

# HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No.35 of 2002)

MINISTRY OF MINORITY AFFAIRS



## TRAINING HANDBOOK

FOR

## TRAINERS

### HAJ - 2020 (1441 H)

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Bait-ul-Hujjaj (Haj House)  
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## CHAPTER 1: INTRODUCTION

**1.1.** Haj Committee of India (HCoI) and State/UT Haj Committees (SHCs) are constituted under the Haj Committee Act 2002. HCoI, in coordination with SHCs make arrangements for the Indian Haj Pilgrims which include dissemination of information and training of pilgrims. Just as organization of Haj is a complex administrative task, it is challenging for the pilgrims also. Although the core of Haj is only a 6 day long religious congregation, it tests pilgrims' knowledge, endurance and agility. Therefore, sustained and focused training of pilgrims in religious as well as logistical aspects is very important. It is even more important for our pilgrims as almost all of them are first timers, and many of the pilgrims would be traveling for the first time out of their native places. The Saudi authorities also emphasize that the pilgrims should be properly trained beforehand.

**1.2.** Training of pilgrims is conducted in two (2) stages. In the first stage, the Trainers are trained by HCoI in Mumbai. Thereafter, Trainers train Haj pilgrims in training camps organized in districts under direct supervision of SHC. Every pilgrim is expected to attend three (3) training sessions. Trainers are selected by SHC in the ratio of 1 Trainer for every 250 pilgrims.(Detailed in Circular Number 7 dated 20-01-2020).

### **1.3 Role of SHCs in Training:-**

- Ensure proper and comprehensive training of all pilgrims by the Trainers. Each pilgrim should attend at least 3 Training sessions.
- Specify jurisdiction, responsibility and pilgrims assigned to each Trainers.
- Ensure adherence to the Training Calendar.
- Publicise date, time and venue of training sessions, alongwith details of Trainers.
- Assist Trainer in organizing training camps.
- Executive Officer to guide, supervise, monitor and evaluate the entire Training programme including by surprise visits in the training camps and feedback from the pilgrims.

### **1.4 Duties of Trainers:-**

- Act as a link to Hajjis for dissemination of instructions/information from SHC/ HCoI.
- Obtain from SHC the list of pilgrims to be trained.
- Impart training in training camps organized at State Capitals/ Districts/ Talukas as per directions of SHC.
- Imparting training to pilgrims selected from waiting list & Government Quota at the Embarkation point/Haj Camps.

- Follow instruction of the Executive Officer of SHC.

**1.5.** For effective guidance of the pilgrims, the trainers should constantly update their knowledge regarding latest instructions, norms and activities relating to Haj. They should have and refer to the following resource material:-

- Handbook for Trainer,
- Training CD containing Haj Film and related material,
- Haj Guide, Guidelines for Haj-2020,
- All Circulars of Haj Committee of India,
- HCoI's website:- **hajcommittee.gov.in**
- CGI Jeddah website:- **cgijeddah.com**
- Any simple book on religious aspects of Haj.

## CHAPTER 2: NORMS FOR SELECTION OF PILGRIMS

**2.1.** To provide effective training, the trainer has to know about the trainees. The norms for selection of pilgrims show the profile of pilgrims based on which the Trainer can customize his sessions. Knowledge of these details will also enable the Trainers to assist the applicants for next Haj. A summary of the Guidelines for Haj - 2020 follows.

### **2.2. Eligibility for Haj:-**

- Any Muslim citizen of India,
- Ladies accompanied by Sharai Mehram or Ladies above 45 years of age, who wish to go for Haj but do not have a Male Mehram and their school of thought (Maslak) permits or allows them to travel in group of four (4).
- Valid Machine-readable Indian International Passport on or before 23<sup>th</sup> December, 2019 and valid at least upto 20<sup>th</sup> January, 2021.
- Sound physical and mental health.

### **2.3. Ban on Repeaters:-**

- “Once in a life time” Haj through HCoI,
- Exceptions:-
  - Mehram of a Female Pilgrim,
  - Companion of 70+Pilgrims,
- Repeaters to forfeit their deposit

### **2.4. Application and selection:-**

- Haj Application Forms (HAF) can be filled & submitted online at [hajcommittee.gov.in](http://hajcommittee.gov.in) or through Android Mobile App “**HAJ COMMITTEE OF INDIA**” available on Google Play Store. After filling HAF, copy thereof may be downloaded and kept for submission with respective State Haj Committees (SHC) alongwith relevant documents like Passport and Remittance Receipt.
- Data entry and scrutiny done in IHMPS by SHC.
- Two categories:
  - Reserved Category : 70+Applicants with companion,
  - General Category, (Including Ladies accompanied by Sharai Male Mehram or Ladies above 45 years of age, who wish to go for Haj but do not have a Male Mehram and their school of thought (Maslak) permits or allows them to travel in group of four (4).
- Qurrah if Applications exceed quota,
- Priority:
  - Reserved Category
  - General Category
- Waiting list selection against cancellations,

## 2.5. Payments:-

- Application fee Rs.300/-(non-refundable) can be paid in SBI / UBI/ online
- Total amount collected in three(3) instalments:
- Advance Haj amount of Rs.81,000/- after selection.
- The balance Haj Amount (total amount payable minus advance Haj amount) will be collected in two instalments. Rupees One Lakh Twenty Thousand (Rs.1,20,000/-) shall be collected in the first instance by end of the March 2020 and the remaining balance amount will be collected by the stipulated date upon finalization of bank and fixation of rate of Saudi Riyal in terms of Indian Rupee. The date to be announced subsequently. Failure to make the payment by due date will lead to cancellation of seat. The break-up of the total amount collected for Haj - 2019 is given on page 4 & 5 in the Guidelines for Haj-2020.
- Total Haj amount collected from pilgrim = Expenditure (Accommodation charges in KSA, Moallim fee, Transportation & other charges in KSA ) in SR. + SR.300 towards Visa Fees + Airfare on actual + Airport & Service Taxes + charges as declared by Saudi Government (if any) + Rs.1,000/- as Miscellaneous Dues as per details mentioned in the Guidelines for Haj-2020.
- In case of foreign exchange fluctuations resulting in increase in expenditure incurred, the same shall be recovered either from the SR 2100/-, disbursed at the time of departure, or a separate announcement will be made by HCoI requesting the pilgrims to deposit more money.
- HCoI has completely computerized the Haj Pilgrims' Movement System including booking of Haj Seat at Embarkation Point. The payment particulars are reflected in this System for every Pilgrim. Seat in the flight will not be booked unless the applicable payments for entire cover are received by HCoI within the specified dates and are reflected in the System.
- **Making payment does not guarantee Haj Seat:** The applicants have to abide by all the Guidelines and give complete and true information. If an applicant gets provisional / confirmed status on the basis of wrong, false or incomplete information/document, then, upon detection, the pilgrimage of such applicant can be cancelled at any stage of Haj Application processing and movement, even at the Embarkation Point. Hence merely making payment of Haj amount does not guarantee Haj.

- **Visa Fees:** Saudi authorities charge SR 300/- as visa fee for Haj visa from all applicants, irrespective of whether the applicant has gone for Haj earlier or not.
- Payments in SBI/UBI, Quoting Bank Reference number.
- No grant/subsidy from Government to HCoI.

**2.6. Qurrah for accommodation:-**

- In case the number of units available in a category is less than the demand, allotment shall be made through Qurrah. The remaining pilgrims shall be accommodated in the next category available. The charges will be as per the category actually allotted.

**2.7. Cancellation and Refunds:-**

- 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 SHC.
- After receipt of requests through SHC, cancellations shall be marked in IHPMS by HCoI.
- Once cancellation is marked, it will NOT be revoked on any ground.
- If an applicant fails to submit either passport or make payment or both within the due dates, the selection will be summarily cancelled.
- Refunds on account of cancellations will be governed as per para 26 of the Guidelines for Haj-2020.

**2.8. REFUNDS:-** In case of cancellation, refunds will be made within 2 months from the date of receipt of cancellation request from the concerned pilgrim in the prescribed format. However, Rs.1,000/- collected as Miscellaneous Dues shall not be refunded at any stage of cancellation. Additionally, refunds will be made after making following deductions:

Sr. No.	Date of receipt of cancellation	Deduction per pilgrim
<b>1</b>	Upto 31 <sup>st</sup> March, 2020	Rs.1,000/-
<b>2</b>	From 1 <sup>st</sup> April, 2020 to 30 <sup>th</sup> April, 2020	Rs.5,000/-
<b>3</b>	From 1 <sup>st</sup> May, 2020 till the date of scheduled allotted flight	Rs.10,000/-
<b>4</b>	Non - Reporter /No Show/Missing flight after confirmation/collection of travel documents. One Way Airfare or Rs.25,000/- whichever is more.	Rs.25,000/-

- (I) These provisions will not, however, apply if cancellation is due to death of the pilgrim or very serious ailment / accident or such stage of pregnancy which renders the pilgrim unfit to travel. In such cases, only Rs.1,000/- will be deducted per pilgrim.
- (ii) These provisions will not also apply to the accompanying family members of the pilgrim, whose cancellation is covered in sub-para (i) above. The family members here mean wife, husband, father, mother, son, daughter, sister and brother only. In such cases also, only Rs.1,000/- will be deducted per pilgrim.
- (iii) Since charter tickets are non-transferable, no refund is payable even if return journey portion remains unutilized for any reason. Only as a special case, in case of death of a pilgrim in Saudi Arabia, nominee of deceased will be refunded one-way Air fare.
- (iv) Non-reporter means a pilgrim who is allotted a flight but who does not report at the embarkation point. A pilgrim whose request for cancellation is received after departure of the allotted flight, will be treated as Non-reporter.
- (v) Refund claims should be accompanied with copies of all pay-in-slips, Medical /Death certificate.
- (vi) In case of payment made online, refund, if any, will be remitted to the source from where payment was initially made.



**CHAPTER 3: LOGISTICS**

**3.1 Departure at Embarkation point:-**

Pilgrims may be advised to keep their passport alongwith the e-Visa printout page, Saudi Riyal 2100/- (given to each pilgrim) and essential medicines (if any) with prescription in a secure and proper manner, preferably in the handbags given by HCoI. Every Haji may also write their Name & Cover No. on the handbag for easy identification.

At the time of collection of Saudi currency from HCoI, pilgrims may check the amount and the money may be handled carefully.

**3.2 Standard Baggage:-**

The pilgrims can carry no more than two suitcases and a hand bag of the weight and sizes mentioned below only, to be used for both Outward and Inward journey.

Description	Number of pieces	Weight	Size
Check-in-Bag	Two (2) suitcases	upto 22 kg eacg	(75+55+28) (Length + Breadth + Height) 158 cm maximum total dimensions
Handbag	One (1) bag	Upto10 kg	55 cm x 40 cm x 23 cm

Baggage items other than the specified suitcases and handbag should not be carried. HCoI will not be responsible for extra baggage. Non-compliance may lead to cancellation of Haj journey and forfeiture of the entire amount deposited at any stage of journey. Pilgrims must record their Cover Number, Name, Address, Flight Number & Embarkation Point on baggage by bold marker pen for easy identification. In the absence of these markings, tracing of any missing baggage would become difficult.

**3.3 LOST BAGGAGE CLAIM PROCEDURE:-**

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. Pilgrim must insist for baggage tag. Upon arrival if baggage is missing or damaged, following should be done:

- Pilgrim should approach the Airline's lost baggage desk nearest to baggage area.
- 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.
- A complaint may be filed with Airlines directly for claim of lost baggage or compensation from Airlines, together with all relevant travel documents, after waiting for lost baggage till the last flight.
- The last date for making a claim for lost baggage shall be 10.10.2020

#### **3.4 INSURANCE CLAIM PROCEDURE:-**

HCoI arranges for compensation/insurance for its pilgrims. The cases of Cash (SR) / Baggage loss are settled by the CGI, Jeddah after proper scrutiny relating to genuineness/ admissibility of the claim. The pilgrims have to approach the General Welfare Wing of the Indian Haj Pilgrims Office Main Office at Makkah / Madinah and present the report. In case of accidental death/disability, the insurance claims are settled through the Insurance Company by HCoI. The documents are obtained from CGI, Jeddah and forwarded to the Insurance Company for settlement of claims. In case of hospitalization/ disability, HCoI also bears the cost of pilgrim's repatriation to India in wheel chair /stretcher. The insurance coverage commences with the landing of pilgrims in KSA and ceases to operate once the pilgrims leave KSA.

#### **3.5. Necessary documents required at the Embarkation Point:-**

- Online booking printout receipt or selection letter
- Original deposited Pay-in-slip
- Health, Vaccination & OPD Booklet

#### **3.6. After booking, the pilgrims should be advised to collect the following documents:-**

- Passport alongwith the e-Visa printout page
- Boarding passes
- ID Card
- Steel Bracelet
- Health, Vaccination & OPD Booklet
- E-Bracelet

#### **3.7. BANNED ITEMS AND OTHER RESTRICTIONS:-**

- Carrying any inflammable articles viz, kerosene, petrol, stove etc. in any form is prohibited. Any pilgrim found carrying any of these articles, will invite legal punishment.

