

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

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

REF. HC-18/01/2017/413

Date: 08th May, 2017.

CIRCULAR

HAJ – 2017

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Subject: Selection of Khadim-ul-Hujjaj (KuH) for Haj – 2017

Khadim-ul-Hujjaj (KuH) play a very important and supportive role in aid of Haj pilgrims at various stages of Haj pilgrimage. KuH are selected and deputed from all State / U.Ts in terms of norms of Haj Committee of India (HCoI) as approved by Government. KuH will be selected in the ratio of 1 KuH for 200 pilgrims so that a KuH travels in most of the flights and take care of the pilgrims throughout the pilgrimage. While in Kingdom of Saudi Arabia (KSA), the KuH have to assist the Consulate General of India, Jeddah (CGI) in looking after the welfare of Haj pilgrims in an organized manner. To serve the pilgrims effectively, it is necessary that full quota of KuH is utilized. To support the SHCs, 50% of the expenditure on the KuH shall be borne by HCoI and the rest 50% shall be borne by respective State/UT Haj Committees (SHCs).

2. Norms for selection of KuH are detailed below:-
- (a) Candidates have to apply in the application form annexed. Applications have to be sent to their respective SHCs by 7th June, 2017. Any application sent to HCoI directly by the applicants will not be considered and will be summarily rejected.
 - (b) Only male applicants of age 25-58 years as on 01-07-2017 are eligible. The age limit is relaxed in case of serving officials of SHCs.
 - (c) Applicants, who have already performed either Haj or Umrah, will only be eligible. They should have good knowledge of Haj related activities.
 - (d) Preference shall be given to applicants having knowledge of Arabic language.
 - (e) Applicants must be active persons of sound health with experience of management of public functions. They have to submit medical certificate to this effect from a Government Hospital. Certificate issuing authority will be held responsible if information furnished is found to be false or incorrect.

- (f) It is compulsory for the selected KuH to attend the Training organized by HCoI for KuH, failing which, their selection will be cancelled.
- (g) Applicants must be employees of Government/ Public Sector Units/ Statutory bodies. Employees working on Temporary/ Part-time/ Seasonal/ Contractual/ Ad-hoc basis are not eligible. Senior officers like Class A officers of Central or State Government or equivalent are also not eligible. Employees having field experience in departments like Police, Home-Guards, Forest, Revenue shall be given preference.
- (h) A no objection certificate from the employer must be submitted by the applicants.
- (i) Not more than 15% of the total number of KuH are to be nominated from the employees of respective SHC and State Wakf Board.
- (j) For over-seeing the work of KuH of their respective States/U.Ts, the SHCs may depute their serving officials on the basis of following criteria :-

i)	States/U.Ts. having quota of upto 5000 Haj seats	ONE official
ii)	States/U.Ts. having quota of more than 5000 Haj seats	TWO officials
iii)	States/U.Ts. having quota of more than 15000 Haj seats	THREE officials

It may be noted that these officials will be counted against the quota of KuH of their respective SHC.

- (k) No family member can accompany a KuH on Haj pilgrimage.
- (l) No KuH should have any connection with any Saudi Tawafa Establishment (Moallim).
- (m) The KuH cannot accept any financial or other consideration from any pilgrim as they are expected to render free social service.
- (n) A person who has once served as a KuH and against whom there are adverse observations by the CGI shall not be eligible.
3. The role, duties and responsibilities of KuH are as follows:-
- (a) KuH have to travel with the pilgrims from the respective State/U.T. No KuH shall be allowed to travel separately. The pilgrims of the flight in which KuH will travel, shall be the responsibility of that KuH from boarding flight in India upto their return.
- (b) KuH has to assist and guide the pilgrims during their journey and stay in KSA. Therefore, the KuH must update their knowledge and collect all relevant information relating to Haj pilgrimage. They have to identify and present themselves to the pilgrims at the embarkation point itself so that they can be contacted by the pilgrims in case of need.

