

# HAJ COMMITTEE OF INDIA

(Constituted under the Act of Parliament No.35 of 2002)

Ministry of Minority Affairs, Government of India

HC-11/136/2023-24/2205

8<sup>th</sup> January, 2024.

## CIRCULAR

**Haj – 2024**  
**3**

### **Sub.-: Selection and Training of Trainers for Haj–2024 (Hijri - 1445).**

As per Haj Policy formulated by the Government, a person can perform Haj only once in a lifetime through Haj Committee of India (HCoI) except Haj Repeaters, who are allowed as Companion of 70+ Age Pilgrims or Sharai Mehram of a lady Haj aspirant subject to fulfilling other norms. As such, more than 90 percent pilgrims undertaking Haj journey through HCoI are first time traveler, hence need proper orientation/training before undertaking this pious journey.

Training of Haj Pilgrims is most essential before he/she proceeds to the Kingdom of Saudi Arabia (KSA) for the purpose of performing Haj Pilgrimage. The system of Training of Haj Pilgrims consists of **two stages**. At First, the Trainers are trained by Haj Committee of India (HCoI) and after that the Trainers organize Training Camps for Haj pilgrims under direct supervision and control of State/Union Territory Haj Committees (SHCs). The training sessions comprehensively cover all aspects of Haj pilgrimage including Procedures, Logistics, Rituals, Health & Hygiene and Disaster Management etc. The Trainers are also provided training material, including Training Manual, various audio-visual clips for each stage of Haj journey with specific focus on maintaining health & hygiene and safety measures for using in Training Camps for effective training of Haj Pilgrims.

2. Continuing with the established and time-tested practice of initiating incremental and progressive steps with an ultimate aim of providing maximum help and assistance to Haj pilgrims, Standing Committee on Haj Arrangements (SCoHA) of HCoI desired that the selection process of Trainers be completed. Accordingly, the Ministry of Minority Affairs was approached in this regard. The Ministry of Minority Affairs has accorded in principle approval for initiating the process of Selection of District-wise Trainers.

3. Therefore, Applications are invited online from the eligible persons for selection as Trainers. The norms for selecting Trainer and role & responsibility of Trainers, role and responsibility of State/Union Territory Haj Committee (SHC) & Haj Committee of India (HCoI) are as under:-

#### **I Norms for selection of Trainers:**

Applicants desirous to fill online application are advised to apply without waiting for the last date of submission of applications from Trainers online, as the link will be disabled on the stipulated last date. ***No offline application or copy of downloaded online application will be accepted by this office.*** Applicant should fill the application form online on the website of HCoI at <https://hajcommittee.gov.in>. The important details are as under:-

<b>Particulars</b>	<b>Date and time</b>
Opening Date & Time for online Application.	08.01.2024
Last Date & Time for online Application.	15.01.2024
Last Date for selection of Trainers by concerned SHC.	25.01.2024.
Tentative Date for conduct of two days physical Training at Delhi.	<b>First Week of February, 2024.</b>

- (i) The applicants must upload the requisite documents alongwith online application for selection as Trainer for **Haj - 2024 (Hijri - 1445)**.
- (ii) State/UT Haj Committees shall select Trainers (covering all Districts of the respective State/UT.) in the ratio of 1 trainer for every 150 pilgrims. The list indicating number of Trainers allocated to each State/U.T. according to their allotted Quota shall be provided in due course of time. The ceiling of 1:150 pilgrims may be relaxed/ modified so as to ensure that every district in a State/ UT is represented. Similarly, one trainer shall be selected for State / Union Territory having Quota of 150 or less pilgrims.
- (iii) Trainers having adequate knowledge & skill and previous experience shall be selected. Those who earlier got selected repeatedly but found to have dismal performance in imparting necessary training to the pilgrims will not be selected. It is desired to have participation of well-educated, sincere, efficient, diligent and soft-spoken persons as Trainers.
- (iv) The following are the essential requirements for the selection of Trainers:
  - a) Any person having Criminal prosecution pending against him/her should not be selected.
  - b) Must have performed one Haj preferably during between last five years
  - c) Must be fully conversant and fluent in English/Urdu/Hindi/local language/dialects.
  - d) Must possess thorough knowledge of logistics and rituals of Haj, Umrah etc.
  - e) Must be mentally and physically fit to impart training.
  - f) Must be capable of addressing /giving lectures to relatively large gatherings.
  - g) Must be computer literate and proficiency to receive/transmit latest information /messages through email/ WhatsApp and other available source of E-Media.
  - h) Trainers must be adept in using mobile phones at the training would be disseminated in form of animated videos.
- (v) The Executive Officer (EO) of the SHCs may conduct interviews for selection of Trainers. The selection shall be made strictly on the basis of merit, past performance and experience of Haj & Umrah. Preference should be given to those having experience as **Assistant Haj Officer / Haj Assistant / Medical Officer/ Para-Medical Staff / Khadim-ul-Hujjaj** as they possess practical knowledge of logistics and rituals of Haj. Generally, the Trainers should **not be more than 60 years of age on 15.01.2024**. Sufficient number of Female Trainers should be selected so as to impart training to the women pilgrims as well. SHCs have to forward the list of selected Trainers to HCoI with details as per format (**available as Annexure- I**)
- (vi) Male/Female applicants between the age-group of 25-60 years (i.e. those who will complete 25 years of age on **15.01.2024**) and would complete 60 years of age on 15.01.2024 (i.e. born on or after **16.01.1964**) are eligible to apply online as Trainer.