- The import of Khash-Khash, (poppy seeds) Viagra-Tablets, Sexual oil and cream, Synthetic Capore, Cystone, Khammera, Gutkha, Khaini, Gul, Pipermint or narcotics in any form into the KSA is banned. All the pilgrims are, therefore, advised in their own interest not to carry these items. Officials at Embarkation Points are authorized to stop carriage of banned / restricted items mentioned above. Pilgrims carrying such items will be arrested by KSA authorities in the Kingdom.
- Government of KSA has banned carrying all political literature, photographs or pornographic material of any kind while visiting Saudi Arabia for Haj. Violation of these instructions will invite severe punishment.
- 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. The Customs Authorities at Jeddah / Madinah or at the Indian Airport itself will confiscate such items and the pilgrims will have to face hardship. The pilgrims are, therefore, advised in their own interest not to carry the eatables with them while proceeding for Haj. As per the instruction of Saudi Authorities, cooking has been strictly prohibited in the buildings in NCNTZ Category in Makkah and in Madinah. The pilgrims have to make their own arrangements for meals, by purchasing from restaurants, hotels, etc.
- The pilgrims are advised not to carry their tickets / travel documents, extra cash, jewellery or other valuables while going to Mina. Cooking is strictly prohibited in Mina. Pilgrims should carry no gas ring / cooker / cylinder or kerosene stove or any inflammable articles to Mina.
- The Government of KSA does not permit pilgrims to do business activity. Therefore carrying of any goods / articles in large quantity for commercial purpose is prohibited. Any pilgrim missing his / her flight on account of this restriction will be doing so on his / her own risk and passage money of such pilgrim will be forfeited.
- Any beggar in the guise of pilgrim proceeding to Haj through HCoI will be dealt with strictly including cancellation / detention at any stage, with forfeiture of any amount deposited.

**Restricted /Banned Articles**

- ◆ Remember custom officers are permitted to investigate your baggage anytime till boarding the aircraft.
- ◆ Raw or cooked meals (veg or non-veg)



- ◆ Any oil product



- ◆ Arms & ammunition, gun-powder, match box, lighter, explosive chemicals, etc.



- ◆ Fake firearm toys.



- ◆ Pornographic material in any form. Any item which has symbol cross i.e. (†)
- ◆ Any item that propagates smoking.

- ◆ Any material which is anti-Islamic or against the Saudi Govt.

- ◆ Poisonous or semi-poisonous materials.

- ◆ Items that are against ethics or forbidden in Islam.

- ◆ All types of intoxicants including medicines of this nature, opium, khaskhas (poppy seeds), morphine, cocaine etc.

- ◆ All big sized photographs / paintings for commercial purpose.

- ◆ Items which bear Government emblem.

- ◆ Any item that bears Jewish Emblem (★)

- ◆ Black coloured tasbeeh of glass beads or plastic beads.

- ◆ Wild animals, birds, any item made up of ivory, musk, skin of reptiles etc.

- ◆ Foreign Currency beyond permitted value

- ◆ Indian currency more than Rs.25,000/-.

### 3.8. Towards Airport:-

- In case pilgrims' flight is to Jeddah, keep the Ihram and slippers ready in the handbag to be worn before boarding the flight.
- Wear normal clothes in case pilgrims' flight is to Madinah.
- Do not keep in your hand bag any sharp items like scissors, nail cutter, knife, sarota (Betel nut cracker)
- At the time of check-in at Haj House/Airport, pilgrims must obtain Baggage, Tags and ensure that at the time of departure, their baggages are properly tagged. Baggage tags help in timely delivery of the baggage to its owner. All baggages should also have the cover no. of the pilgrims written on it, since, in some cases, there are chances of baggage tags getting dis-attached during baggage handling / movement.
- Get Saudi Riyals from the Bank counter and check the amount before leaving the counter.
- In case check-in done at Airport with facility of Ihram, pilgrims are required to report 5 hours before scheduled time.
- At the Airport, their luggage will be screened first. Do not keep any restricted material in the luggage.
- Do not keep any valuable / important items like passport, Boarding passes, Health, Vaccination & OPD Booklet, ID card, Important documents and necessary medicines in check-in Baggage. Receiving checked-in baggage at the accommodation in Makkah/Madinah will take some time. So it is advisable that important documents, medicines, one pair of clothes (for namaz) etc. may be kept in the hand-baggage.
- After moving into security hold area, use toilets / restrooms, perform ablution (wudhu) and put on Ihram. (only those pilgrims travelling to Jeddah) Perform Namaz as per timing.
- Proceed for boarding the flight after the announcement by the Airlines.
- After entering, the Aircraft sit on the allotted seat. Keep handbag in the area provided for it. Pilgrims to tie seat belt when announcement is made.
- Make use of tray at the back of front seat for eating meals / food provided in the flight. Do not hold the plate in your hand. Do not keep it below the seat.
- Do not spill water on the floor of the aircraft. It may cause accident as there are many electrical and electronic components installed below the floor.
- Make less use of toilets in the flight. Do not perform ablution (wudhu) in toilet. Before boarding the plane get relieved from all personal requirements and perform ablution. If required, perform Tayammum.
- Pilgrims with Ihram should keep repeating Talbiyah.
- Do not perform Namaz in pathways. Namaz may be offered in sitting position.
- After nearly 5 hours of flight, you will reach Jeddah / Madinah Airport. Patiently wait till you are instructed to deboard the flight. Pick your handbags and all belongings before leaving.
- Please keep Passport, e-Visa printout page and Health , Vaccination & OPD Booklet ready while doing immigration facilities at Jeddah/Madinah Airport.
- Board the buses provided from aircraft to Airport Building.

## CHAPTER 4: RELIGIOUS ASPECTS OF HAJ

### 4.1 Umrah upon arrival in KSA:-

- If the pilgrims' flight is to land at Jeddah and they decide to perform Haj-e-Tamattu / Qiran, they have to be in Ihram from the Embarkation Point and after reaching Makkah they have to perform Umrah first.
- Keep Steel bracelet, e-bracelet (issued by HCoI) and ID card (issued by Moallim) along while going to Haram Sharief.
- Carry minimum amount of money for daily use to avoid loss/theft in the crowd. Instances of theft/pick-pocketing are not un-common.
- Before proceeding to Haram Sharief approach building counter for guidance.
- Keep in mind the landmarks near your building and the way leading to Haram. Those pilgrims residing in Azizia may remember their bus stand no. in Azizia and the bus point near Haram Sharief.
- Remember the number and colour of the gates (both outer periphery & Mataaf) from which you enter Haram Sharief.
- In case you lose your way back to the building, do not panic. Indian volunteers are posted on many gates around Haram Sharief. Seek their help.

### 4.2 When proceeding to Mina, carry the following items:-

- Necessary Medicines,
- Clothes as per local climatic conditions,
- Advisable to carry some food items,
- Some Saudi Riyals
- One additional set of Ihram,
- Tent Card provided by Moallim,
- HCoI ID Card,
- Tent Map,
- An extra pair of spectacles (who use them)
- Metro Train Tickets (for those who are allotted Train in Mashaer)

**4.3. Haj at a Glance:-**

<b>First Day (8th Dhul-Hajjah):</b>	<b>Second Day (9th Dhul-Hajjah):</b>
<p>Put on Ihram again, and declare intention of performing Haj. The Saudi authorities start the movement of Hajis from Makkah to Mina from Maghrib time of 7<sup>th</sup> Dhul Hajjah. The movement will continue till about 9 AM on 8<sup>th</sup> Dhul Hajjah. The Hajis will be priorly informed of the schedule of their movement to Mina. Perform Zuhr, Asr, Maghrib and Isha.</p> <p>As per the Saudi guidelines movement of Hajis for Mina to Arafat will begin in the late evening of 8th Dhul-Hajjah and will continue till 9 AM on 9th Dhul Hajjah. The Hajis will be priorly informed of the schedule of their movement to Arafat from Mina.</p>	<p>This day is known as the “Day of forgiveness”. Stand here with devotion, especially after Asr, until sunset, praying and asking Allah's forgiveness. In the evening move to Muzdalifah after sunset without offering Maghrib, perform Maghrib and Isha together in Muzdalifah, rest there at night &amp; collect small pebbles for stoning in Mina.</p>

<b>Third Day: (10th Dhul-Hajjah):</b>	<b>Fourth Day: (11th Dhul-Hajjah):</b>	<b>Fifth Day: (12th Dhul-Hajjah):</b>
<p>Go to Mina.</p> <p>Throw 7 Stones to Big Jamarah. Offer sacrifice and have the hair shaved or trimmed and /or go to Makkah, get free of Ihram, you can do these things in Makkah also perform tawaf-e-ziyarat then return to Mina for stay</p>	<p>Rami (Throw 7 stones each) to all three Jamarat. perform Tawaf-e-Ziyarat, if not performed on 10<sup>th</sup> Dhul-Hajjah. Stay for the night at Mina.</p>	<p>Rami (Throw 7 stones each) to all three Jamarah and proceed to Makkah. Perform Tawaf-e-Ziyarat, if not performed on 10<sup>th</sup> or 11<sup>th</sup> Dhul-Hajjah.</p> <p>In case, stay in Mina is extended upto 13<sup>th</sup> Dhul-Hajjah, Rami before Zawal on 13<sup>th</sup> Dhul-Hajjah and proceed to Makkah.</p>

#### 4.4. General Advisory during Mashaer days:-

- During the stay in the Mashaer region, pilgrims will be required to walk a lot (to metro train station, jamaraat, etc). It is advisable for those who are selected for Haj to practise walking regularly. Those who are not physically fit, should have a companion to push the wheelchair.
- Keep extra spectacles / slippers / medicines / masks.
- Use mobile phones judiciously as charging / recharging may be difficult. Power bank can be carried along.
- Keep metro train ticket safe, if provided.
- Remember the Pole Number, Mina camp number & Street Name.  
Moallim's kitchen is small to cater to all pilgrims at one point of time. Even with best of management, distribution of food will take time.
- Most of the Moallims provide packed pre-cooked meals, having long expiry date (upto 6 – 12 months). These food packets are fit for consumption by international standards.
- It is advisable to keep some alternatives like biscuits, dry fruits etc.
- Avoid taking food from unhygienic outlets.
- Eat more fruits. Wash fruits before eating.
- On account of large number of Hajis, there would be space constraints in Mina. Organize baggage with co-pilgrims for optimal space usage.
- Follow the schedule provided by Moallim for movement to Arafat, Stoning of Jamarat etc.
- Avoid exposure to direct sunlight as far as possible.  
There would be toilet/washroom congestions at all places (Mina/Arafat/Muzdalifah). Pilgrims may have to stand in long queues and wait for 30 – 45 minutes for using the toilet/washroom.

#### 4.5. At Mina:-

- At Mina, the Indian Consulate sets up a make-shift Office and Dispensary from 7th Dhul-Hajjah to 14th Dhul-Hajjah.
- Due to space constraints in Mina, the space available to each pilgrim is very small.
- Breakfast and two meals (packed pre-cooked food in many cases) will be provided by the Maktab (Moallims). However, on account of large number of pilgrims and small space, distribution of food may take time. Pilgrims may cooperate with the Maktab staff and avoid rush near the kitchen.
- Core pilgrimage happens in Mashaer region (Mina, Arafat and Muzdalifah) where all the pilgrims congregate for a period of 6 days from 7th Dhul-Hajjah –13th Dhul- Hajjah.



**4.6. At Arafat:-**

- Locate your Camp properly and spend maximum time in the Camp.
- Do not leave Camp without necessity.
- Avoid food from charity.
- Avoid standing under the sun.
- Take liquids / juices regularly to avoid dehydration.
- Follow the guidance of the Maktab staff regarding the timing of movement to Muzdalifah after Maghrib.
- There would be toilet/washroom congestions at all places (Mina/Arafat/Muzdalifah). Pilgrims may have to stand in long queues and wait for 30 – 45 minutes for using the toilet/washroom.

**4.7. At Muzdalifah:-**

- Camp yourself at the available space.
- Members of the same cover should camp together at all times.
- Identify the number written on the Common Bathroom. There would be toilet/washroom congestions at all places (Mina/Arafat/Muzdalifah). Pilgrims may have to stand in long queues and wait for 30-45 minutes for using the toilet/washroom
- Take Metro Train on return upto Jamarat Station, if Metro facility provided.
- Carry minimum luggage.
- Carry some dry food items / biscuits.

**4.8. Return from Muzdalifah:-**

- On return from Muzdalifah to Mina, there would be many missing cases of Hajis. Trainers may sensitize pilgrims to be alert & not panic in case of losing their way. Hajis can either approach 'Lost & Found' Centers or ask anyone for directions to 'Indian Haj Pilgrims' Office Camp in Mina,
- After Rami, do not shave your head from unauthorized places / persons.
- Prefer to perform Tawaf-e-Ziarat on 11th or 12th Dhul-Hajjah.
- Elderly Hajis should be assisted in all their journeys.
- Avoid taking lift in two-wheelers.
- Pilgrims may use SAPTCO buses for commuting between Jamarat & Haram. However, because of the overwhelming crowd, it will be very difficult to get buses. Even if buses are available, they will always be congested.
- Jamarat is a crowded place and there is risk of over-congestion. It is advisable for old & infirm Hajis to delegate performing Rami to other Hajis.
- Saudi Government has allowed Hajis to stay till 13th Dhul-Hajjah in Mina.
- Instructions circulated by the South Asian Moassassa of Kingdom of Saudi Arabia are attached at **Annexure-III**

## CHAPTER 5: WHILE IN KINGDOM OF SAUDI ARABIA (KSA)

5.1. All aspects of arrangements for the HCoI pilgrims in Saudi Arabia are coordinated by the Consulate General of India (CGI), Jeddah.

