

# HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No.35 of 2002)

**Under Ministry of Minority Affairs, Government of India.**

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

Ref: HC-11/50/2021/856

Date 7<sup>th</sup> December, 2021.

## CIRCULAR

**Haj-2022**  
**3**

### **Sub.: “Training of Trainers” Programme for Haj 1443 (H) – 2022 (C.E.)**

Training of Trainers Programme is conducted to impart comprehensive and effective training about various **Logistic, Ritual** and other related aspects of Haj Pilgrimage to the duly selected Trainers with the aim that they will disseminate its contents amongst the selected pilgrims and prepare them to confront the difficulties of Haj with ease and to ensure the safe journey by adhering to the latest protocol on health and hygiene. This, in turn, enables Haj trainers to impart valuable and practical Training to the provisionally selected Haj Pilgrims in the Training Camps organized at District level under the supervision and guidance of respective State/U.T. Haj Committees. The system of Training of Haj Pilgrims consists of **two stages**. At first, the trainers are imparted training by Haj Committee of India (HCoI) and then, the trainers in turn organize Training Camps for Haj pilgrims at district level, under direct supervision of State/UT Haj Committees (SHCs). The norms for selection of trainers, role and responsibility of trainers, State/UTSCs and HCoI are as under:-

#### **2. Norms for selection of trainers:**

(i) Applicant should fill the application form online on the website of HCoI [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in). The important details are as under:-

<b>Particulars</b>	<b>Date and time</b>
Opening Date & Time for online Application.	8 <sup>th</sup> December, 2021 at 14:00 hours
Last Date & Time for online Application.	20 <sup>th</sup> December, 2021 at 23:59 hours
Last Date for selection of trainers by concerned SHC.	27 <sup>th</sup> December, 2021.
Date of conduct of Two Day Training Programme at Baitul Hujjaj (Haj House), 7-A, M.R.A. Marg (Palton Road), Mumbai – 400 001.	<b>8<sup>th</sup> &amp; 9<sup>th</sup> January, 2022.</b>

Applicants desiring to fill online application are advised, in their own interest to apply without waiting for the last date, as the link will be disabled on the stipulated last date fixed for submitting online applications. **No offline application or copy of downloaded online application will be accepted by this office.**

- (ii) The applicants must upload the requisite documents with application for Trainer for Haj 1443 (H) – 2022 (C.E).
- (iii) State/UT Haj Committees shall select trainers (covering all Districts of the respective State/UT.) in the ratio of 1 trainer for every 250 pilgrims as per list indicating number of Trainers allocated to each State/U.T. (**Available as Annexure-I**). The ceiling of 250 pilgrims may be relaxed to ensure that every district in a State/ UT is represented. Similarly, one trainer shall be selected for State / U.T. having Quota of 250 or less pilgrims.

- (iv) Not more than 50% of the trainers should be repeated especially, those getting selected and repeated year after year but found to have dismal performance in imparting necessary training to the pilgrims. Such Repeaters should be weeded out. It is strongly recommended to have participation of well-educated, efficient, diligent, soft-spoken and well-behaved persons as trainers.
- (v) The following are essential requirements for the selection of trainers:
- a) Any person having Criminal records against him/her should not be selected.
  - b) Must have got vaccination of two (2) doses of approved vaccine against Covid-19.
  - c) Must have performed a Haj preferably during the years 2017, 2018 and 2019.
  - d) Must be fully conversant and fluent in English/Urdu/Hindi/local language/dialects.
  - e) Must possess thorough knowledge of logistics and rituals of Haj & Umrah.
  - f) Must be mentally and physically fit to impart training.
  - g) Must be capable of addressing / giving lectures to relatively large gatherings.
  - h) Must be computer literate and efficient enough to receive / transmit latest information /messages through email/WhatsApp and other available source of E-Media.
- (vi) The Executive Officer (EO) of the SHCs may conduct interviews for selection of trainers. The selection should be made on the basis of merit, past performances and recent experience of Haj & Umrah. Preference should be given to those having experience as **Assistant Haj Officer / Haj Assistant / Medical Officer/ Khadimul Hujjaj** as they possess practical knowledge of logistics and rituals of Haj. Generally, the trainers should **not be more than 58 years of age**. 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- II**)
- (vii) Male/Female applicants of age 25-58 years as on **31.12.2021** are eligible to apply online as Trainer.

