

# HAJ COMMITTEE OF INDIA

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

**Under Ministry of Minority Affairs**

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

Ref: HC-11/182/2018-19

Date : 12 8 DEC 2018

## **CIRCULAR**

<b>Haj-2019</b> <b>5</b>
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### **Sub: Training of Trainers' Programme for Haj 1440 (H) – 2019 (C.E.)**

Comprehensive and effective training in logistics as well as rituals is most essential to enable the Hajis in performing Haj pilgrimage with minimum difficulties. The system of training of Hajis consists of two stages. First, the Trainers are trained by Haj Committee of India (HCoI) and then, the Trainers will organize the training camps for Haj pilgrims, under direct supervision of State/UT Haj Committees (SHCs).

2. The desiring applicants should fill-up the application online, which is available on website [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in). The last date for filling online application is **10.01.2019 till 17 hours** The desiring applicants are strictly advised to apply online well in advance without waiting for last date of submission of online application form for Training of Trainers. No offline application form or copy of downloaded application form will be accepted by this office. After filling online application form the applicants should submit printed copy of online application form alongwith requisite documents to respective SHCs/UTSHCs, so as to reach them on **12.01.2019** No application will be accepted after the prescribed last date. The norms, role and responsibility of Trainers, SHCs/UTSHCs and HCoI are detailed below.

### **3. 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 last date for filling online application is **10.01.2019 till 17 hours** The desiring applicants are strictly advised to apply online well in advance without waiting for last date of submission of online application form for Training of Trainers. No offline application form or copy of downloaded application form will be accepted by this office. After filling online application form the applicants should submit printed copy of online application form alongwith requisite documents to respective SHCs/UTSHCs, so as to reach them on **12.01.2019**. No application will be accepted after the prescribed last date.

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- (ii) The trainers are advised to upload the requisite documents at the time of filling up of online application form for Trainers for Haj-2019.
- (iii) Trainers shall be selected by SHCs/UTSHCs in the ratio of 1 trainer for every 250 pilgrims. 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, the Trainers getting repeated year after year and not imparting necessary training to the pilgrims should be weeded out.
- (v) The following are essential requirement for Trainers:
  - a) No criminal case should be pending against the Trainers 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) For selection of Trainers, the Executive Officer (EO) of the SHCs may conduct interviews. Selection should be made on the basis of merit, past performance 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 will have 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/UTSHCs to forward the selected list to HCoI with the details as per format in **Annexure -I**
- (vii) All the SHCs are advice to approve the list of trainers through IHPMS who applied through online, the facilities for access given to all SHCs in this regard.

#### 4. Role of Trainers:

- (i) Each Trainer will obtain the list of pilgrims to be trained by him / her from SHC.

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- (ii) Trainers shall impart training to all the pilgrims of their respective State/U.T at respective State Capitals/ Districts/ Talukas as per directions of SHC. They should keep details of each training camp in the format given in **Annexure-II**.
- (iii) Trainers may also be given the task of imparting training to the pilgrims 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 pilgrims to communicate latest developments.
- (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 detailed report indicating number of Training Camps held, district and venue of these camps, number of pilgrims who attended the said camps and their overall observations on conduct of these camps to their respective Executive Officer of SHC as per format in **Annexure - III**

## 5. **Role of SHCs:**

- (i) It must be ensured by SHCs that all pilgrims are properly trained by the Trainers. It is expected that each Haji is given at least **3 Training Sessions by the Trainer**, before proceeding for Haj.
- (ii) SHCs shall give the list of selected pilgrims assigned to each Trainer. The responsibility and jurisdiction of each Trainer is to be defined clearly.
- (iii) The SHCs must ensure that all Trainers adhere to the Training Calendar finalized for conduct of Training Programme of pilgrims.
- (iv) SHC 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.

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- (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. Deployment of SHC's staff, surprise visits to training sessions and feedback from the pilgrims should be utilized for evaluation of Trainer. If the performance of a Trainer is unsatisfactory, the SHC may ask the Trainer to end his training and allot another Trainer there.
- (vi) A comprehensive report is to be submitted by the EO to the HCoI (**Annexure-III-Part-B**)

#### 6. Role of HCoI:

- (i) Comprehensive Training of Trainers shall be organized by HCoI in Mumbai in a **two (2) days** Training module. The training sessions will cover all aspects of Haj including procedures, logistics, rituals, Disaster Management etc. The Trainers will also be provided the training material which can be used by them in training camps to be organized for the pilgrims. Training Certificate shall be forwarded to concerned SHC directly.
- (ii) Simple shared accommodation to the Trainers will be provided at Haj House, Mumbai. T.A/ Honorarium will be provided to the selected trainers through RTGS in their account only, who are eligible. 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 (copy enclosed as **Annexure-IV**). No cash payment will be made at the venue of training.
- (iii) HCoI shall contribute towards the expenditure on District Level Training Camps @ Rs.100/- per pilgrim, as 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.