### 5.2. Role of CGI, Jeddah in Haj Operations:-

- Offices are set up in Jeddah Haj Terminal & Madinah Airport, dispensary is also setup in Jeddah Haj Terminal to provide medical assistance to pilgrims.
- To look after the arrival of pilgrims from India and their movement to their buildings in Makkah or Madinah.
- Pilgrims are provided assistance in completing Immigration formalities, collecting their luggage and dispatching to their buildings, coordinating for buses for the pilgrims for their movement to Makkah/Madinah.
- During departure phase, these offices also provide assistance in receiving the pilgrims departed from their buildings to the Terminal, completing their emigration formalities, supervising their dispatch of baggage sent through remote check-in, ensuring proper dispatch of Zam Zam.
- To ensure that identity cards are issued by the Maktabas (Moallim's) to each pilgrim.
- To address the grievances of pilgrims, wherever applicable. Pilgrims may register their grievances in the Building Complaint Register / Mobile App.
- To assist the pilgrims by deploying one of the Arabic speaking seasonal clerks for lodging an FIR at the nearest Police Station in case of loss/theft of any item.
- Assist the Moallims, Car Syndicate, South Asian Moassasa to move the pilgrims to Madinah and Jeddah Haj terminal.
- To update the data on a real time basis regarding arrival/departure of pilgrims, accommodation details etc.
- To oversee supply of bed sheet, pillow covers, bucket, mug, etc.
- To ensure that baggage of the pilgrims are collected in advance at the time of departure.
- Setting up of Branches, dispensaries & Hospitals in Makkah & Madinah.
- **Makkah**
  - One Main Haj Office
  - 16 Branches
  - 16 Dispensaries
  - One 40 Bedded hospital & One 30 Bedded hospital in Azizia
  - One 10 Bedded hospital for NCNTZ category
- **Madinah**
  - One Main Haj Office
  - 3 Branches
  - 3 Dispensaries
  - 15 Bedded Main Dispensary

- **Hospitals in Makkah and Madinah**

- Facilities of X-Ray/Sonography/Pathological Investigations are made available at the hospitals in Makkah and Madinah.

### 5.3 Functions of different desks in office of CGI:-

- **Coordination Desk:** Main duties of this desk are to co-ordinate between all the branch offices and IHPO, Makkah / IHPO, Madinah/ Haj Section / Computer Cell and CGI Office at Haj Terminal. Death cases are taken care of by this desk for burial. This Desk also handles cases of loss of passports, issue of passports, etc.
- **Madinah Movement Desk:** It remains in touch with all the concerned Moallims and ensures that the movement of Hajis from Makkah to Madinah takes place in time. At the time of actual departure, the staff from the Madinah Movement Cell is deputed at the building to facilitate the pilgrims and collect a report. This report reflects the bus number, the total number of pilgrims in the bus and the building number in which the pilgrims were lodged. On the basis of this report, a separate report is sent to the Madinah office mentioning the bus number and the number of pilgrims in the bus so that they can take action at their end. This exercise is carried out on a daily basis when the Hajis move from Makkah to Madinah, which is in the post-Haj phase.
- **Building Welfare Desk:** It is the responsibility of this Desk to get the verification of the buildings done in advance to confirm that the buildings are ready in all respect. This Desk also deals with complaints relating to accommodation of pilgrims.
- **General Welfare & CRT Desk:** This Desk is responsible for all general problems faced by the pilgrims, including loss of baggage, loss of cash, theft cases, missing pilgrims, arrested pilgrims, hospitalized pilgrims etc.
- **Misplaced Baggage Desk:** The responsibility of the Lost Baggage Desk is to ensure that the misplaced luggage of the pilgrims is returned to them in time.

**Khadimul Hujjaj & HGO Desk:** This Desk is responsible for (i) monitoring the work of Khadimul Hujjaj and (ii) the functioning of the Haj Group Organisers to ensure that the pilgrims brought by them are provided facilities in accordance with the agreement made with the pilgrims.

- **Departure Baggage Cell (DBC):** DBC handles Remote city check-in during Haj. Luggage of the pilgrims is weighed and collected at the buildings of pilgrims itself, 24 hours in advance of departure of flight. When Hajis proceed to Jeddah Airport from their building in Makkah or Madinah Airport for their buildings in Madinah for departure, they have to take along hand bags only.

- **Control Room (CR):** A control room is established at IHPO, Makkah during the core Haj period. It starts functioning in the evening of 7th Dhul-Hujjah and remain operational round-the-clock till the morning of 13th Dhul-Hujjah. It functions under the direct supervision of CG and Consul (Haj) and monitors the movement of pilgrims to Mina in constant co-ordination with Branch Offices throughout the movement.
- **Haram Task Force:** A task force is set up in which 3 teams are stationed in front of 4 main gates viz. King Abdul Aziz Gate, King Fahad Gate, King Abdullah Gate and Marwah Gate. Pilgrims losing their way are guided to their accommodation.
- **Computer Cell IHPO, Azizia:** The Computer Cell becomes the hub of information processing and dissemination. The servers of the Computer Cell at Indian Haj Pilgrims' Office, Azizia, Haj Committee of India and South Asian Moassassa are linked and the data are shared on a real time basis. Some of the important functions of the Computer Cell are to allot accommodation for pilgrims. Allotment is completed around 36 hours before the arrival of pilgrims. After the accommodation allotment is done, the concerned embarkation point in India generates the bar-coded stickers with details of accommodation of pilgrims' alongwith the Maktab (Moallim) number and paste these stickers on pilgrim's passports. This is very useful for pilgrims to trace their accommodation and also for people to guide pilgrims who lost their way.
- The website of the Consulate has a separate section for Haj. Details related to Haj are updated on a daily basis. Pilgrims' place of accommodation in Makkah and Madinah and flight details can be accessed from the website. Daily upload of Haj report is done on Facebook and YouTube and linked to the website. The Cell also regularly updates the manifest of passengers based on change of tickets due to hospitalization or deaths. The Cell also issues duplicate identity cards to Hajis who lost their identity cards issued by HCoI.
- Consulate has developed an app “Indian Haji Information System” wherein all significant details of Hajis alongwith other services including locational guidance of accommodation is provided. Hajis can also lodge their grievances through this App for earliest resolution.
- **Azizia Transport Desk:** This desk is operational in Azizia. All the buses provided to Azizia Pilgrims are under the charge of this Desk. Any complaint regarding deficiency in services of buses can be reported to this Desk.
- **Help Line Desk:** Help Line Desk is functional round the clock in IHPO, Azizia. Two Help Line numbers, 012-5458000 & 012-5496000 and one Toll

Free Number (8002477786) are under this Desk. Pilgrims can approach for any type of complaints to this Desk. WhatsApp number - 00966-559817966 is also functional on 24 x 7 basis.

#### 5.4 Function of Branch office:-

- To ensure that the Maktabas discharge their duties of assisting pilgrims in the performance of various religious rites.
- To ensure that identity cards are issued by the Maktabas (Moallim's) to each pilgrim.
- To frequently visit the pilgrims, and talk to pilgrims and ascertain their grievances, particularly with regard to the buildings.
- To meet the representative of pilgrims in the buildings.
- To assist the pilgrims by deploying one of the Arabic speaking seasonal clerks for lodging an FIR at the nearest Police Station in case of loss/theft of any item, including jewellery, currency (Saudi Riyals) etc. with the help of staff deployed at the Branch.
- To maintain register for services provided in the Building.
- To maintain register of General Complaints and complaints about buildings and take action for earliest redressal.
- To look after stranded/ailing pilgrims and promptly inform Medical Mission about ailing pilgrims.
- To guide stranded pilgrims to their accommodation using the computer database.
- To restore baggage received from Haj Terminal / Main Haj Office to the pilgrims after proper verification.

#### 5.5 Upon arrival in KSA:-

**5.5.1 Immigration formalities** at the Airport take time (around 2-4 hours). Hajis need to exercise patience.

After immigration, Pilgrims collect their baggages from the conveyor belt. In case check-in baggage is not found, pilgrim may register a complaint with the airlines/airport authorities

- After collection of baggages, pilgrims proceed for customs inspection.
- Upon exiting from the Airport gate, baggages will be collected by Maktabul wukla staff (United Agents Office) and loaded on trolleys. Pilgrims will get those luggage only after reaching their building in Makkah / Madinah. For
- quick sorting and delivery of baggage, baggage tags are extremely important.

### 5.5.2 At Buildings in Makkah Moallim's Office in Makkah

- Welcome by Moallim.
- Distribution of food packets.
- Passports of pilgrims collected by Maktabul wukla staff (United Agents Office) at the Airport and carried by the bus driver of the pilgrims, will be deposited in the Moallim's office.
- Distribution of wristband and Maktab Identity Cards indicating Maktab (Moallim) number, Maktab (Moallim) Telephone number.

## 5.6 ACCOMMODATION:

### 5.6.1 R. A. S. (Reserved Accommodation Scheme):-

- As per Saudi regulations, accommodation is arranged for the pilgrims in advance through CGI, Jeddah.
- The space entitlement per pilgrims is 4 sq. meters. (in Makkah). In Madinah, it is as per the tasreeh capacity. Rooms are generally more congested in Madinah.
- Accommodation of Hajis both in Makkah & Madinah is pre-allotted before they arrive in their buildings. The Hajis are provided the details of their building/room.
- Building hired for the pilgrims in Makkah and Madinah are the normal buildings used for the purpose and should not be confused with services available in star hotels.

### 5.6.2 Makkah Accommodation:-

- There are two categories of accommodation in Makkah viz. NCNTZ and Azizia.
- The option once exercised shall be final and irrevocable. The accommodation particulars and charges for the two categories are as follows:

#### (a) Category NCNTZ (Non Cooking Non Transport Zone):

- Accommodation in this category will be provided within a distance of 1km. from the outermost periphery of Haram Sharief.
- As the shape of Haram Sharief is very large and uneven, in some locations, the meters.
- No transport is available and pilgrims usually walk from their buildings to the Haram Sharief.
- Cooking has been strictly prohibited in the buildings under this category as per

the instructions of Saudi Authorities. Therefore, NO COOKING FACILITY is available in this category even of some buildings may have kitchens.

- Higher rate in NCNTZ viz-a-viz Azizia category is due to its proximity to Haram Sharief. Pilgrims should not presume that buildings in NCNTZ are better than those in Azizia category.
- Allotment in NCNTZ category is neither linked to Madinah accommodation nor to Mashaer arrangements. Pilgrims of NCNTZ Category do not get any preferential treatment during the stay in Madinah and Mashaer Region (Mina / Arafat / Muzdalifa). No special / additional facilities are provided in their accommodation in Makkah too.
- The pilgrims have to make their own arrangements for meals by purchasing from restaurants, hotels, etc.
- The amount chargeable for this category during Haj-2019 was SR.4500 per pilgrim.

**(b) Azizia:**

- Pilgrims opting for this category will be accommodated in Azizia or similar localities which would be within about 7-8 kms from Haram Sharief.
- Bus transport to Haram Sharief will be provided from a bus point near the building for the pilgrims of this category. A/C low rise buses available 24 hrs. to and from Haram Sharief.
- Kitchen facility is available on sharing basis (one kitchen for not more than 30 pilgrims). Indian Haj Pilgrims“ Office will provide 2 gas refills free of charge after which pilgrims can get gas refilling done on payment basis, assisted by branch office.
- The amount chargeable for Azizia category, inclusive of transportation, during Haj-2019 was SR.2515 per pilgrim.

**NOTE:**

- In case of non-availability of the required accommodation in NCNTZ category, allotment will be done through a lottery (Qurrah) and the remaining pilgrims will be accommodated in Azizia category.
- In case of non-availability of accommodation in Azizia category, it can be hired in altogether new area.

### 5.6.3 MADINAH MUNAWARRAH:-

#### Within Markaziya Area:

- Hotel type accommodation units are available inside the first Ring Road surrounded to Haram Sharief - Masjid-e-Nabavi within the distance not more than 500 meters.
- Outside Markaziya Area (Outside first Ring Road but within 1 km from outermost periphery of Haram Sharief - Masjid-e-Nabavi)
- While efforts are made to hire accommodation for all pilgrims of HCoI within Markaziya Area, due to non-availability of sufficient accommodation in this area, buildings in non-Markazia are also hired.
- During Haj 2019, distribution of pilgrims between Markazia and Non Markazia was 60:40.
- Since allotment of accommodation in Madinah happens at a later stage, accommodation rentals from all pilgrims are collected as per Markaziya rates Those pilgrims accommodated in non-Markazia will be refunded the difference of rentals by HCoI.
- All pilgrims are provided accommodation for 8 days to enable pilgrims to offer 40 prayers in Madinah.
- Contact Indian Haj Pilgrims' Offices, Branch Offices, Dispensary for any assistance.
- Do not compare category or quality of Makkah accommodation with Madinah.
- The two are completely different.
- Neither there is catering facility in Madinah nor there is permission for cooking in the buildings. Hajis have to purchase meals from nearby restaurants.

### 5.6.4 Accommodation facilities:-

- Each pilgrim shall be provided with a bed with mattress and a pillow.
- The rooms will be air-conditioned. Size of a room may vary from 1 person to 10 persons.
- A single toilet has to be shared by not more than 12 pilgrims.
- The supply of Zam Zam to each building is by the Saudi Authorities as per their norms.
- Building owner's staff is responsible for maintenance and cleanliness of the premises.
- The pilgrims have to share the room, toilets and wash room facilities with other pilgrims in all categories both at Makkah and Madinah.
- All buildings have lift.
- Efforts are made to accommodate pilgrims of a cover in the same room.
- However, they may be split into two rooms on account of lack of space. On the other hand, pilgrims of more than one cover may be accommodated in a big room.
- All the aged pilgrims are preferably accommodated lower floors.