### 3. 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-III**).
- (iii) The trainers shall submit a detailed report in the prescribed format (**available as Part A of Annexure-IV**) 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.
- (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 & Government Quota pilgrims.
- (v) In addition to imparting training, the trainers will act as a link between SHC and concerned pilgrims to communicate latest developments and changes, whatsoever taking place regarding Haj journey.
- (vi) All trainers shall be directly responsible to the Executive Officer of SHC concerned and shall obtain necessary guidance and assistance from time to time.

#### 4. **Role of SHCs:**

- (i) 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 **3 Training Sessions by the Trainer** before proceeding for Haj covering broadly the ritual, logistics and Health cum Hygiene.
- (ii) SHCs shall give each trainer, the list of selected/wait-listed pilgrims with defined responsibility and elaborated task to be accomplished.
- (iii) SHCs must ensure that all trainers adhere to the Training Calendar finalized for conduct of Training Programme for the pilgrims.
- (iv) 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.
- (v) 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 should also ensure deployment of SHC staff and conduct surprise visits in each training Camp and gather feedback from the pilgrims for evaluation of trainer. If the performance of a particular trainer is found unsatisfactory or below the desired mark, the SHC may replace the said trainer with alternate arrangement.
- (vi) Executive Officer must submit a comprehensive report on conduct of Training Camps to HCoI (Form available in **Part-B of Annexure-IV**)
- (vii) 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.
- (viii) SHCs shall intimate selection of trainers preferably by using email, which the concerned trainer shall preserve and produce before the staff of HCoI upon arrival for training of trainers programme in Mumbai.

#### 5. **Role of HCoI:**

- (i) **HCoI** will organize a **two (2) days Training** of trainers programme. The comprehensive training sessions will cover all aspects of Haj including procedures, logistics, rituals, health & hygiene, Disaster Management etc. The trainers will be provided the training material which they can use in training camps organized for the pilgrims at District level. Certificate of participation of the trainers shall be forwarded directly to respective SHCs.
- (ii) **Trainers** will be provided simple and shared accommodation at Haj House, Mumbai. HCoI will reimburse travelling expenses to each trainer as per 3-Tier A.C Railway Fare/Bus Fare/ actual expenses for shortest train route only and lump-sum Honorarium @ Rs.500/-. No other claim shall be entertained.

- (iii) T.A/ Honorarium to the eligible trainers will be paid through RTGS in their Bank accounts. All the selected trainers are advised to fill-up the T.A / Honorarium Form along with copy of to & fro tickets and submit the same to HCoI at the time of training (**Format available in Annexure-V**). No cash payment will be made at the Venue of Training.
- (iv) HCoI shall reimburse @ **Rs.100/- per pilgrim** towards the expenditure on District Level Training Camps 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 (**available as Annexure-VI: 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 (**available as Annexure-VI: Columns 1 to 8**). SHC shall reimburse the actual expenditure incurred by trainer at the earliest after completion of training programme at District level.
6. 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.

(Mohd. Yakoob Shekha)  
Chief Executive Officer.

7/12/21

Encl: As stated above.

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 Director (Haj), Ministry of Minority Affairs, Government of India, New Delhi..
4. The Executive Officer, All State / U.T. Haj Committees.
5. The Deputy Executive Officer (Op./Admin./Accounts), Haj Committee of India, Mumbai.
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.
9. In-charge, Haj House, Haj Committee of India, Mumbai.
10. In-charge, Stationery, Haj Committee of India.