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(5)

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

Sr. No.	Particulars	Date
1	Circular inviting online applications for Trainers by HCoI.	28.12.2018
2	Last date for filling online application	10.01.2019
3	Last date for submission of printed copy of the online filled-in application form to concerned SHC.	12.01.2019
4	Selection of Trainers by concerned SHC.	17.01.2019
5	Training for Trainers at Mumbai for 2 days	28 & 29 January, 2019
6	Preparation of district-wise training programme by SHC (copy be sent to HCoI)	1 <sup>st</sup> week of February, 2019
7	Publicity of district-wise training programme by SHC	2 <sup>nd</sup> week of February, 2019
8	Providing list of selected pilgrims, jurisdiction & responsibility assigned to each trainer by concerned SHC.	3 <sup>rd</sup> week of February, 2019
9	Conduct of training for Hajis by Selected Trainers at district level	4 <sup>th</sup> week of February, 2019 onwards
10	Report to HCoI by concerned SHC.	20.06.2019

  
(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, DS/MoMA, CGI/Jeddah.
4. Computer Section, HCoI for uploading the above Circular on the website of HCoI.
5. Incharge, Haj House, Haj Committee of India, Mumbai

**The selected list of Trainers for Haj-2019 by State / U.T. Haj Committees.**

STATE : \_\_\_\_\_

TOTAL NO. OF TRAINERS SELECTED : \_\_\_\_\_

Sr. No.	Details	Photographs
	Online Application No. : _____ Name : _____ Address : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Name : _____ Address : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Name : _____ Address : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Name : _____ Address : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Name : _____ Address : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	

\_\_\_\_\_  
Executive Officer,  
State/Union Territory Haj Committee.



**Annexure-II**

(to be submitted by Trainer alongwith Annexure-III)

**Training of Hajis at District Level for Haj-2019.****Attendance sheet & particulars of Pilgrims participating in the  
Training Camp**

Name of Trainer : \_\_\_\_\_

Name of State / UT : \_\_\_\_\_

Programme held on : \_\_\_\_\_

Address of Venue : \_\_\_\_\_

S r. N o.	Cover No.	Name of the Pilgrims	District	Signature of the Pilgrims participated in the Training Camp.

**Note:** Use separate sheet for each training camp organized. The particulars recorded of the Training camp organized / Hajis participated must be certified by EOs, State/U.T. Haj Committee on the last page.

(\_\_\_\_\_  
Signature of the Trainer

Certified By

(\_\_\_\_\_  
Executive Officer,  
State/Union Territory Haj Committee.

**Part- A**  
**(To be submitted by Trainer)**

(\_\_\_\_\_ State/UT. Haj Committee)

**ACTIVITY REPORT**

TO BE SUBMITTED AFTER TRAINING OF PILGRIMS BY TRAINER  
AT DISTRICT LEVEL FOR HAJ- 2019

Name of the Trainer : \_\_\_\_\_

Full Address : \_\_\_\_\_

State: \_\_\_\_\_ No. of Training Camps held: \_\_\_\_\_

Sr. No.	District	Training Camp No.	No. of Pilgrims Participated	Remarks
1				The details enclosed in proforma ( <b>Annexure-II</b> )
2				
3				
4				

\_\_\_\_\_  
 (Name & Signature of Trainer)

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**Part-B**  
**(For use by the State Haj Committee)**

**Report on the performance of the Trainers**

Sr. No.		Excellent	Very Good	Good	Poor
a	Eloquence				
b	Description				
c	Material used				
d	Interaction / Discussion				
e	Local Dialects Used				
f	Attention/Interest taken by Pilgrims				
g	Grasp				

**Remarks of the State / U.T. Haj Committee**

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\_\_\_\_\_  
 Executive Officer,  
 State/Union Territory Haj Committee.



**STATE:** \_\_\_\_\_ **& Sr. No.** \_\_\_\_\_**T.A. / Honorarium Form for Trainer**

Name of Selected Trainer	:			
District	:		State	:
Telephone No.	:		Mobile No./ WhatsApp No.	:

(Submit the copies of tickets)

DATE OF TRAVEL	STATION FROM	STATION TO	MODE OF TRAVEL	CLASS	FARE (Rs.)

Signature of the Trainer: \_\_\_\_\_

**(FOR OFFICE USE ONLY)****Honorarium Rs.500+ (T.A.)** \_\_\_\_\_ **= Rs.** \_\_\_\_\_

Passed for an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

\_\_\_\_\_  
**Dy. CEO (Accounts),**\_\_\_\_\_  
**CEO, HCoI****Receipt of Payment**

Dated \_\_\_\_\_

The sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards T.A./ Honorarium for attending Training of Trainers programme organized for Haj-2019 at Haj House, 7-A, M.R. A. Marg (Palton Road), Mumbai-400001 on \_\_\_\_\_ to be forwarded through RTGS as per details mentioned in the online application form of Trainer for Haj-2019.

(\_\_\_\_\_) Signature of the Trainer



TOTAL NO. OF TRAINERS SELECTED : \_\_\_\_\_

Executive Officer,  
State/Union Territory Haj Committee.