### 5.6.5 Services rendered to the pilgrims during Haj:-

- Overall assistance to pilgrims at all stages.
- Mobile App- “Indian Haji information System”.
- Bus Transport facility for pilgrims of Azizia Category.
- Supply of Bed sheets, pillow covers, bucket, and other plastic items.
- Online Complaint Management System.
- 40 minute Film on Haj, available on YouTube and Consulate website.
- Distribution of Metro Train Tickets of Mashaer region to those Hajis who are allotted the Train facility by the Saudi authorities.
- Distribution of Adahi (Qurbani) coupons.
- Supply of SIM Cards to pilgrims while in India.
- City Check-In of baggage for pilgrims (Remote check-In)
- Supply of 5 litre ZAM-ZAM at the time of arrival in India.
- Round the clock medical facilities are available in Hospitals and branch dispensaries in Makkah / Madinah / Jeddah Haj Terminal.

### 5.6.6 Azizia Transport:-

- 24 x 7 bus transport facility is provided to Hajis as per the schedule fixed by Saudi authorities.
  - Bus arranged by Indian Haj Pilgrims“ Office are not allowed access into the tunnels near Haram Sharief. Shuttle buses arranged by Saudi authorities operate in these tunnels. On these routes, pilgrims will be required to take these shuttle buses to Haram Sharief after being dropped by Azizia Transport buses.
  - Despite availability of sufficient number of buses, overcrowding takes place at the boarding points when pilgrims come out together after Jumah / Esha prayers. Pilgrims may choose to stay a little longer in Haram Sharief to avoid rush.
- It is also advisable to start early and return late and take some eatables along.

### 5.6.7 Advisory while visiting the Haram Sharief:-

- Keep emotions under control.
- Police in civil dress and close circuit TV cameras are present. Any unusual act is always noticed.
- Pilgrims should not touch or pick anything fallen on the ground or that does not belong to him/her. In previous years, it has been noticed that pilgrims had to face dire consequences because of this.
- Pilgrims should NOT enter into arguments and quarrels with police or religious volunteers deployed in the Holy Mosques for any reason.
- Pilgrims should always carry a plastic bag to keep their sandals/shoes/slippers.
- Avoid taking too much cash or costly belongings.
- Beware of pick-pocketers/ thieves in and around Haram Sharief.
- Pilgrims should always carry their I-Card, identification bracelet, Health, Vaccination & OPD Booklet and mobile phone.

Health , Vaccination & OPD Booklet and mobile phone.

- Remember the entrance gate, its colour & number as the landmarks.
- Task Force staff of Indian Haj Pilgrims' Office clad in jacket marked 'INDIA' are present outside the Haram Sharief at all gates.
- Always first look left and then right while crossing roads.
- For pilgrims staying in Azizia, remember Bus Route Number, when waiting for bus at Haram Sharief.
- Always allow the ladies to get in at last & get down first whenever you hire a taxi. Beware of cheating by taxi drivers.
- Avoid accepting eatable/beverages/soft drinks from strangers.
- Do not carry a camera to Haram Sharief.

#### 5.6.8 Do's and Don'ts:-

- Carry minimum cash and valuables while visiting Haram Sharief or other crowded places.
- Be careful while travelling by taxis. Avoid travelling alone in taxis and always try to note the Taxi Registration number.
- While travelling with women by taxi, the men should be the first to board and the last to alight from the taxi. They should not leave women in the taxi.
- Never take obligation/free food/tea/drinks/bags from unknown persons as this, at times, has resulted in people being cheated after gaining their confidence.
- Never leave baggage out of sight and do not carry anything given by strangers without properly checking the contents.
- Never pick up anything lying in or around Haram Sharief as CCTV cameras are installed in Haram Sharief. Picking up items that do not belong to oneself could result in arrest.
- Always keep your belonging with you in Haram Sharief.
- Do not be trapped in fraudulent mobile messages / calls. Do not take part in any Mobile lottery scheme, report any such message to the nearest branch office.
- Keep a photocopy of your passport, other important documents with you.
- Do not sit in any private vehicle on other's insistence.
- Do not buy Adahi coupons from unauthorised person. IDB Adahi Coupons available in authorized outlets including 'Saudi Posts' and the Hajis may directly purchase from them.
- Buy Mobile recharge vouchers only from authorized outlets, avoid street vendors.
- In Mina any defacement of property / tents is liable to penalty. Please avoid writing on tents or causing any damage to tents.
- During arrival please take care of your passport and cash. Please avoid keeping all the cash in one place. Always write Name & Cover No. in the hand bags and all other bags.

### 5.6.9 Advisory for Pilgrims during Stay in the Kingdom:-

- It is advisable for pilgrims to always carry mobile phone during their stay in the kingdom.
- Do not indulge in demonstrations and protests.
- Do not distribute literature of any kind.
- Know the use of western-style bathroom.
- Be familiar with lifts; water should not be poured around lifts.
- Direction of traffic flow in Saudi Arabia is opposite to the direction of traffic flow in India. Accidents might happen if the pilgrims are not conscious about this.
- Do not allow outsiders inside the room. You may be blamed for any theft or loss of your co-pilgrims.
- Do not travel alone in taxis. Even holy sites also have not been spared from mal-practices like pick-pocketing/theft. Pilgrims should be careful with their valuables.
- Always ensure that ladies board the taxi in the end & get down first whenever you hire a taxi.
- Know your nearest branch office.
- Keep note of important phone numbers.
- Leave copies of all important documents like passport with relative in India.
- Always carry a handbag and write your cover number, name, building number, phone number, address etc.
- Be patient and do not react.

### 5.6.10 Haj Film:-

A film on Haj arrangements has been produced by the Consulate, which is being shown during training of pilgrims across the country by the State Haj Committees. Pilgrims may watch it to become familiar with the various stages of Haj journey. The Airlines are also requested to screen the film to the pilgrims on board.

### 5.6.11 SIM Card:-

Efforts will be made to procure complimentary Saudi SIM Cards for distribution to every Haji in the 22 Embarkation points in India. The SIM jacket (cover) may be securely brought by the Haji to Saudi Arabia, as it would be required for activation, upon arrival. If complimentary SIM is not available, Hajis have to purchase and activate their own SIM Cards. As per the Saudi norms, immigration control number and fingerprinting are required for the activation of SIM Cards. Indian Haj Pilgrims Office will facilitate Hajis in purchasing and activation of SIM Cards by allowing Saudi Telecom Companies to set-up their KIOSKS (Mobile Centres) at Branch Offices and/or buildings in Makkah and Madinah. Hajis can purchase SIM Cards from retail shop of companies or through KIOSKS at Branch Offices.

## CHAPTER 6: MEDICAL SCREENING & EMERGENCY RESPONSE

### 6.1 MEDICAL SCREENING:-

As per Saudi norms, medical check-up report of the pilgrims is mandatory. In order to ensure that only healthy pilgrims proceed for Haj, medical screening is to be done in two steps as follows:

#### a) Step One: Fitness Certificate:-

The first step medical screening is at the stage of selection. Every selected pilgrim should fill in the medical history, get himself examined and obtain Medical Screening and Fitness Certificate from a registered Medical Practitioner MBBS / Government Doctor, in the specified format. This certificate is to be submitted to the SHC alongwith pay-in-slip of Advance Haj Amount.

#### b) Step Two: Health, Vaccination and OPD Booklet:-

Subsequently, after selection, the Health, Vaccination and OPD Booklet has to be filled in after thorough check-up and vaccination.

#### Health, Vaccination and OPD Booklet:-

Every selected pilgrim should himself fill in the medical history, get himself examined and obtain Medical Screening and Fitness Certificate from a registered Medical Practitioner MBBS/ Government Doctor on the Health, Vaccination and OPD Booklet. The medical history of the selected pilgrims is recorded in the Health, Vaccination and OPD Booklet, to facilitate treatment, especially in case of emergencies. In their own interest, the selected pilgrims must bear the Health, Vaccination and OPD Booklet in their possession.

The Health, Vaccination and OPD Booklet may also be shown at the time of arrival at Jeddah/ Madinah Airport.

### 6.2 VACCINATION:-

#### a) Meningitis / Quadruple Inoculation (ACYW135):

All selected pilgrims (of age more than 2 years) are required to possess a certificate of inoculation of single dose of cerebrospinal Meningitis vaccine. Pilgrims, therefore, must get themselves inoculated against Meningitis and obtain vaccination certificate on the Health, Vaccination and OPD Booklet before proceeding for the Embarkation Point. The certificate should be signed by District Health Officer. Incomplete and bogus certificates shall not be entertained. HCoI also makes arrangement every year at Haj House in Mumbai for inoculation and issue of certificate to individual pilgrims after getting them examined by a Medical Officer. Similarly, the SHCs and District Administration make such arrangements for inoculation of the pilgrims in their respective State/Union Territories throughout the

**b) Oral Polio Vaccination:-**

It is mandatory for all the pilgrims to receive Oral Polio Vaccine six weeks before start of Haj journey and obtain the Oral Polio Vaccination certificate from the concerned health authorities on the Health, Vaccination and OPD Booklet. They will be given another dose of Oral Polio Vaccine at the time of their disembarkation in the KSA. For obtaining Haj Visa, the information about pilgrims having got vaccinated is required to be submitted alongwith passport mandatorily to the Royal Consulate General of Saudi Arabia, failing which Haj Visa will not be endorsed.

**6.3 Training and Orientation:-**

It is necessary that every selected pilgrim attends the training camps and follows instructions given therein. The details of training undertaken are to be mentioned in the Health and OPD Booklet in the space provided for it.

**6.4 PRECAUTIONS & FIRST AID:-**

- Use of mask.
- Cover your head and neck.
- Take plenty of water.
- Don't try new food.
- Use proper sized Chappals.
- Use disposable razors.
- Avoid over eating.
- Take simple, over the counter medicines, like Paracetamol in your first aid box.
- Keep band-aid and crepe bandage with you.
- Avoid direct exposure to sunlight.

**6.5 Measures to avoid stampedes:-**

- Focused & Sustained Orientation of Pilgrims – Rituals & Safety Measures
- Follow instructions of the Saudi authorities
- Walk on the earmarked lanes.
- Women, old & infirm Hajjis could delegate the Rami to others.
- Do not carry children, wheel-chairs & luggage to Jamarat.
- Do not squat in the areas around the Jamarat Bridge.

**6.6 Pilgrims should ensure that they:-**

- are not water deficient;
- have applied sunscreen;
- wear appropriate slippers; and

- wear Ihram in a proper manner so that it doesn't become a problem to the wearer or others, which can cause major problems when in a huge crowd.
- Wear a belt around the waist while wearing Ihram.

### **6.7 Dos and don'ts when in a crowd:-**

- Make yourself familiar with your surroundings and mentally notice alternate exits. No matter where you are, make sure you always know how to get out.
- Understand the evacuation routes, emergency exits and layout of the place of event.
- Make yourself aware of the type of ground you are standing on, and know that in a crowd of moving people wet or uneven ground can be slippery or hazardous, causing you to fall.
- Be aware of the general atmosphere of the event, as panic situations can often be anticipated. When in danger, a few seconds can make all the difference, giving you the possibility of taking advantage of your escaping route.
- If you find yourself in the middle of a moving crowd do not fight against the pressure, do not stand still or sit down, because you can easily get trampled.
- Do not try to go against the direction of the crowd's movement. Instead, move in the same direction as the crowd. Take advantage of any space that may open up to move sideways to the crowd movement, where the flow is weaker.
- Keep your hands up by your chest, like a boxer – it gives you movement and protects your chest.
- If you fall, get up quickly. If you can't get up because you are injured, get someone to pull you back up. If you have kids, lift them up.
- If you fall and cannot get up, keep moving by crawling in the same direction of the crowd, or if that is not possible, then cover your head with your arms, curl up into fetal position and do not lie on your stomach or back, as this dangerously exposes your lungs.
- The worst scenario is to be pushed by the crowd against an immovable object.
- Try to stay away from walls, fences or barricades, as the crowd pressure can build up rapidly.
- If you're pushed forward, like in a wave there's a lull which is your chance to move. Move diagonally, between pockets of people, in the space between people. A couple of steps sideways, another wave surge, then another couple of steps in the next lull. You work your way out that way till you get to the periphery.
- Keep calm. Don't panic.
- Do not listen to rumours. Do not spread rumours.
- Avoid going near to the accident area.

- Be very alert to the fact that some pilgrims of certain nationalities come in bunches and batches and push their way through. Do not get into their way or try to stop them as one could get harmed in the process. It will be more sensible to avoid their path and wait till they get out.
- It is advisable to move in groups from the camps with the assistance of official or group leader or police person.
- Do not lose temper and do not fight with others. If required, pilgrims can retrace steps after the rush has passed.
- Think before you act, even when following instructions orders.
- Open area is safer. On exit, try to get away in diverse directions.
- Follow instructions given by the authorities, public address system etc.
- Assist and collaborate with the organizers, fire services, Police etc.
- Try to help others in your best possible manner.