## Annexure - I

**STATEMENT SHOWING THE STATE-WISE ALLOCATION OF NUMBER OF TRAINERS TO EACH STATE/U.T. FOR HAJ-2022  
(AS PER 2019 FINAL QUOTA OF HCOI)**

Sr. No	State	Original Quota	Addl. Quota 14975 (18.4.19/ Circular_17)	Total Quota	Number of Trainer (as per norms 1: 250)	
					1	2
		2	3	4	6	
1	ASSAM	3588		3588	14.352	15
2	ANDAMAN & NICOBAR	115		115	0.46	1
3	ANDHRA PRADESH	2138		2138	8.552	9
4	BIHAR	4950		4950	19.8	20
5	CHANDIGARH	36		36	0.144	1
6	CHHATTISGARH	434	95	529	2.116	3
7	DAMAN & DIU	11		11	0.044	1
8	DADRA & NAGAR HAVELI	41		41	0.164	1
9	DELHI	2010	397	2407	9.628	10
10	GOA	191		191	0.764	1
11	GUJARAT	6602	1075	7677	30.708	31
12	HARYANA	1506	328	1834	7.336	8
13	HIMACHAL PRADESH	72		72	0.288	1
14	JAMMU & KASHMIR	9762	1576	11338	45.352	46
15	JHARKHAND	2233		2233	8.932	9
16	KARNATAKA	6701	1452	8153	32.612	33
17	KERALA	11472	1632	13104	52.416	53
18	LAKSHADWEEP	342	0	342	1.368	2
19	MADHYA PRADESH	4640	878	5518	22.072	23
20	MAHARASHTRA	11907	2387	14294	57.176	60
21	MANIPUR	499		499	1.996	2
22	ODISHA	698		698	2.792	3
23	PUDUCHERRY	94		94	0.376	1
24	PUNJAB	342		342	1.368	2
25	RAJASTHAN	5264	1143	6407	25.628	26
26	TRIPURA	110		110	0.44	1
27	TAMIL NADU	3534	778	4312	17.248	18
28	TELANGANA	4169	821	4990	19.96	20
29	UTTARAKHAND	1232	259	1491	5.964	6
30	WEST BENGAL	8470		8470	33.88	34
31	UTTAR PRADESH	30237	2154	32391	129.564	130
<b>TOTAL</b>		<b>123400</b>	<b>14975</b>	<b>138375</b>		<b>571</b>

**List of Trainers (As per IHPMS) for Haj-2022  
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. : _____ Two (2) doses of approved vaccine against Covid-19 Coronavirus obtained : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Full Name : _____ Age : _____ District : _____ Mobile No. : _____ Two (2) doses of approved vaccine against Covid-19 Coronavirus obtained : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Full Name : _____ Age : _____ District : _____ Mobile No. : _____ Two (2) doses of approved vaccine against Covid-19 Coronavirus obtained : _____ Year of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	

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

(to be submitted by Trainer alongwith Annexure-III)

**Training of Haj Pilgrims at District Level for Haj-2022.**

**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 / Haj Pilgrims 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  
(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- 2022)*

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 (Annexure-III)
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**

Full name of Selected Trainer	:			
Application Number	:	Email id	:	
District	:	State	:	
Telephone Number	:	Mobile No./ WhatsApp No.	:	

**(Trainers are advice to submit the copies of to & fro tickets)**

DATE OF TRAVEL	STATION FROM	TO	MODE OF TRAVEL	CLASS	FARE (Rs.)

Signature of the Trainer: \_\_\_\_\_

<b>(FOR OFFICE USE ONLY)</b>			
Honorarium Rs.500+(T.A.) _____ = Rs. _____			
Passed for an amount of Rs. _____ (Rupees _____ only).			
_____ Incharge (ORT)	_____ Superintendent (Acctts.)	_____ Dy. CEO (Acctts.)	_____ CEO, HCoI
<b>Receipt of payment</b>			
			Dated _____
The sum of Rs. _____ (Rupees _____ only) towards T.A./ Honorarium for attending the two days Training of Trainers programme organized by Haj Committee of India on 8 <sup>th</sup> & 9 <sup>th</sup> January, 2022 to be forwarded through RTGS as per details mentioned in the online application form of Trainer for Haj-2022.			
			( _____ ) Signature of the Trainer