## **II. Role of Trainers:**

- (i) Each Trainer shall 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 or as per directions of SHC. They should record details of each training camp as per the format (**available as Annexure-II**).
- (iii) Trainers shall submit a detailed report in the prescribed format (**available as Part A of Annexure-III**) indicating number of Training Camps held, District and venue of these camps, number of pilgrims who attended the said camps and their overall assessment on conduct of these camps, to their respective Executive Officer of SHC.
- (iv) SHCs should impart training to a certain number of pilgrims from wait-list as well, who may get selected at the last stage from amongst the Waiting List.

- (v) In addition to imparting training, the Trainers will act as a link between SHC and concerned pilgrims to communicate latest developments pertaining to Haj Pilgrimage.
- (vi) All Trainers shall be directly responsible to the Executive Officer of SHC concerned and shall obtain necessary guidance & assistance from him from time to time.

**III. Role of SHCs:**

- (i) SHCs must ensure that the selected Trainer possess proficiency in using modern technology with excellent communication skills.
- (ii) 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 at-least **three (3) Training Sessions by the Trainer** before proceeding for Haj covering broadly the ritual, logistics and Health & Hygiene and safety related matters.
- (iii) SHCs shall give each Trainer, the list of selected/wait-listed pilgrims with defined responsibility and elaborate task to be accomplished.
- (iv) SHCs must ensure that all Trainers adhere to the Training Calendar finalized for conduct of Training Programme for the pilgrims.
- (v) SHCs should give wide publicity to training schedule, 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 Trainers in organizing the Training Camps at District / Taluka levels. The SHC may take the help of local NGOs, if required, in organizing such trainings. All such details should be made available to HCoI.
- (vi) 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/ She should also ensure deployment of SHC staff and conduct surprise visits in each Training Camp and gather feedback from the pilgrims for evaluation of the performance of the Trainer. If the performance of a particular trainer is found unsatisfactory, the SHC may replace the said Trainer with alternate arrangement.
- (vii) Executive Officer must submit a comprehensive report on conduct of Training Camps to HCoI (Form available in **Part-B of Annexure-III**)
- (viii) Trainer 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.
- (ix) SHCs shall intimate selection of Trainers preferably by using email, which the concerned Trainer shall maintain for appropriate use, wherever required, during conduct of Training of Trainers programme.
- (x) Two days Training of trainers Programme is to be conducted at **Delhi** in the first week of February, 2024. Each Trainer will be entitled for reimbursement of an amount of Rs. 900/- per day towards Accommodation + D.A. An additional amount of Rs.500/- towards Honorarium will also be paid through RTGS in their account only, who will be eligible. All Selected Trainers are advice to fill and submit the T.A. / Honorarium Form alongwith copy of to & fro tickets to HCoI at the time of training (copy enclosed as Annexure-IV). No cash payment will be made at the venue of training.

(xi) HCoI shall contribute towards the expenditure on District Level Training Camps @ Rs.150/- per pilgrim, as per Quota allotted. The payment @ Rs.150/- per pilgrim will be made 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.

4. The Model Training Calendar alongwith necessary instructions/directions for selection of Trainers, Training by SHCs/UTs at District Level etc. will be issued by this office in due course of

time.

**(Layaqat Ali Aafaqui, IRS)**  
C.E.O., Haj Committee of India.

Encl: As stated above.

To:-

1. Chairman & All Members, Haj Committee of India.
2. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
3. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
4. The Deputy Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
5. The Executive Officer, All State / U.T. Haj Committees.
6. All Superintendents, Haj Committee of India, Mumbai.
7. PS / Secretariat Section, Haj Committee of India, Mumbai.
8. In-charge, Computer Section, HCoI for uploading on website of HCoI.

**List of Trainers (As per IHPMS) for Haj-2024  
duly selected by State / U.T. Haj Committees.**

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

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

<b>Sr. No.</b>	<b>Details</b>	<b>Photographs</b>
	Online Application No. : _____ Full Name : _____ Age : _____ District : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Full Name : _____ Age : _____ District : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Full Name : _____ Age : _____ District : _____ Mobile No. : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	

\_\_\_\_\_  
Executive Officer,  
State/Union Territory Haj Committee  
(with seal)



**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- 2024)*

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

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

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

Sr. No.	District	Training Camp No.	No. of Pilgrims Participated	Remarks
1				Details enclosed in proforma ( <b>Annexure-II</b> )
2				
3				
<b>Total number of pilgrims participated</b>				

\_\_\_\_\_  
(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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Executive Officer,  
State/Union Territory Haj Committee  
(with seal)

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-2024 at New Delhi on \_\_\_\_\_ to be forwarded through RTGS as per details mentioned in the online application form of Trainer for Haj-2024.

(\_\_\_\_\_)

Signature of the Trainer