## AGENCIES TO BE APPROACHED FOR ASSISTANCE

Sr. No.	Issue	Agency to be approached
1	Depositing Money / Valuables	Moallim's office
2	Building Complaint	<ul style="list-style-type: none"> <li>• Nearest branch office.</li> <li>• Officials of the branch would take necessary action to rectify the building complaint.</li> <li>• Pilgrims can also visit the Building Welfare Wing of the Indian Haj Pilgrims' Office and lodge a complaint there.</li> <li>• They may inform their problems to their Khadimul-Hujjaj.</li> </ul>
3	Lost Pilgrims	<ul style="list-style-type: none"> <li>• If you are lost, try and locate Consulate's Task Force staff, they wear jackets with India /Al Hind written over it.</li> <li>• Alternatively you may try and locate any nearest Indian Branch Office.</li> <li>• In case one of your co-pilgrims is lost please inform your Branch Office.</li> </ul>
4	Misplaced Baggage	<ul style="list-style-type: none"> <li>• Approach your Branch office</li> <li>• It is not advisable to approach the Misplaced Baggage Cell directly unless your Branch Office AHO suggests you to do so.</li> </ul>
5	Loss of cash/theft	<ul style="list-style-type: none"> <li>• Approach the General welfare Desk at the Main Indian Haj Pilgrims' Office.</li> <li>• Interim relief is given after due scrutiny</li> </ul>
6	Movement to Madinah from Makkah	<ul style="list-style-type: none"> <li>• Follow the notices pasted in building.</li> <li>• May approach your Moallim's Office or the Madinah Movement Desk in the Main Indian Haj Pilgrims' Office.</li> </ul>
7	Movement to Mashaer	<ul style="list-style-type: none"> <li>• Follow the notices pasted in your building.</li> <li>• May approach your Branch Office or Moallim's Office.</li> </ul>
8	Change in Flight Schedule	<ul style="list-style-type: none"> <li>• Airlines normally do not accept any request for change in the flight schedule</li> <li>• Can approach Coordination desk for any assistance.</li> </ul>
9	Help Line 24X7	<ul style="list-style-type: none"> <li>• 5458000 &amp; 5496000</li> <li>• If you call from a mobile phone add '02'</li> <li>• From India you may add '009662'</li> </ul>
10	Departure Movement to Jeddah	<ul style="list-style-type: none"> <li>• Follow the notices pasted in your building</li> <li>• You may approach your Branch office for any issues.</li> <li>• Contact Coordination desk or Branch office in case of change in flight schedule.</li> </ul>



11	Booking Excess Luggage	<ul style="list-style-type: none"> <li>• Pilgrims must book their excess Luggage in advance by cargo. This is not possible at the airport. On the day of your departure, you will be allowed to carry only hand baggage.</li> </ul>
12	Mina passes	<ul style="list-style-type: none"> <li>• Moallim's office</li> </ul>
13	Medical help/ Emergency	<ul style="list-style-type: none"> <li>• Consult the doctor in your Branch Dispensary.</li> <li>• You may approach any Branch Dispensary/ Hospital in cases of emergency.</li> <li>• You may also call the doctor at your building in cases of emergency.</li> </ul>
14	Problems in Mina	<ul style="list-style-type: none"> <li>• Moallim's Office located in your camp.</li> <li>• You may also approach the Indian Haj Pilgrims' Office-Mina Camp Office.</li> </ul>
15	Death of a co-pilgrim	<ul style="list-style-type: none"> <li>• Moallims's Office.</li> <li>• You can also inform your Branch Office.</li> <li>• Shifting of the body from the Building to Mortuary and arranging the burial of the body is done by the Moallim's Office only.</li> <li>• NOC for burial is issued by the Coordination Desk at the Indian Haj Pilgrims' Office, Main building.</li> </ul>

**IMPORTANT TELEPHONE  
NUMBERS**

Consulate General of India, Building Mr. Mansoor Abdur Rahman Al  
Howaish, Taahalia  
Street, Behind National Commercials Bank Andulus District, P.O. Box No.  
952, Jeddah-  
21421, Tele: 012-284-00279 & Fax: 012-663-9348

NAME/DESIGNATION	ADDRESS	TELEPHONE	FAX NO.
MR. MD. NOOR RAHMAN SHEIKH Consul General		012-284-00279	012-663-9348
MR. Y. SABIR Consul(Haj)/Head of Chancery		012-663-9378	012-663-9378
MR. ASIF SAEED Vice Consul (HAJ)		012-663-9361	012-663-9361
HAJ SECTION		012-663-9351	012-663-9351

**MAKKAH-AL-MUKARRAMAH**

INDIAN HAJ PILGRIMS OFFICE, CUM MEDICAL OFFICE	Indian Haj Pilgrims Office, Post Box No.5781, Behind Hidayah Towers, Mukhattat-al- Bank. Azizia	012-5427303 012-5604270 012-5462497	012-560-3380
Mr. ASIF SAEED, Vice Consul (Haj)/ Incharge INDIAN HAJ PILGRIMS OFFICE	-DO-	012-560-3570	012-560-3380
ASST. WELFARE, INDIAN MEDICAL MISSION	-DO-	012-5455193	012-5603690
Control Room		012-560-3960	012-560-3960
South Asian Mossasa		012-534-4444/ 012-534-2144	012-5322222
Police Station, Haram Sharief		012-575-0200	012-574-9602
Police Station Near Haram Sharief, Ajyad		012-534-1165	

**HOSPITALS / DISPENSARIES NEAR HARA SHARIEF,  
MAKKAH AL-MUKARRAMAH**

NAME/DESIGNATION	ADDRESS	TELEPHONE	FAX NO.
Ajyad Hospital	Ajyad	012-5730070	012-5743116
King Abdul Aziz Hospital	Zahir	012-5442400	012-5424449
Noor Hospital	Azizia Junubia	012-5665000	012-5666842
Hera Hospital	Masjid Aisha (Taneem)	012-5203535	012-5200333
King Faisal Hospital	Shisha	02-5341165	

**RUBAT IN MAKKAH-AL-MUKARRAMAH**

MR. ABI ALI SAIFUDDIN NAZIR BOHRA RUBAT	AJYAD SUD, MAKKAH-ALMUKARRAMAH	012-572-8352	012-5949214
MR. IBRAHIM MOHD AHMED, NAZIR ARCOT RUBAT	AJYAD MASAFI, MAKKAH-ALMUKARRAMAH	0544057500	
MR. HUSSAIN MOHD SHARIEF NAZIR OF RUBAT	MISFALAH MUNSHIA, MAKKAH-ALMUKARRAMAH	012-539-3414 0505625281 0551877670	012-5393413
BHOPAL RUBAT	UMMUL QURA	0505568167	

**MUTTAWIFFY HUJJAJ SOUTH ASIA EST.**

The Statement of the Permits of throwing the pebbles,

Authored by Ahmed Khaled Bin Ameen Al-Attas

With the regards of the coordinating staff of the institutions of “Arbab Al-Tawef”

In the name of Allah the merciful

Praise be to Allah who did not make any hardship on us in the religion. Prayers and peace be upon his servant and Messenger, our Prophet Muhammad, how came with riches and relief, his family and companions who answered the call and pilgrimage.

What is narrowed, but widened, this pure religious law came to lift the embarrassment, the hardship and the doom off the people, it came to save the self and to maintain it from what harms it, and it prevented everything that could cause damage to it.

That’s why Allah permitted to eat the dead to save the self from the destruction .

So the necessities allow the prohibitions, and the forbidden things become permitted things at the necessity.

With the significant increase in the number of the pilgrims each year, the phenomenon of the high traffic originated in “Mina” at the orientation of throwing the pebbles on the feast day and Al\_Tashreeq days, causing overcrowding and the occurrence of injuries and deaths.

And for that, we need to take the religious law cuts to preserve the self, so we recommend the pilgrims to stay overnight in “Al\_Muzdalifah” until the midnight (taking by the license of the Prophet, peace be upon him) then go to “Mina” to throw the pebbles of “Al\_Aqaba” , so that pilgrims do not be exposed in the morning of the Eid day to the stampede and the heat stress, especially with the high temperatures, and who remained in “Al\_Muzdalifah” until the dawn, we recommend him to go to his camp in “Mina” to avoid the crowds, then go out for the throwing according to the schedule that is prepared by the Ministry of Hajj, which takes in to account the best and the easiest times to throw.

As for throwing the pebbles on the days of “Al\_tashreeq”, the stampede and the congestion also happen because the most of the pilgrims keen on throwing after the afternoon immediately, especially on the 12th day because of the desire of the most pilgrims to throw early and alienate before the sunset, causing severe overcrowding and stampede and the occurrence of deaths, injuries and much damage.

And the pure religious law refuses the damage on the souls of the people especially in the performance of the worship, so it was duty on us to show the capacity of the religious law in that matter, and to educate the pilgrims by these licenses to perform their worship quietly and tranquility.

The religious law of the Prophet, peace be upon him, his Sunnah and the religious law of all the Prophets before him, is to preserve the self from the damage and the destruction and Allah Almighty says:(and do not throw yourselves with your own hands into destruction) so anything that is opposed to the self\_preservation is void and unacceptable.

The Prophet, peace be upon him, was throwing the pebbles in the afternoon, but he - prayers and peace be upon him\_ did not forbid the throwing before the afternoon and he did not specify a time for the expiration of the throwing, so the doctrines of the hardworking imams were varied in determining the period of the throwing.

The doctrine of Imam Muhammad Al\_Baqir that the time of the throwing begins after the dawn daily.

And the doctrine of “Ataa” and “Tawoos” is that the permissible of the throwing is before the afternoon, and this is the choice of “Al\_Rafii” and “Al\_Asnawi” of “Shafi’I”, and Ibn Al\_Jouri and Ibn Aqeel al\_Hanbali of “Hanbali”.

And the doctrine of Imam Abu Hanifa that the time of the throwing starts from the afternoon and lasts until the dawn, and the second say of Abu Hanifa that the throwing is allowed before the afternoon.

The doctrine of Imam Shafei that the time of the throwing starts from the afternoon and lasts until the sunset on the 13th day.

As the lives of the pilgrims is an honesty in our necks, so the stakeholders should enlighten the pilgrims and whom with them from the religious guides and the pilgrims leaders with these legitimate licenses to facilitate on the pilgrims, and it is not allowed to congeal in the issuing of the pilgrims and to narrow on them, because the situation can’t take any difficulty as that exposes the people to danger, so it is allowed to take by the words and the other doctrines by which Allah expanded on the nation, because what is preponderant in a case is preponderant in another case.

“make things easy and do not make them difficult, cheer the people up by conveying glad tidings to them and do not repulse them”.

And when the Prophet, peace be upon him, was chosen between two things, he chose the easiest one of them.

Consequently, it is not necessary at all to throw in the afternoon directly \_ especially with the intensity of the crowd \_ but the throwing may be postponed after the afternoon, the Ma’rib, the Isha the last of the night and until the dawn, even after the sunset on the 13th day as the doctrine of Shafei.

The Sunnah of the Prophet, peace be upon him, to stay in Mina till the 13th day, and for those who wanted to rush on the 12th day, they can take by the words of those who authorized the throwing before the afternoon, so they throw early and estranged, and who wanted to commit to the throwing after the afternoon, so the doctrine of Imam Abu Hanifa is wide in that matter, as the time of the alienation at him is extended to the dawn.

For example, who threw in the afternoon or after the Isha then came out of Mina, his throwing is correct and he does not need to overnight the 13th day.

We must alert that who was unable to go to throw such as the sick and the elderly, can delegate anyone on their behalf.

As for the circling of “Al\_ifaadah”, we recommend the pilgrims, if the circling was so crowded, that they postpone the circling until the crowd restless, to perform their worship comfortably and tranquility, because the time of Al\_ifaadah is wide and extended (has no end time) and it is not restricted to the days of Al\_Tashreeq.

After this sufficient statement, what is required from all the officials and the religious guides to educate the pilgrims with that matter, and to commit to the schedules of the grouping that was set by the Ministry of Hajj for the convenience of the pilgrims and to facilitate their worship. May Allah give us the success.

**GLOSSARY****Makkah Mukarramah**

<b>Al-Istilam</b>	The Tawaaf is started by kissing Hajr-al-Aswad. Kissing Hajr-al-Aswad in any manner described below is known as "Istilaam".
<b>Babussalaam:</b>	The gate of Haram Sharif which is situated between exterior walls of Safaa & Marwah. It is desirable to enter through this gate.
<b>Bir Zam Zam</b>	The famous flow of water and now in the shape of well. Allah Almighty has originated this for quenching the thirst of Hazrat Islamil (A.S.) and the wife of Hazrat Ibrahim (A.S.). The Zam Zam water is flowing from that day is still continuing to flow and Insha-Allah flow till resurrection.
<b>Hajr-e-Aswad</b>	Stone that brought from the paradise by the Angels and has been fitted in the Holy Ka'ba. It is from this place that the Tawaaf (circumambulation) of Holy Ka'ba begins.
<b>Halaq</b>	To trim or to shave the head is called Halaq.
<b>Hateem</b>	The open portion of Holy Ka'ba in the curved shape towards the north direction of Holy Ka'ba is called Hateem. It is said that initially this open portion also used to be the part of Holy Ka'ba.
<b>Hil</b>	The land between Meeqat and the Limit of Haram Shareif (Hudood-e-Haram) is called Hil. The things which are forbidden in the Hudood-e-Haram is "Halaal" here. The people living in this area is called Hilli.
<b>Istilaam</b>	To touch or kiss the Hajr-e-Aswad (Black Stone) or directing the finger towards Hajr-e-Aswad (Black Stone) is called Istilaam.
<b>Iztiba</b>	To take out one corner of Ihram under the right armpit and to put it on the left shoulder during the first three rounds of Tawaaf of Holy Ka'ba is called Iztibaa.
<b>Jannatul-Ma'la</b>	It is the famous grave-yard of Makkah Mukarramah.
<b>Makaam-e-Ibrahim</b>	It is a stone on which Prophet Ibrahim (A.S.) stood up and built the Holy Ka'ba. The foot-prints of Prophet Ibrahim (A.S.) on this stone are still visible. Now-a-days, it has been covered with glass cage.
<b>Marwa</b>	The hillock just in the opposite direction of Safa, where the Sa'ee ends.
<b>Masjid-e-Haraam</b>	The Holy Mosque around Holy Ka'ba at Makkah Mukarramah, the Centre of Islam
<b>Mataaf</b>	The open space around Holy Ka'ba from where the Tawaaf (Circumambulation) of Holy Ka'ba is being undertaken.
<b>Meezab-e-Rehmat</b>	This is the outlet of Holy Ka'ba fixed in the roof of Holy Ka'ba. The rain-water flows from this outlet only.
<b>Multazim</b>	The space between Hajr-e-Aswad and the Door of Ka'ba is called Multazim. Here one has to embrace the wall and seek the Blessings of Allah Almighty. This is Sunnat of Prophet Mohammed (Peace Be Upon Him).

