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**Government of India**  
**Ministry of Minority Affairs**  
**Haj Committee of India**  
Section: Orientation / Training Programme

Date: 3<sup>rd</sup> January, 2025

<b>Haj - 2025</b>
<b>23</b>

**CIRCULAR**

**Subject: Selection of Trainers for Haj-2025 (Hijri - 1446)**

Reference is invited to this office Circulars No. 15, 19, and 22 dated 03.12.2024, 16.12.2024, and 30.12.2024, respectively. The following training materials are hereby made available to prospective Trainers for Haj-2025:

1. Syllabus for conduct of Computer Based Test (CBT)
2. Training Manual for Haj – 2024 (1445 Hijri)
3. Haj Guide for Haj – 2024 (1445 Hijri)

2. The questions for the Computer-Based Test (CBT) will be based on the above materials. Therefore, candidates who have applied for selection as Trainers for Haj-2025 are advised to thoroughly study the mentioned resources and prepare accordingly.

3. The State and Union Territory Haj Committees are requested to ensure wide dissemination of this information through both print and electronic media.

**Signed by Nazeem Ahmed A**

**Date: 05-01-2025 15:39:05**

(Nazeem Ahmed A., IOFS)  
Chief Executive Officer

Encl: As stated above.

To:

1. Chairman & All Members, Haj Committee of India.
2. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
3. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
4. The Deputy Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
5. The Executive Officer, All State / U.T. Haj Committees.
6. The Deputy Chief Executive Officers & 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.

## **Syllabus for Computer-Based MCQ Test for Haj Trainers**

The syllabus for the Computer-Based Test (CBT) for Haj Trainers will cover the essential knowledge and skills required to perform their duties effectively. The test will evaluate the candidate's understanding of Haj operations, cultural sensitivity, technical skills, and ability to support pilgrims. The syllabus is categorized into the following sections:

### **1. Haj Operations and Procedures**

- **Haj Guidelines and Regulations:**
  - Understanding the Haj pilgrimage process.
  - Role of the Consulate General of India (CGI), Jeddah, and Saudi authorities.
  - Requirements for Haj pilgrims, including documentation and health guidelines.
- **Haj Training and Assistance:**
  - Duties and responsibilities of Haj Trainers.
  - Preparation and orientation sessions for pilgrims.
  - Crisis management during the pilgrimage.
- **Logistics and Accommodation:**
  - Embarkation and disembarkation process.
  - Knowledge of travel itineraries and arrangements.
  - Accommodation in Mina, Arafat, Muzdalifah, Makkah, and Madinah.

### **2. Knowledge of Haj**

- **Haj Rituals and Practices:**
  - Arkaan of Haj: Ihram, Tawaf, Sa'i, Wuquf at Arafat, Rami al-Jamarat.
  - Specific prayers and supplications during Haj.
  - Understanding Adahi (sacrifice) and other obligations.
- **Islamic Etiquette and Conduct:**
  - Do's and don'ts for pilgrims.
  - Managing diverse cultural and regional practices.

### **3. Language and Communication Skills**

- **Proficiency in Languages:**
  - Communication skills in the regional language and English.

- Basic knowledge of Arabic.
- **Interpersonal Skills:**
  - Handling group dynamics and interpersonal conflicts.
  - Communication strategies for diverse pilgrim groups.

#### 4. Technical Proficiency

- **Digital Literacy:**
  - Proficiency in using smartphones, Haj Suvidha App.
  - Knowledge of MS Office tools: Word, Excel, and PowerPoint.
- **Online Systems and Applications:**
  - Usage of Indian Haj Management Portal System (IHPMS).
  - Uploading and managing documents online.

#### 5. General Awareness and Problem Solving

- **General Awareness:**
  - Updates on Haj policies by the Haj Committee of India and Saudi authorities.
  - Awareness of healthcare guidelines and vaccination requirements.
  - Knowledge of travel and safety regulations.
- **Problem Solving and Crisis Management:**
  - Managing emergencies (e.g., medical, logistical, or procedural).
  - Resolving disputes with Moallims and other authorities.

#### Test Format:

- **Type of Questions:** Multiple-Choice Questions (MCQs).
- **Number of Questions:** 50.
- **Time Duration:** 60 minutes.
- **Marking Scheme:** +2 for each correct answer; no negative marking.

# Government of India

## Ministry of Minority Affairs

### HAJ COMMITTEE OF INDIA

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

### HANDBOOK FOR TRAINERS

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**CHAPTER 1:****INTRODUCTION****1.1 PREFACE:**

Haj – 2024 will be conducted in better way in terms of services and facilities for intending pilgrims of HCoI. As far as expenditure of Haj – 2024 is concerned the actual amount for pilgrims will be finalized only after hiring of services for the pilgrims in India and Saudi Arabia. As such, Pilgrims who are capable of undertaking Haj should have the means and wherewithal for undertaking Haj in line with the eligibility norms formulated by the Government of India and the Kingdom of Saudi Arabia for Haj - 2024 (Hijri - 1445).

As you are aware, Haj is one of the FIVE tenets of Islam and is obligatory upon every Muslim, who is physically and financially competent, atleast once in his/her lifetime. Haj is performed in the Kingdom of Saudi Arabia (hereinafter referred to as KSA). As per general Guidelines regarding eligibility to perform Haj or Umrah, a Haj pilgrim should be fit at various levels financial, physical, behavioural and mental. Organizing the Haj Pilgrimage is an important task undertaken by the Government of India outside its territories. For the conduct of Haj, various agencies are assigned different roles. Haj Committee of India makes arrangements for the Haj pilgrims in India under the present norms. HCoI coordinates with the State/Union Territory Haj Committees in respect of Haj operations.

**1.2. ROLE & RESPONSIBILITY:**

1.2.1 The Haj Division, Ministry of Minority Affairs (hereinafter referred to as MoMA) is the nodal office in respect of all works pertaining to Management of Haj Pilgrimage.

1.2.2 The Ministry of Civil Aviation (hereinafter referred to as MoCA) is responsible for the Air Charter Arrangements for Haj pilgrims and their belongings during transit.

1.2.3 The Ministry of Health and Family Welfare (hereinafter referred to as MoH&FW) arranges vaccines and other medical assistance for pilgrims during Haj period. The MoH&FW has been entrusted works pertaining to medical matters essential assignments during ensuing Haj-2024 for the first time.

1.2.4 Haj Committee of India and State/Union Territory Haj Committees (hereinafter referred to as SHC) are constituted under the Haj Committee Act 2002.

- 1.2.5 Indian Haj Pilgrim Office (IHPO), under Consulate General of India in Jeddah (hereinafter referred to as CGI), Ministry of External Affairs is responsible for making arrangements for pilgrims and to redress their grievances after their arrival in Jeddah/Madinah Munawwarah airport and also during their stay in the Kingdom of Saudi Arabia (hereinafter referred to as KSA).
- 1.2.6 HCoI, in coordination with SHC make elaborate arrangements for Haj Pilgrims across the Country, which includes timely dissemination of information and training of pilgrims. Although the rituals of Haj is adequate only for 6 Days which involves religious congregation, training of pilgrims is conducted on ritual and logistical aspects of Haj pilgrimage to prepare the pilgrims for pilgrimage becomes very important for HCoI pilgrims as submitted number of Haj pilgrims would travel by Air for the first time in their life. The Saudi authorities also emphasizes proper training of the Haj pilgrims for smooth conduct of Haj.
- 1.2.7. Training of pilgrims is conducted in two (2) stages. In the first stage the Trainers are trained by HCoI. Thereafter, Trainers impart training to Haj pilgrims in training camps organized in Districts under supervision of SHC. Every pilgrim is expected to attend three (3) training sessions. Trainers for Haj – 2024 have been selected by SHC in the ratio of 1 Trainer for 150 pilgrims. See Circular No.3/2024 (HC-11/136/2023-24/2205) dated 8<sup>th</sup> January, 2024.

### 1.3. **ROLE OF SHC IN TRAINING:**

- To ensure conduct of proper and comprehensive training sessions for all pilgrims of their respective State/Union Territory by the selected Trainer (s).
- To specify jurisdiction, responsibility and assign pilgrims to each Trainer for Training purpose.
- To ensure adherence to the Training Calendar by all concerned.
- To publicize date, time and venue of training sessions along with details of Trainers.
- To assist and co-ordinate Trainers in organizing district-wise training camps.
- Executive Officer of respective SHC to guide, supervise, monitor and evaluate the entire Training programme including surprise visits to the training camps and collect feedback from the pilgrims.

### 1.4. **DUTIES OF TRAINERS:**

- Act as a link between SHC and selected pilgrims. Disseminate instructions/ information from SHC/ HCoI to the pilgrims assigned to him/her.
- Obtain the list of pilgrims to be trained from SHC.
- Impart training in Training Camps organized at State Capitals/ Districts/ Talukas as per instructions/ directions of SHC.
- Imparting training to pilgrims selected from waiting list at the Embarkation point/ respective Haj Camps.

- Follow instructions of the Executive Officer of SHC/Officer appointed by him.

1.4.1 For effective guidance and training of the Haj pilgrims, the Trainers should constantly update their knowledge regarding latest instructions/norms/activities relating to Haj by going through the following resource material:-

- Handbook for Trainers,
- Training CD containing Haj Film and related material,
- Haj Guide/Haj Guidelines for Haj-2024,
- All Circulars of Haj Committee of India,
- Access HCoI's website : **hajcommittee.gov.in**
- Access CGI Jeddah website:- **cgijeddah.gov.in**
- **CGI Jeddah's mobile app "Indian Haji Information System"**
- Any authentic book on religious aspects of Haj pilgrimage.

**CHAPTER 2:**  
**HAJ PILGRIM SELECTION AND PAYMENT OF HAJ AMOUNT**  
**PROCESS**

**2.1. ELIGIBILITY FOR HAJ:**

As per general Saudi Guidelines on eligibility to perform Haj or Umrah, Haj pilgrim should be fit in various aspects: financial, physical, behavioural, and mental. As such, any Muslim citizen of India is eligible apply for Haj pilgrimage except:

- a) Persons not in possession of machine-readable, valid Indian international passport issued on or before **15.01.2024** and valid at least upto **31.01.2025**.
- b) Children below the age group of 12 years as on 30.04.2023.
- c) Ban on Repeaters: A person who has performed Haj earlier in his life through HCoI except for permitted categories of Mehrams and those accompanying a 70+ pilgrim on the basis of an appropriate solemn declaration and undertaking.
- d) Any person found to have furnished false information shall not be allowed to proceed for Haj. In such cases, he/she will be disqualified at any stage and de-boarded even at the embarkation point. The entire amount deposited by him/her shall also be forfeited. Besides, he/she may be prosecuted for making an incorrect/false declaration. These restrictions will also apply for concealing the fact of having performed Haj earlier as well as for Haj-e-Badal pilgrims. Those with severe medical conditions such as terminal cancers, advanced cardiac, respiratory, liver, or kidney diseases; infectious tuberculosis disease, or senility.
- e) Ladies not accompanied by Sharia Mehram, except ladies covered at Sr.No.2.2 below.
- f) Ladies in the advanced stage of pregnancy: In the case of pregnant women in the advanced stages of pregnancy, international flying standards will be followed.
- g) Any person against whom a court order prohibiting travel abroad exists.
- h) Consent of parents/ legal guardian is mandatory for undertaking Haj by any applicant below the age of 18 years.

**2.2. LADIES TO BE ACCOMPANIED WITH THEIR SHARAI MEHRAM:**

Ladies above 45 years of age, who wish to go for Haj but do not have a male Mehram and their school of thought (Maslak) permits are allowed to travel in groups of 4 or more ladies.

Subject to the terms of KSA, single ladies may also apply, and HCoI may form a grouping with the ladies who applied under the category. CGI will also facilitate separate living arrangements for women traveling alone for the Haj Pilgrimage.



**2.3. COVER SIZE:**

The size of Cover shall be minimum 1 (one) and maximum 5 (five) adults + 2 (two) infants in General category. In Ladies Without Mehram (LWM) category also, a maximum of 5 (five) ladies can apply in a single group. If the number of family members exceeds 5 (five), applications should be made in more than one Cover. However, in Aged 70 + category 4 (four) applications [2(two) 70+ and 2(two) Companion] can apply in a single group.

**2.4. ONLY FAMILY MEMBERS & NEAR RELATIVES IN A COVER:**

A maximum number of Five (5) applicants comprising the family members or near relatives can apply in a single cover. The head of the cover shall be responsible to ensure payment for the persons included in the cover. Under no circumstances, persons other than family and near relatives should be included in the cover. It is in the interest of pilgrims to ensure that only family members having blood relation or near relatives are included in the cover. The accommodation status in respect of all pilgrims under one cover should be the same. Cover can be allotted in two different adjacent rooms according to the capacity of room. In case a few pilgrims under one cover intend to prepone/postpone the date of flight it would not be permitted. The pilgrims of the Cover will travel together and stay together. If the head of cover himself cancels his application for Haj pilgrimage, he should indicate the name of another person (from) amongst the Male Members of such cover, as the head of the particular cover. If a Male applicant, who is Mehram of the Female applicant of cover, cancels his application for Haj pilgrimage, he must indicate the name of the other applicant (from among the Male Members of the cover as Mehram" along with his relation with the female applicant(s) of that cover. Otherwise application(s) of the female applicant(s) shall also be treated as cancelled. Change of Mehram is allowed only in specific cases on account of death/medical grounds.

**Note: KSA may review its guidelines/instructions on Haj-2024 (Hijri-1445) including cancellation of the Haj Pilgrimage entirely or partially for International Pilgrims depending upon the conditions prevailing at the time of Haj. In such circumstances HCoI shall not be liable for any change in eligibility criteria for pilgrims or cancellation of the Haj process either completely/partially, or for any financial obligations or any other circumstances that may arise due to the decisions taken by the KSA.**

**2.5. RESTRICTIONS FOR HAJ THROUGH HCOI:**

- “Once in a life time” Haj through HCoI,
- Exceptions:-
  - Mehram of a Female Pilgrim,
  - Companion of 70+ age applicants,
- Repeaters will forfeit their deposit.

**2.6. APPLICATION AND SELECTION PROCESS:**

Haj Applications are received online at the website **hajcommittee.gov.in** or through Android Mobile App. **Haj Application are filled and submitted free of cost.** After filling and submitting HAF, Google copy of HAF to be downloaded and kept for submission with respective SHCs alongwith relevant documents like Passport and Remittance Receipt of Advance Haj Amount of provisionally selected pilgrims.

**2.7. PRIORITY:**

- Age 70+ Applicants
- Ladies without Mehram (above 45 years of age)
- General Category
- The confirmation of Haj seats of wait-listed pilgrims shall be communicated by the respective SHCs as and when vacancy arises due to the cancellation of Haj journey by the provisionally selected pilgrims.

**2.8. PAYMENTS:**

- Non-Refundable Processing Fee of Rs.300/- will be collected from each provisionally selected Pilgrim herewith:-
- Advance Haj amount of Rs.81,500/- after provisional selection.
- After depositing the amount of Rs. 81,500/- and submitting required documents to the concerned SHC, Pilgrim's provisional selection will be confirmed by the HCoI.
- Payments in SBI/UBI, quoting Bank Reference number.
- The Balance Haj Amount shall be notified separately after finalization of all expenses charged by different agencies in KSA and in India.
- Total Haj amount collected from pilgrims = Expenditure (Accommodation charges in KSA, Mashaer Fee & Transportation & other charges in KSA ) in SAR. + Haj Visa Fees of SAR 300/- per Pilgrim as levied by the KSA. + Airfare on actual + Airport tax & GST + charges as declared by Saudi Government (if any) + Rs.1,500/- as Miscellaneous Dues as per details mentioned in the Guidelines for Haj-2024.

**2.9. MAKING PAYMENTS DOES NOT GUARANTEE HAJ SEAT:**

The applicants have to abide by all the Guidelines and give complete and true information. If any applicant gets provisional/confirmed status on the basis of wrong/false/ incomplete information/document, then upon detection, the pilgrimage of such applicant can be cancelled at any stage of Haj even at the Embarkation Point. Hence merely making payment of Haj amount does not guarantee confirmation of Haj seat.

**2.10. CANCELLATION:**

- If a selected applicant wants to cancel his / her journey on any ground, he/she should submit a letter in the prescribed format to concerned SHC.
- After receipt of requests through SHC, cancellations shall be marked on IHPMS by HCoI.
- Once cancellation is marked on IHPMS, it will NOT be revoked on any ground at any stage.
- If an applicant fails to submit either passport or payment receipt or both within the specified dates, the selection will be summarily cancelled.
- Refunds on account of cancellations will be governed as per para 40 of the Guidelines for Haj-2024.

**2.11. REFUNDS:**

In case of cancellation, refunds will be made within one month from the date of receipt of cancellation request from the concerned pilgrim in the prescribed format. Rs.1,500/- collected as Miscellaneous Dues shall not be refunded at any stage of cancellation. Refund will be made after making the following deductions:

<b>Sr. No.</b>	<b>Date of receipt of cancellation</b>	<b>Deduction per pilgrim</b>
1.	Upto 15.03.2024	Rs.1500/-
2.	From 16.03.2024 to 15.04.2024	Rs.5,000/-
3.	From 15th April, 2024 till the date of scheduled allotted flight	Rs.10,000/-
4.	Non - Reporter / No Show/Missing flight after confirmation/collection of travel documents, one way airfare or Rs.25,000/- whichever is more.	Rs.25,000/-

- (i) These provisions will not, however, apply if cancellation is sought due to the death of the pilgrim or a very serious ailment / accident or such stage of pregnancy which renders the pilgrim unfit to undertake international travel. In such cases, only Rs.1,500/- will be deducted per pilgrim.
- (ii) These provisions will not also apply to the accompanying family members of the pilgrim, whose cancellation is covered in sub-para (i) above. The family members shall hereby imply wife, husband, father, mother, son, daughter, sister and brother only. In such cases also, only Rs.1500/- will be deducted per pilgrim.
- (iii) Since charter tickets are non-transferable, no refund is payable even if return journey portion remains unutilized for any reason. Only as a special case, in case of death of a pilgrim in Saudi Arabia, nominee of deceased will be refunded one-way Air fare.

- (iv) Non-reporter means a pilgrim who is allotted a flight but who does not report at the embarkation point. A pilgrim whose request for cancellation is received after departure of the allotted flight, will be treated as “**Non-Reporter**”.
- (v) Refund claims should be accompanied with copies of all pay-in-slips, Medical / Death certificate.
- (vi) In case of payment made online, refund, if any, will be remitted to the source from where payment was initially made.

### CHAPTER 3: LOGISTICS OF HAJ PILGRIMAGE

#### 3.1. PREPARATION FOR HAJ:

- Follow guidelines issued by HCoI & SHC.
- Haj entails physical and mental Challenges. Pilgrims should maintain patience (SABR).
- Memorize Dua to be recited during Haj period at different stages. Collect detailed information regarding Haj-e-Tamattu, Haj-e-Qiran & Haj-e-Ifrad.
- Practice long daily walks. Practice to take care of yourself, your companion and your belongings in the crowded place.
- Perfect your Namaz. Learn Namaz-e-Janazah.
- Lady pilgrims should learn how to offer congregational prayers, how to join congregational prayers in between and how to complete the prayers.
- Learn to use Lifts/Escalators/Western Toilets by visiting nearby shopping malls/complexes.

#### 3.2. EMBARKATION POINT:

The pilgrims are given two choices for selecting Embarkation Points (EPs) of their choice. This arrangement can be suitably modified by MoMA subsequently, in public interest, with the approval of the Competent Authority.

The details of the Embarkation Points finalized for Haj – 2024 are as under:-

1	Aurangabad	6	Chennai	11	Hyderabad	16	Lucknow
2	Ahmedabad	7	Cochin	12	Indore	17	Mumbai
3	Bangalore	8	Delhi	13	Jaipur	18	Nagpur
4	Bhopal	9	Gaya	14	Kannur	19	Srinagar
5	Calicut	10	Guwahati	15	Kolkata	20	Vijaywada

In case of number of pilgrims travelling from an Embarkation Point goes above or below the economic operation of the Air Charter services, MoMA reserves the right to reallocate the pilgrims to any other Embarkation Point, for operational purposes, in the interest of smooth Air Charter Operations and Air Safety protocols.

In addition to the 20 Embarkation Points, MoMA may also consider other Airports as EPs in public interest and subject to approval of Ministries such as the Ministry of External Affairs, the Ministry of Civil Aviation and also authorities of Kingdom of Saudi Arabia (KSA).

For Haj-2024, the pilgrims will be charged airfare on actual basis on the rates obtained through competitive bidding conducted by MoCA after following due process as per the Government rules and guidelines in force. Pilgrims may opt for two EPs in order of priority preferably nearest economical EP.

### **3.3. FLIGHT ALLOTMENT:**

- a) Subject to the capacity of a flight and choice of EP, all pilgrims of a district and adjacent districts shall be accommodated in the same flight. Information about the flight details to a pilgrim will be intimated to him/her in advance through SMSs/WhatsApp/voice messages/telephonic calls. This information will also be uploaded on website of HCoI - [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in). Pilgrims are advised to plan their journey as per the schedule informed to them. No request for change of travel/flight date will be considered. The pilgrims may submit their requests for flight preference, clubbing of Covers, allotment of accommodation in same building to HCoI on or before 31.03.2024.
- b) Considering the situation, HCoI may cancel or transfer the seats from one flight to another flight. The date of travel allotted to pilgrim will be tentative and the journey shall be confirmed only on the basis of availability of seats in a particular flight after reporting of the pilgrims in the Haj Camp Office at the Embarkation Point. Pilgrims are advised to cooperate with the authorities on issues related to their journey date and flights.
- c) Each Cover Head should ensure decent behaviour, in a civil and dignified manner within their own group, fellow pilgrims, officials of the SHC & HCoI and the Saudi authorities. Any misbehaviour either by pilgrim or their relatives will be viewed seriously and appropriate legal action besides cancellation of Haj journey shall be taken in such cases.
- d) In case of long flight delays/cancellations, the Airlines shall be responsible for providing snacks/food/transit accommodation etc. as per the relevant laws /rules / conventions.
- e) The pilgrims will not be allowed to travel through any other flight besides the flight allocated to them, except in unavoidable circumstances, subject to the availability of seats and payment of one-way air fare.
- f) The Air ticket under air charters is non-transferable. All pilgrims are issued round-trip outward/ inward tickets in specified flights on specified dates. No change/cancellation/transfer will, therefore, be allowed on return flights.
- g) Booking for air travel shall be subject to clearance of all dues.
- h) After receipt of flight date, all cover heads are advised to confirm e-booking for flight online on HCoI website at [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in) within 2 days prior to the date of departure. In case of e-booking, the pilgrims are not required to report physically 2 days before date of departure and they should report at the Embarkation Point allocated to them 24 hours before the departure along with original payment receipts for collecting travel documents.

- i) The pilgrims who have not made online confirmation for their journey will be required to report 2 days prior to date of their departure alongwith payment receipt for confirmation of booking.
- j) Request for split of Cover shall not be considered at all.
- k) The type of accommodation allocated to pilgrim will be final and will not be changed in any case.
- l) The pilgrims are required to get doses of all required vaccines as per Medical Health Protocol and certificate related to their Health status (Health Card) indicating their medical history and training details is to be carried by pilgrims.
- m) Once flight allotment is finalised, change in the flight date shall be considered only in cases related to death/serious ailment/accident of intending Haj Pilgrim or close family member. The confirmation of seat(s) in the next flight shall be subject to availability of seat(s).
- n) Haj Committee of India (HCoI) reserves the right to change flight date/timing or even to cancel the journey in case of exigencies.
- o) The reporting time at the Airport shall be four (4-5) hours prior to the departure of flight.
- p) In case a pilgrim could not board his flight after booking, he/she shall have to pay Rs. 25,000/- per head for next available flight subject to the availability of seat and be held responsible for any consequences arising thereof.
- q) The pilgrims shall carry baggage allowed by airlines only, as specified by HCoI in Haj Guidelines and Haj Guide. Non-compliance may even lead to cancellation of Haj journey and forfeiture of entire Haj amount deposited at any stage of the journey.
- r) Accommodation at Haj House in India shall be available to Hajis only, accompanied at the most by one relative per cover, subject to availability of accommodation. All other persons may make their own arrangements.
- s) Pilgrims may be advised to keep their passport along with the e-Visa printout page in a secure and proper manner, preferably in the handbag.

### 3.4. **STANDARD BAGGAGE:**

#### **Standard Baggage: (a) Check- in-Baggage:**

The dimensions (size and shape) and weight of two suitcases, which will be allowed for each pilgrim to carry, as Check-in Luggage during both Outward and Inward journey are as follows:-

<b>Description</b>	<b>Number of Pieces</b>	<b>Weight</b>	<b>Size</b>
Check-in-Bag	Two (2) Suitcases	Upto 20kg. each	Not above (75cm+55cm+28cm) (Length+Breadth+Height) <b>158 cm maximum total dimensions</b>

**Standard baggage: (b) Hand / Cabin Baggage:**

Only one hand Bag of the following dimensions (size and shape) and weight is allowed as Hand / Cabin Baggage for both Outward and Inward journey.

