

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of Minority Affairs)

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

Ref: HC-11/64/2017/4466

Date : 17.02.2017

CIRCULAR

Haj-2017
5

Subject : Training of Trainers' Programme for Haj 1438(H)-2017 (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). The norms and roles of Trainers, SHCs and HCoI are detailed below.

2. Norms for selection of Trainers:

- (i) The Trainers have to apply to their respective SHC in the format enclosed as **Annexure-I**.
- (ii) Trainers shall be selected by SHCs in 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.
- (iii) 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.
- (vi) The following are essential requirement for Trainers:
 - a) Must have performed Haj;
 - b) Must be fully conversant with English/Urdu/Hindi language;
 - c) Must be fluent in the local/ regional language / dialects;
 - d) Must have thorough knowledge of logistics and rituals of Haj & Umrah;
 - e) No criminal case should be pending against the Trainers in any Courts of law;
 - 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.

- (v) For selection of Trainers, the 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 A.H.O / 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 50 years of age, which is relaxable in case of deserving candidates. Sufficient number of female Trainers should be selected so as to impart training to the women pilgrims.

3. **Role of Trainers:**

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

4. **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.



(3)

- (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.
- (v) SHCs' are to furnish to HCoI the details of Trainers including the particulars of Training obtained, year of training and passport size photographs (**Annexure-IV**)
- (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. 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.
- (vii) A comprehensive report is to be submitted by the EO to the HCoI.(**Annexure-III-Part-B**)

5. **Role of HCoI:**

- (i) Comprehensive Training of Trainers shall be organized by HCoI in Mumbai in a 3 days' Training module. The training sessions will cover all aspects of Haj including procedures, logistics, rituals etc. The Trainers will also be provided the training material which can be used by them in training camps to be organised for the pilgrims. After successful training a Certificate will be given to each Trainer.
- (ii) Simple shared accommodation to the Trainers will be provided at Haj House, Mumbai. HCoI will reimburse to each Trainer. Traveling Expenses to Mumbai as per 3-Tier A.C. Railway Fare / Bus Fare / actual expenses for the shortest train route only and D.A. @.Rs.500/- lump-sum. No other amount/ expenses claimed shall be paid.

(4)

- (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.

6. Model Training Calendar for Training by SHC:

Sr. No.	Particulars	Date
1	Circular inviting applications for Trainers by HCoI.	17.02.2017
2	Selection of Trainers by concerned SHC.	10.03.2017
3	Trainers' training at Mumbai	10 th , 11 th & 12 th April, 2017
4	Preparation of district-wise training programme by SHC (copy be sent to HCoI)	4 th week of April, 2017
5	Publicity of district-wise training programme by SHC	1 st week of May, 2017
6	Providing list of selected pilgrims, jurisdiction & responsibility assigned to each trainer by concerned SHC.	2 nd week of May, 2017
7	Conduct training of Hajjis	3 rd week of May, 2017 onwards
8	Report to HCoI by concerned SHC.	20.07.2017



(Ataur Rahman)

Chief Executive Officer.

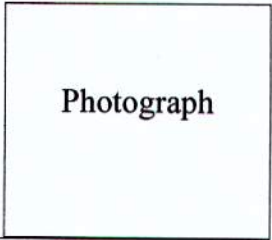
Encl: As stated above.

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, Haj Committee of India for uploading on website of HCoI.

Application Form for Trainer

Annexure-I



Name of the Trainer		:			
Date of Birth	:	(DD/MM/YY)	Age	:	Years
Permanent Address:					
District	:		State	:	
Telephone No.	:		Mobile No.	:	
Profession	:		Qualification	:	
Email ID	:				
Bank A/c. No.	:		Account No.	:	
Branch with Code	:		IFS Code	:	
Have you performed Haj			:	YES	NO
If YES, in which year			:		
Whether attended Training Programme Earlier			:	YES	NO
If YES, in which year			:		

Languages known		Read	Write	Speak
1.				
2.				
3.				

No. of Training Camp(s) organized	Year(s) in which the Training Camp held	Year-wise number of pilgrims trained	Place(s) of Training

Preferred Districts for conducting Training	:	1		2	
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Place: _____
Date: _____

(Signature of the Trainer)

Annexure -II

(to be submitted by Trainer alongwith Annexure-III)

Training of Hajjis at District Level for Haj-2017.

Attendance sheet & particulars of Pilgrims participating in the
Training Camp

Name of Trainer : _____
Name of State / UT : _____
Programme held on : _____
Address of Venue : _____

Sr. No.	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 / Hajjis 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- 2017

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 (Annexure-II)
2				
3				
4				

(Name & Signature of Trainer)

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.

Annexure-IV

The selected list of Trainers for Haj-2017 by State / U.T. Haj Committees.

STATE : _____

TOTAL NO. OF TRAINERS SELECTED : _____

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

Executive Officer,
State/Union Territory Haj Committee.