<b>Nafil Tawaaf</b>	Nafil Tawaaf is performed at any other time during stay in Makkah Mukarramah, which is not to be followed by Sa'ee.
<b>Qasar</b>	To trim the hair of the head is called Qasar.
<b>Ramal</b>	To walk speedily keeping the head high in first three rounds of Tawaaf of Holy Ka'ba is called Ramal.
<b>Ramal and Idtiba</b>	The Tawaaf after which you have to observe Sa'ee between Safaa and Marwah requires you to perform Ramal and idtiba.
<b>Sa'ee</b>	To walk seven time between the hillocks of Safaa & Marwa is called "Sa'ee"
<b>Safaa</b>	The hillock adjacent to Masjid-e-Haram in the South direction from where the Sa'ee begins.
<b>Tawaaf</b>	To walk seven rounds (circumambulation) around Holy Ka'ba is called "Tawaaf"
<b>Tawaaf-e-Sadr or Wada</b>	It is Wajid for an Afaqi when leaving Makkah Mukarramah for home, to perform a farewell Tawaaf. It is Wajib for all Pilgrims.
<b>Tawaaf-e-Ziyara</b>	This is one of the Rukn of Haj and is obligatory for all kinds of Pilgrimage. This is performed upto the 12th of Dhul Hijjah. Sa'ee is Wajid for Mufrid, Qarin and Mutamattil after this.
<b>Umrah</b>	To perform Tawaaf of Holy Ka'ba in a state of Ihram running between Safaa & Marwa and trimming or shaving of head is called Umrah.

## Madinah Munawwarah

<b>Jannatul Baqi</b>	It is the old cemetery of Madinah Munawwarah.
<b>Masjid-e-Abubakr</b>	Near Masjid-e-Ghamama towards south. Hazrat Abu Bakr (Allah be pleased with him) is reported to have offered some prayers, there during his Caliphate or prior to that.
<b>Masjid-e-Ahzab (Fath)</b>	On the western side of Jabal-e-Sali'a. At the time of the Battle of the Ditch, the Prophet prayed here for three days for victory and the Muslims were rewarded likewise.
<b>Masjid-e-Bani Haram</b>	This mosque is situated on the way to Masjid-e-Fath, on the right side of Jabal-e-Sali'a valley. In its cave the Prophet used to take rest at night during the Battle of the Ditch.
<b>Masjid-e-Juma</b>	After a stay of 14 days, the Prophet left Quba for Madinah Munawwarah. On his way, when he reached the locality of Banu Sulaim, it was the time of Juma (Friday) prayers. The Prophet delivered the first Khutba in Islam there and led the Juma (Friday) Prayers.
<b>Masjid-e-Musalla</b>	This mosque is situated in Madinah Munawwarah itself in south-west Saari' MANAKH. The Prophet used to offer two "Idain" here, (Musalla means Idgah). It is also known as Masjid-e-Ghamama (Clouds), for most probably, prayers for rain (Salat-e-Istisqa) was also offered here.
<b>Masjid-e-Qiblaitain</b>	Situated on the hilltop near the valley of "Atiq" north-west of Madinah Munawwarah. It contains two Mehraabs, one in the direction of Bait-ul-Muqaddas (Jerusalem) and the other towards Makkah Mukarramah (Ka'ba). Some companions were offering Salaat there at the time of the Revelation dealing with the CHANGE OF QIBLA. So they then turned their faces towards Makkah Mukarramah (Ka'ba). Hence, the names MOSQUES OF TWO QIBLAS (Qiblatain).
<b>Masjid-e-Ubayy</b>	This mosque is situated adjacent to Baqi. The house of Ubayy bin Ka'ba, a companion of the Prophet was very close to it. There are many The Prophet used to visit the house often and offered Salaat here. more mosques in Madinah. It is better to visit them, if time permits, and offer two Rakát Nafil at each place and to pray to Allah.
<b>Masjid-e-Umar</b>	This mosque is situated near Masjid-e-Ghamama on way to Masjid-e-Quba on your left.
<b>Ustawana-e-A'isha</b>	The Messenger of Allah said about this Pillar, "If I were to disclose to you the blessings of this pillar, people will grab lots for the opportunity to pray near it".
<b>Zul-Hulaifa</b>	This is a township approximately six miles froms Madinah Munawwarah in the direction of Makkah Mukarramah, This is the Meeqat for people coming from Madinah Munawwarah. Prophet Muhammed (Peace Be Upon Him) wrapped his Ihram at this point.



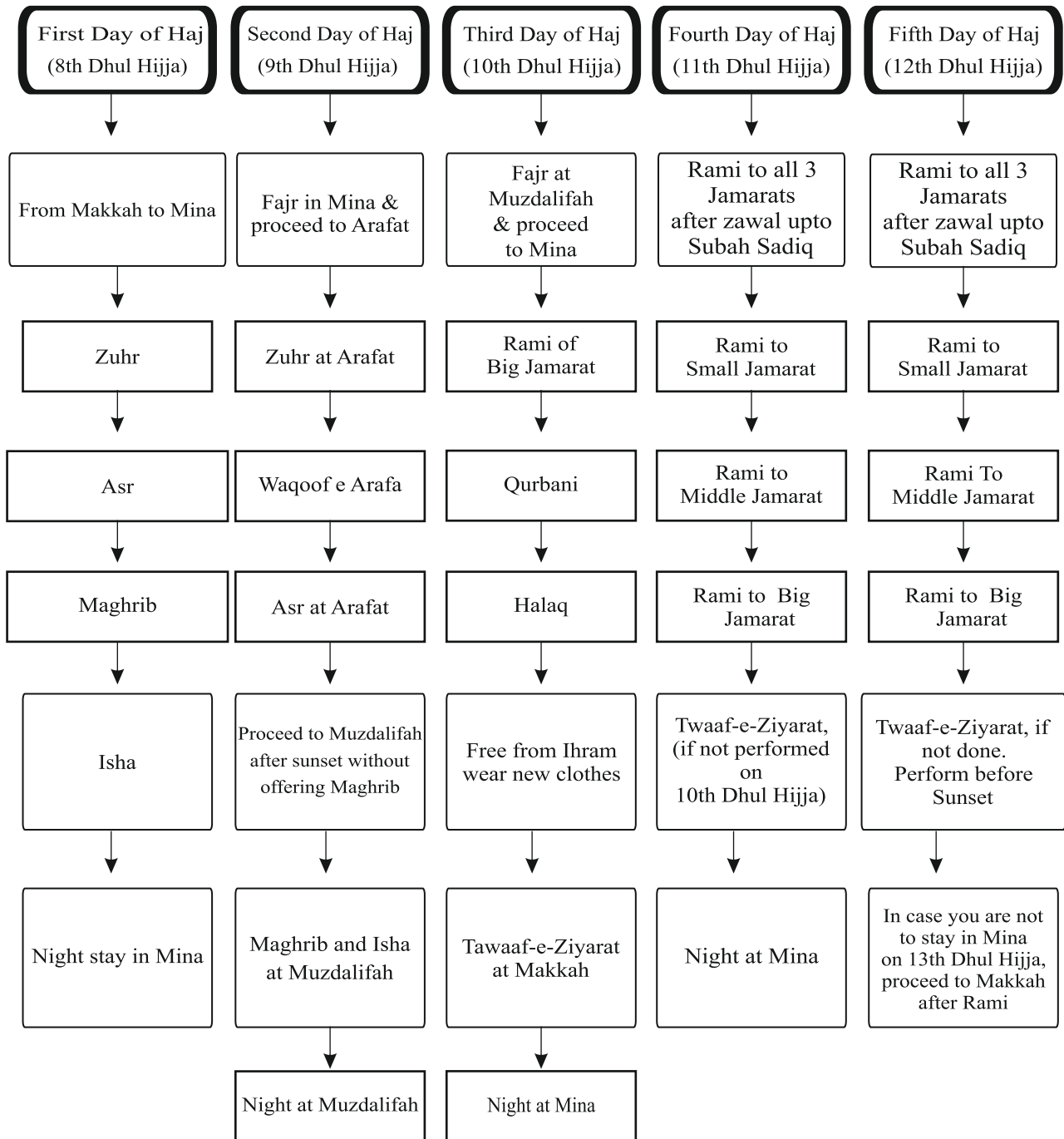
## General

<b>Adahi (Qurbani)</b>	Sacrifice of animal by the pilgrims.
<b>Arafat</b>	Vast ground located about 13 kms. Away from Makkah Mukarramah. Pilgrims are assembling here only on the 9th day of Zil-Hijjah. The Khutba (Sermon) of Haj is delivered from the mosque of Namra located in the plains of Arafat. Haj is not complete without the stay at Arafat.
<b>Ayyam-e-Nahar</b>	The days of 10th to 12th Zil-Hijjah are called Ayyam-e-Nahar, which means the days of sacrifice.
<b>Badana</b>	Wherever this word is used, it means the whole cow or camel. The sacrifice of a whole cow or a whole camel is obligatory only in two Jinayat. Firstly, in case of performing Tawaf-e-Ziyarat while one is with menses, birth-blood discharge or with pollution. Secondly, in case of having sexual intercourse after one's Waquf of Arafat but before Halaq.
<b>Damm</b>	when a Pilgrims commits something which is forbidden in the state of Ihram, he has to sacrifice compulsorily. This act is called "Damm".
<b>Haj</b>	In a state of Ihram (unstitched clothes, preferably covering the body with two white chaaders) and performing Tawaaf of Ka'ba, Sa'ee (walking between Safaa and Marwaa), stay in the plaines of Arafat, Mina & Muzdalifa during appointed days and time is called "Haj".
<b>Idtiba</b>	To put the upper sheet of Ihram on your left shoulder taking it under right armpit.
<b>Ifraad</b>	Wearing Ihram with the intention to perform Haj only and performing certain rituals related to Haj is Called Ifraad.
<b>Ihram</b>	"Ihraam" means "to restrain". Once a Pilgrim intends to perform Haj or Umrah by clading himself in Ihram, some legitimate things becomes uncalled for (Haraam) for him during the state of Ihram. That's why it is called Ihram.
<b>Indian Haj Pilgrims Office</b>	Temporary offices of CGI, Jeddah in Haj Territory.
<b>Jabal-e-Noor</b>	This is the hill located about 3 miles away from Makkah Mukarramah in the direction of Mina this very hill there is a famous and historic cave namely "Gaar-e-Hira". The first verse of holy Qur'an was bestowed upon Prophet Mohammed (Peace Be Upon Him) in Gaar-e-Hira only.
<b>Jabal-e-Thour</b>	Few miles away from Makkah Mukarramah on the way of Madinah Munawwarah, there is one hill called Jabal-e-Thour. This is famous and historic only because while migrating (Hijrat) from Makkah Mukarramah to Madinah Munawwarah, Prophet Mohammed (Peace Be Upon Him) and his companion Hazrat Abu Bakar Siddique (R.A), the first Khalif took refuge in the cave of this very hill.

