight in India and KSA, pilgrims should obtain baggage tags from the Airlines after handing over the check-in baggage. Upon arrival, if baggage is missing or damaged the Airlines should be shown the tag of missing/damaged baggage to lodge a complaint. The Property Irregularity Report (PIR) should be filled, submitted to Airlines and a copy retained by the pilgrim. The last date for making a claim for lost baggage shall be 25th September, 2022.

It is once again reiterated that these are tentative guidelines for Haj 2022, and for inviting provisional applications for Haj 2022. The applications for Haj 2022 are subject to the final protocols/guidelines to be decided by KSA and Government of India as per prevailing Covid-19 pandemic situation.

Yours faithfully,

Enclosure: Guidelines for Haj-2022 of Haj committee of India.


06/11/2021
Executive Officer

No:

Date:

Copy forwarded for information to the:

- 1) PS to Secretary, MA & ME Deptt, Govt. of West Bengal.
- 2) PS to Spl.Secretary, MA & ME Deptt, Govt. of West Bengal.
- 3) District Officer Minority Affairs , All


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Executive Officer