

HAJ COMMITTEE OF INDIA

(Statutory Body constituted under the Act of Parliament No.35 of 2002)
Ministry of Minority Affairs, Government of India.

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

REF: HC -18/58/2021/1188

DATE: 29th March, 2023.

CIRCULAR

HAJ – 2023

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Subject: Selection of Khadim-ul-Hujjaj (KuH) for Haj – 2023.

Khadim-ul-Hujjaj (KuH) play a very important and supportive role for 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) duly approved by Ministry of Minority Affairs (MoMA). KuH shall be selected in the ratio of 1 KuH for 300 pilgrims to take care of the pilgrims throughout the pilgrimage. Female candidates can also apply as Khadim-ul-Hujjaj. However, their selection shall be in proportion to the number of Ladies without Mehram applicants of the State i.e. 1 KuH for 300 pilgrims. The allocation for States, where KuHs are more than 10, shall be reduced by 33%. The KuH have to assist the Consulate General of India, Jeddah (CGI) in Kingdom of Saudi Arabia (KSA) to look after the welfare of Haj pilgrims in an organized manner. To serve the pilgrims effectively, it is necessary that full quota of Khadim-ul-Hujjaj is utilized. 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. The Norms for selection of KuH are detailed below: -

(A) Candidates desirous to be selected as KuH have to fill-up the application online & upload requisite documents as specified in the application form available on website: <https://hajcommittee.gov.in>

Candidate should have machine readable valid Indian international passport issued on or before **20th March, 2023** and valid at least upto **03rd February, 2024**.

The last date for submission of online KuH application is **10th April, 2023**.

(B) Male / Female applicants whose age does not exceed 50 years as on **30th April, 2023** (i.e. applicant who were born on or after **1st May, 1973**) are eligible.

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- (C) Applicants deputed to CGI, Jeddah as Khadim-ul-Hujjaj for Haj-2022 or more than twice in his / her career will not be eligible.
 - (D) A KuH should be physically fit and active so as to be able to look after the pilgrims and to support the Haj operations. KuH have to submit medical certificate of fitness to this effect from a Government Hospital. Certificate issuing authority shall be held responsible if information furnished is found to be false or incorrect.
 - (E) A KuH must be well acquainted with the use of smartphones & internet.
 - (F) A KuH must be fluent in the language of the pilgrims that he / she shall be dealing with. Knowledge of other Indian languages is useful. Knowledge of Arabic shall be desirable.
 - (G) Applicant must be vaccinated with all the required doses of approved Covid-19 vaccines.
 - (H) Applicants, who have already performed either Haj or Umrah, will only be eligible to apply for KuH for Haj-2023.
 - (I) It is compulsory for the selected KuH to attend the Training program organized by HCoI for KuH, failing which their selection shall be cancelled.
 - (J) Only permanent Government employees can apply as KuH on recommendation of their Cadre Controlling Authority and approval of Secretary/Pr Secretary Minorities. Senior officers like Group A officers of Central or State Government or equivalent are not eligible.
 - (K) A No Objection Certificate (NOC) from the employer must be submitted by the applicants.
 - (L) No family member would be allowed to accompany a KuH on Haj pilgrimage.
 - (M) No KuH should have any connection with any Saudi Tawafa Establishment (Moallim).
 - (N) The KuH cannot accept any financial or other consideration from any pilgrim as they are expected to render free service.
 - (O) A person who has once served as a KuH and against whom there are adverse comments from 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's No KuH shall be allowed to travel separately. KuH has to travel with the same pilgrims in the outbound and inward flight.

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- (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 be present at the embarkation point well in advance so that they can be contacted by the pilgrims in case of need.
 - (C) 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/her duties under the supervision and direction of the CGI. He / She should report to the Consulate on daily basis and be available when his / her services is required.
 - (D) Every KuH has to be in continuous and regular contact with the pilgrims assigned to him/her, whose names and other details shall be duly entered in his / her Register.
 - (E) If a pilgrim has any issue with his Moallim, KuH have to 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, address in Makkah / Madinah, passport number, cover number etc. The matter should be reported to the CGI for further action. In dealing with Moallims, KuH has to be cautious about using harsh words or speaking unparliamentary language or mounting pressure as it might result in difficulties to the pilgrims as a whole.
 - (F) Before his / her return to India each KuH has to submit a report along with the Register of his/her pilgrims to CGI, mentioning the difficulties faced by pilgrims assigned to him / her and the services rendered by him / her.
 - (G) The period of stay of KuH in K.S.A. shall be treated as duty period and necessary entries may be done by their parent departments in their service records. No TA / DA will be admissible.
 - (H) Details regarding duties and responsibilities of KuH may be got translated by SHCs in the regional language of the State concerned and a copy given to each selected KuH for study and guidance.
4. SHCs may nominate one KuH for every 300 pilgrims up to 3000 from the State/U.T with fair share to all districts in State. The selection of KuH in State where KuH to be selected more than 10, shall be reduced by 33% (for number in excess to 10). SHCs should send a panel of nominated applicants strictly in accordance with the norms alongwith their complete applications and supporting documents to HCoI for scrutiny and approval. Some extra names may also be sent as waitlisted candidates who can be selected in case the nominated candidates remain unable to proceed for any reason.

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5. The SHCs shall verify the data entered by KuH and shall endorse the same. The requisites documents as specified in the KuH Application Form shall also be uploaded on the IHPMS of the nominated candidates and waitlisted candidates.

6. The Executive Officers should satisfy themselves that the nominated candidates fulfill all the eligibility requirements and are suitable for deployment as KuH. Executive Officer of the respective SHCs shall furnish a certificate along with the applications stating that all the applications have been checked properly and found in order in all aspects. A certificate to be given by SHCs that the nominated candidate did not serve as KuH in Haj-2022 or did not serve as KuH more than twice in career. Last date for receipt of nominations duly recommended by SHCs in the office of the Chief Executive Officer, Haj Committee of India, Haj House, 7-A, M.R.A. Marg, (Palton Road), Mumbai – 400 001) is **21st April, 2023**. It may kindly be noted that, nominations received after the due date or nominations, which are incomplete or received without supporting documents, shall be summarily rejected.

7. The SHCs shall strictly adhere to the prescribed timeline. Haj Committee of India shall select the KuH, if any SHCs fails to nominate the KuH within the prescribed due date.

(Mohd. Yakoub Shekha)
Chief Executive Officer

29/3/23

To:-

1. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
2. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
3. The Under Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
4. The Executive Officer of all State / U.T. Haj Committees.
5. In-charge, Computer Section, HCoI for putting on website of HCoI.