Description	Number of Pieces	Weight	Size
Hand Bag	One (1) bag	Upto 7 kg.	55cm X 40cm X 23cm

Baggage in other than the specified permissible dimension suitcases and Hand Bags shall NOT be accepted by the Airlines. HCoI will not be responsible for pilgrims carrying extra baggage or baggage other than the size and weight prescribed above. Non-compliance of these instruction may even lead to cancellation of Haj journey and forfeiture of the entire amount deposited by the pilgrim at any stage of journey.

**Warning:** *Pilgrim should strictly follow the size, shape and weight of hand bag /cabin baggage. The unspecified or out of shape, size and weight above 7 kgs., and bag will not be accepted by the Airlines as cabin baggage. The same shall remain stranded at Jeddah/ Madinah Haj terminal. Haj Committee of India shall not be responsible for bringing back such stranded baggage from Jeddah/Madinah to India. Pilgrims in their own interest should remain cautious and follow the Airlines rules. The pilgrims are advised to keep their passport and other important travel documents, medicines, spectacles, etc. with them carefully or keep the same in the hand bag/cabin baggage and not in the check-in baggage.*

**Note:** Pilgrims must record their Cover Number, Name, Address, Flight Number and Embarkation Point on baggage by bold marker pen for easy identification. In the absence of these markings, tracing of any missing baggage becomes difficult. Pilgrims should affix the Baggage tags/stickers provided by HCOI to ensure that their baggage reaches the designate accommodation of pilgrims.

**Efforts shall be made to extend the Haj pilgrims the facility of “e-luggage tagging” to reflect the information related to the building, accommodation and transportation in Twin Holy Cities.**

**3.5. LOST BAGGAGE CLAIM PROCEDURE:**

Before handing over their baggage for check-in, the pilgrims are advised to obtain tags from the airlines in respect of their baggage. The availability of baggage tag is a must and useful in case the baggage goes missing. In case the pilgrim does not find his baggage on arrival, he/she may take action as under:

At the time of boarding, the flight in India and KSA pilgrims should obtain baggage tags from the Airlines after handing over the check-in baggage.



Pilgrim must insist for baggage tag. Upon arrival, if baggage is missing or damaged, following should be done:

- Pilgrim should approach the Airline's lost baggage desk nearest to baggage area.
- The baggage tag provided by airlines at the time of check-in may be presented to the airlines authorities for lodging complaint.
- The pilgrim may file Property Irregularity Report (PIR) and submit it to the Airlines. A copy of the PIR may be kept by him for his future reference.
- The Airlines should be shown the tag of missing/damaged baggage to lodge a complaint.
- The Property Irregularity Report Form (PIR) should be filled, submitted to Airlines and a copy retained by the pilgrim.
- A complaint may be filed with Airlines directly for claim of lost baggage or compensation from Airlines, together with all relevant travel documents, after waiting for lost baggage till commencement of the last flight.
- The last date for making a claim for lost baggage shall be 30.09.2024.

### **3.6. INSURANCE CLAIM PROCEDURE:**

Claims of the pilgrims who die in KSA in a Road Traffic Accident (RTA) or other accidents will be settled by Insurance through HCoI. Besides, Saudi Government also pays death compensation to the pilgrims who die in RTA by following court procedure (which may take essential time). Norms or Insurance Claim are likely to change to a wider extent in the prevailing situation. The same shall be notified at a later stage.

### **3.7. NECESSARY DOCUMENTS REQUIRED AT EMBARKATION POINT:**

- Online booking printout receipt or selection letter
- Original deposited Pay-in-slip
- Health Card
- Pilgrims must get themselves inoculated and obtain vaccination certificate on the Health Card before proceeding for the Embarkation Point.

### **3.8. AFTER BOOKING, PILGRIMS SHOULD BE ADVISED TO COLLECT FOLLOWING DOCUMENTS:**

- Passport alongwith the e-Visa printout.
- Boarding passes
- ID Card
- Steel Bracelet
- Health Card
- E-Bracelet

**3.9. BANNED ITEMS AND OTHER RESTRICTIONS:**

- i. Carrying inflammable items like kerosene, petrol, stove etc. is strictly prohibited. Any pilgrim found carrying any of these items, shall be liable for appropriate legal prosecution/punishment.
- ii. The import of Khash-Khash, Viagra tablets, Sexual oil and cream, Synthetic Kapore, Cystone, Khammera, Gutkha, Khaini, Gul, Peppermint or narcotics in any form into the KSA is banned. All the pilgrims are advised not to carry such prohibited items. In case any such items are recovered from pilgrims at any point of Haj travel, he may be liable for legal action and even may be arrested and repatriated by KSA authorities as per the local laws.
- iii. KSA has banned carrying any kind of political literature or photographs or pornographic material, while visiting Saudi Arabia for Haj. Violation of these instructions will also invite severe punishment.
- iv. KSA has banned carrying foodstuff, both cooked and uncooked. Haj pilgrims are not permitted to carry oil, ghee, pickles, fish, sweetmeats, vegetables, fruit and similar articles etc., with them either in their personal baggage or otherwise. The Custom Authorities at Jeddah/ Madinah or at the Airport itself shall confiscate such items and the pilgrims may have to face consequences for the same. The pilgrims are, therefore, strongly cautioned in their own interest not to carry eatables with them while proceeding for Haj. As per instruction of Saudi authorities, cooking has been strictly prohibited in the pilgrims' accommodation buildings in Makkah Mukarramah and Madinah Munawwarah. The pilgrims have to make their own arrangements for meals by purchasing the same from restaurants, hotels, etc.
- v. The pilgrims are advised not to carry their tickets/travel documents, extra cash, jewellery or other valuables while going to Mina. Pilgrims should not carry any gas ring/cooker/cylinder or kerosene stove or any inflammable articles to Mina as cooking of items is strictly prohibited in Mina.
- vi. KSA do not permit pilgrims to do business activity. Therefore, carrying any goods/articles in commercial quantities is strictly prohibited. Any pilgrim found indulging in business activities shall be liable for action as per law.
- vii. Any beggar in the guise of pilgrim proceeding to Haj through HCoI will be dealt with strictly including cancellation/detention at any stage, with forfeiture of any amount deposited.
- viii. As per Saudi Customs law, the pilgrims have to declare if they are carrying Cash or equivalent valuable items of SAR 60,000 and more for the entire Family Cover.

**3.10. AT THE AIRPORT:**

- In case pilgrims' flight is to Jeddah, they must keep the Ihram and slippers ready in the handbag.
- Wear normal clothes in case pilgrims' flight is to Madinah.

- Do not keep in your hand bag any sharp items like scissors, nail cutter, knife, sarota (Betel nut cracker)
- At the time of check-in at Haj House/Airport, pilgrims must obtain Baggage Tag and keep them safely.
- In case check-in is done at Airport with facility of Ihram, pilgrims are required to report 5 hours before scheduled time.
- At the Airport, their luggage will be screened first. Do not keep any prohibited material in the luggage.
- Do not keep any valuable / important items like passport, Boarding passes, Health Card, ID card, Important documents and necessary medicines in check-in Baggage.
- After moving into security hold area, use toilets / rest rooms, perform ablution (wudhu) and put on Ihram. Perform Namaz as per timing.
- Proceed for boarding the flight after the announcement by the Airlines.
- After entering the Aircraft seat is provided to pilgrim. Keep handbag in the provided area. Pilgrims must put on their seat belt once announcement is made by airline crew.
- Make use of tray attached with the back of front seat for eating meals / food provided in the flight. Do not hold the plate in your hand. Do not keep it below the seat.
- Do not spill water on the floor of the aircraft. It may cause accident /Short-circuit as there are many electrical and electronic components installed below the floor.
- Make less use of toilets in the flight. Do not perform ablution (wudhu) in toilet. Before boarding the plane get relieved from all personal requirements and perform ablution. If required, perform Tayammum.
- Pilgrims with Ihram should keep repeating Talbiyah.
- Do not perform Namaz in aisle area (passage area) in aircraft. Pilgrim may offer namaz in sitting position on seats.
- After arrival 5-7 hours of flight, pilgrims will reach Jeddah / Madinah Airport. De-board the flight after picking up the handbags.
- Board the buses provided from aircraft to Airport Building.
- Please keep Passport, e-Visa printout page and Health Card ready while doing immigration facilities at Jeddah/Madinah Airport.

**CHAPTER 4:**  
**RELIGIOUS ASPECTS OF HAJ (DO'S & DON'TS)**

**4.1 UMRAH UPON ARRIVAL IN KINGDOM OF SAUDI ARABIA**

*(FOR PILGRIMS DISEMBARKING AT JEDDAH):*

- If the pilgrims' flight is to land at Jeddah and they decide to perform Haj-e-Tamattu / Qiran, they have to be in Ihram from the Embarkation Point and after reaching Makkah they have to perform Umrah first.
- Steel bracelet, e-bracelet (issued by HCoI) and ID card is to be sported while going to Haram Sharief.
- Do not carry more than 100 Saudi Riyals so as to avoid loss/theft of large amount in the crowd.
- Before proceeding to Haram Sharief approach building counter for guidance.
- Keep in mind the landmarks near your building and the way in own leading to Haram.
- Remember the number and colour of the gate from which you enter Haram Sharief.

**4.2 ITEMS TO BE CARRIED WHILE PROCEEDING TO MINA**

- Necessary Medicines,
- Limited pairs of clothes (as per local climatic conditions),
- Dry food items,
- One set of Ihram,
- Tent Card,
- ID Card,
- Tent Map,
- An extra pair of spectacles (who use them)

**4.3. HAJ AT A GLANCE (FIVE DAYS OF HAJ):**

<b>First Day (8th Dhul-Hijjah):</b>	<b>Second Day (9th Dhul-Hijjah):</b>
<p>Put on Ihram, and declare intention of performing Haj. Leave for Mina early in the morning. Perform Zuhr, Asr, Maghrib and Isha. Stay over-night in Mina.</p> <p>As per the Saudi guidelines movement of Hajis for Mina to Arafat will begin in the late evening of 8th Dhul-Hijjah.</p>	<p>Perform Fajr prayer in Mina and go to Arafat. This day is known as the “Day of forgiveness”. Start here with devotion, especially after Asr, until sunset, praying and asking Allah’s forgiveness. In the evening move to Muzdalifah after sunset without offering Maghrib, perform Maghrib and Isha together in Muzdalifah, Rest there at night &amp; collect small pebbles for stoning at Jamarat in Mina.</p> <p>As per the Saudi Guidelines, movement of Hajis to Mina from Muzdalifah will begin around mid-night of 9th Dhul-Hijjah.</p>

<p><b>Third Day: (10th Dhul-Hijjah):</b></p> <p><b>Go to Mina.</b></p> <p>Throw 7 Pebbles to Big Jamarah. Sacrifice and get confirmation of the hair shaved or trimmed and /or go to Makkah, get free of Ihram. You can do these things in Makkah also perform tawaf-e-ziyarat then return to Mina for stay.</p>	<p><b>Fourth Day: (11th Dhul-Hijjah):</b></p> <p>Rami (Throw 7 Pebbles each) to all three Jamarat. perform Tawaf-e-Ziyarat, if not performed on 10<sup>th</sup> Dhul-Hijjah. Stay for the night at Mina.</p>	<p><b>Fifth Day: (12th Dhul-Hijjah):</b></p> <p>Rami (Throw 7 Pebbles each) to all three Jamarah and proceed to Makkah. Perform Tawaf-e-Ziyarat, if not performed on 10<sup>th</sup> or 11<sup>th</sup> Dhul-Hijjah.</p> <p>In case, stay in Mina is extended upto the 13<sup>th</sup> Dhul-Hijjah, Rami before Zawal on 13<sup>th</sup> Dhul-Hijjah and proceed to Makkah.</p>
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#### **4.4. GENERAL ADVISORY DURING STAY IN MASHAER:**

- Keep extra spectacles / slippers / medicines / masks.
- Use mobile phones judiciously as recharging may be difficult. Power bank can be carried.
- Keep metro train ticket safe, if provided.
- Remember the Pole Number, Mina camp number & Street Name.
- Kitchen catering area is small to cater all pilgrims at one point of time. Keep some alternatives like biscuits, dry fruits etc.
- Avoid taking food from unhygienic outlets.
- Eat more fruits. Wash fruits before eating.
- On account of large number of Hajjis, there would be space constraints in Mina. Manage baggage accordingly.
- Follow the schedule provided by Officials for movement to Arafat, Stoning of Jamarat etc.
- Avoid exposure to direct sunlight as far as possible.

#### **4.5. AT MINA:**

- At Mina, the Indian Consulate sets up a make-shift Office and Dispensary from 7<sup>th</sup> Dhul-Hijjah to 14<sup>th</sup> Dhul-Hijjah.
- Breakfast and two meals will be provided.

- Core pilgrimage ritual happens in Mashaer region (Mina, Arafat and Muzdalifah) where all the pilgrims congregate for a period of 6-7 days from 7<sup>th</sup> Dhul-Hijjah – 13<sup>th</sup> Dhul-Hijjah.

#### 4.6. AT ARAFAT:

- Locate your Camp properly and spend maximum time in the Camp.
- Do not leave Camp unnecessarily.
- Avoid charity food.
- Avoid standing under the sun.
- Avoid dehydration.
- Take liquids / juices regularly.
- To avoid huge crowd, do not attempt to leave the Camp immediately after Maghrib

#### 4.7. AT MUZDALIFAH:

- Camp yourself at the available space.
- Members of the same cover should camp together at all times.
- Identify the number written on the Common Bathroom.
- Take Metro Train on return upto Jamarat Station, if Metro facility is provided.
- Carry minimum luggage.

#### 4.8. RETURN FROM MUZDALIFAH TO MINA:

- On return from Muzdalifah to Mina, missing cases of Hajjis are reported. Trainers may sensitize pilgrims to be alert & not panic in case of losing their way. Hajjis can either approach 'Lost & Found' Centers or ask anyone for directions to 'Indian Haj Pilgrims' Office Camp at Mina,
- After Rami, do not shave your head from unauthorized places / persons.
- Prefer to perform Tawaf-e-Ziarat on 11th & 12th Dhul-Hijjah.
- Elderly Hajjis should be assisted on their return from Haram to Mina.
- Avoid taking lift in two-wheelers.
- Use SAPTCO buses for commuting.
- Old and infirm may delegate performing Rami to other Hajjis.
- Saudi Government has allowed Hajjis to stay till 13th Dhul-Hijjah in Mina.
- Any Haji who had lost his photo I-Card can contact the Indian Consulate Camp Office in Mina (during Mashaer days) and Indian Office Makkah on other days. Take help of assigned Khadimul Hujjaj for this.
- Instructions circulated by the South Asian Moassassa of Kingdom of Saudi Arabia are **Annexed-III**

**CHAPTER 5:**  
**WHILE IN KINGDOM OF SAUDI ARABIA (KSA)**

- 5.1.** Arrangements for Haj-2024 (Hijri-1445) are made with Special Norms, Rules & Regulations, Eligibility Criteria, Age Restrictions, Health & Fitness requirements and other relevant conditions as prescribed by the Kingdom of Saudi Arabia.

All aspects of arrangements for HCoI pilgrims in Saudi Arabia are managed by the CGI.

**5.2. ROLE OF CGI IN HAJ MANAGEMENT:**

- Offices are set up at Jeddah Haj Terminal & Madinah Airport. Dispensary is also setup in Jeddah Haj Terminal to provide medical assistance to pilgrims.
- To look after the arrival of pilgrims from India and their movement to their buildings in Makkah or Madinah.
- Pilgrims are provided assistance in completing Immigration formalities, collecting their luggage and dispatching to their buildings, coordinating for buses for the pilgrims for their movement to Makkah/Madinah etc.
- During departure phase, these offices also provide assistance in receiving the pilgrims departed from their buildings to the Terminal, completing their emigration formalities, supervising their dispatch of baggage sent through remote check-in, etc.
- To ensure that identity cards are issued by the Saudi Officials to each pilgrim.
- To frequently visit the pilgrims, talk to pilgrims and ascertain their grievances, particularly in respect of the buildings.
- To assist the pilgrims by deploying one of the Arabic speaking seasonal clerks for lodging an FIR at the nearest Police Station in case of loss/theft of any item.
- Assist the Car Syndicate & Saudi Agencies to move the pilgrims to Madinah and Jeddah Haj terminal.
- To update the data on a real time basis regarding arrival/departure of pilgrims, accommodation details etc.
- To ensure that baggage of the pilgrims are collected in advance at the time of departure.
- Setting up of Branches, Dispensaries & Hospitals in Makkah & Madinah.
- During previous Haj 2023, IHPO, under CGI, Jeddah had 10 Dispensaries, 40 Bedded Hospital, 30 bedded Hospital in Aziziya in Makkah Mukarramah. In Madinah Munawwarah, 3 Dispensaries and 15 Bedded Main Dispensary was set-up for the welfare of Hajis. 1 Dispensary at Jeddah Haj Terminal were also set-up to provide medical assistance to pilgrims at the airport. Similar facilities are expected to be set up during Haj 2024. However, the final decision regarding setting up of Medical Facilities for Haj 2024 will depend upon the final protocol/guidelines issued by KSA in this regard.

- **Facilities available in the Hospitals in Makkah and Madinah**
- X-Ray/Sonography/Pathological Investigations are facilities available at the hospitals in Makkah and Madinah.

### 5.3. FUNCTIONS OF DIFFERENT DESKS IN OFFICE OF CGI:

- **Coordination Desk:** Main duties of this desk is to co-ordinate between all the Branch Offices and IHPO, Makkah/IHPO, Madinah/Haj Section/Computer Cell and CGI Office at Haj Terminal. Death cases are taken care of by this desk for burial.
- **Madinah Movement Desk:** It remains in touch with all the concerned Saudi agencies and ensures that the movement of Hajjis from Makkah to Madinah or vice-versa takes place in time. At the time of actual departure, the staff from the Madinah Movement Cell is deputed at the building as well as with the Saudi agencies, from where they give an hourly report regarding the boarding of the pilgrims. This report reflects the bus number, the total number of pilgrims in the bus and the building number in which the pilgrims are lodged. On the basis of this report, a separate report is sent to the Madinah office mentioning the bus number and the number of pilgrims in the bus so that they can take action at their end. This exercise is carried out on a daily basis in both the pre-Haj and the post-Haj phase.
- **Building Welfare Desk:** It is the responsibility of this desk to get the verification of the buildings done in advance to confirm that the buildings are ready in all aspect. This Desk also deals with all complaints pertaining to accommodation of pilgrims.
- **General Welfare & CRT Desk:** This desk is responsible for all general problems faced by the pilgrims, including loss of baggage, loss of passports, loss of cash, theft cases, missing pilgrims, arrested pilgrims, hospitalized pilgrims etc.
- **Misplaced Baggage Desk:** The responsibility of the Lost Baggage Desk is to check that the misplaced luggage of the pilgrims is returned to them in time.
- **Khadim-ul-Hujjaj HGO/PTO Desk:** This desk is responsible for (i) monitoring the work of Khadim-ul-Hujjaj and (ii) the functioning of the Haj Group Organizers/Private Tour Operators to ensure that the pilgrims brought by them are provided facilities in accordance with the agreement made.
- **Departure Baggage Cell (DBC):** DBC handles Remote city check-in during Haj. Luggage of the pilgrims is weighed and collected at the buildings of pilgrims itself, 24 hours in advance of departure of flight.



- **Control Room (CR):** A control room is established at IHPO, Makkah during the core Haj period. It starts functioning in the evening of 7th Dhul-Hujjah and remain operational round-the-clock till the morning of 13th Dhul-Hujjah. It functions under the direct supervision of CG and Consul (Haj) and monitors the movement of pilgrims to Mina in constant co-ordination with Branch Offices throughout the movement.
- **Haram Task Force:** A task force is set up in which 3 teams are stationed in front of 4 main gates viz. King Abdul Aziz Gate, King Fahad Gate, King Abdullah Gate and Marwah Gate. Pilgrims who lose their way are guided to their accommodation.
- **Computer Cell IHPO:** The Computer Cell is the hub of information processing and its dissemination to other agencies. The servers of the Computer Cell at Indian Haj Pilgrims' Office, **Makkah**, and other agencies related to Haj in Saudi Arabia are linked and the data is shared on a real time basis. Some of the important functions of the Computer Cell are to allot accommodation for pilgrims. Allotment is completed around 36 hours before the arrival of pilgrims. After the accommodation allotment is done, the concerned embarkation point in India generates the bar-code stickers with details of accommodation of pilgrims' alongwith the Saudi agencies number to be pasted on pilgrim passports. This is very useful for pilgrims to trace their accommodation and also for people to guide pilgrims who lost their way.
- The website of the CGI, Jeddah has a separate section for Haj (Haj News). Details related to Haj are updated on a daily basis. Pilgrims' place of accommodation in Makkah & Madinah and flight details can be accessed from the website. Daily upload of Haj report is done on Facebook and YouTube and linked to the website. The Cell also regularly updates the manifest of passengers based on change of tickets due to hospitalization or deaths. The Cell also issues duplicate identity cards to Hajis who lost their identity cards issued by HCoI.
- Consulate has developed an app “Indian Haji Information System” wherein all significant details of Hajis along with other services including locational guidance if accommodation is provided. Hajis can also lodge their grievances through this App for earliest resolution.
- **Aziziya Transport Desk:** This desk is operational in Aziziya. All the buses provided to Aziziya Pilgrims are under the charge of this desk. Any complaint regarding deficiency in services of buses can be reported to this desk.
- **Help Line Desk:** Help Line Desk is functional round the clock in IHPO, **Makkah**. Two Help Line numbers, 012-5458000 & 012-5496000 and one

Toll Free Number are under this desk. Pilgrims can approach for any type of complaints to this desk. WhatsApp number. 00966-504127043.

#### **5.4. FUNCTION OF BRANCH OFFICE:**

- To ensure that the Saudi agencies discharge their duties of assisting pilgrims in the performance of various religious rites.
- To ensure that identity cards are issued by the Saudi agencies to each pilgrim.
- To frequently visit the pilgrims, talk to pilgrims and ascertain their grievances, particularly with regard to the buildings.
- To meet the representative of pilgrims in the buildings.
- To assist the pilgrims by deploying one Arabic speaking seasonal clerks for lodging an FIR at the nearest Police Station in case of loss/theft of any item, including jewellery, currency (Saudi Riyals) etc. with the help of staff deployed at the Branch.
- To maintain register for services provided in the Building.
- To maintain register of General Complaints and complaints about buildings and take action for earlier resolution.
- To look after stranded/ailing pilgrims and promptly inform Medical Mission about ailing pilgrims.
- To guide stranded pilgrims to their accommodation using the computer database.
- To restore baggage received from Haj Terminal / Main Haj Office to the pilgrims after proper verification.

#### **5.5. IMMIGRATION OF PILGRIMS UPON ARRIVAL IN KSA:**

5.5.1 **Immigration formalities** at the Airport takes time (around 2-6 hours). Hajis need to have patience and do not agitate in any way. This may even lead to repatriation.

#### **5.6. ACCOMMODATION:**

##### **5.6.1. MAKKAH ACCOMMODATION:**

- Accommodation is arranged and reserved in advance in the Kingdom as per Saudi Regulations.
- Space entitlement per pilgrim in Makkah Accommodation is 4 sq. meters.
- In Madinah, it is as per the units capacity license (Tashnif/Tasreeh) issued by the Saudi Authorities.
- Uniform category of accommodation is available in Makkah.
- In case of non-availability, accommodation may be arranged altogether in new area to the pilgrims during Haj-2024.

- Allocation of room is done as far as possible in terms of cover size. However, rooms in Makkah and Madinah may not necessarily match with the family cover size. Hence there is a possibility of sharing of room with other family/cover. It is also possible that due to less capacity, in a room, the Cover may be split into the adjacent room.
- Round-the-clock bus facility for commute between accommodation in Aziziya to Haram Sharif. However, depending on the rush in the Haram and safety of pilgrims, Saudi authorities may fix timings for bus movement.
- Bus route is decided by Saudi Authorities for the safety of pilgrims.
- There is possibility of change of bus just before tunnel as Saudi authorities run separate shuttle buses inside the tunnel.

#### 5.6.2 STAY AND MOVEMENTS IN MINA-ARAFAT-MUZDALIFA-MINA:

- *Mina* – is a valley with limited space. Pilgrims will have to share their living space around with others in large tents.
- Pilgrims have to stay in Mina for 5 – 6 days.
- Arrangements in Mina are made by Tawafa Establishments (Moallims).
- Each Tawafa Establishment (Moallims) accommodation is for around 5000 pilgrims in tents.
- Space is extremely scarce in Mina and pilgrims should carry only essential baggage with them for the short period of stay.
- As per the KSA norms, a pilgrim is given space of 0.98 sq. mtrs. to place a 6x2.5 feet mattress laid on the floor.
- Limited sanitation facilities in Mina, Arafat and Muzdalifa.
- Mina Tents have Air Coolers Sometimes cooling remains weak in Tents.
- Allocation of Tents in Mina and availability of Metro Train/Bus facilities is made by Saudi authorities keeping in view the overall safety and movement of the pilgrims.
- **Due to space constraints within the traditional boundary of Mina, there is likelihood that about one-fourth of the Pilgrims may be allotted Tents outside the traditional boundary of Mina by Saudi authorities.**
- Mina Tents lying along the Train route are mandatorily provided with Metro Train Tickets by Saudi Authorities while others are provided with Bus facility for travelling between Mina-Arafat-Muzdalifa-Mina.