<b>Jabl-e-Rehmat</b>	It is a hill located in Arafat, from where Prophet Mohammed (Peace Be Upon Him) delivered the last khutba (Sermon) in his first and last Haj. This historic Khutba (Sermon) is "Khutba-e-Hajjatul Widaa".
<b>Jamarat</b>	The three pillars locate at the end point of Mina towards Makkah Mukarramah called Jamarat (Satans) where Rami (Stonning) is being done on 10th, 11th & 12th Zil-Hijjah.
<b>Jinayaat</b>	Violations of the restrictions of Ihram and other dictates of Haj are called "Jinayat".
<b>Masjid-e-Namra</b>	This mosque is located in the valley of Arafat. This is a grand mosque. The Khutba (Sermon) is delivered from the parapet of this mosque only. The joint prayers of Zuhar & Asar are performed here only on the Haj Day i.e. 9th of Zil-Hijjah.
<b>Masjid-e-Quba</b>	This is the first mosque in Islam.
<b>Masjid-e-Zubaba</b>	This mosque is situated on the way to Uhud, the prophet pitched his tent here and also offered Salaat.
<b>Meeqat</b>	Meeqat is that limit around Makkah which has been set by Prophet Mohammed (Peace Be Upon Him) for travellers coming from different countries for Haj. There are five limits or points fo entry. These are Zul-Hulaifa, Zat-e-Qarn, Yalamlam, Qarn-al-Manaazil & Juhas (Johfa).
<b>Mehram</b>	Male companion of Female pilgrim according to Shariah.
<b>Mina</b>	Place located about 6kms on the outside of Makkah Mukarramah. This is the where Pilgrims are camping during Haj Days.
<b>Muzdalifah</b>	It is ground located between Mina & Arafat. The Pilgrims are required to stay in this ground overnight on their return from Arafat in the open sky and have to perform joint prayers of Maghrib & Isha. Pilgrims have to stay here for the full night before leaving for Mina on 10th Zil-Hijjah.
<b>Qarn-al-Manazil</b>	This is the meeqaat for the Pilgrims coming from Kuwait and its surrounding areas. It is situated nearer to the famous area named Al-Seel".
<b>Qasar</b>	To trim
<b>Qiraan</b>	Wearing Ihram with the intention of performing Haj & Umrah together i.e. performing Umrah first and then Haj is called Qiraan.
<b>Rami</b>	To stone Jamraats at (Mina) is called Rami.
<b>Solemn Declaration</b>	Declaration of pilgrim on plain paper regarding certain essentials.
<b>Talbiyah</b>	Reciting "Labbaik, Allah-humma Labbaik, Labbaik La-shareeka laka Labbaik, Innal Hamda, Wan-niyamata, Laka Wal-Mulk, La-Shareka Lak".
<b>Tamattu</b>	Performing Umrah in the holy months of Haj and then wearing Ihram during Haj Days with the intention to perform Haj is called Tamattu.

<b>Taneem</b>	A place located at a few kilometers away from Haram Shareif from where the Pilgrims staying in Makkah Mukarramah put on Ihram for performing "Nfil Umrah". A beautiful mosque---"Masjid-e-Ayisha" is located here. It is named after Bibi Ayisha because Bibi Ayisha Siddiqua (R.A.) put on Ihram from here only. This mosque is also called "Masjid-e-Umrah".
<b>Valley of mohassar</b>	It is a ground adjacent to Muzdalifah. This is the place where Abraha and his forces and elephants were destroyed by Allah Almighty. Pilgrims are required to pass by from this valley very swiftly. Surah : FIEL in the Holy Qur'an describes this incident.
<b>Waqoof</b>	Waqoof means to stay. During Haj the Pilgrims are required to stay at Arafaat on 9th Zil-Hijjah and at Muzdalifah on the following night.
<b>Yalamlam</b>	This is a Hillock away from Makkah Mukarramah and is the Meeqat for Haj is from Pakistan, India, Yemen and other Eastern countries.
<b>Zat-e-Qarn</b>	About 20 miles east of Makkah is Mount Qarn and the settlement near it is also known by the same name. This is the Meeqat for Iraqis.

# Haj rites at a Glance



**Note:** Perform daily obligatory prayers regularly. Timings for Tawaaf-e-Ziyarat is after Fajr of 10th Dhul Hijja to 12th Dhul Hijja before sun set. In case Tawaaf-e-Ziyarat is done at night proceed to Mina immediately after that.

**LIST OF THE EXECUTIVE OFFICER, STATE / UT HAJ COMMITTEES**

Annexure-VI

Sr.No.	Name of the State/UT	ADDRESS	Tel No. / Fax No./email
1.	ANDAMAN & NICOBAR ISLAND	The Statistical Officer & Executive Officer, A & N State Haj Committee Island, Dte. of Social Welfare Building, 2 <sup>nd</sup> Floor (R. No.309 & 310) Goalghar Junction, (P. B. No.148 H.P.O), Port Blair - 744 102.	Tel : 03192 - 233051 Fax : 03192 - 230781 anhaj.committee@gmail.com
2.	ANDHRA PRADESH	The Executive Officer, Andhra Pradesh State Haj Committee, 3rd Floor, Door No. 39-3-2, Mosque Street, Labbipet, Behind Anjaneya Jewellers, M.G.Road, Vijayawada - 520 010 Andhra Pradesh.	Tel / Fax : 0866 - 2471786 Toll Free No. : 18004257873 apstatehajcommittee@yahoo.co.in aphajcommittee@gmail.com
3	ASSAM	The Executive Officer & Secretary Joint State Haj Committee, Assam, Meghalaya, Nagaland etc. Near Dispur Treasury Office, Assam Secretariat Complex Dispur, Dist. Kamrup (Metropolitan), Guwahati - 781 006, Assam.	Telefax : 0361 - 2237296 shcassam@yahoo.in
4	BIHAR	The Executive Officer, Bihar State Haj Committee, Haj Bhavan, 34, Harding Road (Ali Imam Path), Patna - 800 001, Bihar.	Tel : 0612 - 2203315 / 2217072 Telefax : 0612 - 2201665 biharstatehajcommittee@gmail.com
5	CHANDIGARH	The Sub-Divisional Magistrate - Cum Co-ordinator, State/UT Haj Committee U.T. Chandigarh, Room No. 23, 1 <sup>st</sup> Floor, Estate Office Building, Sector-17, Chandigarh - 160 001.	Tel : 0172 - 2700053 Fax : 0172 - 2704548
6	CHHATTISGARH	The Executive Officer, Chhattisgarh State Haj Committee, Near A.K. Memorial High School, Mukharjee Bada, Baeran Bazar, Chhattisgarh - 492 001.	Telefax : 0771-4266646 Fax : 0771-4049289 hajcom.cg@gov.in cghajcommittee@gmail.com
7	DADRA AND NAGAR HAVELI	The Member Secretary / Resident Deputy Collector, Dadra & Nagar Haveli State Haj Committee, Collector Office, Silvasa 396 230, Dadra and Nagar Haveli.	Tel : 0260 - 2642787 / 2642106 Fax : 0260 - 2642340
8	DAMAN & DIU	The Deputy Collector and Executive Officer, Daman & Diu State Haj Committee, Administration of Daman & Diu, Office of the Collector, Daman - 396 220.	Tel : 0260 - 2230922 / 2230698 Fax : 0260 - 2230049
9	DELHI	The Executive Officer, Delhi State Haj Committee, Haj Manzil, Turkman Gate, Asaf Ali Road, New Delhi - 110 002.	Tel : 011 - 23230507 Fax : 011 - 23234041 delhistatehajcommittee@gmail.com
10	GOA	The Executive Officer, Goa State Haj Committee & Under Secretary(Home), Government of Goa, Aman Complex, Opp. Santos Engineering Works, Aquem, Maegaon - 403 601, Goa.	Tele. Fax : 0832 - 2772444 / 2772844
11	GUJARAT	The Executive Officer, Gujarat State Haj Committee, Block No.08, 8th Floor, Sachivalaya, Gandhinagar- 382 010, Gujarat.	Tel : 079 - 23250987 / 23247182 Fax: 23254265 / 22180410 hajcommitteegujarat@yahoo.com
12	HARYANA	The Executive Officer, Harayana State Haj Committee, & Secretary to Government of Haryana, Home-II Department, Room No. 50 -B, 6th Floor, Harayana Civil Secretariat, Chandigarh - 160 001, Haryana.	Tel : 0172 - 2740229 Fax : 0172 - 2740526 haryanahaj@gmail.com haryana.state@yahoo.in
13	HIMACHAL PRADESH	The Deputy Secretary (Home) & Executive Officer, Himachal Pradesh State Haj Committee, Home "C" Department, 4th Floor, Room No. 405, Armsadale Building, Secretariat, Shimla - 171 002, Himachal Pradesh.	Tel : 0177 - 2626450 / 2621907 Fax : 0177 - 2621154
14	JAMMU & KASHMIR	The Executive Officer, Jammu & Kashmir Haj Committee, J&K Baitul Hujjaj (Haj House), Bemina, Srinagar - 190 017, Jammu & Kashmir.	Tel : 0194 - 2495365 Fax : 0194 - 2495367 jkstatehaj@gmail.com
15	JHARKHAND	The Executive Officer, Jharkhand State Haj Committee, Audrey House, Kankee Road, Ranchi - 834 004, Jharkhand.	Tel : 0651 - 2283100 Fax : 0651 - 2400890 jharkhandstatehajcommittee@yahoo.co.in

16	KARNATAKA	The Executive Officer, Sadat Haj House, # 84/A, Richmond Road, Bengaluru - 560 025.	Tel : 080 - 22244434 Fax : 080 - 41272349 info@karhaj.in
17	KERALA	The District Collector & Executive Officer, Kerala State Haj Committee, Haj House, Calicut Airport, P.O. Mallapuram - 673 647, Kerala.	Tel : 0483 - 2710717 / 2717571 Fax: 0483 - 2717572 keralahajcommittee@gmail.com website : keralahajcommittee.org
18	LAKSHADWEEP	The Executive Officer, Union Territory Haj Committee of Lakshdweep, Indira Gandhi Road, Kavaratti Island, Kavaratti 682 555, Lakshadweep	Tel : 04896 - 263119 / 262321 Fax : 04896 - 262368 lacajjj@gmail.com
19	MADHYA PRADESH	The Executive Officer, Madhya Pradesh State Haj Committee, Gram Singerholi, Behind Gulmohar Garden, Airport Road, Bhopal - 462 036, Madhya Pradesh	Tel : 0755 - 2530139 Fax : 0755 - 2538039 mpshcbhopal@yahoo.in
20	MAHARASHTRA	The Executive Officer, Maharashtra State Haj Committee, Saboo Siddique Musafirkhana, Ground Floor, Room No.6 & 7, Lokmanya Tilak Marg, Mumbai - 400 001, Maharashtra	Tel : 022 - 22626786 / 22678680 / 22620708 Fax : 022 - 22678679 maharashtrahc@gmail.com
21	MANIPUR	The Executive Officer, Manipur State Haj Committee, Old Guwahati High Court Complex, North A.O.C., Imphal - 795 001, Manipur.	Telefax: 0385-2454586/2461063 manipurstatehajcommittee.@gmailcom
22	ODISHA	The Executive Officer, Odisha State Haj Committee, Old Secretariat, Cuttack - 753001, Odisha.	Fax : 0671 - 2306038 / 2301185 Mob.: 9437208836
23	PUDUCHERRY	The Executive Officer, Puducherry State Haj Committee, No. 1, Yanam Venkatachalapillai Street, Puducherry - 605 001.	Tel : 0413 - 2233254 / 2343268 Fax : 0413 - 2222344 pondicherrystate@yahoo.in
24	PUNJAB	The Principal Secretary (Home), Govt. of Punjab & Executive Officer, Punjab State Haj Committee, Room no.9, 7th Floor, Sector 21, Punjab Civil Secretariat, Chandigarh - 160 001, Punjab.	Tel : 0172 -2748519 pbshc@yahoo.co.in
25	RAJASTHAN	Deputv Secretary (Home) Cum - Executive Officer, Rajasthan State Haj Committee, Home (GR-III) Department (Government Secretariat), Jaipur - 302 005, Rajasthan.	Tel : 0141 - 2227016 Telefax : 0141 - 2227016 rajasthanstatehajcommittee@gmail.com
26	TAMIL NADU	The Executive Officer, Tamil Nadu State Haj Committee, 3rd Floor, Rosy Tower, No. 13 (Old No.7), Mahathma Gandhi Road, (Nungambakkam High Road), Chennai-600 034, Tamil Nadu.	Tel : 044-28252519/28227617/49502665 Fax : 044-28276980 tnshc.chennai@gmail.com web.: hajtn.com
27	TRIPURA	The Executive Officer, Tripura State Haj Committee, Minorities Welfare Department, Haj Bhavan, Melarmath, Agartala - 799 001, Tripura.	Tel 0381-2325841 Fax : 0381 - 2327583
28	TELANGANA	The Executive Officer, Telangana State Haj Committee, A.P. Haj House, 2nd floor, Razzak Manzli, Public Garden Road, Nampally, Hyderabad-500 001, Telangana	Tel : 040-23298793 Fax : 040-23236310 telanganastatehajcommittee@gmail.com
29	UTTARPRADESH	The Executive Officer, Uttar Pradesh State Haj Committee, 10 -A, Vidhan Bhavan Marg, Lucknow - 226 001, Uttar Pradesh	Tel : 0522 - 2620980 Tel/ Fax : 0522 - 2622458 shcuplko@rediffmail.com
30	UTTARAKHAND	The Executive Officer, Uttarakhand State Haj Committee, Haj House, Piran Kaliyar, Roorkee, Haridwar - 247 667, Uttarakhand.	Tel/ Fax : 01332 - 297520 ukshcommittee@yahoo.com
31	WEST BENGAL	The Executive Officer, West Bengal Haj Committee, Madinat-ul-Hujjaj, Action Area-II / 26A, Beside Alia University Rajarhat, New Town, Kolkata - 700 160, West Bengal.	Tel : 033 - 29860249 wbshc2011@gmail.com

**Haj COMMITTEE OF INDIA**

(Statutory body constituted under the Act of Parliament No.35 of 2002)

**Ministry of Minority Affairs, Government of India.**

Haj House, 7-A, M.R.A. Marg, (Palton Raod), Mumbai-400 001.

Ref: HC-11/165/2020/4669

Date :20.01.2020

**CIRCULAR****Haj-2020****7****Sub.: “Training of Trainers” Programme for Haj 1441 (H) – 2020 (C.E.)**

Comprehensive and effective training of **logistics** as well as **rituals** to enable the Haj Pilgrims to perform Haj pilgrimage with minimum difficulties is the most essential. The system of Training of Haj Pilgrims consists of **two stages**. At First, the Trainers are trained by Haj Committee of India (HCoI) and then, the Trainers organize Training Camps for Haj pilgrims, under direct supervision of State/UT Haj Committees (SHCs). The norms, role and responsibility of Trainers, SHCs/UTSHCs and HCoI are detailed below.