- (c) KuH shall be under regular and overall supervision of the designated Assistant Haj Officer of the CGI.
- (d) The designated officials of SHCs deputed to over-see the work of KuH will work in co-ordination with the Consulate. These officials will be assigned suitable supervisory duties by the Consulate to effectively monitor the work of their respective KuH and to liaise with the CGI in KSA.
- (e) On arrival in Jeddah, the KuH shall report for duty in KuH Cell in Indian Haj Pilgrims Office (IHPO) in Makkah and Madinah and follow the instructions given there. KuH should discharge his duties under the supervision and direction of the CGI. He should report to the Consulate regularly and be generally available when his services are required.
- (f) Every KuH has to be in continuous and regular contact with the pilgrims assigned to him, whose names and other details should be entered in his Register.
- (g) If a pilgrim has a problem with his Moallim, KuH may, with due discretion, intervene in the matter to resolve the problem. In case any issue is not resolved, a written complaint may be obtained from the pilgrim with his full particulars, e.g. pilgrim's name with parentage, address in Makkah/Madinah, passport number, cover number etc. The matter should then be reported to the CGI for further action. In dealing with Moallims, one has to be cautious about using harsh language or applying strong pressure as it might add to difficulties of the pilgrims as a whole.
- (h) Before his return to India each KuH has to submit a report along with the Register of his pilgrims to CGI, on the difficulties faced by pilgrims in his charge and the services rendered by him.
- (i) The period of stay of KuH in K.S.A. shall be treated as duty period and necessary entries may be taken by their parent departments in their service records. No TA/DA will be admissible.
- (j) Details regarding duties of KuH may be got translated by SHC's in the regional language of the State concerned and a copy given to each of the selected KuH for study and guidance.

4. Each SHC may nominate one KuH for every 200 pilgrims from the State/U.T with fair share to all districts in State. SHCs should send a panel of nominated applicants, strictly in accordance with the norms along with their applications complete with supporting documents to HCoI for scrutiny and approval. A few names may also be sent as waitlist who can be selected in case the nominated candidates are unable to proceed for some reason.

5. The Executive Officers should satisfy themselves that the nominated candidates fulfill all requirements and are available for deployment as KuH. Executive Officer of the respective SHC shall furnish a certificate along with the applications stating that all the applications have been checked properly and found in order in all respects and vouchsafing their good conduct as KuH.



Last date for receipt of nominations duly recommended by State Haj Committees in the office of the Chief Executive Officer, Haj Committee of India, Haj House, 7-A, MRA Marg, (Palton Road), Mumbai – 400 001) is 14th June, 2017. It may kindly be noted that nominations received after the due date or nominations which are incomplete or received without supporting documents, will be summarily rejected.

6. The State Haj Committees should strictly adhere to the timeline prescribed. Haj Committee of India shall directly select the KuH if any State Haj Committee fails to nominate their KuH within the prescribed due date.



(Ataur Rahman)

Chief Executive Officer

1. Executive Officer of all State/UT Haj Committees.
2. Chairman and all Members, HCoI for kind information
3. Under Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
4. CGI, Jeddah, K.S.A.
5. Computer Section, HCoI for putting on Website of HCoI.

Prescribed Form for inviting applications for Khadim-ul-Hujjaj for Haj – 2017

Note for applicants:

- i) Submit application to the respective State/UT Haj Committee.
- ii) Applications which are incomplete or received without supporting documents will be summarily rejected.
- iii) Attention of applicants is invited toward Rule 20 of the CCS (Conduct Rules), 1964 which says, **“No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government”**. There are similar rules applicable to other Government employees also. Haj Committee of India may recommend disciplinary action against such applicants who violate the above-mentioned rule.

1.	Name		Attested Photograph											
2.	Father's Name													
3 (a)	Date of Birth (attach duly attested copy of certificate of date of birth)													
(b)	Age (as on 01-07-2017)													
4.	Whether employees of Government / Public Sector Unit / Statutory body or not (If yes, attach a copy of the Identity Card issued by the parent office)													
5 (a)	Name & Address of the Office													
(b)	Designation													
6.	Educational Qualification													
7.	State of Health (attach a certificate issued by Certificate issuing authority of Government hospital)													
8.	Languages Known (other than Arabic) READ (R), WRITE (W), SPEAK (S) (Please tick)		(1)			(2)			(3)			(4)		
			R	W	S	R	W	S	R	W	S	R	W	S

9.	Knowledge of Arabic	SPEAK Yes / No (please tick) READ Yes / No (please tick) WRITE Yes / No (please tick)
10.	Have you already performed either Haj or Umrah? (please tick)	Yes / No (If yes, attach copy of documentary proof)
11.	Experience in organizing public congregations and in social work (please give details)	
12.	Previous Experience as KuH / AHO / HA.	Yes / No (if yes, mention year) 1. 2. 3. 4. Also attach documentary proof
13.	Any other information of interest	

Place :

Date :

Signature of applicant

Certified that the candidate conforms to the norms prescribed for Khadim-ul-Hujjaj vide Circular No. ____, dated --- .--- .2017 of HCoI.

Date :

Scal and Signature of Executive Officer/SHC

Important note:

- (i) Incomplete application form/application form not signed and forwarded by the EO/SHC will not be entertained.
- (ii) Applications received without supporting documents will not be entertained.