#### 5.6.3 MADINAH ACCOMMODATION:

- Madinah accommodations would be preferably provided in Markaziya area (within the first Ring Road from Haram Sharif) subject to the availability of beds in the buildings/hotels.
- Accommodation arrangements in Madinah Munawwarah are made on “ON THE SPOT” basis.

- Adillah Establishment is the local Saudi Authority for making accommodation arrangements etc. for pilgrims in Madinah Munawwarah.
- Accommodation capacity of each building is earmarked as per the accommodation units available in a particular building and rooms are allotted to a group (and not Cover) in terms of capacity of each available room in that building.
- Sometimes pilgrims are segregated and ladies & gents are accommodated separately. This is done only upon arrival of pilgrims and there is no provision of advance allotment of accommodation to a particular pilgrim. Therefore, some pilgrims may not get accommodation in Markaziya area.
- In such a scenario, accommodation may be allotted outside Markaziya area (outside the first Ring Road). The buildings located outside Markaziya are generally flat type, conventional structure and are located at a little distance from Haram Sharif.
- No Bus facility is available to commute between accommodation (outside Markaziya) and Haram Sharif and no Cooking is allowed in Madinah.
- Pilgrims may buy meals from the nearby restaurants.

*The allotment of accommodation in Madinah Munawwarah is a result of complex interplay of many factors like date of arrival in Madinah Munawwarah, the building group responsible for accommodation on the particular day, availability of rooms among hotels hired by building group, Aqad (contract) number, Maktab number, etc.*

#### 5.6.4 EXEMPTED CATEGORY:

Pilgrims who desire and are entitled to stay in Rubat will be allowed to stay in Rubat, subject to KSA norms. No charge for their accommodation will be levied by Haj Committee of India or if charges are levied, the same shall be refunded to those pilgrims who use Rubat facility.

The respective Rubat Authorities shall submit “Tasreeh” to CGI latest by 20<sup>th</sup> February 2024. CGI shall confirm and intimate the “Tasreeh” and authorized capacity of the Rubat to HCoI. HCoI will intimate the Rubat Authorities regarding approval of “Tasreeh” and authorized capacity upon its receipt from CGI. HCoI will ask the concerned Rubat Authorities to furnish the list of pilgrims duly selected by them for providing accommodation in their Rubats within the stipulated time. HCoI shall not be responsible in case of any delay on the part of Rubat authorities. HCoI will not entertain any such documents received after due date and pilgrims concerned will be booked under Reserved Accommodation Scheme (RAS) of HCoI. HCoI shall hire accommodation units for such pilgrims also if any “Tasreeh” is received from CGI, Jeddah after due date.

**Note:** All the Rubat authorities were advised to register their “Tasreeh” on a path system latest by 20<sup>th</sup> February, 2024 failing which difficulties may arise in getting Haj visa for Haj-2024 (Hijiri-1445).

#### 5.6.5. SERVICES PROVIDED TO HAJ PILGRIMS IN KSA:

- Overall assistance to pilgrims at all stages.
- Mobile App- “Indian Haji information System”.
- Bus Transport facility for pilgrims of Aziziya in Makkah.
- Online Complaint Management System.
- Allotment of Buildings for Flights.
- 13 minute Film on Haj. Available on Youtube and Consulate website.
- Distribution of Metro Train Tickets of Mashaer region as per Saudi norms.
- City Check-in of baggage for pilgrims (Remote check-In)
- KSA Authorities takes final decision regarding supply of Zam-Zam.

#### 5.6.6. Aziziya Transport:

- 24x7 bus transport facility is provided to Hajis as per the schedule fixed by Saudi authorities.
- Usually Hajis will be transported in two buses:
  - from Aziziya to tunnel near Haram Sharief .
  - from tunnel to Haram Sharief.
- There is huge rush on Friday after Namaz. Start before 8.30 a.m. and return late, preferably after Asr prayers. Carry some eatables with you.
- After Isha prayer return after one hour. Carry some eatables with you.

#### 5.6.7. WHILE VISITING THE HARAM SHARIEF:

- Follow Health Protocol.
- Keep emotions under control.
- Some police remain in civil dress and close circuit TV cameras are placed. Any unusual act is always noticed.
- Do not touch or pick anything fallen on the ground that does not belong to you it may lead to arrest.
- Do NOT indulge into arguments and quarrels for any reason with police or religious volunteers deployed at the Holy Mosques.
- Always carry a plastic bag to keep sandals/shoes.
- Avoid taking much cash or costly belongings.
- Beware of thieves and unknown people.

- Always carry their I-Card, identification bracelet, Health Card and mobile phone.
- Always remember the Entrance Gate number and route/landmarks.
- Indian Haj Pilgrims' Office Task Force, clad in blue jacket marked 'INDIA', will be available outside the Haram Sharief at various Gates/Points.
- Always look left first and then right while crossing roads.
- Pilgrims staying in Aziziya in Makkah to remember Bus Route, Number, Place of halt etc. when using bus facility to and fro Haram Sharief.
- Gents to enter first and then the ladies accompanying them and to get down after all ladies get down from Taxi or other vehicles available for transport. Hire a Taxi, preferably from Urdu/Hindi knowing Drivers only.
- Avoid accepting eatable/beverages/soft drinks from strangers.

*WARNING: Photography, Videography or playing music in any shape has been strictly forbidden in the two holy Mosques and any other Mosques in KSA. Pilgrims are therefore strictly warned to avoid use of mobile in any form while in Haram or any other Mosques during prayers or ziarat. It may attract action as per local Saudi laws.*

#### **5.6.8. ADVISORY FOR PILGRIMS DURING STAY IN THE KINGDOM:**

- It is advisable for pilgrims to always carry mobile phone during their stay in the kingdom.
- Do not indulge in demonstrations and protests.
- Do not distribute literature of any kind.
- Know the use of western-style toilet.
- Be familiar with lifts; water should not be poured around lifts.
- Direction of traffic flow in Saudi Arabia is opposite to the direction of traffic flow in India. Accidents might happen if the pilgrims are not conscious about this. Be extra cautious while crossing fly overs.
- Do not allow outsiders inside the room. You may be blamed for any theft or loss of your co-pilgrims.
- Theft is very common in Holy sites and hence be careful with your valuables.
- Know about your nearest branch office.
- Keep note of important phone numbers.
- Leave copies of all important documents like passport with relative in India.
- Always carry a handbag and write your cover number, name, building number, phone number, address etc.
- Be patient and do not react.

#### **5.6.9. DO'S AND DON'TS:**

- During arrival please take care of your passport and cash. Please avoid keeping all the cash in one place.

- While travelling with women in taxi, the men should be the first to board and the last to alight from the taxi. They should not leave women alone in the taxi.
- Never take obligation/free food/tea/drinks/bags from unknown persons as this, may result in people being cheated after gaining their confidence.
- Never leave baggage out of sight and do not carry anything given by strangers without properly checking the contents.
- Always keep your belonging with you in Haram Sharief.
- Do not be trapped in fraudulent mobile messages / calls. Do not take part in any Mobile lottery scheme, Report any such message etc.
- Keep a photocopy of your passport, other important documents with you.
- Do not sit in any private vehicle on other's request.
- Do not buy Adahi coupons from unauthorised person. IDB Coupons are available in authorized outlets including 'Saudi Posts'.
- Buy Mobile recharge vouchers only from authorized outlets. Avoid street vendors.
- In Mina any defacement of property / tents is liable to penalty. Please avoid writing on tents or causing any damage to tents.

#### 5.6.10. NECESSARY ITEMS TO CARRY DURING HAJ PERIOD

- Smart Phone
- Safe wallet or Waist Belt Wallet for safely carrying of documents, currency etc.
- Clothes (As per local climate conditions)
- Socks for protecting your feet.
- 2 pairs of Slippers and a Bag.
- Extra piece of Spectacle for use in case of loss or damage.
- Sun glass to protect eyes from intensive Sunlight & reflections
- Nylon rope (10 meters for drying clothes & hanging a curtain to maintain Hijab)
- First Aid Kit/Box containing necessary medicines for Common cold, infections, allergy, headache, bodyache, fever etc.
- Those undergone surgery, suffering from Diabetes, Blood Pressure, Heart ailments etc. are advised to keep medicines alongwith prescriptions.

#### 5.6.11. HAJ FILM:

A short film on Haj Arrangements in three different languages (Hindi, Urdu & Malayalam) has been prepared by the Consulate, which is being shown during training of pilgrims across the country by the State Haj Committees. Pilgrims may watch it to become familiar with the various stages of Haj journey. The Airlines are advised to screen the film to the pilgrims on board.

**5.6.12. SIM CARD:**

HCoI is not responsible to arrange or provide SIM Cards to the intending Haj Pilgrims 2024. It is mandatory for the Cover Head to have his/her working Mobile Number registered with HCoI, on International Roaming / Local Package with minimum data of 2GB per day so that all the functionalities and benefits of Haj Suvidha App can be extended to the pilgrims. However, it will require biometric and passport/visa details of the pilgrims for the activation of Saudi local SIM cards.



**CHAPTER 6:**  
**MEDICAL EMERGENCY RESPONSE**

**6.1. MEDICAL SCREENING:**

- Medical examination report is mandatory to ensure that only healthy pilgrims proceed for Haj.
- Two-step medical screening introduced; First at Application Stage of provisionally selected pilgrims and Second at Haj camps for vaccinating filling of Health Card.

a) **Step One: Fitness Certificate:-**

Each applicant should fill in the medical history, get himself examined and obtain Medical Screening and Fitness Certificate from a Government Doctor, in the specified format. The format is available on HCoI website. This certificate is to be submitted to the SHC along with pay-in-slip of Advance Haj Amount.

b) **Step Two: Filling of Health Card:**

The Health Card has to be filled in after thorough check-up and vaccination. The Health Card may also be shown at the time of arrival at Jeddah/ Madinah Airport.

**6.2. HEALTH CARD FOR SELECTED PILGRIMS ONLY:**

Every selected pilgrim shall obtain a Health Card from the State/Union Territory Haj Committee.

**6.3. ORAL POLIO VACCINATION:**

Oral Polio Vaccine (OPV) will be mandatory for all the pilgrims six weeks before the start of the Haj journey. The pilgrims shall also be given another dose of Oral Vaccine at the time of their disembarkation in the Kingdom.

**6.4. VACCINATION:**

**Meningitis / Quadruple Inoculation (ACYW135):**

Indian Haj Pilgrims are inoculated with the Meningitis/Quadruple Vaccine (ACYW135). All selected pilgrims are required to possess a Certificate of Inoculation of single dose of Cerebrospinal Meningitis Vaccine.

**6.5. TRAINING AND ORIENTATION:**

It is necessary that every selected pilgrim attends the training camps and follows instructions given therein. The details of training undertaken are to be mentioned in the Health Card in the space provided for it.

- i. All selected intending pilgrims are required to undergo minimum three training sessions and strictly follow the instructions given therein. They should also obtain the details of Training on Health, Hygiene, Vaccination etc. and furnish its details in the Training Booklet at the space provided for the same.
- ii. They should get themselves well acquainted with Haj rituals, Prayers, logistics in KSA specifically with regard to Health, Hygiene & Morals during entire Haj journey particularly during Movement in Masha'er Region, facilities provided in Saudi Arabia, difficulties to be faced during stay in KSA, Important Telephone Numbers for emergency use etc. to avoid any inconvenience during their Haj journey.
- iii. Training is provided by the Trainers who are trained by HCoI in coordination with the State /UT Haj Committees.
- iv. The training schedule for Haj -2023 is finalized and communicated by HCoI.

#### **6.6. PRECAUTIONS & FIRST AID:**

- Use of mask.
- Cover your head and neck.
- Take plenty of water.
- Use proper sized Slippers.
- Avoid over eating.
- Carry simple over the counter (OTC) medicines like Paracetamol in your first aid box.
- Keep band-aid and crepe band-aid with you.
- Avoid direct exposure to sunlight.

#### **6.7. MEASURES TO AVOID STAMPEDES:**

- Focussed & Sustained Orientation of Pilgrims – Rituals & Safety Measures
- Follow instructions of the Saudi Authorities
- Walk on the earmarked lanes.
- Women, old & infirm Hajis could delegate the Rami to others.
- Do not carry wheel-chairs & luggage to Jamarat
- Do not squat in the areas around the Jamarat Bridge.

#### **6.8. PILGRIMS SHOULD ENSURE THAT THEY:**

- are not water deficient;
- have applied sunscreen;
- wear appropriate slippers; and

- wear Ihram in a proper manner so that it doesn't become a problem to the wearer or others, especially in a huge crowd.
- Wear a belt around the waist while wearing Ihram.

### **6.9. DOS AND DON'TS WHILE IN THE CROWD:**

- Make yourself familiar with your surroundings keep in mind the exits gates.
- Understand the evacuation routes/ emergency exits/ layout of the place of event.
- Make yourself aware of the type of surface you are standing. In a crowd of moving people wet or uneven ground can be slippery or hazardous.
- If you find yourself in the middle of a moving crowd do not fight against the pressure, do not stand still or sit down, because you can easily get trampled.
- Do not try to go against the direction of the crowd's movement Instead, move in the same direction of the crowd. Take advantage of any space that may open up to move sideways to the crowd movement, where the flow is weaker.
- Keep your hands up by your chest, like a boxer – it gives you movement and protects your chest.
- If you fall, get up quickly. If you can't get up because you are injured, after someone to pull you back.
- If you fall and cannot get up, keep moving by crawling in the same direction of the crowd.
- The worst scenario is to be pushed by the crowd against an immovable object. Try to stay away from walls, fences or barricades, as the crowd pressure can build up rapidly.
- Keep calm. Don't panic.
- Do not listen spread rumours.
- Avoid going near to the accident area.
- Be very alert to the fact that some pilgrims of certain nationalities come in bunches and batches and push their way through. Do not get into their way or try to stop them as one could get harmed in the process. It will be more sensible to avoid their path and wait till they pass.
- It is advisable to move in groups from the camps with the assistance of official or group leader or police person.
- Do not lose temper and do not fight with others. If required, pilgrims can retrace steps after the group have passed.
- In case of emergency do not run.
- Think before act, even when following instructions/ orders.
- Open area is safer. On exit, try to get away in different directions.
- Follow instructions given by the authorities, public address system etc.
- Assist and collaborate with the organizers, fire services, Police etc.
- Try to help others in best possible manner.

**6.10. MEDICAL PRECAUTIONS:**

1. Always carry:-
  - Health Card
  - Personal & Special Medicines.
  - Medical prescription, Medical/Lab reports/ECG etc.
  - ID Card
  - Other cards or identification material issued by Saudi Agencies.
  - e-bracelet.
2. Diabetic patients to avoid wounds and take care of feet.
3. Heart patients, BP patients to avoid physical stress.
4. Avoid drinking Cold Zam Zam to avoid throat, lung infections etc.
5. Drink Zam Zam water & fluids to prevent dehydration.
6. Use glucose & Electral powder.
7. Avoid undue exposure to direct Sunlight.
8. Use wet piece of cloth towel over head, neck and ears.
9. Sprinkle water on face frequently.
10. Consult Doctors at Indian dispensaries in Makkah, Madinah, Mina and Arafat.
11. One can also visit Saudi hospitals. The treatment is free.

**HEALTH AND HYGIENE****7.1. HEALTH GUIDELINES AND MEDICAL TIPS FOR INDIAN HAJ PILGRIMS:**

- 7.1.1. All Haj Pilgrims should consult family doctor and should undergo some basic test like Blood pressure, CBC, Blood Urea, Sugar, Lipid profile and HbA1c.
- 7.1.2. Before departure, ensure that all pilgrims are taking medicines regularly and the BP, Blood sugar are under control.
- 7.1.3. Dental ailments should be corrected in India itself with the help of Dentist.
- 7.1.4. All Haj pilgrims who are on regular medications should bring their own medicines for 50 days in 2 packets so that even if one bag is lost in travel they can use medicines from the other bag.
- 7.1.5. Diabetic patients taking insulin, injectables also should be brought from India in adequate doses.
- 7.1.6. All diabetic and hyper-tensive patients can bring their own Glucometer and self-monitored electronic BP apparatus so that they can monitor their BP and sugar in room itself for convenient.
- 7.1.7. All asthmatic patients should bring their own nebulizers and capsules with medication or Rotahaler in required amounts.
- 7.1.8. All elderly patients should avoid hot sun or carry umbrella with them.
- 7.1.9. Diabetic patients should avoid barefoot and wear Slippers and socks to avoid foot ulcers.
- 7.1.10. All Haj Pilgrims who are on regular medications should take medicines regularly during their stay during Haj as some of them discontinue their medications thinking that they are in Allah's house faced serious health problem.
- 7.1.11. 70% of the Haj Pilgrims suffer from respiratory infection in the form of cough and fever which can be prevented by wearing face masks and avoid drinking cold water.
- 7.1.12. All Haj pilgrims are advised to bring 2 spectacles.
- 7.1.13. Haj pilgrims should bring photocopy of medical files/ reports etc.
- 7.1.14. As many male Haj Pilgrims aged more than 60 years suffer from prostate and urinary problem they should continue their medicines for prostate problems and they should not stop their medications.
- 7.1.15. All Haj pilgrims should mind their steps especially in crowds/bathrooms/ slippery surfaces to avoid fall and bone fracture.

7.1.16. The pilgrims who are having Psychiatric and neurological ailments should carry their sufficient medicines along with them, because most of the sedatives psychiatric medicines comes under controlled group of drugs which are not easily available in Saudi Arabia.

## **7.2. HEALTH GUIDELINES AND MEDICAL TIPS FOR FEMALE HAJ PILGRIMS**

7.2.1. Bring enough sanitary pads, menstrual caps especially in Mina, Arafat, Muzdhalifa.

7.2.2. Hormone tablets for delaying menstrual cycle, be carried from India as same brand may not be available in KSA.

7.2.3. Hormone tablets taken for delaying menstrual cycles should be taken at appropriate time.

7.2.4. Initiate mild exercise, proper diet and regular medication before Haj journey.

7.2.5. Chronic arthritis patients must bring joint stabilizer like elastocrepe bandage, knee caps etc.

7.2.6. Lady Haj pilgrims be made aware about menstrual problems and how to avoid it during core Haj period.

7.2.7. Pregnant ladies to be aware about all risks they must declare pregnancy before undertaking journey.

## **7.3. SAFE PRACTICES IN THE COMMUNITY:**

- Hand hygiene
- Respiratory hygiene
- Social distancing
- High risk group

## **7.4. PREVENTION: RESPIRATORY HYGIENE:**

- Respiratory Hygiene is a combination of measures taken to stop the spread of germs through respiratory behaviours like coughing or sneezing.

### **DO'S**

- DO USE a handkerchief or a tissue to cover your face while coughing or sneezing
- DO THROW the used tissue immediately into a closed dustbin.
- DO COVER your sneeze into your bent upper arm in case you are not carrying a tissue or a handkerchief.
- DO WASH hands immediately after you have covered your sneeze or cough

**DON'TS**

- DO NOT use other ways of covering your face like the pallu of the sari or the chunni or the gamcha
- DO NOT spit in the open, always use a spittoon or wash basin for spitting

**7.5. PREVENTION: SOCIAL DISTANCING:**

**Social distancing:** deliberately increasing the physical space between people to avoid spreading disease. Staying at least one meter away from other people lessens chances of likely infections.

**7.6. PRECAUTIONS AND SAFETY MEASURES:**

- When moving around the community
- Maintain distance of at least 1 meter from people when you are communicating
- Use a three-layered mask to cover your face. Make sure it is properly worn (while contact tracing)
- Avoid touching your face (eyes, nose, mouth) at all times.
- Wash your hands with soap and water frequently, or use alcohol based hand- rub
- Avoid touching or direct physical contact immediately on reaching home
- Carefully remove and dispose-off your facemask by soaking in bleach solution and then throwing it in a covered dustbin. Wash your hands with soap and water or alcohol-based hand-sanitizer before you touch anything else.

**7.7. CONTROL MEASURES (DOS AND DON'TS):****Do's**

- Wash your hands often with soap and warm water or alcohol-based hand sanitizer.
- Observe good personal hygiene, Avoid frequently touching eyes, nose & mouth with unwashed hands.
- Cover your mouth and nose with a mask, tissue or a sleeve or flexed elbow when coughing or sneezing.
- Wear a mask if you have respiratory symptoms like cough, cold.
- Consult doctor immediately in case you have fever, cough and difficulty in breathing.
- Avoid close contact with a person having cold or flu-like symptoms.
- Take enough rest & drink plenty of liquids.

**Don'ts**

- Don't touch your face with unwashed hands.
- Avoid close contact with a person having cold or flu-like symptoms.
- Do not consume uncooked and raw meat.

**AGENCIES TO BE APPROACHED FOR ASSISTANCE**

<b>Sr. No.</b>	<b>Issue</b>	<b>Agency to be approached</b>
1	Money / Valuables Building Complaint	<ul style="list-style-type: none"> <li>• Nearest Branch Office.</li> <li>• Officials of the branch would take necessary action to rectify the building complaint.</li> <li>• Pilgrims can also visit the Building Welfare Wing of the Indian Haj Pilgrims' Office and lodge a complaint there.</li> <li>• They may inform their problems to their Khadimul-Hujjaj.</li> </ul>
2	Lost Pilgrims	<ul style="list-style-type: none"> <li>• If you are lost, try and locate Consulate's Task Force staff. They wear jackets with India /Al Hind written over it.</li> <li>• Alternatively you may try and locate any nearest Indian Branch Office.</li> <li>• In case one of your co-pilgrims is lost please inform your Branch Office.</li> </ul>
3	Misplaced Baggage	<ul style="list-style-type: none"> <li>• Approach your Branch office</li> <li>• It is not advisable to approach the Misplaced Baggage Cell directly unless your Branch Office AHO suggests you to do so.</li> </ul>
4	Loss of cash/theft	<ul style="list-style-type: none"> <li>• Approach the General Welfare Desk at the Main Indian Haj Pilgrims' Office.</li> <li>• Interim relief is given after due scrutiny</li> </ul>
5	Movement to Madinah from Makkah	<ul style="list-style-type: none"> <li>• Follow the notices pasted in building.</li> <li>• Movement Desk in the Main Indian Haj Pilgrims' Office.</li> </ul>
6	Movement to Mashaer	<ul style="list-style-type: none"> <li>• Follow the notices pasted in your building.</li> <li>• May approach your Branch Office.</li> </ul>
7	Change in Flight Schedule	<ul style="list-style-type: none"> <li>• Airlines normally do not accept any request for change in the flight schedule</li> <li>• Can approach Coordination desk for any assistance.</li> </ul>
8	Departure Movement to Jeddah	<ul style="list-style-type: none"> <li>• Follow the notices pasted in your building</li> <li>• You may approach your Branch office for any issues.</li> <li>• Contact Coordination desk or Branch office in case of change in flight schedule.</li> </ul>



## HAND BOOK FOR TRAINER

9	Booking Excess Luggage	<ul style="list-style-type: none"> <li>• Pilgrims must book their excess Luggage in advance by cargo.</li> <li>• At the airport the airlines may refuse to carry excess luggage even if you are ready to pay for it.</li> </ul>
10	Medical help/ Emergency	<ul style="list-style-type: none"> <li>• Consult the doctor in your Branch Dispensary.</li> <li>• You may approach any Branch Dispensary/ Hospital in cases of emergency.</li> <li>• You may also call the doctor at your building in cases of emergency.</li> </ul>
11	Problems in Mina	<ul style="list-style-type: none"> <li>• Moallim's Office located in your camp.</li> <li>• You may also approach the Indian Haj Pilgrims' Office-Mina Camp Office.</li> </ul>
12	Death of a co-pilgrim	<ul style="list-style-type: none"> <li>• You can inform Branch Office.</li> <li>• Shifting of the body from the Building to Mortuary and arranging the burial of the body is done by the Saudi Agencies only.</li> <li>• NOC for burial is issued by the Coordination Desk at the Indian Haj Pilgrims' Office.</li> </ul>

**IMPORTANT CONTACTS**

Consulate General of India, Building Mr. Mansoor Abdur Rahman Al-Howaish,  
Taahalia Street, Behind National Commercials Bank Andulus District, P.O. Box  
No.952, Jeddah - 21421, Tele: 012-284-00279 & Fax: 012-663-9348

<b>NAME/DESIGNATION</b>	<b>Email ADDRESS</b>	<b>TELEPHONE</b>	<b>FAX NO.</b>
MR. MOHD. SHAHID ALAM, Consul General	<a href="mailto:cg.jeddah@mea.gov.in">cg.jeddah@mea.gov.in</a>	012-28400279	012-663-9348
MOHAMMAD HASHIM Consul(Haj)	<a href="mailto:consulhaj.jeddah@mea.gov.in">consulhaj.jeddah@mea.gov.in</a>	012-663-9378	012-663-9378
VICE CONSUL (HAJ) FAROOQ KHAN	<a href="mailto:vchaj.jeddah@mea.gov.in">vchaj.jeddah@mea.gov.in</a>	012-663-9361	012-663-9361
HAJ SECTION	<a href="mailto:vchaj.jeddah@mea.gov.in">vchaj.jeddah@mea.gov.in</a>	012-663-9351	012-663-9351

**MAKKAH-AL-MUKARRAMAH**

INDIAN HAJ PILGRIMS OFFICE, CUM MEDICAL OFFICE	Hotel Zewar Al Mashaer, Jabl Thawr road, Batha Quraish, Makkah.	012-5427303 012-5604270 012-5462497	012-560-3380
Incharge INDIAN HAJ PILGRIMS OFFICE, MAKKAH	<a href="mailto:vchaj.jeddah@mea.gov.in">vchaj.jeddah@mea.gov.in</a>	012-560-3570	012-560-3380
ASST. WELFARE, INDIAN MEDICAL MISSION	<a href="mailto:hpomakkah@gmail.com">hpomakkah@gmail.com</a>	012-5455193	012-5603690
Control Room		012-560-3960	012-560-3960
Police Station, Haram Sharief		012-575-0200	012-574-9602
Police Station Near Haram Sharief, Ajyad		012-534-1165	

**HOSPITALS / DISPENSARIES NEAR HARA SHARIEF,  
MAKKAH AL-MUKARRAMAH**

<b>NAME/DESIGNATION</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>FAX NO.</b>
Ajyad Hospital	Ajyad	012-5730070	012-5743116
King Abdul Aziz Hospital	Zahir	012-5442400	012-5424449
Noor Hospital	Azizia Junubia	012-5665000	012-5666842
Hera Hospital	Masjid Aisha (Tanzeem)	012-5203535	012-5200333
King Faisal Hospital	Shisha	02-5341165	
<b>RUBATS IN MAKKAH-AL-MUKARRAMMAH</b>			
MR. ABI ALI SAIFUDDIN NAZIR BOHRA RUBAT	AJYAD SUD, MAKKAH- ALMUKARRAMAH	012-572-8352	012-5949214
MR. IBRAHIM MOHD AHMED, NAZIR ARCOT RUBAT	AJYAD MASAFI, MAKKAH- ALMUKARRAMAH	0544057500	
MR. HUSSAIN MOHD SHARIEF NAZIR OF RUBAT	MISFALAH MUNSHIA, MAKKAH- ALMUKARRAMAH	012-539-3414 0505625281 0551877670	012-5393413
BHOPAL RUBAT	UMMUL QURA	0505568167	

**MUTTAWIFFY HUJJAJ SOUTH ASIA EST.**

The Statement of the Permits of throwing the pebbles,

Authored by Ahmed Khaled Bin Ameen Al-Attas

With the regards of the coordinating staff of the institutions of “Arbab Al-Tawef” In the name of Allah the merciful

Praise be to Allah who did not make any hardship on us in the religion. Prayers and peace be upon his servant and Messenger, our Prophet Muhammad, how came with riches and relief, his family and companions who answered the call and pilgrimage.