**2. Norms for selection of Trainers:**

- (i) The desiring applicants should fill-up the application online, which is available on website [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in). The important details are as under:-

Particulars	Date and time
Opening Date & Time for online Application.	20 <sup>th</sup> January, 2020 at 1700 hours
Last Date & Time for online Application.	30 <sup>th</sup> January, 2020 at 23 59 hours
Last date for selection of Trainers by concerned SHC.	07.02.2020

The applicants desiring to fill online application are advised in their own interest to apply without waiting for the last date as the link will be disabled on the stipulated last date fixed for submitting online application. ***No offline application or copy of downloaded online application will be accepted by this office.***

- (ii) The Trainers are also advised to upload the requisite documents at the time of filling up online application for Trainers for Haj-2020.
- (iii) Trainers shall be selected by SHCs/UTSHCs in the ratio of 1 trainer for every 250 pilgrims. The ceiling of 250 pilgrims may be relaxed to ensure that every district in a State is represented. Similarly, one Trainer shall be selected for State / U.T. having Quota of 250 or less pilgrims.
- (iv) Not more than 50% of the Trainers should be repeated especially, those getting selected and repeated year after year but found to have not upto the mark in imparting necessary training to the pilgrims. Such Repeaters should be weeded out.

(2)

- (v) The following are essential requirement for selection of Trainers:
- a) No criminal case is pending against the Trainer in any Courts of law;
  - b) Must have performed Haj preferably during last 5 years;
  - c) Must be fully conversant with English/Urdu/Hindi/ local language;
  - d) Must be fluent in the local/ regional language / dialects;
  - e) Must have thorough knowledge of logistics and rituals of Haj & Umrah;
  - f) Must be mentally and physically fit to impart training;
  - g) Must be capable of addressing / giving lectures to big gathering;
  - h) Must be computer literate to receive / transmit latest information / messages through email / whatsapp.
- (vi) The Executive Officer (EO) of the SHCs may conduct interviews for selection of Trainers. The selection should be made on the basis of merit, past performances and recent experience of Haj & Umrah. Preference should be given to those having experience as **Assistant Haj Officer / Haj Assistant / Medical Officer / Khadimul Hujjaj** as they possess practical knowledge of logistics and rituals of Haj. Generally, the Trainers should **not be more than 58 years of age**. Sufficient number of Female Trainers should be selected so as to impart training to the women pilgrims. SHCs have to forward the list of selected Trainers to HCoI with details as per format (available as **Annexure-I**)

### 3. Role of Trainers:

- (i) Each Trainer will have to obtain the list of pilgrims to be trained by him / her from SHC.
- (ii) Trainers shall impart training to all the pilgrims assigned to them by their SHC at respective State Capitals / Districts / Talukas as per directions of SHC. They should keep details of each training camp (format available as **Annexure-II**)
- (iii) SHCs should also assign training of certain number of wait-listed pilgrims, who may get selected at the last stage from waiting list & Government Quota pilgrims and also at the Embarkation point/ Haj camps.
- (iv) In addition to imparting training, the Trainers will act as a link between SHC and concerned pilgrims to communicate latest developments, whatsoever, taken place with regard to Haj Journey.
- (v) All Trainers shall be directly responsible to the Executive Officer of SHC concerned and shall obtain necessary guidance and assistance from him from time to time.
- (vi) The Trainers shall submit a detailed report in the prescribed format (available as **Annexure- III**) indicating number of Training Camps held, district and venue of these camps, number of pilgrims attended the said camps and their overall observations on conduct of these camps, to their respective Executive Officer of SHC.

### 4. Role of SHCs:

- (i) SHCs must ensure that all pilgrims attend the Training Camps on the stipulated date and time and are properly trained by the Trainers. It is expected that each Haji is given atleast **3 Training Sessions by the Trainer** before proceeding for Haj.



(3)

- (ii) SHCs shall give each Trainer, the list of selected/wait-listed pilgrims assigned to him. SHCs should define the responsibility and jurisdiction of each Trainer.
- (iii) SHCs must ensure that all Trainers adhere to the Training Calendar finalized for conduct of Training Programme for the pilgrims.
- (iv) SHCs should give wide publicity detailing the date, time and venue of training sessions to be conducted in each district, alongwith the name and mobile numbers of Trainers. SHC shall render all possible assistance to the Trainer in organizing the Training Camps at District / Taluka levels in all matters. The SHC may take the help of local NGOs etc. in organizing such trainings, if required. All such details should be made available to HCoI.
- (v) Executive Officer of SHC concerned has the overall responsibility to supervise, monitor and evaluate the entire Training Programme in their respective States/ U.Ts. He should also ensure deployment of SHC staff and conducts surprise visits in each training Camp and gather feedback from the pilgrims for evaluation of Trainer. If the performance of a particular Trainer is found unsatisfactory or below the desired mark, SHC may replace the said Trainer and allot another Trainer there.
- (vi) EO of the SHC must submit a comprehensive report on conduct of Training Camps to HCoI (Format available in **Part-B of Annexure-III**)
- (vii) Trainers details will be available on IHPMS. All the SHCs are advised to approve the list of Trainers *after thorough verification of the credentials uploaded by the applicants*. The access to IHPMS has been given to all SHCs in this regard.
- (viii) SHCs shall intimate selection of Trainers preferably by using email, which the concerned Trainer shall preserve and show the same to the staff of HCoI upon arrival for training of Trainers programme in Mumbai.

**5. Role of HCoI:**

- (i) **HCoI** will organize a **two (2) days Training** of Trainers programme. The comprehensive training sessions will cover all aspects of Haj including procedures, logistics, rituals, Disaster Management etc. The Trainers will be provided the training material which they can use in training camps organized for the pilgrims at District level. Certificate of participation of the Trainers shall be forwarded directly to respective SHCs.
- (ii) Trainers will be provided simple and shared accommodation at Haj House, Mumbai. HCoI will reimburse travelling expenses to each Trainer as per 3-Tier A. C. Railway Fare/Bus **F a r e /** actual expenses for shortest train rout only and lump-sum **Honorarium @Rs.500/-.** **No other** claim shall be entertained.
- (iii) T.A/ Honorarium to the eligible Trainers will be paid through RTGS in their account only. All the Selected Trainers are advice to fill-up the T.A/ Honorarium Form along with copy of to & fro tickets and submit the same to HCoI at the time of training (Format available in **Annexure-IV**). No cash payment will be made at the Venue of Training.

(4)

- (iv) HCoI shall contribute @ **Rs.100/- per pilgrim**, towards the expenditure on District Level Training Campsas per Quota allotted. Out of this, Rs.50/- per pilgrim will be paid to SHC upon receipt of the details of Trainers, Pilgrims/area allotted and Schedule of Training, in prescribed format (**Annexure-V: Columns 1 to 6**). The balance amount of **Rs.50/- per pilgrim** will be paid to the SHCs on receipt of detailed report on Training Programmes held by Trainers throughout the State in prescribed format (**Annexure-V: Columns 1 to 8**). SHC should reimburse the actual expenditure incurred by Trainer at the earliest after completion of training programme at District level.
6. **The circular in respect of date & place of Training at Mumbai with Model Training Calendar for Training by SHC will be issued by this office shortly.**

**(Dr. Maqsood Ahmed Khan)**  
Chief Executive Officer.

Encl: As stated above.

**To:-**

1. The Executive Officer, all State / Union Territory Haj Committees.
2. The Chairman & all Members, Haj Committee of India for information.
3. The JS/MoMA, Director/MoMA, US/MoMA, CGI/Jeddah.
4. Dy. C.E.O.(Op./Admn./Accts.), Haj Committee of India for information.
5. Incharge, Computer Section, HCoI for uploading on website of HCoI.
6. Incharge, Haj House, Haj Committee of India, Mumbai.
7. Incharge, Stationery, Haj Committee of India.

**HAJ COMMITTEE OF INDIA**

(Statutory body constituted under the Act of Parliament No.35 of 2002)

**Ministry of Minority Affairs, Government of India.**

Haj House, 7-A, M.R.A. Marg, (Palton Raod), Mumbai-400 001.

Ref: HC-11/165/2020 /4855

Date : 29.01.2020

**CIRCULAR****Haj-2020  
9****Sub.: Training of Trainers' Programme for Haj 1441 (H) – 2020 (C.E.)**

In terms of para 6 of Office Circular No.7 dated 20.01.2020, the Date & Venue of two (2) days "Training of Trainers programme" has been scheduled as under:-

<b>Date</b>	<b>Venue</b>
<b>16<sup>th</sup> &amp; 17<sup>th</sup> February, 2020</b>	Haj Committee of India, Bait-ul-Hujjaj (Haj House), 7-A, M.R.A. Marg, (Palton Raod), Mumbai-400 001.

2. The registration will start at 8:00 a.m. on 16<sup>th</sup> February, 2020, participants are to occupy their seats by 09:00 a.m. and the training session will be held from 9:00 a.m. to 7:00 p.m. The trainees have to arrange their return journey only after 08:00 p.m. of 17<sup>th</sup> February, 2020, as their presence shall be required for the full day.

3. Salient features of Circular No.7 dated 20.01.2020 is reproduced below for information of all concerned:-

3.1. The Executive Officer (EO) of the SHCs may conduct interviews for selection of Trainers. The selection should be made on the basis of merit, past performances and recent experience of Haj & Umrah. Preference should be given to those having experience as Assistant Haj Officer / Haj Assistant / Medical Officer / Khadimul Hujjaj as they possess practical knowledge of logistics and rituals of Haj. Generally, the Trainers should not be more than 58 years of age. Sufficient number of Female Trainers should be selected so as to impart training to the women pilgrims (Para 2 (vi) of Circular No.7 dated 20.01.2020). SHCs have to select the Trainers from the list available on IHPMS in terms of norms and re-submit/forward to HCoI for approval (format available as **Annexure-I**).

3.2. SHCs should give wide publicity detailing the date, time and venue of training sessions to be conducted in each district, alongwith the name and mobile numbers of Trainers. SHC shall render all possible assistance to the Trainer in organizing the Training Camps at District / Taluka levels in all matters. The SHC may take the help of local NGOs etc. in organizing such trainings, if required. All such details should be made available to HCoI (Para 4 (iv) of Circular No.7 dated 20.01.2020).

3.3. Trainers details will be available on IHPMS. All the SHCs are advised to approve the list of Trainers after thorough verification of the credentials uploaded by the applicants. The access to IHPMS has been given to all SHCs in this regard (Para 4 (vii) of Circular No.7 dated 20.01.2020).

...2

(2)

3.4. SHCs shall intimate selection of Trainers preferably by using email, which the concerned Trainer shall preserve and show the same to the staff of HCoI upon arrival for training of Trainers programme in Mumbai (Para 4 (viii) of Circular No.7 dated 20.01.2020).

3.5. Trainers will be provided simple and shared accommodation at Haj House, Mumbai. HCoI will reimburse travelling expenses to each Trainer as per 3-Tier A.C Railway Fare/ Bus Fare/ actual expenses for shortest train rout only and lump-sum Honorarium @Rs.500/-. No other claim shall be entertained (Para 5 (ii) of Circular No.7 dated 20.01.2020).

3.6. T.A/ Honorarium to the eligible Trainers will be paid through RTGS in their account only. All the Selected Trainers are advice to fill-up the T.A / Honorarium Form along with copy of to & fro tickets and submit the same to HCoI at the time of training (Format available in Annexure-IV). No cash payment will be made at the Venue of Training (Para 5 (iii) of Circular No.7 dated 20.01.2020).

**4. Model Training Calendar for Training by SHC:**

Sr. No.	Particulars	Date
1	Circular invited online applications for Trainers by HCoI.	20.01.2020
2	Last date for filling online application	30.01.2020
3	Last date for selection of Trainers by concerned SHC.	07.02.2020
4	Training for Trainers at Mumbai for two (2) days	16 <sup>th</sup> & 17 <sup>th</sup> February, 2020
5	Preparation of district-wise training programme by SHC (copy be sent to HCoI)	4 <sup>th</sup> week of February, 2020
6	Publicity of district-wise training programme by SHC	1 <sup>st</sup> week of March, 2020
7	Providing list of selected pilgrims, jurisdiction & responsibility assigned to each trainer by concerned SHC.	2 <sup>nd</sup> week of March, 2020
8	Conduct of training for Hajis by Selected Trainers at district level	3 <sup>rd</sup> week of March, 2020 onwards
9	Report to be submitted to HCoI by concerned SHC.	15.06.2020

5. All concerned are hereby advised to plan their itinerary, accordingly.

  
**(Dr. Maqsood Ahmed Khan)**  
Chief Executive Officer.

**To:-**

1. The Executive Officer, all State / Union Territory Haj Committees.
2. The Chairman & all Members, Haj Committee of India for information.
3. The JS/MoMA, Director/MoMA, US/MoMA, CGI/Jeddah.
4. Dy. C.E.O.(Op./Admn./Accts.), Haj Committee of India for information.
5. Incharge, Computer Section, HCoI for uploading on website of HCoI.
6. Incharge, Haj House, Haj Committee of India, Mumbai.
7. Incharge, Stationery, Haj Committee of India.