

HAJ COMMITTEE OF INDIA

Under Ministry of Minority Affairs, Government of India

Section : Orientation/Training Programme

Date : 26th February, 2024.

HAJ – 2024
12

CIRCULAR

Sub.: Orientation/Training of Trainers Programme at New Delhi - Reg.

In continuation to this office Circular No.HC-11/136/2023-24/2205 (3/Haj-2024) dated 8th January, 2024, it has been decided to conduct two days physical Orientation/Training of Trainers Programme on **3rd & 4th March, 2024** at **Weight-Lifting Auditorium, Jawaharlal Nehru Stadium, Lodhi Road, New Delhi – 110 003.**

The registration will start at **08.00 a.m.** on **3rd March, 2024.** Participants to occupy their seats by **08.30 a.m. till 08.45 a.m.** The programme shall start from **09.00 a.m.** **All participants should remain present in the Inauguration session.** The trainers have to arrange their return journey only after completion of final training session at 06.30 p.m. on 4th March, 2024. The trainers are advised to attend all sessions of training.

2. The 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. SHCs shall render all possible assistance to the Trainers in organizing the Training Camps at District/Taluka levels in all matters. All such details be made available to HCoI as enumerated in Circular No.HC-11/136/2023-24/2205 (3/Haj-2024) dated 8th January, 2024.

3. T.A./Honorarium to the eligible Trainers will be paid through RTGS in their given bank account only. All the selected Trainers are advised to fill up the T.A./Honorarium Form alongwith the copy of to & fro journey tickets and submit the same to HCoI at the time of Training (format available at Annexure-IV of Circular No.HC-11/136/2023-24/2205 (3/Haj-2024) dated 8th January, 2024.

4. Model Training Calendar for Training by SHC:

Sr. No.	Particulars	Date
1	Circular invited online applications for Trainers by HCoI	08.01.2024
2	Last date for filling online application	15.01.2024
3	Last date for selection of Trainers by concerned SHC.	25.01.2024
4	Training for Trainers at Delhi for two (2) days	3 rd & 4 th March, 2024
5	Preparation of district-wise training programme by SHC. (copy be sent to HCoI)	2 nd week of March, 2024
6	Publicity of district-wise training programme by SHC	3 rd week of March, 2024
7	Providing list of selected pilgrims, jurisdiction & responsibility assigned to each trainer by concern SHC.	4 th week of March, 2024
8	Conduct of training for Hajjis by selected trainers at district level	2 nd week of April, 2024 onwards
9	Report to be submitted to HCoI by concerned SHC.	30.06.2024

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5. The role of State/Union Territory Haj Committee is to ensure conduct of proper and comprehensive training sessions for all pilgrims of their respective State/Union Territory by the selected Trainers. The Executive Officer/Secretary of respective State/Union Territory Haj Committee guide, supervise, monitor and evaluate the entire training programme including surprise visits to the Training Camp and collect feedback from the pilgrims. It is, therefore, requested to the Executive Officer/Secretary of all State/Union Territory Haj Committee to attend the said Training of Trainers Programme.

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

Yours faithfully,



(Leyaqaat Ali Aafaqui, IRS)
CEO, Haj Committee of India

Copy to:-

1. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
2. The Consul General, Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
3. The Deputy Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
4. The Executive Officer/Secretary, All State/Union Territory Haj Committees for information and necessary action.
5. All Superintendent, Haj Committee of India, Mumbai.
6. PS / Secretariat Section, Haj Committee of India, Mumbai.
7. In-Charge, Computer Section, Haj Committee of India, for uploading on the website of HCoI.