What is narrowed, but widened, this pure religious law came to lift the embarrassment, the hardship and the doom off the people, it came to save the self and to maintain it from what harms it, and it prevented everything that could cause damage to it.

That’s why Allah permitted to eat the dead to save the self from the destruction.

So the necessities allow the prohibitions, and the forbidden things become permitted things at the necessity.

With the significant increase in the number of the pilgrims each year, the phenomenon of the high traffic originated in “Mina” at the orientation of throwing the pebbles on the feast day and Al\_Tashreeq days, causing overcrowding and the occurrence of injuries and deaths.

And for that, we need to take the religious law cuts to preserve the self, so we recommend the pilgrims to stay overnight in “Al\_Muzdalifah” until the midnight (taking by the license of the Prophet, peace be upon him) then go to “Mina” to throw the pebbles of “Al\_Aqaba” , so that pilgrims do not be exposed in the morning of the Eid day to the stampede and the heat stress, especially with the high temperatures, and who remained in “Al\_Muzdalifah” until the dawn, we recommend him to go to his camp in “Mina” to avoid the crowds, then go out for the throwing according to the schedule that is prepared by the Ministry of Hajj, which takes in to account the best and the easiest times to throw.

As for throwing the pebbles on the days of “Al\_tashreeq”, the stampede and the congestion also happen because the most of the pilgrims keen on throwing after the afternoon immediately, especially on the 12th day because of the desire of the most pilgrims to throw early and alienate before the sunset, causing severe overcrowding and stampede and the occurrence of deaths, injuries and much damage.

And the pure religious law refuses the damage on the souls of the people especially in the performance of the worship, so it was duty on us to show the capacity of the religious law in that matter, and to educate the pilgrims by these licenses to perform their worship quietly and tranquility.

The religious law of the Prophet, peace be upon him, his Sunnah and the religious law of all the Prophets before him, is to preserve the self from the damage and the destruction and Allah Almighty says:(and do not throw yourselves with your own hands into destruction) so anything that is opposed to the self-preservation is void and unacceptable.

The Prophet, peace be upon him, was throwing the pebbles in the afternoon, but he - prayers and peace be upon him did not forbid the throwing before the afternoon and he did not specify a time for the expiration of the throwing, so the doctrines of the hardworking imams were varied in determining the period of the throwing.

The doctrine of Imam Muhammad Al\_Baqir that the time of the throwing begins after the dawn daily.

And the doctrine of “Ataa” and “Tawoos” is that the permissible of the throwing is before the afternoon, and this is the choice of “Al\_Rafii” and “Al\_Asnawi” of “Shafi’I”, and Ibn Al\_Jouri and Ibn Aqeel al\_Hanbali of “Hanbali”.

And the doctrine of Imam Abu Hanifa that the time of the throwing starts from the afternoon and lasts until the dawn, and the second say of Abu Hanifa that the throwing is allowed before the afternoon.

The doctrine of Imam Shafei that the time of the throwing starts from the afternoon and lasts until the sunset on the 13th day.

As the lives of the pilgrims is an honesty in our necks, so the stakeholders should enlighten the pilgrims and whom with them from the religious guides and the pilgrims leaders with these legitimate licenses to facilitate on the pilgrims, and it is not allowed to congeal in the issuing of the pilgrims and to narrow on them, because the situation can’t take any difficulty as that exposes the people to danger, so it is allowed to take by the words and the other doctrines by which Allah expanded on the nation , because what is preponderant in a case is preponderant in another case.

“make things easy and do not make them difficult, cheer the people up by conveying glad tidings to them and do not repulse them”.

And when the Prophet, peace be upon him, was chosen between two things, he chose the easiest one of them.

Consequently, it is not necessary at all to throw in the afternoon directly \_ especially with the intensity of the crowd \_ but the throwing may be postponed after the afternoon, the Ma’rib, the Isha the last of the night and until the dawn, even after the sunset on the 13th day as the doctrine of Shafei.

The Sunnah of the Prophet, peace be upon him, to stay in Mina till the 13th day, and for those who wanted to rush on the 12th day, they can take by the words of those who authorized the throwing before the afternoon, so they throw early and estranged, and who wanted to commit to the throwing after the afternoon, so the doctrine of Imam Abu Hanifa is wide in that matter, as the time of the alienation at him is extended to the dawn.

For example, who threw in the afternoon or after the Isha then came out of Mina, his throwing is correct and he does not need to overnight the 13th day.

We must alert that who was unable to go to throw such as the sick and the elderly, can delegate anyone on their behalf.

As for the circling of “Al\_ifaadah”, we recommend the pilgrims, if the circling was so crowded, that they postpone the circling until the crowd restless, to perform their worship comfortably and tranquility, because the time of Al\_ifaadah is wide and extended (has no end time) and it is not restricted to the days of Al\_Tashreeq.

After this sufficient statement, what is required from all the officials and the religious guides to educate the pilgrims with that matter, and to commit to the schedules of the grouping that was set by the Ministry of Hajj for the convenience of the pilgrims and to facilitate their worship. May Allah give us the success.

**GLOSSARY**

Annexure-IV

**Makkah Mukarramah**

<b>Al-Istilam</b>	The Tawaaf is started by kissing Hajr-al-Aswad. Kissing Hajr-al-Aswad in any manner described below is known as "Istilaam".
<b>Babussalaam:</b>	The gate of Haram Sharif which is situated between exterior walls of Safaa & Marwah. It is desirable to enter through this gate.
<b>Bir Zam Zam</b>	The famous flow of water and now in the shape of well. Allah Almighty has originated this for quenching the thirst of Hazrat Ismail (A.S.) and the wife of Hazrat Ibrahim (A.S.). The Zam Zam water is flowing from that day is still continuing to flow and Insha-Allah flow till resurrection.
<b>Hajr-e-Aswad</b>	Stone that brought from the paradise by the Angels and has been fitted in the Holy Ka'ba. It is from this place that the Tawaaf (circumambulation) of Holy Ka'ba begins.
<b>Halaq</b>	To trim or to shave the head is called Halaq.
<b>Hateem</b>	The open portion of Holy Ka'ba in the curved shape towards the north direction of Holy Ka'ba is called Hateem. It is said that initially this open portion also used to be the part of Holy Ka'ba.
<b>Hil</b>	The land between Meeqat and the Limit of Haram Shareif (Hudood-e-Haram) is called Hil. The things which are forbidden in the Hudood-e-Haram is "Halaal" here. The people living in this area is called Hilli.
<b>Istilaam</b>	To touch or kiss the Hajr-e-Aswad (Black Stone) or directing the finger towards Hajr-e-Aswad (Black Stone) is called Istilaam.
<b>Iztiba</b>	To take out one corner of Ihram under the right armpit and to put it on the left shoulder during the first three rounds of Tawaaf of Holy Ka'ba is called Iztibaa.
<b>Jannatul-Ma'la</b>	It is the famous grave-yard of Makkah Mukarramah.
<b>Makaam-e-Ibrahim</b>	It is a stone on which Prophet Ibrahim (A.S.) stood up and built the Holy Ka'ba. The foot-prints of Prophet Ibrahim (A.S.) on this stone are still visible. Now-a-days, it has been covered with glass cage.
<b>Marwa</b>	The hillock just in the opposite direction of Safaa, where the Sa'ee ends.
<b>Masjid-e-Haram</b>	The Holy Mosque around Holy Ka'ba at Makkah Mukarramah, the Centre of Islam
<b>Mataaf</b>	The open space around Holy Ka'ba from where the Tawaaf (Circumambulation) of Holy Ka'ba is being undertaken.
<b>Meezab-e-Rehmat</b>	This is the outlet of Holy Ka'ba fixed in the roof of Holy Ka'ba. The rain-water flows from this outlet only.
<b>Multazim</b>	The space between Hajr-e-Aswad and the Door of Ka'ba is called Multazim. Here one has to embrace the wall and seek the Blessings of Allah Almighty. This is Sunnat of Prophet Mohammed (Peace Be Upon Him).

<b>Nafil Tawaaf</b>	Nafil Tawaaf is performed at any other time during stay in Makkah Mukarramah, which is not to be followed by Sa'ee.
<b>Qasar</b>	To trim the hair of the head is called Qasar.
<b>Ramal</b>	To walk speedily keeping the head high in first three rounds of Tawaaf of Holy Ka'ba is called Ramal.
<b>Ramal and Idtiba</b>	The Tawaaf after which you have to observe Sa'ee between Safaa and Marwah requires you to perform Ramal and idtiba.
<b>Sa'ee</b>	To walk seven time between the hillocks of Safaa & Marwa is called "Sa'ee"
<b>Safaa</b>	The hillock adjacent to Masjid-e-Haram in the South direction from where the Sa'ee begins.
<b>Tawaaf</b>	To walk seven rounds (circumambulation) around Holy Ka'ba is called "Tawaaf"
<b>Tawaaf-e-Sadr or Wada</b>	It is Wajid for an Afaqi when leaving Makkah Mukarramah for home, to perform a farewell Tawaaf. It is Wajib for all Pilgrims.
<b>Tawaaf-e-Ziyara</b>	This is one of the Rukn of Haj and is obligatory for all kinds of Pilgrimage. This is performed upto the 12th of Dhul Hijjah. Sa'ee is Wajid for Mufrid, Qarin and Mutamattil after this.
<b>Umrah</b>	To perform Tawaaf of Holy Ka'ba in a state of Ihram running between Safaa & Marwa and trimming or shaving of head is called Umrah.

## Madinah Munawwarah

<b>Jannatul Baqi</b>	It is the old cemetery of Madinah Munawwarah.
<b>Masjid-e-Abubakr</b>	Near Masjid-e-Ghamama towards south. Hazrat Abu Bakr (Allah be pleased with him) is reported to have offered some prayers, there during his Caliphate or prior to that.
<b>Masjid-e-Ahzab (Fath)</b>	On the western side of Jabal-e-Sali'a. At the time of the Battle of the Ditch, the Prophet prayed here for three days for victory and the Muslims were rewarded likewise.
<b>Masjid-e-Bani Haram</b>	This mosque is situated on the way to Masjid-e-Fath, on the right side of Jabal-e-Sali'a valley. In its cave the Prophet used to take rest at night during the Battle of the Ditch.
<b>Masjid-e-Juma</b>	After a stay of 14 days, the Prophet left Quba for Madinah Munawwarah. On his way, when he reached the locality of Banu Sulaim, it was the time of Juma (Friday) prayers. The Prophet delivered the first Khutba in Islam there and led the Juma (Friday) Prayers.
<b>Masjid-e-Musalla</b>	This mosque is situated in Madinah Munawwarah itself in south-west Saari' MANAKH. The Prophet used to offer two "Idain" here, (Musalla means Idgah). It is also known as Masjid-e-Ghamama (Clouds), for most probably, prayers for rain (Salat-e-Istisqa) was also offered here.
<b>Masjid-e-Qiblaitain</b>	Situated on the hilltop near the valley of "Atiq" north-west of Madinah Munawwarah. It contains two Mehraabs, one in the direction of Bait-ul-Muqaddas (Jerusalem) and the other towards Makkah Mukarramah (Ka'ba). Some companions were offering Salaat there at the time of the Revelation dealing with the CHANGE OF QIBLA. So they then turned their faces towards Makkah Mukarramah (Ka'ba). Hence, the names MOSQUES OF TWO QIBLAS (Qiblatain).
<b>Masjid-e-Ubayy</b>	This mosque is situated adjacent to Baqi. The house of Ubayy bin Ka'ba, a companion of the Prophet was very close to it. There are many The Prophet used to visit the house often and offered Salaat here. more mosques in Madinah. It is better to visit them, if time permits, and offer two Rakat Nafil at each place and to pray to Allah.
<b>Masjid-e-Umar</b>	This mosque is situated near Masjid-e-Ghamama on way to Masjid-e-Quba on your left.
<b>Ustawana-e-A'isha</b>	The Messenger of Allah said about this Pillar, "If I were to disclose to you the blessings of this pillar, people will grab lots for the opportunity to pray near it".
<b>Zul-Hulaifa</b>	This is a township approximately six miles froms Madinah Munawwarah in the direction of Makkah Mukarramah, This is the Meeqat for people coming from Madinah Munawwarah. Prophet Muhammed (Peace Be Upon Him) wrapped his Ihram at this point.



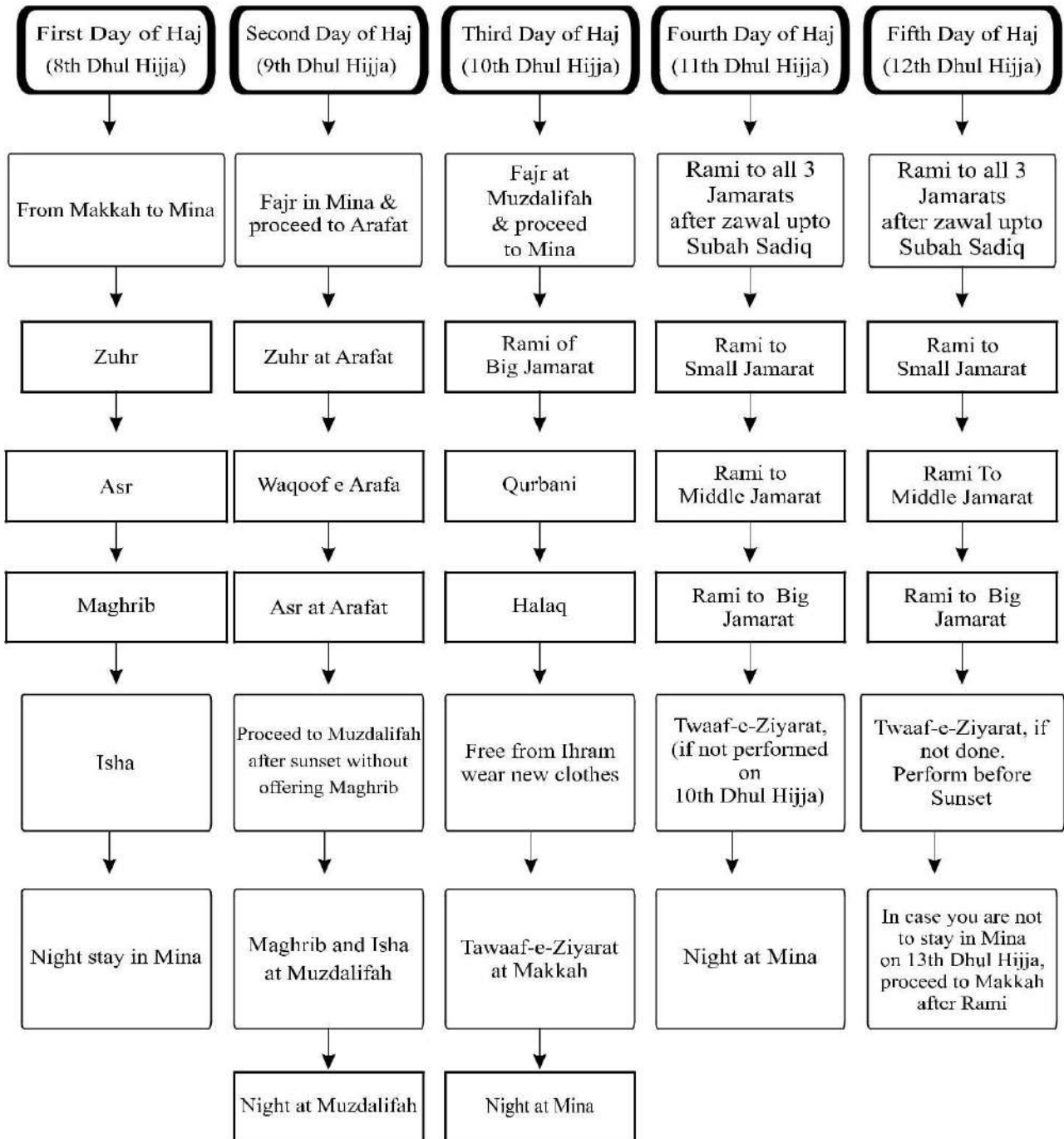
## General

<b>Adahi (Qurbani)</b>	Sacrifice of animal by the pilgrims.
<b>Arafat</b>	Vast ground located about 13 kms. Away from Makkah Mukarramah. Pilgrims are assembling here only on the 9th day of Zil-Hijjah. The Khutba (Sermon) of Haj is delivered from the mosque of Namra located in the plains of Arafat. Haj is not complete without the stay at Arafat.
<b>Ayyam-e-Nahar</b>	The days of 10th to 12th Zil-Hijjah are called Ayyam-e-Nahar, which means the days of sacrifice.
<b>Badana</b>	Wherever this word is used, it means the whole cow or camel. The sacrifice of a whole cow or a whole camel is obligatory only in two Jinayat. Firstly, in case of performing Tawaf-e-Ziyarat while one is with menses, birth-blood discharge or with pollution. Secondly, in case of having sexual intercourse after one's Waquf of Arafat but before Halaq.
<b>Damm</b>	when a Pilgrims commits something which is forbidden in the state of Ihram, he has to sacrifice compulsorily. This act is called "Damm".
<b>Haj</b>	In a state of Ihram (unstitched clothes, preferably covering the body with two white chaaders) and performing Tawaaf of Ka'ba, Sa'ee (walking between Safaa and Marwaa), stay in the plains of Arafat, Mina & Muzdalifa during appointed days and time is called "Haj".
<b>Idtiba</b>	To put the upper sheet of Ihram on your left shoulder taking it under right armpit.
<b>Ifraad</b>	Wearing Ihram with the intention to perform Haj only and performing certain rituals related to Haj is Called Ifraad.
<b>Ihram</b>	"Ihraam" means "to restrain". Once a Pilgrim intends to perform Haj or Umrah by clading himself in Ihram, some legitimate things becomes uncalled for (Haraam) for him during the state of Ihram. That's why it is called Ihram.
<b>Indian Haj Pilgrims Office</b>	Temporary offices of CGI, Jeddah in Haj Territory.
<b>Jabal-e-Noor</b>	This is the hill located about 3 miles away from Makkah Mukarramah in the direction of Mina this very hill there is a famous and historic cave namely "Gaar-e-Hira". The first verse of holy Qur'an was bestowed upon Prophet Mohammed (Peace Be Upon Him) in Gaar-e-Hira only.
<b>Jabal-e-Thour</b>	Few miles away from Makkah Mukarramah on the way of Madinah Munawwarah, there is one hill called Jabal-e-Thour. This is famous and historic only because while migrating (Hijrat) from Makkah Mukarramah to Madinah Munawwarah, Prophet Mohammed (Peace Be Upon Him) and his companion Hazrat Abu Bakar Siddique (R.A), the first Khalif took refuge in the cave of this very hill.

<b>Jabl-e-Rehmat</b>	It is a hill located in Arafat, from where Prophet Mohammed (Peace Be Upon Him) delivered the last khutba (Sermon) in his first and last Haj. This historic Khutba (Sermon) is "Khutba-e-Hajjatul Widaa".
<b>Jamarat</b>	The three pillars locate at the end point of Mina towards Makkah Mukarramah called Jamarat (Satans) where Rami (Stonning) is being done on 10th, 11th & 12th Zil-Hijjah.
<b>Jinayaat</b>	Violations of the restrictions of Ihram and other dictates of Haj are called "Jinayat".
<b>Masjid-e-Namra</b>	This mosque is located in the valley of Arafat. This is a grand mosque. The Khutba (Sermon) is delivered from the parapet of this mosque only. The joint prayers of Zuhar & Asar are performed here only on the Haj Day i.e. 9th of Zil-Hijjah.
<b>Masjid-e-Quba</b>	This is the first mosque in Islam.
<b>Masjid-e-Zubaba</b>	This mosque is situated on the way to Uhud, the prophet pitched his tent here and also offered Salaat.
<b>Meeqat</b>	Meeqat is that limit around Makkah which has been set by Prophet Mohammed (Peace Be Upon Him) for travellers coming from different countries for Haj. There are five limits or points fo entry. These are Zul-Hulaifa, Zat-e-Qarn, Yalamlam, Qarn-al-Manaazil & Juhas (Johfa).
<b>Mehram</b>	Male companion of Female pilgrim according to Shariah.
<b>Mina</b>	Place located about 6kms on the outside of Makkah Mukarramah. This is the where Pilgrims are camping during Haj Days.
<b>Muzdalifah</b>	It is ground located between Mina & Arafat. The Pilgrims are required to stay in this ground overnight on their return from Arafat in the open sky and have to perform joint prayers of Maghrib & Isha. Pilgrims have to stay here for the full night before leaving for Mina on 10th Zil-Hijjah.
<b>Qarn-al-Manazil</b>	This is the meeqaat for the Pilgrims coming from Kuwait and its surrounding areas. It is situated nearer to the famous area named Al-Seel".
<b>Qasar</b>	To trim
<b>Qiraan</b>	Wearing Ihram with the intention of performing Haj & Umrah together i.e. performing Umrah first and then Haj is called Qiraan.
<b>Rami</b>	To stone Jamraats at (Mina) is called Rami.
<b>Solemn Declaration</b>	Declaration of pilgrim on plain paper regarding certain essentials.
<b>Talbiyah</b>	Reciting "Labbaik, Allah-humma Labbaik, Labbaik La-shareeka laka Labbaik, Innal Hamda, Wan-niyamata, Laka Wal-Mulk, La-Shareka Lak".
<b>Tamattu</b>	Performing Umrah in the holy months of Haj and then wearing Ihram during Haj Days with the intention to perform Haj is called Tamattu.

<b>Taneem</b>	A place located at a few kilometers away from Haram Shareif from where the Pilgrims staying in Makkah Mukarramah put on Ihram for performing "Nfil Umrah". A beautiful mosque---"Masjid-e-Ayisha" is located here. It is named after Bibi Ayisha because Bibi Ayisha Siddiqua (R.A.) put on Ihram from here only. This mosque is also called "Masjid-e-Umrah".
<b>Valley of mohassar</b>	It is a ground adjacent to Muzdalifah. This is the place where Abraha and his forces and elephants were destroyed by Allah Almighty. Pilgrims are required to pass by from this valley very swiftly. Surah : FIEL in the Holy Qur'an describes this incident.
<b>Waqoof</b>	Waqoof means to stay. During Haj the Pilgrims are required to stay at Arafaat on 9th Zil-Hijjah and at Muzdalifah on the following night.
<b>Yalamlam</b>	This is a Hillock away from Makkah Mukarramah and is the Meeqat for Haj is from Pakistan, India, Yemen and other Eastern countries.
<b>Zat-e-Qarn</b>	About 20 miles east of Makkah is Mount Qarn and the settlement near it is also known by the same name. This is the Meeqat for Iraqis.

# Haj rites at a Glance



**Note:** Perform daily obligatory prayers regularly. Timings for Tawaaf-e-Ziyarat is after Fajr of 10th Dhul Hijja to 12th Dhul Hijja before sun set. In case Tawaaf-e-Ziyarat is done at night proceed to Mina immediately after that.

## LIST OF THE EXECUTIVE OFFICE, STATE / UT HAJ COMMITTEES

Sr. No.	Name of the State/UT	ADDRESS	Tel. No. /Fax No. /Email
1.	ANDAMAN & NICOBAR ISLAND	The Executive Officer State Haj Committee (A & N) Island, Post Box No.148, H.P.O. Dte. of Social Welfare Building, 2nd Floor, Room No.: 309 / 310, Goalghar Junction, P. B. No.: 148, HPO, Port Blair - 744 101, Andaman & Nicobar.	Mob: 9531807338 / 9531817752 Tel: 03192 – 233051 Fax: 03192 – 230781 Email: anhaj.committee@gmail.com
2.	ANDHRA PRADESH	The Executive Officer, Andhra Pradesh State Haj Committee, D. No.39-3-2, 3rd Floor, Masque Road, Behind Anjaneya Jewelers, Labbipet, M.G. Road, Vijayawada – 520 010, Andhra Pradesh.	Mob: 9949352385 Tel: 0866 – 2471786 / 18004257873 Fax: 0866 - 2471786 Email: aphajcommittee@gmail.com apstatehajcommittee@yahoo.co.in
3.	ASSAM	The Executive Officer, Assam State Haj Committee, Secretariat Complex, F - Block, Room No.: 3, Post Assam Sachivalaya, Dispur, Guwahati - 781 006. Assam.	Mob: 9859642101 Tel: 0361 - 2237296 Fax: 0361 - 2237296 Email: shcassam@yahoo.in
4.	BIHAR	The Executive Officer, Bihar State Haj Committee, Haj Bhawan, 34, Ali Imam Path (Harding Road), Patna - 800 001, Bihar.	Mob: 9801610299 Tel: 0612 - 2203315 Fax: 0612 - 2201665 Email: biharstatehajcommittee@gmail.com
5.	CHANDIGARH	Sub - Divisional Magistrate - Cum Co - Ordinator, State Haj Committee, U.T. Chandigarh, Room No.: 23, 1st Floor, Estate Office Building, Sector - 17, Chandigarh - 160 001.	Mob: Tel: 0172 - 2700053 Fax: 0172 - 2700053 Email:
6.	CHHATTISGARH	The Executive Officer, Chattisgarh State Haj Committee, Near A. K. Memorial High School, Mukharjee Bada, Baeran Bazar, Chattisgarh - 492 001.	Mob: 9425505487 Tel: 0771 - 4266646 Fax: 0771 - 4049289 Email: hajcom.cg@gov.in / cghajcommittee@gmail.com
7.	DADRA AND NAGAR HAVELI	Deputy Collector and Executive Officer, Dadra & Nagar Haveli State Haj Committee, Collector Office, Silvassa - 396 230, Dadra & Nagar Haveli.	Mob: Tel: 0260 - 2642340 / 2642106
8.	DAMAN & DIU	Deputy Collector and Executive Officer, Daman & Diu State Haj Committee, Administration of Daman & Diu Office of the Collector, Daman – 396 220, Daman Diu.	Mob: Tel: 0260 - 2230049 Fax: 0260 - 2230049
9.	DELHI	The Executive Officer, Delhi State Haj Committee, Haj Manzil, Turkman Gate, Asaf Ali Road, New Delhi - 110 002.	Mob: 9910708476 Tel: 011 – 23230507 Fax: 011 - 23234041 Email: delhistatehajcommittee@gmail.com
10.	GOA	The Secretary, Goa State Haj Committee, Building C/8, Flat – 24, Junta Quarters, Pajifond, Margoa, Goa – 403 601.	Mob: 9823889870 Tel: Fax: Email: hajgoa@gmail.com
11.	GUJARAT	The Secretary, Gujarat State Haj Committee, Block No.: 08, 8th Floor, Sachivalaya, Gandhinagar – 382 010, Gujarat.	Mob: 6357149735 Tel: Fax: 079 - 23250987 Email: hajcommittee Gujarat@yahoo.com
12.	HARYANA	The Executive Officer Haryana State Haj Committee, C-3, Haryana Sehri Vikas Pradhikaran Complex, Ground Floor, Sector-6, Panchkula - 134 109. Haryana.	Mob: 7888325439 / 9815489590 Tel: 0172 - 2996270 Fax: Email: haryanahaj@gmail.com
13.	HIMACHAL PRADESH	The Spl. Secretary (HOME) & Executive Officer, Himachal Pradesh State Haj Committee, Home "C" Department, 4th Floor, Room No.: 405, Armsadle Bldg, Secretariat, Shimla-170 002, Himachal Pradesh.	Mob: Tel: 0177 - 2622132 Fax: Email: haryanahaj@gmail.com
14.	JAMMU & KASHMIR	The Executive Officer, U.T. Haj Committee of J & K Baitul Hujjaj (Haj House) Bemina, Srinagar - 190 017, Jammu & Kashmir.	Mob: 9906578433 Tel: 0194 - 2495365 Fax: 0194 - 2495367 Email: jkstatehaj@gmail.com
15.	JHARKHAND	The Executive Officer, Jharkhand State Haj Committee, Audrey House, Kanke Road, Ranchi - 834 004, Jharkhand.	Mob: 7070475514 / 9693322380 Tel: 0651 - 2340080 Fax: Email: jharkhandstatehajcommittee@yahoo.co.in

## HAND BOOK FOR TRAINER

Sr. No.	Name of the State/UT	ADDRESS	Tel. No. /Fax No. /Email
16	KARNATAKA	The Executive Officer, Karnataka State Haj Committee, Haj Bhavan, No.57/17, Next to KNS College of Engineering, Thirumenahalli, Bangalore -560 064, Karnataka.	Mob: 9448111066 Tel: 080 - 28567673 Fax: 080 - 28567681 Email: info@karhaj.in
17	KERALA	The District Collector & Executive Officer, Kerala State Haj Committee, Haj House, Calicut Airport, P. O. Mallapuram - 673 647, Kerala.	Mob: 9446451698 Tel: 0483 - 2710717 / 2717571 Fax: 0483 - 2717572 Email: keralahajcommittee@gmail.com
18	LADAKH	The Administration of U.T. of Ladakh, Revenue Department, U.T. Secretariat, Ladakh	Mob: 9596866808 Tel: 01982 - 257561 Fax: 01982 - 257435 Email: comsecyutladakh@gmail.com executiveofficerhajladakh@gmail.com
19	LAKSHADWEEP	The Secretary Union Territory of Lakshadweep State Haj Committee, Indra Gandhi Road, Kavarati Island, Kavarati - 682 555, Lakshadweep.	Mob: 9447047850 Tel: 04896 - 263119 Fax: Email: lakshadweephajcommittee@gmail.com/ lachajiji@gmail.com
20	MADHYA PRADESH	The Executive Officer, Madhya Pradesh State Haj Committee, Gram Singarcholi, Behind Gulmohar Garden, Airport Road, Bhopal - 462 036, Madhya Pradesh.	Mob: Tel:0755 - 2530139 Fax: 0755 - 2538039 Email: mpshcbhopal@yahoo.in/ mpstatehajcommittee@gmail.com,
21	MAHARASHTRA	The Executive Officer, Maharashtra State Haj Committee, S. S. Musafirkhana, Ground Floor, L. T. Marg, Mumbai - 400 001. Maharashtra	Mob: 9967798197 Tel:022 - 22626786 / 22678679 Email: mshc@indiatimes.com/ maharashtrahsc@gmail.com
22	MANIPUR	The Executive Officer, Manipur State Haj Committee, 2nd Floor Hatta Minuthong, Near Traffic Point, Imphal Est, Manipur - 795 001.	Mob: 8974642496 Tel: 0385 - 2454586 Fax: 0385 - 2953267 Email: manipurstatehajcommittee@gmail.com
23	ODISHA	The Executive Officer, Orissa State Haj Committee , Old Secretariat, Cuttak - 753 001, Orissa.	Mob: 9437317928 Tel: 0671 - 2301185 Email: statehajcommitteeodisha@gmail.com
24	PUDUCHERRY	The Secretary, Poducherry State Haj Committee, No.1, Yanam Venkatachalapillai Street, Poducherry - 605 001.	Mob: 9952461077 Tel: 0413 - 2343268 / 2233254 Fax: 0413 - 2222344 Email: pondicherrystate@yahoo.in
25	PUNJAB	The Principal Secretary (HOME) Govt. of Punjab and Executive Officer, Punjab State Haj Committee, Room No.: 9, 7th Floor, Sector - 21, Punjab Civil Secretariat, Chandigarh - 160 001, Punjab.	Mob: Tel: 0172 - 2740611 Fax: 0172 - 2748519 Email:
26	RAJASTHAN	Executive Officer, Rajasthan State Haj Committee, Home (GR - III) Dept. Government Secretariat, Jaipur - 302 005, Rajasthan.	Mob: 9414303190 Tel: 0141 - 2227016 Fax: 0141 - 2634786 Email: rajasthanstatehajcommittee@gmail.com
27	TAMIL NADU	The Executive Officer, Tamilnadu State Haj Committee, 3rd Floor, Rosy Tower No.: 13 (Old No.: 7), Mahatma Gandhi Road, Numgambakkam High Road, Chennai - 600 034, Tamil Nadu.	Mob: 9840989095 Tel: 044 - 28227617 Fax: 044 - 28276980 Email: tnshe.chennai@gmail.com
28	TELANGANA	The Executive Officer, Telangana State Haj Committee A. P. Haj House, Razzak Manzil, Public Garden Road, Nampally, Hyderabad - 500 001, Telangana.	Mob: 7093800346 Tel: 040 - 23298793 Fax: 040 - 23236310 Email: telanganastatehajcommittee@gmail.com
29	TRIPURA	The Executive Officer, Tripura State Haj Committee, Haj Bhawan, Melarmath (Near Nazrul Chatrabash), Agartala - 799 001, West Tripura.	Mob: 9436594462 Tel: 0381 - 2325841 Fax: 0381 - 2327583 Email: trpshe@gmail.com
30	UTTAR PRADESH	The Secretary / Executive Officer, Maulana Ali Miya Memorial Haj House, Sarojni Nagar, Lucknow - 226 008, Uttar Pradesh.	Mob: 9415365117 Tel: 0522 - 2620980 Fax: 0522 - 2622458 Email: shcuplko@rediffmail.com
31	UTTARAKHAND	The Executive Officer, Uttarakhand State Haj Committee, Uttarakhand Haj House, Peeran Kaliyar, Roorkee, Haridwar - 247 667, Uttarakhand.	Mob: 9411569566 / 79057791924 Tel: 01332 -297520 Fax: 01332 -297520 Email: ukshcommittee@yahoo.com
32	WEST BENGAL	The Executive Officer, West Bengal Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town Kolkata - 700 160, West Bengal	Mob: 9433403303/ 7980571687 Tel: 033 - 22903617 Fax: 033 - 22870274 /22903617 Email: wbshe2011@gmail.com

**Haj COMMITTEE OF INDIA**

(Constituted under the Act of Parliament No.35 of 2002)

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

HC-11/136/2023-24/2205

8<sup>th</sup> January, 2024.**CIRCULAR****Haj – 2024****3****Sub.-: Selection and Training of Trainers for Haj–2024 (Hijri - 1445).**

As per Haj Policy formulated by the Government, a person can perform Haj only once in a lifetime through Haj Committee of India (HCoI) except Haj Repeaters, who are allowed as Companion of 70+ Age Pilgrims or Sharai Mehran of a lady Haj aspirant subject to fulfilling other norms. As such, more than 90 percent pilgrims undertaking Haj journey through HCoI are first time traveler, hence need proper orientation/training before undertaking this pious journey.

Training of Haj Pilgrims is most essential before he/she proceeds to the Kingdom of Saudi Arabia (KSA) for the purpose of performing Haj Pilgrimage. The system of Training of Haj Pilgrims consists of **two stages**. At First, the Trainers are trained by Haj Committee of India (HCoI) and after that the Trainers organize Training Camps for Haj pilgrims under direct supervision and control of State/Union Territory Haj Committees (SHCs). The training sessions comprehensively cover all aspects of Haj pilgrimage including Procedures, Logistics, Rituals, Health & Hygiene and Disaster Management etc. The Trainers are also provided training material, including Training Manual, various audio-visual clips for each stage of Haj journey with specific focus on maintaining health & hygiene and safety measures for using in Training Camps for effective training of Haj Pilgrims.

2. Continuing with the established and time-tested practice of initiating incremental and progressive steps with an ultimate aim of providing maximum help and assistance to Haj pilgrims, Standing Committee on Haj Arrangements (SCoHA) of HCoI desired that the selection process of Trainers be completed. Accordingly, the Ministry of Minority Affairs was approached in this regard. The Ministry of Minority Affairs has accorded in principle approval for initiating the process of Selection of District-wise Trainers.

3. Therefore, Applications are invited online from the eligible persons for selection as Trainers. The norms for selecting Trainer and role & responsibility of Trainers, role and responsibility of State/Union Territory Haj Committee (SHC) & Haj Committee of India (HCoI) are as under:-

**I Norms for selection of Trainers:**

Applicants desirous to fill online application are advised to apply without waiting for the last date of submission of applications from Trainers online, as the link will be disabled on the stipulated last date. ***No offline application or copy of downloaded online application will be accepted by this office.*** Applicant should fill the application form online on the website of HCoI at <https://hajcommittee.gov.in>. The important details are as under:-

<b>Particulars</b>	<b>Date and time</b>
Opening Date & Time for online Application.	08.01.2024
Last Date & Time for online Application.	15.01.2024
Last Date for selection of Trainers by concerned SHC.	25.01.2024.
Tentative Date for conduct of two days physical Training at Delhi.	<b>First Week of February, 2024.</b>

-(2)-

- (i) The applicants must upload the requisite documents alongwith online application for selection as Trainer for **Haj - 2024 (Hijri - 1445)**.
- (ii) State/UT Haj Committees shall select Trainers (covering all Districts of the respective State/UT.) in the ratio of 1 trainer for every 150 pilgrims. The list indicating number of Trainers allocated to each State/U.T. according to their allotted Quota shall be provided in due course of time. The ceiling of 1:150 pilgrims may be relaxed/ modified so as to ensure that every district in a State/ UT is represented. Similarly, one trainer shall be selected for State / Union Territory having Quota of 150 or less pilgrims.
- (iii) Trainers having adequate knowledge & skill and previous experience shall be selected. Those who earlier got selected repeatedly but found to have dismal performance in imparting necessary training to the pilgrims will not be selected. It is desired to have participation of well-educated, sincere, efficient, diligent and soft-spoken persons as Trainers.
- (iv) The following are the essential requirements for the selection of Trainers:
  - a) Any person having Criminal prosecution pending against him/her should not be selected.
  - b) Must have performed one Haj preferably during between last five years
  - c) Must be fully conversant and fluent in English/Urdu/Hindi/local language/dialects.
  - d) Must possess thorough knowledge of logistics and rituals of Haj, Umrah etc.
  - e) Must be mentally and physically fit to impart training.
  - f) Must be capable of addressing /giving lectures to relatively large gatherings.
  - g) Must be computer literate and proficiency to receive/transmit latest information /messages through email/ WhatsApp and other available source of E-Media.
  - h) Trainers must be adept in using mobile phones at the training would be disseminated in form of animated videos.
- (v) The Executive Officer (EO) of the SHCs may conduct interviews for selection of Trainers. The selection shall be made strictly on the basis of merit, past performance and experience of Haj & Umrah. Preference should be given to those having experience as **Assistant Haj Officer / Haj Assistant / Medical Officer/ Para-Medical Staff / Khadim-ul-Hujjaj** as they possess practical knowledge of logistics and rituals of Haj. Generally, the Trainers should **not be more than 60 years of age on 15.01.2024**. 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- I**)
- (vi) Male/Female applicants between the age-group of 25-60 years (i.e. those who will complete 25 years of age on **15.01.2024**) and would complete 60 years of age on 15.01.2024 (i.e. born on or after **16.01.1964**) are eligible to apply online as Trainer.

## **II. 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-II**).
- (iii) Trainers shall submit a detailed report in the prescribed format (**available as Part A of Annexure-III**) indicating number of Training Camps held, District and venue of these camps, number of pilgrims who attended the said camps and their overall assessment 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.



-(3)-

- (v) In addition to imparting training, the Trainers will act as a link between SHC and concerned pilgrims to communicate latest developments pertaining to Haj Pilgrimage.
- (vi) All Trainers shall be directly responsible to the Executive Officer of SHC concerned and shall obtain necessary guidance & assistance from him from time to time.

**III. Role of SHCs:**

- (i) SHCs must ensure that the selected Trainer possess proficiency in using modern technology with excellent communication skills.
- (ii) 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 **three (3) Training Sessions by the Trainer** before proceeding for Haj covering broadly the ritual, logistics and Health & Hygiene and safety related matters.
- (iii) SHCs shall give each Trainer, the list of selected/wait-listed pilgrims with defined responsibility and elaborate task to be accomplished.
- (iv) SHCs must ensure that all Trainers adhere to the Training Calendar finalized for conduct of Training Programme for the pilgrims.
- (v) 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.
- (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. He/ She should also ensure deployment of SHC staff and conduct surprise visits in each Training Camp and gather feedback from the pilgrims for evaluation of the performance of the Trainer. If the performance of a particular trainer is found unsatisfactory, the SHC may replace the said Trainer with alternate arrangement.
- (vii) Executive Officer must submit a comprehensive report on conduct of Training Camps to HCoI (Form available in **Part-B of Annexure-III**)
- (viii) 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.
- (ix) SHCs shall intimate selection of Trainers preferably by using email, which the concerned Trainer shall maintain for appropriate use, wherever required, during conduct of Training of Trainers programme.
- (x) Two days Training of trainers Programme is to be conducted at **Delhi** in the first week of February, 2024. Each Trainer will be entitled for reimbursement of an amount of Rs. 900/- per day towards Accommodation + D.A. An additional amount of Rs.500/- towards Honorarium will also be paid through RTGS in their account only, who will be eligible. All Selected Trainers are advice to fill and submit the T.A. / Honorarium Form alongwith copy of to & fro tickets to HCoI at the time of training (copy enclosed as Annexure-IV). No cash payment will be made at the venue of training.

-(4)-

(xi) HCoI shall contribute towards the expenditure on District Level Training Camps @ Rs.150/- per pilgrim, as per Quota allotted. The payment @ Rs.150/- per pilgrim will be made 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.

4. 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.

**(Layaqat Ali Aafaqui, IRS)**  
C.E.O., Haj Committee of India.

Encl: As stated above.

To:-

1. Chairman & All Members, Haj Committee of India.
2. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
3. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
4. The Deputy Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
5. The Executive Officer, All State / U.T. Haj Committees.
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.



भारत सरकार  
अल्पसंख्यक कार्य मंत्रालय  
Government of India  
Ministry of Minority Affairs

**HAJ GUIDE**  
FOR HAJ - 2024  
(English)



हज कमेटी ऑफ़ इंडिया  
HAJ COMMITTEE OF INDIA  
(Statutory body constituted under the Act of Parliament No. 35 of 2002)

حج کمیٹی آف انڈیا

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

Suggestions may be mailed to: [ceo.hajcommittee@nic.in](mailto:ceo.hajcommittee@nic.in)

## HAJ GUIDE

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

### Talbiyah

لَبَّيْكَ اللَّهُمَّ لَبَّيْكَ  
لَبَّيْكَ لَا شَرِيكَ لَكَ لَبَّيْكَ  
إِنَّ الْحَمْدَ وَالنُّعْمَةَ لَكَ وَالْمُلْكَ  
لَا شَرِيكَ لَكَ

Labbaik, Allahumma Labbaik  
Labbaika Laa Shareeka Laka Labbaik  
Innal Hamda Wanni'amata Laka Walmulk  
Laa Shareeka Lak

'Here I am O Allah, (in response to Your call),  
here I am. Here I am, You have no partner,  
here I am. Verily all praise and blessing  
are Yours and sovereignty belongs to You.  
You have no partner.'

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**Note:** Haj and Umrah rituals mentioned in this Haj guide are only indicative. Please consult your Mufti / Aalim for details.

## HAJ GUIDE

स्मृति ज़ुबिन इरानी  
Smriti Zubin Irani



आज़ादी का  
अमृत महोत्सव




सत्यमेव जयते

मंत्री  
महिला एवं बाल विकास  
अल्पसंख्यक कार्य  
भारत सरकार  
Minister  
Women & Child Development  
Minority Affairs  
Government of India

**Message**


I extend my warm greetings to the pilgrims who shall be fulfilling their lifelong desire to embark on the sacred Haj pilgrimage in 2024.

2. Arrangements for Haj 2024 differ remarkably from the previous years, on account of the various provisions introduced by the Government of India to ensure greater transparency and provide more convenience and affordability to the pilgrims.
3. The main highlights of the Government of India's Haj policy 2024 for this year are:
  - 3.1 The flexibility to the Haj pilgrims to give their preference for any two Embarkation points irrespective of their place of residence.
  - 3.2 Arrangements have been made with the State Bank of India, which would provide an option to the Hajis to carry forex as per their actual requirements, either in cash or in the form of a forex card, thereby removing middlemen from the process and providing forex at the most competitive rates.
  - 3.3 Assured confirmation of Haj seats for applicants aged 70+ and applicants under Ladies without Mehramcategory to enable them to fulfil their ambition to proceed on Haj.
  - 3.4 The Government has developed a 'Haj Suvidha' App during Haj-2024 as a one-stop solution , offering a range of features and facilitating seamless coordination, enhancing communication, and providing essential information and solutions for a hassle-free Haj journey by the Haj pilgrims.
4. In addition to the above, all health-related activities including health check of the pilgrims is being organized directly this year also through Ministry of Health & Family Welfare, which will go long way in providing high quality medical assistance and support to our pilgrims.
5. The Government of India has made special arrangements to ensure the welfare of Indian Haj pilgrims at KSA, Jeddah. For this purpose, 276 administrative deputationists and 360 medical deputationists are being deputed to



भारत 2023 INDIA

Room No 391, 'A' Wing, Shastrī Bhawan, New Delhi-110001, Tel. No. : 011-23671331  
First Floor, Pt. Deendayal Anjodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003, Tel. No. : 011-24360585  
Res.: 28, Tughliak Crescent, New Delhi-110003, Phone : 011-23011382



## HAJ GUIDE

### Continuation Sheet

look after the needs of the pilgrims, which is much higher than the deputationists sent during the earlier years. Special emphasis is being given to make the pilgrimage comfortable, safe and healthy for all Haj pilgrims including Divyangjan and women pilgrims.

6. I would also like to remind you of the importance of following the guidelines and instructions issued by the Government of India and the Saudi authorities and would request you to adhere to the same. As representatives of India, I urge you to showcase the best qualities of our nation, including discipline, patience, and respect for others in the Kingdom of Saudi Arabia. Let us also take this opportunity to learn from the diversity of cultures represented amongst the Haj pilgrims from all over the world and reveal the best features of Indian Culture to the Haj pilgrims from all over the world.

7. To make the process simple for people from all regions of India, the Haj guide is being published in eight regional languages viz. Assamese, Bengali, Gujarati, Kannada, Malayalam, Manipuri, Tamil and Telugu, apart from Hindi, English and Urdu, along with an elaborate manual for use of Haj Suvidha App.

8. Lastly, on behalf of the Government of India, I wish the Haj pilgrims for 2024 a safe and spiritually fulfilling journey.

Jai Hind!

  
(Smriti Zubin Irani)



## HAJ GUIDE

  
आजादी का  
अमृत महोत्सव  
**जॉन बर्ला**  
**JOHN BARLA**



**राज्य मंत्री**  
अल्पसंख्यक कार्य मंत्रालय  
भारत सरकार  
**Minister of State for**  
Minority Affairs  
Government of India

### MESSAGE

The Haj pilgrimage is a sacred obligation that every Muslim looks forward to and I hope that this pilgrimage brings a life-changing experience for all Haj pilgrims travelling in the year 2024.

2. As the journey begins, I want to reassure all pilgrims that the Government of India is committed to providing them with all the necessary assistance and support to ensure a smooth pilgrimage. The Government has been working tirelessly to ensure that necessary arrangements are in place and will continue to do so throughout the duration of Haj 2024.

3. The detailed guidelines for Haj 2024 are uploaded on the Ministry's website for perusal by all and provide comprehensive details on various aspects including eligibility criteria, overall process of application, and information on travel and accommodation. The Ministry also provides update on all relevant matters pertaining to Haj 2024, particularly via social media channels. I request all pilgrims to keep themselves updated by regularly visiting the Government's website and social media channels. The Government has also established a Haj Information Centre at the Haj House (Mumbai) that intends to support the Haj pilgrims through a dedicated helpline number. I urge all pilgrims to make use of this facility to obtain authentic information from the Government.

4. During the pilgrimage, I would request all pilgrims to observe the rules and regulations that have been put in place for their safety and well being and display their best behavior as the same would reflect the values of our great nation. I would also request everyone to follow the instructions of the designated leaders and cooperate with the officials designated to assist them at every stage of the pilgrimage.

5. The Government of India under the dynamic and proficient leadership of the **Hon'ble Prime Minister of India, Shri. Narendra Modi ji, is committed to promote growth, upliftment and development of every segment of the society in alignment with our policy of 'Sabka Saath, Sabka Vikas, Sabka Vishwas, Sabka Prayas'**. Let this pilgrimage be an opportunity for us to strengthen our bonds of fraternity, and to come together in a spirit of harmony and love. I wish all Haj pilgrims a safe and fulfilling journey ahead.

Jai Hind!

  
**(JOHN BARLA)**

## HAJ GUIDE

**(Leyaqat Ali Aafaqui IRS)**  
CEO, Haj Committee of India.



### MESSAGE

At the outset, we offer our heartiest congratulations to all the selected Pilgrims of Haj – 2024 as ALLAH Almighty has chosen you among the millions and fulfilled your ever-cherished desire of performing the Holy Hajj. On this occasion we all pray to keep all the intending Haj pilgrims safe, healthy and enable all of you to perform the Holy rites with due respect, regards and patience.

Haj Committee of India under the dynamic leadership of Hon'ble Minister of the Ministry of Minority Affairs and the supervision of MoMA and in consultations with CGI, Jeddah continuously strive to provide better and useful facilities and assistance to the Haj Pilgrims during their entire Haj journey. Providing facilities of online Application free of cost, priority in selection to 70+ Aged pilgrims with Companion, Ladies Without Mehram, Launch of Haj Suvidha App., selection of Embarkation Point of choice, hiring of better standard accommodation units with provision of added facilities in Mashaer Region are a few to mention.

As it is known to everyone that in order to perform Haj Pilgrimage, people arrive from every nook and corner of the world and gather in the both Holy Cities of Makkah Mukarramah and Madinah Munawwarah in the appointed days and time. I urge upon all of you to show behavioural brilliance, patience and perform all Haj rites with great composure and forbearance.

This book “HAJ GUIDE” contains useful and important information regarding Haj Pilgrimage. I am sure that Haj Pilgrims will be benefited by reading and following the instructions and directions mentioned in it.

In this guide We Have Just covered practical aspect and what we felt that most of our hajjis, almost 90% of them are taking this Journey for the first time in their lives. And may our hajjis have come

## HAJ GUIDE

out from their villages and are using an aeroplanes and other such facilities for the first time in their lives. Therefore, there are many things which are new to them. So this is very important that they should know and understand what they are going to face in Makkah and Madinah and in Mashaer, so that they are prepared for it. As for as the HCoI is concerned, we tried to give our best services to all hajjis and we tried to do our best.

There are always shortcomings because we are in a foreign land and we have to work in certain constraints. Everything is not in our control. So, I would request to my brothers and sisters who are going for Haj to keep this in your mind, bear with us and try to cooperate with us so that we are able to give our best services to you.

In the end, I would like to wish all of you a very successful Haj. May your Haj become Hajj-i-Mabroor and your prayers be accepted and all of you have very easy and comfortable journey. This is our endeavour and we are there at your service always.

If during Haj you feel that there is anything you need from us, please do not hesitate, go to your nearest branch office and our KuH. I am available, my officers are available, my staff is available and we will do our best to make your journey and stay as comfortable and as smooth as possible.

At the end, the Haj Pilgrims are requested to remember all of us in their prayers. The Prayers of brother-hood, peace, harmony, co-existence and living a blissful life with prosperity and service to mankind.

**(Layaqat Ali Aafaqui IRS)**  
CEO, Haj Committee of India.

## HAJ GUIDE

### Government of India Ministry of Minority Affairs

Sr. No.	Name	Designation
1.	<b>Smt. Smriti Zubin Irani</b>	Hon'ble Minister of Minority Affairs
2.	<b>Shri John Barla</b>	Hon'ble Minister of State Minority Affairs
3.	<b>Shri Srinivas R. Katikithala</b>	Secretary
4.	<b>Shri C.P.S. Bakshi</b>	Joint Secretary
5.	<b>Shri Layaqat Ali Aafaqui</b>	Director & CEO/HCoI
6.	<b>Nazeem Ahmed A</b>	Deputy Secretary & Dy.CEO/HCoI
7.	<b>Shri Ankur Yadav</b>	Deputy Secretary
8.	<b>Shri Aditya S. Singh</b>	Under Secretary
9.	<b>Shri Md. Nadeem</b>	Under Secretary

**Government of India**  
**Ministry of Minority Affairs**

**Haj Committee of India**

[Statutory body constituted under the act of Parliament No. 35 of 2002]

**List of Members**

Sr.No.	Name	Designation
1	<b>Mr. A. P. Abdullakutty</b>	Chairperson
2	<b>Ms. Munawari Begum</b>	Vice Chairperson
3	<b>Ms. Mafuja Khatun</b>	Vice Chairperson
4	<b>Mr. Mohsin Raza</b>	Member
5	<b>Mr. C. Muhammed Faizi</b>	Member
6	<b>Mr. Md. Eijaz Mohiuddin Md. Wahiduddin Deshmukh</b>	Member
7	<b>Mr. Aseem Raja Mahajan,</b> Joint Secretary(Gulf), Ministry of External Affairs	Member
8	<b>Mr. Sanjeev Kumar Jindal,</b> Joint Secretary(DM), Ministry of Home Affairs	Member
9	<b>Mr. Thanglemlian,</b> Joint Secretary(E-Coord), Ministry of Finance	Member
10	<b>Mr. Asangba Chuba Ao,</b> Joint Secretary, (Ministry of Civil Aviation)	Member
11	<b>Mr. Aijaz Hussain Rather</b>	Member
12	<b>Mr. Hidayat Khan Kayamkhani</b>	Member
13	<b>Mr. Zainuddin Mohasinbhai Zaweri</b>	Member

## HAJ GUIDE

### TACKLING COMMON PROBLEMS

Sr. No.	Problem	Action to be taken
1.	Accommodation related complaints	Contact Branch Office. Lodge complaint with Building Welfare Wing of Indian Haj Pilgrims Office (IHPO).
2.	Missing Pilgrim	Contact Persons with Tricoloured Indian dress with 'INDIA' written thereon. Missing report to be lodged and shared with the Indian Haj Pilgrim Branch Office.
3.	Lost Baggage	Contact Branch Office first Contact Misplaced Baggage Desk subsequently.
4.	Loss /Theft of Currency	Lodge complaint in Indian Haj Pilgrim Office at Makkah / Madina.
5.	Journey towards: (i)Madinah Munawwarah (ii)Haj period (iii)Towards Jeddah	Read and follow instructions provided on Notice Board of your building from time to time. May also contact Indian Haj Pilgrims Office.
6.	Change in Flight Dates	Normally Airlines do not consider change request for flight dates. In case of exigencies, contact IHPO with proof of genuineness
7.	Excess Baggage Booking	Airlines do not carry excess baggage beyond its notified weight. In case of excess baggage please avail cargo facilities in open market. Strongly suggested to avoid carrying excess baggage.

Sr. No.	Problem	Action to be taken
8.	Pass for accommodation at Mina or any other problem in Mina	Contact your Tawafa Establishment's Office in the tent at Mina or camp office of IHPO.
9.	Sickness or Medical Emergency	Contact doctors at Branch dispensary. In emergency approach any hospital with the help and assistance of IHPO. In case of critical condition may call doctors to your residence.
10.	Death of fellow pilgrim	Contact Tawafa Establishment's office for procedure and burial. Also contact your Branch Office (IHPO) for NOC.

**IMPORTANT THINGS TO REMEMBER**

**By the grace of Almighty ALLAH you will soon be traveling to Kingdom of Saudi Arabia for performing Haj. Surely you will take care of the sacredness of Harmain (Makkah Mukarramah and Madinah Munawwara). The Ministry of Haj and Umrah have requested the Mission from which pilgrims come to confirm to the Pilgrimage Affairs offices regarding:**

- a) Pilgrims must adhere to permitted number of Zamzam containers.**
- b) Pilgrims not carry in-kind and cash possessions in public places, which may expose them to loss.**
- c) Pilgrims to adhere to the prayer reservation time in Al-Rawdah Al-Sharfia.**

**Each pilgrim should remember the following important points during their entire Haj journey.**

- Always keep in mind the sacredness and piousness of Haj journey.
- Remove Musical Ring Tones, all saved pictures, clips, cartoons, movies and content of immorality and those which are prohibited / banned in KSA from your mobile phones before departure and during Haj.

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- Try to keep your mobile phones on Vibrator mode.
- Avoid any disturbance to your worship as well as the worships of other pilgrims.
- KSA has forbidden the use of Mobile Phone for photography/Videography/playing Movies/Music inside the Harmain Sharifain and in its premises.
- Keep yourself fit to perform Umrah and Haj easily.
- Avoid unhygienic places. Eat simple hygienic food and fruits.
- Wear safe wallet or Waist wallet to keep necessary items and currency safe.
- Always keep your necessary documents, medicines and prescriptions along with Health Card for Haj Pilgrims in your handbag.
- Keep a set of copies of all the necessary documents at home with your relatives and another in your hand baggage. In case original documents are lost they will provide help.
- Always keep this Haj Guide with you. It contains important numbers of Branch Offices of IHPO at Makkah, Indian Haj Pilgrims Office, Consulate, Embassy and Saudi Agencies. Do remember to keep your Tawafa Establishment's number always with you.
- Do not accept any items in any form from your friend or relative to be delivered to someone at Saudi Arabia.
- Pilgrims are advised not to carry WATER CAN and bucket while going to perform Haj.
- Western toilets are installed in building. Hence one should learn to use it.
- In Makkah address of concerned Branch Office of IHPO will be pasted on your building. Keep the address with you and remember the concerned Branch Office.



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- Always sport ID card, Steel Bracelet and E-Bracelet issued by HCOI and Yellow Bracelet given by Tawafa Establishment.
- Keep your valuables and money with your Tawafa Establishment and take proper receipt. Do not keep extra money or valuables with you. Beware of pick-pockets.
- Traffic movement of Saudi Arabia is opposite to India's i.e. it has right-hand-traffic, so take care while crossing the road.
- Old and sick persons should be given preference while using lift.
- Note and remember your building number, landmark nearby, the nearest gate of Haram Sharif and the way back to avoid lose your way to your building and Haram Sharief.
- Inform the Indian Haj Pilgrims Office, regarding missing of your Room Partner / Companion.
- Saudi Govt. has installed CCTV cameras at places for security reasons. Please do not pick any unclaimed item, as it may be treated as theft.
- If arrested by the police, do not sign any document without proper knowledge.
- If you fall sick, visit Medical Mission Dispensaries near to your stay.
- Do not waste water/electricity. Close water taps, switch off lights, fans, A/C before leaving the room.
- Rooms are meant only for the allotted persons. Do not allow any other person / outsider to stay along with you.
- Do not litter, keep places clean.
- Travel through licensed taxi only. Do not travel with unknown persons. Always travel in group. Men should board first, followed by women. Women should get down first, followed by men. Prefer taxis with Indian / Pakistani / Bengali drivers, for easy communication.
- There is no kitchen/cooking facility available in Makkah and Madinah.
- Bus Transportation facility to commute between accommodation and Haram Sharief is available round the clock. It may be stopped for specific time due to exigencies.
- Do not fall prey to cheating offers (lottery / prize ) on your mobile

## HAJ GUIDE

phones. If you receive any such call / SMS, inform IHPO.

- **All pilgrim are requested to get fully acquainted with the use of Smart Mobile Phones so that they do not face any difficulty in contacting the concerned in case of exigencies if any.**
- Buy Re-charge Coupons for Mobile Phone from authentic outlets only and avoid purchase of fake re-charge coupons during Haj.
- Distance between Makkah and Madinah is nearly 450 kms. It takes nearly 10 hours. Prepare for the journey accordingly alongwith necessary water and food.
- Remember your place in Tent at Mina as well as pole number.
- For Rami (stoning) at Jamarat do not take along very old and sick persons. Perform Rami on their behalf also.
- In Mina prefer to stay in your tent only after completion of Rami.
- Do not have halaq (head-shave/ hair-cut) in unhygienic or non-permissible places.
- Do not put ZamZam water in Check in baggage / Hand Baggage. It will be provided to you on landing at your Embarkation Point.
- Haji should not display Indian Flag (or any flag) or placard at the Holy places.

**NOTE:** Islamic Development Bank (IDB) is the only body authorized by the Government of KSA to perform Adahi (Qurbani) for Haj Pilgrims. Pilgrims should not fall prey to the fraudsters in the name of Qurbani. Adahi coupons of IDB is arranged by Haj Committee of India for the Pilgrims who opt for it.

### **Training Compulsory**

- ◆ Each Selected pilgrim must attend training camps / sessions organised by respective State/UT Haj Committees.
- ◆ Write details of Training Camp / Sessions Attended in Health Card for Haj Pilgrims.

**HEALTH RELATED ARRANGEMENTS**

The Ministry of Health & Family Welfare has been entrusted with the responsibility to deal with Health related medical matter of Pilgrims of Haj – 2023, so as to ensure a safe, hassle-free and seamless Haj pilgrimage with minimal health challenges.

In Haj pilgrimage each pilgrim has to move from one place to another by various modes of transport. Each selected pilgrim is required to undergo medical examination with findings in medical Screening & Fitness Certificate containing basic health related information like Blood Group, Diabetes, High/Low Blood Pressure, past medical history of Hypertension, Diabetes Mellitus, IHD (Ischemic Heart Disease, Stroke, Cerebro Vascular Accident, Chronic Renal Failure & Psychiatry Diseases etc.

Haj Committee of India in coordination with the State Haj Committees/Health Authorities to conduct Training and Medical Camps, wherein valuable training is imparted and the selected pilgrims are administered/ inoculated with mandatory dose of Cerebrospinal Meningitis (ACYW-135), Seasonal Influenza(SIV) and Oral Polio Drops. Health Card will be issue in Training of medical camp after recording past medical history of the pilgrim.

Government of India deputs a contingent of Medical and Para-Medical Staff to the Consulate General of India, Jeddah to take care of the Medical issues of Indian Haj Pilgrims in the KSA during the Haj Season. The medicines and medical equipment in required quantity is also provided to CGI, Jeddah. In Makkah Mukarramah, 10 Dispensaries, 40 bedded Hospital and 30 bedded hospital are established in Aziziya and in Madinah Munawwarah, 3 Dispensaries and one 15 bedded main dispensary will be established to enter to medical requirement of Indian Haj Pilgrims. The pilgrims can avail the medical facilities provided by the CGI, Jeddah free of cost in the Dispensaries/ Hospital established in the Branch Offices.

X-Ray/Sonography /Pathological investigations facilities are also provided in the Hospital in Makkah and Madinah.

The medical records of Haj pilgrims will be maintained in the e-Hospital Portal of Government of India, Ministry of Health & Family Welfare which will be duly considered while providing Medical treatment to pilgrims in KSA.

## HAJ GUIDE

### ROLE OF CGI IN HAJ MANAGEMENT:

Consulate General of India in Jeddah (hereinafter referred to as CGI) has the responsibility to look after pilgrims and to redress their grievances on reaching Jeddah / Madinah Munawwarah airport and while they are in the Kingdom of Saudi Arabia (hereinafter referred to as KSA).

CGI, Jeddah set up its offices at Jeddah Haj Terminal & Madinah Airport. Dispensary is also setup in Jeddah Haj Terminal to look after the arrival of pilgrims from India and their movement to their buildings in Makkah or Madinah and provide medical assistance to pilgrims. Assistance in completing Immigration formalities, collecting their luggage and dispatching to their buildings, coordinating for buses for the pilgrims for their movement to Makkah/Madinah, medical issues and other related issues etc. of Hajis are also provided. CGI, Jeddah update data regarding arrival/departure of pilgrims, accommodation details etc.

#### **Main functions of different desks in the office of CGI, Jeddah are :**

**Coordination Desk:** to co-ordinate between all the Branch Offices and IHPO, Makkah/IHPO, Madinah/Haj Section/Computer Cell and CGI Office at Haj Terminal. Death cases are taken care of.

**Madinah Movement Desk:** to remains in touch with all the concerned Saudi agencies and ensures movement of Hajis from Makkah to Madinah or vice-versa.

**Building Welfare Desk:** to verify the buildings in advance and confirm readiness of buildings in all aspects to lodge Haj Pilgrims and deals with all complaints pertaining to accommodation of pilgrims.

**General Welfare & CRT Desk:** to attend all general problems faced by the pilgrims, including loss of baggage, loss of passports, loss of cash, theft cases, missing pilgrims, arrested pilgrims, hospitalized pilgrims etc.

**Misplaced Baggage Desk:** to trace the misplaced luggage of the pilgrims and return to them in time.

**Khadim-ul-Hujjaj HGO/PTO Desk:** to monitor the work of Khadim-ul-Hujjaj and the functioning of the Haj Group Organizers/Private Tour Operators.

**Departure Baggage Cell (DBC):** to handle Remote City Check-in during Haj by weighing Luggage of the pilgrims and collect at the buildings of pilgrims itself 24 hours in advance of departure of flight.

**Control Room (CR):** remains operational round-the-clock from the evening of 7th Dhul-Hujjah till the morning of 13th Dhul-Hujjah. It functions under the direct supervision of CG and Consul (Haj) and monitors the movement of pilgrims to Mina in constant co-ordination with Branch Offices throughout the movement.

**Haram Task Force:** 3 teams are stationed in front of 4 main gates viz. King Abdul Aziz Gate, King Fahad Gate, King Abdullah Gate and Marwah Gate. Pilgrims who lose their way are guided to their accommodation.

**Aziziya Transport Desk:** This desk is operational in Aziziya. All the buses provided to Aziziya Pilgrims are under the charge of this desk. Any complaint regarding deficiency in services of buses can be reported to this desk.

**Help Line Desk:** Consulate has developed an app “Indian Haji Information System” wherein all significant details of Hajis along with locational guidance if accommodation is provided. Hajis can also lodge their grievances through this App for earliest resolution.

**Help Line Desk is functional round the clock in IHPO, Makkah. Help Line numbers, 012-5458000 & 012-5496000.** Toll Free Number are under this desk. Pilgrims can approach for any type of complaints to this desk. WhatsApp number. 00966-504127043.

**Hajis and all other officers/officials are advised to act as per the instructions of CGI, Jeddah.**

## HAJ GUIDE

### ARRANGEMENTS FOR LADIES WITHOUT MEHRAM AND “DIVYANGJAN” (PILGRIMS WITH SPECIAL NEEDS)

Government of India has taken incremental progressive steps for Haj-2024 by allowing Single Lady/Ladies without Mehram pilgrims of the age 45 years and above, and Persons with Special Needs, who wish to undertake Haj journey through Haj Committee of India. By virtue of this, Ladies above 45 years of age, who wish to go for Haj but do not have a male Mehram and their school of thought (Maslak) permits have been allowed to travel in group of 4 or more ladies.

Subject to the terms of KSA, single ladies have also been permitted to apply. Haj Committee of India will form a grouping of all such ladies, who applied under this category. They will be flying in the same group.

CGI, Jeddah shall accommodate all such Ladies without Mehram category pilgrims in separate buildings. They shall be provided necessary assistance by ladies local seasonal staff/KuH/HA/AHO etc. They shall also be take care of by lady doctors/ nurses/para-medics in case of medical exigencies.

The persons with disability/disabilities who cannot travel alone, as certified by the medical authorities, applying for Haj must be accompanied by an able-bodied person during all stages of the Haj journey. He/She should be the blood relative of such a person. Accordingly, Divyangjan and elderly pilgrims will be provided assistance at all stages of their Haj pilgrimage on a need basis under the special care and assistance by respective official deputed / employed for the purpose .

In KSA, all pilgrims with special needs shall be provided divyang friendly accommodation on the lower floors in the Buildings of stay in Makkah Mukarramah and Madinah Munawwarah. CGI, Jeddah shall make elaborate arrangements for the divyang friendly movement, transport and allied facilities to these pilgrims.

## ARRANGEMENTS OF FOREX AND INSURANCE TO THE PILGRIMS

This year, Haj pilgrims have been given a choice to purchase Saudi Riyal as per their own choice and requirements.

In terms of arrangements made by the Government of India, Ministry of Minority Affairs for Haj – 2023, foreign exchange in the form of Saudi Riyal Currency and Foreign Travel Card can be purchased by Haji as per their requirements. S.B.I. will make requisite arrangements for distribution of Saudi Riyal at identified Branches, Haj Training Camp of Embarkation Point, Accordingly, the insurance for Death/Disability of Haji will also be taken care of by S.B.I. through S.B.I. General Insurance on the best possible rate and added services. Foreign Travel Card is a form of prepaid card, in which minimum of SAR.750/- is to be loaded at a time. Foreign Travel Cards can be used in lieu of Cash/Debit Cards and is a reliable way for making payment without any extra charge. It is safe & secure generally accepted at all Shops for payment. Pilgrims can obtain Foreign Travel Cards by filling application form enclosing therewith copy of Passport, PAN No., furnishing Cover No. and proof of Visa/Travel documents.

**Hajis are advised to visit their nearest Branch and Service Centers to purchase the foreign exchange.**



## HAJ GUIDE

### PREPARATIONS FOR HAJ

- ◆ Follow guidelines issued by Haj Committee of India & State/UT Haj Committees given from time to time.
- ◆ Enhance the level of patience (SABR and Forbearance in self) as Haj entails many physical / behavioural & mental aspects.
- ◆ Memorize Niyats and Duas to be recited during Haj period. Collect detailed information in respect of Haj-e-Tamattu, Haj-e-Qiran & Haj-e-Ifrad.
- ◆ Practice long daily walks through crowded places. Practice to take care of yourself, your companion and your belongings in crowd.
- ◆ Perfect your Namaz and learn Namaz-e-Janazah.
- ◆ Lady pilgrims should learn how to offer congregational prayers.
- ◆ Learn to use Lifts, Escalators, Western Toilets which are available near you at shopping malls / complexes.





**Baggage for Journey**

Only Two (2) Bags of 20 kgs. each [Length+Breadth+Height = 75+55+28 cms. = 158 cms or 29.5+21.70+11 inches = 62.20 inches maximum total dimensions and one (1) Cabin bag of 7 Kg. [Length+Breadth+Height = 55+40+23 cms. = 118 cms or 21.75+15.75+9 inches = 46.5 inches maximum total dimensions per pilgrim will be permitted subject to guidelines issued by concerned authorities of KSA and Government of India. Pilgrims will have to carry only the specified standard size bags .



Check-in Baggage



Cabin Baggage

**NOT ALLOWED BAGGAGE**



Paint or write with an indelible marker, your information like Name, Cover number on your baggage to avoid misplace. Gunny bags are not allowed.

Pilgrims should mark their luggage with a unique color, putting a photo, write the name, nationality and mobile/telephone number, their field service group numbers and addresses of their accommodation in Makkah Al-Mukarramah and Madinah Al-Munawwarah clearly on their luggage.

MHF-1234-2-0  
Mr. Safwaan Ansari  
Mominpura, Byculla,  
Mumbai-11.  
MS, India.  
9xxxxxxxxx.  
Mumbai to Jeddah  
Madina to Mumbai

**The same information may be written/pasted inside the bag also.**

## HAJ GUIDE

### NECESSARY ITEMS DURING HAJ PERIOD

#### ◆ OBTAINING SAUDI SIM CARD & ITS ACTIVATION PROCESS:

HCoI is not responsible to provide SIM Card. At least one member of the cover should carry Indian Local SIM with International roaming facility.



Saudi local SIM Cards are available near residence in Makkah, Madinah, Kiosk/Branch of Saudi Telecom Companies. Purchase as per requirement. For activation, Bio-metric/Passport-Visa details are necessary.

◆ Safe wallet or Waist Belt Wallet for safely carrying documents, currency etc.



◆ Woolen or leather socks for protecting your feet.



◆ 2 pairs of Slippers and a Bag to carry.



◆ Spare glasses, if using, so that the other can be used in case of loss or damage.



◆ Sun glasses: To protect your eyes from intensive sunlight & reflections.



◆ Sunscreen: To protect your skin from intensive sunlight & reflections.



◆ Nylon rope: 10 meters for drying clothes & hanging a curtain to maintain Hijab.



◆ First Aid Kit/Box: Arrange and take First Aid box containing necessary medicines for common cold, infections, allergy, headache, bodyache, fever etc.



◆ Face Mask: Wear face-masks in all public places throughout the Haj journey



◆ Those suffering from Diabetes, Blood Pressure, etc are advised to discuss with their doctor and keep sealed medicines alongwith prescriptions. Those persons who have undergone major operations or suffering from major diseases are advised to keep their medical papers with them.

### Restricted /Banned Articles

◆ Remember custom officers are permitted to investigate your baggage anytime till boarding the aircraft.

◆ Raw or cooked meals (veg or non-veg)



◆ Any oil product



◆ Arms & ammunition, gun-powder, match box, lighter, explosive chemicals, etc.



◆ Fake firearm toys.



◆ Any political material, Pornographic material in any form and other materials in commercial quantity..

◆ Any item that propagates smoking.

◆ Any material which is against ethics or forbidden in Islam or against the Saudi Government.

◆ Poisonous or semi-poisonous materials.

◆ Carrying inflammable items like petrol, oil, stove etc.

◆ All types of intoxicants including medicines of this nature, opium, khaskhas (poppy seeds), morphine, cocaine etc.

◆ All big sized photographs / paintings for commercial purpose.

◆ Items which bear Government emblem.

◆ Any item that bears Jewish Emblem (✡) or cross (✝).

◆ Black coloured tasbeeh of glass beads or plastic beads.

◆ Wild animals, birds, any item made up of ivory, musk, skin of reptiles etc.

◆ Foreign Currency or equivalent valuable items is permitted as per R.B.I. / Customs Norms

◆ Indian currency more than Rs.25,000/-.

## HAJ GUIDE

### **Vaccination**

Intending pilgrims should be fully vaccinated with all necessary approved vaccines before departure for Haj-2024. Only such pilgrims shall be allowed to travel for Haj - 2024 (Hijri - 1445).



#### **1. Oral Polio Vaccination (OPV)**

All Pilgrims are required to take OPV at least six weeks before the expected departure and get it entered in Health Card.

#### **2. Meningitis Vaccination**

Vaccination against meningitis is a precondition for grant of HAJ VISA.

#### **3. Influenza Vaccination**

Health Ministry of Kingdom of Saudi Arabia recommends pilgrims who are old aged & suffering from Chest Diseases, Diabetes, Liver/Kidney diseases, etc., to get Influenza Vaccination

**BRIEF GUIDELINES ON SAFEGUARDS AGAINST EFFECTS OF HOT WEATHER CONDITION**

Weather in Makkah Mukarramah, Madinah Munawwarah, Mina and Arafat may be a bit adverse and hot during Haj Season. You are requested to be prepared to cope up with the following:

- (a) Loss of body water i.e dehydration.
- (b) Loss of salts from the body due to perspiration. (Impact of both can lead to Sun stroke).

**2. Symptoms:**

The earliest symptoms include fainting, dizziness, staggering, headache and nausea, Later on there may be lethargy, confusion, irritation, agitation followed by convulsion and coma.

**3. Immediate Treatment:**

Effective Cooling through :

- (i) Wet - towels and strong fan in a cool dry room.
- (ii) Use of Ice-bags over various parts of body.
- (iii) Water cold sheets and taking of fluids to replace losses in body.
- (iv) Abundant intake of fluids to recompense the loss of fluids.

**4. Precautions:**

- (a) Avoid undue exposure to direct heat and sunlight.
  - (i) Use wet piece of cloth or Towel over your head covering particularly neck and ears.
  - (ii) Sprinkle water frequently on your face.
- (b) Drink enough fluids.
- (c) If you feel excessively weak and fatigued take a little salt and sugar with water or use oral electrolyte powders. Glucose and other salts are good substitutes available in General provision stores or Chemist shops in KSA.
- (d) Consult your doctor immediately when symptoms fail to subside or become worse. Members of Indian Medical Team will be available for consultation /treatment at Jeddah Airport at various Indian Dispensaries in Makkah, Madina, Mina and Arafat.

## HAJ GUIDE

All these dispensaries are manned by Indian Doctors and para-medics. Consult them whenever required. The Dispensaries provide medicines free of cost.

Government of Saudi Arabia also makes elaborate arrangements to look after the health issues of Pilgrims. There are many good Hospitals of the Government of Saudi Arabia at all these places in Haj Territory. Pilgrims are benefited from these Hospitals, if required.



## TOWARDS EMBARKATION POINT

### Online Booking Receipt Printout

HAJ COMMITTEE OF INDIA ONLINE FLIGHT BOOKED DETAILS FOR HAJ - 2023	
Cover No.	MHF-1-2-0
Embarkation Point.	MUMBAI
Flight No.	SV-5324
Flight Date / Time	17-06-2023 22.15
Flight Booking Sr. No.	7,8
Passport/s & Travel documents collection Date / Time	16-06-2023 16.30
Passport/s & Travel documents collection Place	BAITUL-HUJJAJ, HAJ HOUSE, 7A, M.R.A. MARG, PALTON ROAD, MUMBAI-400001
Documents Received by Head of Cover (Name)	Cover Head's Signature
<b>Note:</b> Submit a copy of receipt to your respective Embarkation Point for Passport/s & Travel documents	

- ◆ E-Booking for confirmation of flight online after receipt of intimation about flight date etc. at [www.hajcommittee.gov.in](http://www.hajcommittee.gov.in) any time till 2 days prior to departure by Cover Head only. Pilgrims

#### Flight Confirmation

[www.hajcommittee.gov.in](http://www.hajcommittee.gov.in)  
 +  
 Pilgrim information  
 +  
 Cover Enquiry  
 +  
 Enter Cover No.  
 +  
 Get Detail & Print

have to report at the respective Embarkation Point alongwith original payment receipts and online Booking Receipt printout 2 days before the departure alongwith payment receipt for confirmation of booking.

### Check List

Necessary documents required at the Embarkation point.

1. Online Booking Receipt printout
2. Original Pay-in Slips of Deposited amount.
3. Health Card for Haj Pilgrims.
4. Covid Vaccination Certificate and RT PCR Report (may be required subject to instant instruction prevailing at that time)

## HAJ GUIDE

### Distribution of Passports

- ◆ Passport having pasted sticker containing details of Saudi Agency, accommodation and ID card will be handed over to pilgrims at the Embarkation Point. Please keep two photocopies of passport and boarding passes with other documents securely.
- ◆ Please check name and other details printed on Boarding Passes and keep the Return Boarding Pass safe for return Journey.
- ◆ Check the details of documents received, in case of any discrepancy contact State Haj Committee Office.
- ◆ After completion of booking formalities passport, E-bracelet, steel bracelet, Boarding Pass, ID Cards etc, will be handed over to pilgrims by officials of Haj Committee.



#### Check List

1. Passport
2. Boarding passes
3. ID Card
4. Steel Bracelet
5. Health Card
6. E-Bracelet



**HAJ COMMITTEE OF INDIA**  
(Statutory body of Ministry of Minority Affairs)  
T-1A, M.R.A. Marg (Patton Road), Mansarovar-410001 (INDIA)  
Haj[1438(H)-2017  
Cover No : MHR-33647-2-0

**IDENTITY CARD**

Name : SHAIKH MAHEBOOB MAHAMMAD MAHEBOOB SHAIKH  
DOB : Jun 1 1958 Age : 58 Nationality : INDIAN  
Dist : AHMED NAGAR Gender : M  
State : MAHARASHTRA Blood Group : O+

HCOI Sr. No : 98624

Front

4

**HAJ COMMITTEE OF INDIA**  
(Statutory body of Ministry of Minority Affairs)  
T-1A, M.R.A. Marg (Patton Road), Mansarovar-410001 (INDIA)

Passport No. : L4791140	Location : Azada AK.
Bldg No. : 402	Makkah Tel. :
Room No. : 206	Branch Tel. : 0545909742
Makkah No. : 34	HCOI Sr. No. : 105346
Makkah Branch : 5	Cover No. : KHHRIF - 157 - 1

Back

**GOVERNMENT OF INDIA**  
Ministry of Health & Family Welfare  
Ministry of Minority Affairs

**HEALTH CARD FOR HAJ PILGRIMS 2024**

5

**SHAIKH NASIR**

Indian 325  
Passport: 158356985 Application No: 4869236  
Toll Free 800-458-644

6



### Towards Airport

- ◆ Keep Ihram & Slippers ready in your handbag. in case your flight is to Jeddah,
- ◆ Wear normal clothes in case your flight is to Madina.
- ◆ Do not keep in your hand bag any sharp items like scissors, nail cutter, knife, sarota (Betel nut cracker).
- ◆ At the time of check-in at Haj House/ Airport, you must obtain Baggage Tag and keep them safely. Ensure that you are carrying atleast 1500 SAR per pilgrim and maximum as permissible by the Government. Put on Ihram.
- ◆ In case check-in is done at Airport with facility of Ihram, pilgrims are required to report 5 hours before scheduled time.
- ◆ At the Airport, luggage will be screened first. Do not keep any restricted material in your luggage.
- ◆ Do not keep any valuable / important items like passport, Boarding Passes, Health Card, ID card, important documents and necessary medicines in check-in Baggage.

#### Baggage Tag



#### **HAJ SUVIDHA APP**

Your Ultimate Companion for Haj Pilgrimage. This app is your one-stop solution for all your Haj needs.



## HAJ GUIDE

- ◆ After check-in you have to pass through Immigration. Get your Immigration form filled. Before leaving the Immigration counter ensure that Immigration stamp is put on the passport by the immigration officer.



- ◆ After moving into security hold area, use toilets/rest rooms, perform ablution (wudhu) and put on Ihram. Perform Namaz as per timing



- ◆ Proceed for Boarding after announcement by concerned Airlines.



- ◆ Occupy seat made available to you in the aircraft. Keep your hand bag in the cabin provided for it. Tie your seat-belt whenever announcement is made.
- ◆ Use tray at the back of front seat for eating meals/foods provided in the flight.
- ◆ Do not spill water on the floor of the aircraft. It may cause accident as there are many electrical and electronic components installed below the floor.
- ◆ **Get yourself relieved from all your personal requirements and perform ablution before boarding Aircraft . Make less use of toilets in the flight. Do not perform ablution (wudhu) in toilet. Perform Tayammum, if required.**
- ◆ Pilgrims with Ihram should recite Talbiyah intermittently.
- ◆ Do not perform Namaz in pathways You may offer Namaz in sitting position.
- ◆ After nearly Five (5) hours of flight journey you will reach Jeddah/ Madinah Airport. Patiently wait till you are instructed to alight the flight. Pick your hand bag. Board the buses provided from aircraft to Airport Building.



Pathways





## HAJ GUIDE

# IMMIGRATION FORM (Specimen)

(AT JEDDAH / MADINAH AIRPORT)

PILGRIMS DEPARTURE CARD

PILGRIMS ARRIVAL CARD

Kingdom of Saudi Arabia Ministry of Interior Immigration Department		المملكة العربية السعودية وزارة الداخلية المديرية العامة للجوازات	
 <p>PILGRIMS DEPARTURE CARD بطاقة مغادرة حجاج</p>		 <p>PILGRIMS ARRIVAL CARD بطاقة دخول حجاج</p>	
<input checked="" type="checkbox"/> وثيقة حج <input type="checkbox"/> عادي <input type="checkbox"/> سياسي <input type="checkbox"/> خاص		Please Print in Bold : <input checked="" type="checkbox"/> وثيقة حج <input type="checkbox"/> عادي <input type="checkbox"/> سياسي <input type="checkbox"/> خاص	
الناقله Carrier: <u>SV</u>		رقم الرحلة Fit No: <u>BOM</u>	
رقم الرحلة Fit No: <u>SV-5430</u>		اسم الأول First Name: <u>AKBAR</u>	
اسم العائلة Family Name: <u>BOM</u>		اسم الأب Second Name: <u>HUSSAIN</u>	
اسم العائلة Family Name: <u>SHAIKH</u>		اسم الجد Third Name: <u>-</u>	
الاسم الكامل Full Name: <u>AKBAR SHAIKH</u>		الجنس Sex: <u>MALE</u>	
الجنسية Nationality: <u>INDIAN</u>		تاريخ الميلاد Date of Birth: <u>15-10-1987</u>	
الجنسية Nationality: <u>INDIAN</u>		رقم جواز السفر Passport No: <u>P7550449</u>	
الجنس Sex: <input type="checkbox"/> أنثى <input checked="" type="checkbox"/> ذكر		المهنة Job: <u>-</u>	
الجنس Sex: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male		العضوية Membership: <u>-</u>	
رقم جواز السفر Passport No: <u>P7550449</u>		المرافقون Dependents:	
عدد المرافقين No. of Dependents: <u>-</u>		الاسم Name: <u>-</u>	
الجنس Sex: <input type="checkbox"/> إناث <input checked="" type="checkbox"/> ذكور		تاريخ الميلاد Date of Birth: <u>-</u>	
الجنس Sex: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male		رقم التأشيرة Visa No: <u>-</u>	
تاريخها Dated: <u>-</u>		مصدرها Issued at: <u>-</u>	
Official Use توقيع المراقب		للإستعمال الرسمي الختم الرسمي	

**PROCEDURE AT JEDDAH / MADINAH AIRPORT**

- ◆ Immigration will be done after you arrive airport. Finger prints and facial photo are taken at immigration counter.
- ◆ You may use toilets/restrooms. Perform ablution and pray.
- ◆ After immigration collect your baggage from conveyor belt. Proceed towards screening machine.
- ◆ Baggage will be checked at the screening machine. Then proceed towards Indian Haj Pilgrims Office (IHPO) camp.
- ◆ There is chance of missing/changing of hand baggage at X-ray point so be careful. Also be careful of your items in the hand baggage.
- ◆ Transportation stickers will be pasted on your passport.
- ◆ Representatives of IHPO will welcome and guide pilgrims to proceed towards waiting area meant for Indian pilgrims. Keep your baggage carefully.



- ◆ Saudi Agency will arrange bus for you. Representatives of IHPO will guide you towards the bus. Your baggages will be transported through the same bus as far as possible. Extra baggages, which could not be accommodated in the bus will be transported later on through trucks.



**In case of Misplacement or Loss of Baggage**

- ◆ Lodge complaint with Indian Haj Pilgrims Office at Airport.

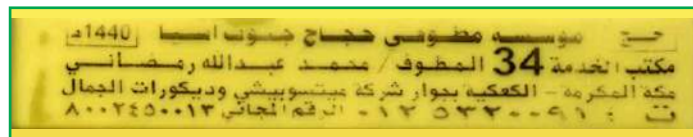


## HAJ GUIDE

### ACCOMMODATION

#### Journey from Jeddah To Makkah

- ◆ Bus will leave for Makkah from Jeddah Airport and 80 Km distance is normally covered within 2½ hours. However due to traffic congestion it may cause delay.
- ◆ The IHPO Officials/Saudi Agency's office shall collect the original Passports from all Pilgrims in the bus.
- ◆ The pilgrims are given Identity Card and Yellow Bracelets by the Saudi Agencies.



### Accommodation to pilgrims of Haj 2024

- ◆ **AZIZIA** : Azizia and similar areas

- ◆ Your bus will arrive at your building of stay.
- ◆ Representatives from Saudi Agency will bring your baggage to Reception area.
- ◆ Collect your baggage and report to Reception Counter. Get keys of your room mentioned on the passport sticker.



- ◆ Each pilgrim is entitled to only four (4) sqm of space for self and baggage. Room capacity may vary from 1 pilgrim to 20 pilgrims depending upon its size. Efforts are being made to accommodate pilgrims of one Cover in a single room although it is practically not possible for all the Covers. Pilgrims should be mentally prepared to share accommodation with pilgrims other than their Cover. Cover can be allotted in two different adjacent rooms according to the capacity of room.

- ◆ Drinking water is made available on every floor.



- ◆ Every pilgrim has to learn how to use air-conditioner/gas stove and other equipments with the help of building supervisor. It will avoid untoward incident in the building.



## HAJ GUIDE

◆ Upto 12 pilgrims will share a toilet. A bucket and mug will be provided in every bathroom.



◆ There will be lift facilities in every building. Old pilgrims should be given first preference to avail lift facility.

◆ Get the following information from the building reception counter before going to perform First Umrah on arrival.

1. Location of your building in Makkah Sharif.

2. Nearest road to reach Haram Sharif.

3. Building No. given by the Indian Haj Pilgrims Office.



4. Branch office of the Indian Haj Pilgrims Office nearest to the building.

5. Telephone number of the building.

6. Please collect the Visiting cards indicating building details and location Map from your Building Reception Counter.





## AMENITIES IN MAKKAH & MADINAH

- ◆ Main Offices in Makkah and Madinah, 11 Branch Offices in Makkah, 2 Desks for Misplaced Baggage & 3 Branch Offices in Madinah.
- ◆ 70 bedded hospital in Makkah (40x30 bedded in Azizia), 15 bedded Main Dispensary in Madinah, 14 branch dispensaries in Makkah and 3-5 Branch Dispensaries in Madinah.
- ◆ Office at Jeddah and Madinah Haj Terminals with Dispensaries.
- ◆ Supply of bucket, Mug, Wiper, disinfectant, Broom-Brush, Lota to Hajis in their buildings in Makkah.
- ◆ Haj Film (on YouTube/ CGI website/ Onboard in-Flight/ Training sessions in India)
- ◆ Sign Boards, Maps and Pocket Maps of Makkah, Madinah, Mina and Arafat.

### **Services for Haj 2024:**

#### **Haj Suvidha App:**

Your Ultimate Companion for Haj Pilgrimage.

Haj Committee of India is thrilled to introduce you to a game-changing mobile application designed specifically for the Haj pilgrimage - HAJ SUVIDHA. If you're a first-time pilgrim, this app is your one-stop solution for all your Haj needs. With HAJ SUVIDHA, you can access essential information about Haj rituals, prayer timings, and important locations right at your fingertips. Say goodbye to confusion and hello to convenience!

## HAJ GUIDE

### AMENITIES IN MAKKAH



- a. SMS alert system has been adopted whereby SMS will be sent to the Haji by IHPO regarding important Do's & Don'ts during Haj.
- b. Mobile Phone application: 'Haj Suvidha App' provides details of Hajis building in Makkah/Madinah and Maktab in Mina. An emergency contact button is provided for contacting the Indian Haj Pilgrim's Office through its toll free number. The details of the Khadim-ul-Hujjaj and co-pilgrims of Haji is also available.
- c. Consulate General of India's official website [www.cgijeddah.com](http://www.cgijeddah.com) and facebook page <https://www.facebook.com/CGIJeddah> will provide updated information.
- d. 24 X 7 Helpline number/s 012-5458000, 5496000 are available to provide assistance to Hajis during Haj.
- e. Flat metallic bed / Cots, Mattress, Pillow, Blanket.
- f. Potable water, water dispenser on each floor.
- g. Gas stove with cylinder and one refrigerator, if permitted in each kitchen in Aziziya.
- h. Geyser, disinfectant, bucket, mug and toilet brush in every bathroom.
- i. Hangers in each room.
- j. Hospitals and Dispensaries.

### AMENITIES IN MADINAH



- a. Bed, Mattress, Pillow and blanket.
- b. Drinking water and water dispensers on each floor.
- c. Geyser in the bathroom for hot water.
- d. Porters to handle the baggage of pilgrims at their arrival / departure.
- e. Hospital and Dispensaries.

## INDIAN HAJ PILGRIMS OFFICE, MAKKAH MUKARRAMAH



### Various Sections

1. Co-ordination Cell
2. General Welfare Section
3. Building Welfare Section
4. Madina Sharif Movement Cell
5. Computer Information Center
6. Computer Reservation Terminal
7. Task Force
8. Misplaced Baggage Desk
9. Branch Office
10. Head Diagnostic Center/ Hospital
11. Branch Dispensaries
12. Mobile Team
13. Ambulance Service
14. Wheel Chair facilities for weak pilgrims.

◆ Indian Board with branch office number will be displayed on your building.

◆ Free medical facilities will be provided at concerned branch offices.



## HAJ GUIDE

- ◆ There will be a doctor's mobile team for serious patients. To reach doctor's mobile team you have to request the nearest branch office.
- ◆ Complete information of Pilgrims' will be available on website of Consul General of India ([www.cgijeddah.com](http://www.cgijeddah.com)). Relatives of pilgrims may get relevant information by logging on this Website.



- ◆ Relatives of pilgrim can get information from State Haj Committee Office as well.

### **Responsibilities of Saudi Agency (Tawafa Company)**

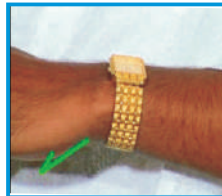
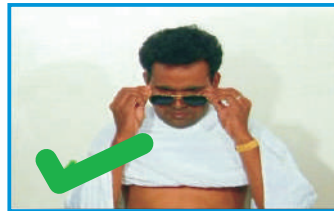
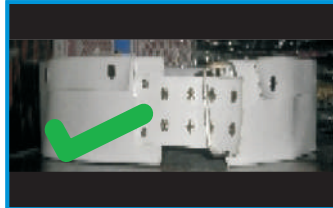
- ◆ To welcome pilgrims and provide facilities to carry baggage.
- ◆ General Guidance, Nowadays they do not provide assistance in performing Umrah and Haj (Rituals ).
- ◆ To keep passport of each pilgrim in their custody.
- ◆ To provide wrist band ( Yellow Bracelet ) to each pilgrim with relevant information.
- ◆ To provide photo ID card.
- ◆ To guide during Haj period from Makkah to Mina, Mina to Arafat, etc with traveling facilities.
- ◆ In case a pilgrim is not satisfied with the Saudi Agencies, he can lodge a complaint in the Indian Haj Pilgrims Office by Indian Desk /by using Haj Suvidha App.
- ◆ Meals and other facilities during stay in Mashaer region.

### Restrictions during Ihram



**HAJ GUIDE**

**Permitted in Ihram**



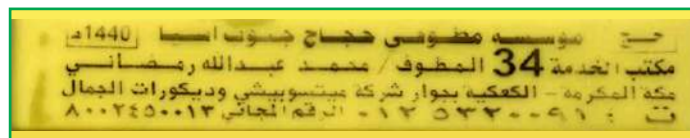
## MEDICAL PRECAUTIONS

1. Please carry :
  - a. Health Card for Haj Pilgrims
  - b. Personal & Special Medicines.
  - c. Medical prescription, Medical/Lab reports/ECG etc.
  - d. ID Card.
  - e. Tawafa Establishment Card , Yellow bracelet.
  - f. e-bracelet.
2. Diabetic patients - take care of feet and avoid wounds.
3. Heart patients, BP patients - avoid physical stress.
4. Drink “NOT COLD” Zam Zam only to avoid throat, lung infections. Avoid drinking COLD Zam Zam.
 
5. Drink Zam Zam water & Fluids. Use Glucose & Electral powder to prevent dehydration, .
 
6. Avoid undue exposure to direct sun light.
7. Use wet piece of cloth towel over head, neck and ears.
8. Sprinkle water on face frequently.
9. Consult Doctors at Indian Dispensaries in Makkah, Madinah, Mina and Arafat.
10. Visit Saudi hospitals if required. Treatment is free.

## HAJ GUIDE

### UMRAH

- ◆ Wear Ihram from Embarkation point in case your flight is to land at Jeddah and you intend to perform Haj-e-Tamattu/Qiran. After reaching Makkah, perform Umrah first.
- ◆ Keep your Yellow bracelet, Stainless Steel bracelet, E-bracelete & ID Card along, while going to Haram Sharif to perform Umrah.



- ◆ Avoid taking more than 100-200 Saudi Riyals with you to avoid loss / theft in the crowd and while going to Haram Sharif.
- ◆ Approach building Reception Counter for guidance before proceeding to Haram Sharif
- ◆ Keep in mind the landmarks near your building and the way leading to Haram.



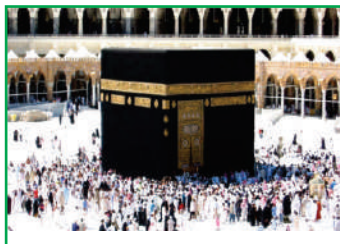


## HAJ GUIDE

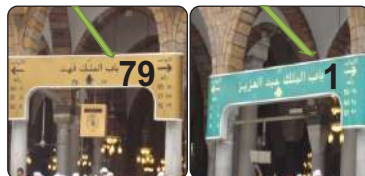
- ◆ There are many gates to enter into Haram Sharif. Remember the having gate number nearest to your way through which you enter. Use toilets, restroom perform ablution (Wudhu), before going to Haram Sharif.



- ◆ Carefully observe Haram Sharif, while entering. You will see Khana-e-Ka'ba in front of your eyes no matter from which gate you enter.
- ◆ Follow indicators and also follow the instructions of Security Personnels / Staff of Harmain deployed at various positions and Gates of Entrance & Exit at Both Harmain Sharif.
- ◆ Recite dua on first sight of Khana-e-Ka'ba.



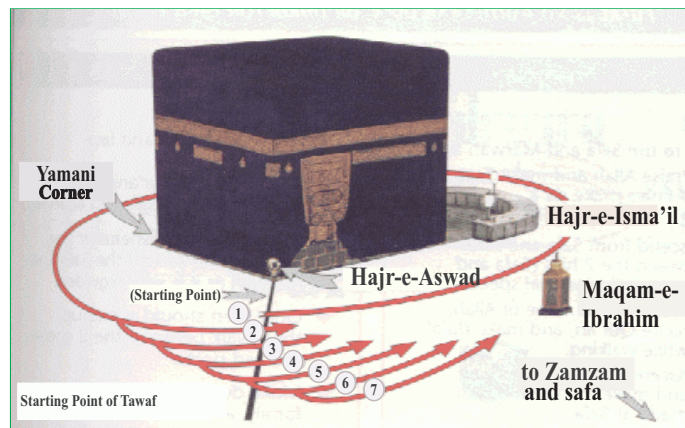
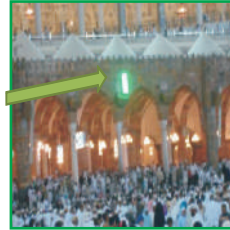
- ◆ Remember the gate number from which you enter the Mataaf Area.



- ◆ Khana-e-Ka'ba has four corners 1) Hajr-e-Aswad 2) Rukn-e-Shami 3) Rukn-e-Iraqi and 4) Rukn-e-Yamani.

## HAJ GUIDE

- ◆ You will also see Al-Hatim & Maqam-e-Ibrahim.
- ◆ There is a green light indicator opposite the Hajre Aswad. Move towards that direction to begin your circumambulation (Tawaf).
- ◆ Take a 7-bead Tasbih to count Tawaf.
- ◆ Do Ijtiba i.e. wrap the upper sheet of Ihram from under the right arm so as to keep the right arm and shoulder un covered.
- ◆ Turn your chest towards Hajre Aswad after reaching the green light indicator. Stop reciting Talbiyah. Make intention (niyyah) for Tawaf of Umrah.
- ◆ Perform Istalaam i.e. Kiss Hajre Aswad or touch it with both palms, if it is easily done or point with both the palms outstretched towards Hajre Aswad.
- ◆ Begin Tawaf around Kaaba
- ◆ Male pilgrims shall observe RAMAL (brisk walk with chest out) in first three rounds.
- ◆ Take care of yourself, your companion & belongings during Tawaf.



- ◆ Complete 7 rounds of Tawaf-e-Ka'ba.
- ◆ Tawaf can also be performed on 1st and 2nd Floor easily.
- ◆ Complete seven rounds of Tawaf-e-Ka'ba, go behind Maqaam-e-Ibrahim, offer two rakaat (wajib-e-tawaaf) salaah. In case of heavy crowd offer this salaah anywhere in the Mataaf area. Seek for sincere repentance.
- ◆ Stand facing Khana-e-Ka'aba and drink Zam Zam which is available in the Mataaf area. Recite Duas.



- ◆ After Istilaam, towards Hajr-e-Aswad, proceed towards Safaa hillock. There are indicators pointing towards Safaa.
- ◆ At Safaa, make intention (niyyah) for Sae'e and walk from Safaa to Marwah. This completes one lap. Then from Marwah walk to Safaa which is the second lap. In this manner complete seven laps completing the saee at Marwah.
- ◆ During Sa'ee, male pilgrims shall walk quickly between the green lightened columns called Meelain Akhzarain. Female pilgrims should walk normally.
- ◆ Sae'e begins from Safaa hillock and ends at Marwah. During Sae'e and upon completion of seventh round make supplications (Duas).



## HAJ GUIDE

- ◆ After Sae, men should have their heads shaved (halaq) or their hair shortened (qasr). Shaving of beard is preferable. Women, however, have to only shorten their hair and not shave their heads.
- ◆ After cutting the hair, umrah is complete. The restrictions of Ihram are removed (for those doing Haj-e-Tamatto).



- ◆ During Umrah observe cleanliness and follow rules.
- ◆ After Umrah if possible you may offer 2 rakat Namaz wajib-e-Tawaaf behind Maqam-e-Ibrahim. Similarly if the Mataaf area is crowded and it is not possible to kiss Hajre Aswad, don't struggle to kiss it. Likewise avoid approaching Multazim at the time of heavy rush.
- ◆ Be thankful to Allah (swt) that He provided the opportunity for performing Umrah and live rest of your life according to the Commands of your Creator.

### Chart Indicating Faraiz & Waajibaat of Umrah

FARAIZ	WAJIBAAT
1) To enter into the state of Ihram for Umrah.	1) Ritual shaving (Halaq).
2) Tawaf with Ramal.	2) Saée between Safa and Marwah.

- ◆ Nafil Tawaaf can be performed any time.
- ◆ If convenient, make ziyaraat of places such as Mina, Arafat, Muzdalfah, Jamraat, etc. before actual Haj period to make yourself familiar with these places.

### PLACES WORTH VISITING IN MAKKAH MUKARRAMAH

1. The house of Ummul Mu'minin Khadija-tul-Kubra where all her children by the Prophet were born, namely: Qasim, Zainab, Abdulla, Ruqayya, Fatima and Umm Kulthum, (a'lai hum-us-Salam). The Prophet stayed here prior to Hijra. After Bait-Allah this house is regarded as a very sacred one.
2. The place of birth of the Prophet: Now a library has been housed in it.
3. The House of Abu Bakr-as-Siddiq: It is situated in the locality of ZIQA-E-SAWWAGHIN. It is here that Uthman, Talha and Zubair embraced islam. Without a proper guide, it is difficult to reach there.
4. Dar-e-Arqam In the beginning of Islam, the house of Arqam Makhzumi was the center of preaching. It was here that hamza and Umar embraced the Faith. This house is adjacent to Safa.
5. Masjid-e-Jinn: This mosque is situated in Suq-e-ma'la. It is also known by the name of masjid-e-Bai'at, and Masjid-e-Hars. It was here that the Prophet took Bai'at from Jinns.
6. Masjid-e-Shajara: This mosque is opposite the mosque of Jinn.
7. Masjid-e-Bilal: This mosque is situated on the hill of Abu Qubais. According to some authorities the miracle of the cleavage of Moon (Shaqq-ul-Qamar) took place here.
8. Masjid-e-Mujtaba : This mosque is near the birth place of the Prophet.
9. Masjid-e-Tuwa: It was here that the Prophet stayed when he offered Umrah.

## HAJ GUIDE

10. Masjid-e-A'isha: This mosque is near Tan'im. The Pilgrims and people of Makkah Mukarramah wear Ihram from this place for Haj and Umrah.
11. Masjid-e-Ajiyad: It is situated in the locality of Jiyad.
12. Masjid-e-Khalid: It is situated in Jarat-ul-Bab.
13. Masjid-e-Khaif: It is situated in Mina, as already referred.
14. Masjid-e-Nasb: Also situated in Mina, near Masjid-e-Khaif.
15. Jabal-e-Abu Qubias: In the days of ignorance, it was known as Jabal-e-Amin. This hill is in the southern direction of Haram. The miracle of the cleavage of Moon is reported to have taken place here.
16. Jabal-e-Noor: It is also known as jabal-e-Hira which is about three miles from Makkah Mukarramah. Here is the famous cave Hira where the Prophet used to go for meditation prior to the Call.
17. Jabal-e-Thaur: This is the hill in the cave of which the Prophet and his dear companion Abu Bakr as-Siddiq (Allah be pleased with him) stayed for three days at the time of Hijhra. It is about 7 miles from Makkah Mukarramah on the way to Madinah Munwwarah.
18. Jannat-ul-Mu'alla: This is the oldest cemetery of Makkah Mukarramah. It contains the graves of Amina, the mother of the Prophet, Khadija and Asma, two wives of the Prophet, Abd-ur-Rahman, son of Abu Bakr, Abdullah, son of Umar and Qasim, the son of the Prophet and many more (May Allah's peace be on them).

**NOTE:** All these places are not easy to be located without a guide. Some of these have become part of expanded Masjid-al-Haram.

## IMPORTANT POINTS AND PLACES

- ◆ **Hajre Aswad: (Holy Haram Sharif)**  
Black stone installed at a corner of Khanae Kaaba, from where pilgrims start Tawaaf.
- ◆ **Multazam: (Holy Haram Sharif)**  
The wall between Hajre Aswad and door of Khanae Kaaba where it is desirable to make supplications (dua) while hugging it with your complete body.
- ◆ **Hateem: (Holy Haram Sharif)**  
North side portion of Baitullah which infact is a portion of Khana e Kaaba.
- ◆ **Meezaab-e-Rehmat: (Holy Haram Sharif)**  
Water spout (Parnala) from where rain water drains from terrace of Khana e Kaaba.
- ◆ **Maqaam-e-Ibrahim: (Holy Haram Sharif)**  
The stone which was used by Prophet Ibrahim (AS) while constructing Khana e Kaaba.
- ◆ **Zam Zam: (Holy Haram Sharif)**  
The water well within the Haram Sharif, this water is blessed with curative properties.
- ◆ **Bab-ul-Salaam: (Holy Haram Sharif)**  
The gate of Haram Sharif which is situated between exterior walls of Safaa & Marwah. It is desirable to enter through this gate.
- ◆ **Tan'eem ( Masjid-e-Ayesha): (Makkah)**  
Umrah & Haj niyyat can be done at this place, for those staying in Makkah.
- ◆ **Meeqaat:**  
The place from where it is obligatory to wear Ihram and make niyyat for Umrah & Haj.
- ◆ **Zul Hulaifa ( Abyar-e-Ali Masjid):**  
Meeqaat for Madinah pilgrims which is 10 km away from Prophet's Mosque (Masjid Nabwi).
- ◆ **Zaat-e-Iraq:**  
Meeqaat for Iraqi pilgrims.
- ◆ **Yalamlam:**  
Meeqaat for Indian & Pakistani pilgrims.

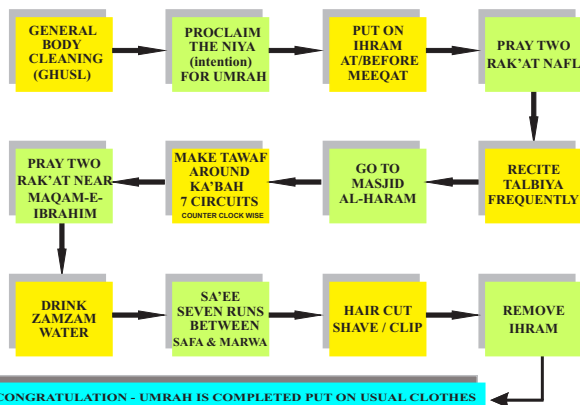
## HAJ GUIDE

- ◆ **Johfa:**  
Meeqaat for Shia pilgrims.
- ◆ **Qarnul Manazil:**  
Meeqaat for pilgrims from Najad.
- ◆ **Safaa:**  
A small mountain adjacent to east side of Baitullah from where Sae starts.
- ◆ **Marwaah:**  
A small mountain some distance away from Safaa where Sae ends.
- ◆ **Masaa:**  
The place in between Safaa & Marwaah.
- ◆ **Meelain Akhzarain:**  
The green lighted area in between Safaa & Marwaah where male pilgrims walk briskly.
- ◆ **Mina:**  
8 Km away from Makkah where pilgrims have to stay during Haj days.
- ◆ **Jamraat:**  
Place at the end of Mina. Three stone pillars situated at a distance to each other which are stoned during Haj period.
- ◆ **Arafat:**  
16 Km away from Makkah where Masjid-e-Namrah is situated and pilgrims gather here on Arafat Day (9th Dhul Hijja).
- ◆ **Jabal-e-Rehmat:**  
A mountain situated in Arafat ground where the Holy Prophet (pbuh) delivered his last sermon to pilgrims.
- ◆ **Muzdalifah:**  
In between Mina and Arafat where pilgrims stay at night after leaving Arafat. The Pilgrims pick pebbles (small stones) from here for stoning Jamarat.
- ◆ **Wadi-e-Mehsar:**  
Adjacent to Muzdalifah ground where pilgrims are not allowed to stay and have to cross it fast.
- ◆ **Batan-e-Arna:**  
A jungle adjacent to Masjid-e-Namrah of Arafat, where staying is not permissible as it is not a part of Arafat & Muzdalifah.



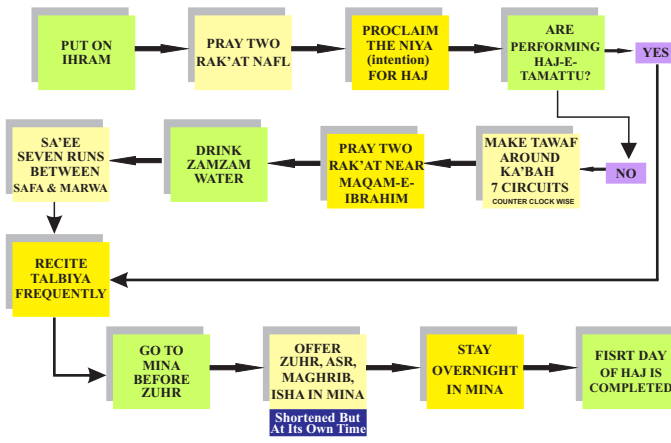
## UMRAH & HAJ AT A GLANCE

### HOW TO PERFORM UMRAH



### FIRST DAY OF HAJ (8th ZUL-HIJJAH)

#### YOU ARE IN MINA



## HAJ GUIDE

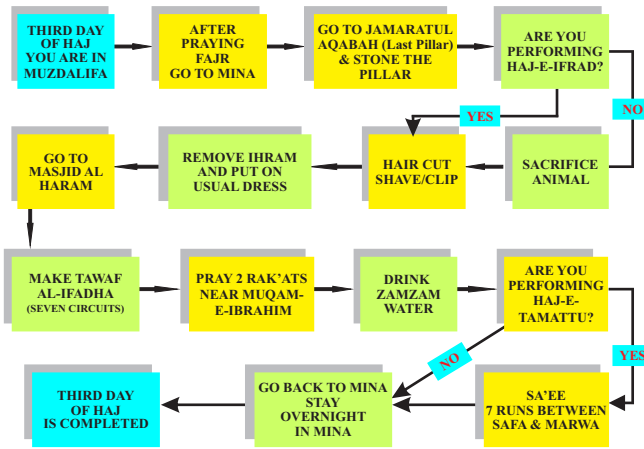
### SECOND DAY OF HAJ (9th ZUL-HIJJAH)

YOU ARE IN ARAFAT DURING THE DAY



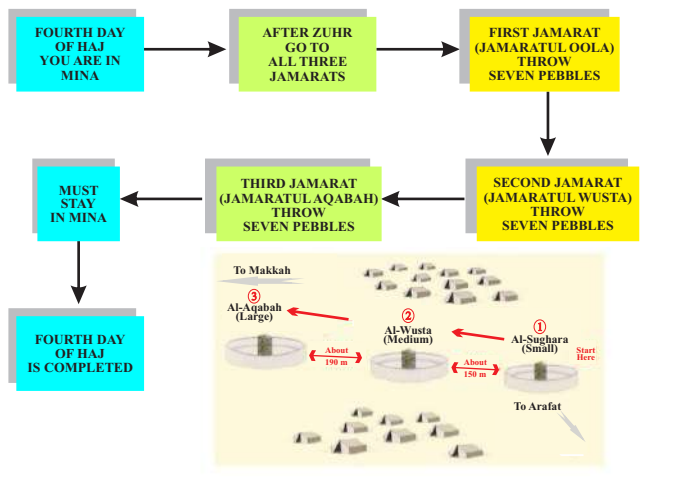
### THIRD DAY OF HAJ (10th ZUL-HIJJAH)

FIRST DAY OF EID (STAY IN MINA)



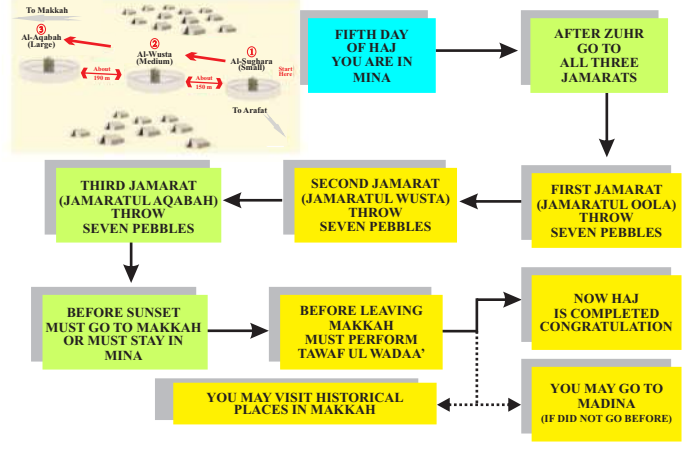
**FOURTH DAY OF HAJ (11th ZUL-HIJJAH)**

**2ND DAY OF EID (STAY IN MINA)**



**FIFTH DAY OF HAJ (12th ZUL-HIJJAH)**

**3RD DAY OF EID (STAY IN MINA)**



## HAJ GUIDE

### IMPORTANT DISTANCES

- ◆ Jeddah Terminal to Makkah Mukarramah: About 80 KM
- ◆ Makkah Mukarramah to Mina: About 8 KM
- ◆ Mina to Arafat: About 16 KM walking may take 4-5 hours
- ◆ Arafat to Muzdalifah: About 9 KM walking may take 3 hours
- ◆ Muzdalifah to Mina: About 7 KM walking may take 2 hours
- ◆ Makkah Mukarramah to Madinah Munawwarah: About 450 KM

### DIFFICULTIES DURING HAJ PILGRIMAGE

During Haj Pilgrimage a pilgrim has to travel from Makkah Mukarramah to Mina, from Mina to Arafat, Arafat to Muzdalifa and Muzdalifa to Mina. The total period of stay is 5 to 6 days. The weather is harsh and extreme. The path is rigorous and requires patience and forbearance. One should face the difficulties in the way of Allah Almighty with perseverance and resoluteness. The adversities and difficulties should not impede the way of righteousness. Your efforts to get goodwill of Allah Almighty through forbearance and perseverance shall carry you to the high-seas of blessings and ever-lasting mercy of Allah Almighty. This will be an eternal place of peace, a place so satisfying and so gratifying.

## TYPES OF HAJ

There are three types of Haj and a person can perform any of the three types. A Haji must declare his intention of the type of Haj, he would like to perform.

**Haj-e-Tamattu:** In this type of Haj a Pilgrim puts on Ihram for Umrah at Meeqat and on reaching Makkah Mukarramah performs Umrah, and then removes the Ihram. Again on 8th Zil-Hijjah he puts on Ihram for Haj from Makkah Mukarramah and completes the Haj Rituals. This is called "Tamattu". Slaughtering of animal is compulsory when performing Tamattu.

**Haj-e-Qiraan:** In this type of Haj, the Haji makes intention for Haj & Umrah together when putting on Ihram at Meeqat. Then on reaching Makkah Mukarramah performs Umrah and stays in Ihram till he has completed the Haj Rituals which starts from 8th Zil-Hijjah. When performing this type of Haj, sacrifice of animal is compulsory.

**Note:** Some people believe that anybody who is doing Haj-e-Badal on behalf of someone should perform Haj Qiraan. There is no base for this belief or understanding according to the Sunnat of Prophet Mohammed (Peace Be Upon Him).

Qiraan is a Arabic word which means something joined. This type of Haj is called Qiraan because makes 'Niyat' to perform Haj & Umrah both together without removing the Ihram after the Umrah.

**Haj-e-Ifrad:** In this type of Haj, Haji Saheb put on Ihram for Haj only. On reaching Makkah Mukarramah, he only does the Tawaaf of Ka'aba and remains in the same Ihram until he completes the haj Rituals which starts on 8<sup>th</sup> Zil-Hijjah.

Slaughtering of animal is not compulsory when performing Haj Ifrad.

## HAJ GUIDE

### Chart Indicating Faraiz, Waajibaat & Sunnat of Haj

FARAIZ (*)	WAJIBAAT (#)	SUNNAT
1) To enter into the state of Ihram.	1) Wuquf at Muzdalifa (from Maghrib of 9th Dhul Hijja till Fajr Prayer of 10th Dhul Hijja)	1) To go to Mina on the Day of Tarwiyah & to spend the following night there.
2) Wuquf at Arafat (after zawal of 9th Dhul Hijja till sunset)	2) Sa'ee between Safa & Marwah	2) leave Mina for Arafat after the sunrise on the Day of Arafat
3) Tawaf e Ziyarah (from 10th Dhul Hijja till Maghrib of 12th Dhul Hijja)	3) Rami at Jamarat	3) To make Ghush before leaving for Arafat.
	4) Adahi (Qurbani)	4) To spend following night of Day of Nahr at Muzdarifah.
	5) Trim or shave hair (Halaq)	5) Tawaf-e-Qudoom
	6) Tawaf-e-Wida	6) Ramal and Idtiba
	7) Putting Ihram before crossing the boundary of Meeqat	7) To spend the nights at Mina on the days of Nahr (i.e. 10th / 11th / 12th ).

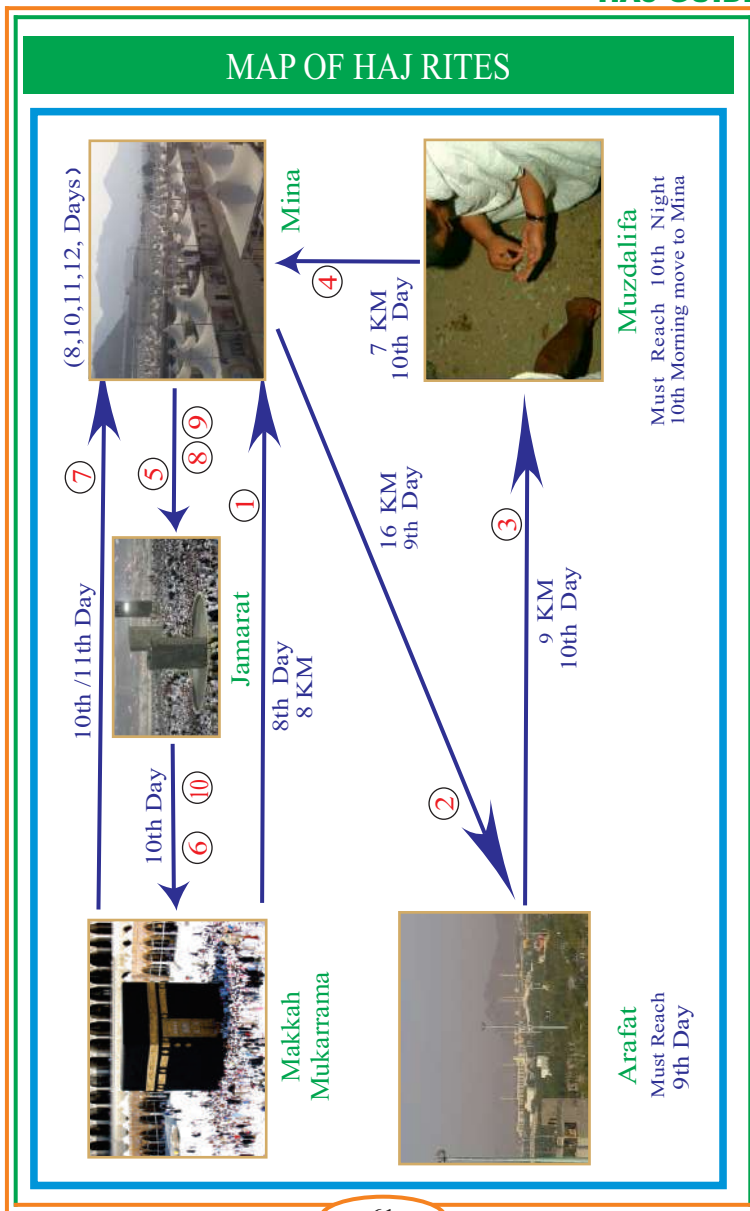
\*Leaving one of these listed above will INVALIDATE Haj.

#Leaving any of these listed above must give a DUM (sacrifice animal) as penalty for it and seek repentance of sin for missing any of the Wajib Act.

### Important Movements during Haj

Sr. No.	Day of Dhul Hijja	Movement
1	8	Makkah To Mina ( Night Halt Mina )
2	9	(Morning) Mina To Arafaat
3	9/10	Arafaat To Muzdalifah ( Night Halt Muzdalifah )
4	10	(Morning) Muzdalifah To Mina
5	10	Mina To Jamarat , Qurbani & Halaq
6	10	Jamarat To Makkah (for Tawaf-e-Ziyarat)
7	10/11	Makkah To Mina (Night Halt Mina)
8	11	(After Zawal)Mina to Jamraat (Night Halt Mina)
9	12	Mina to Jamarat
10	12	Jamarat to Makkah
		Saudi Authorities have requested that 50% Hajees should stay at Mina till 13th Zilhajja. They will move to Makkah on 13th Dul Hajja.

Map Next Page



## HAJ GUIDE

### JOURNEY TO MINA, ARAFAT & MUZDALIFAH

- ◆ Haj Days begin from 8th and continue till 12th/13th Dhul Hijja. Pilgrims have to perform the rites of Haj in Mina, Arafat and Muzdalifah.
- ◆ For this period every pilgrim has to keep all his/her necessary requirements in his/her hand bag



- ◆ Before proceeding towards Mina get the map of tents from Indian Haj Pilgrims Office (IHPO). Pilgrims are also advised to get Tent Card from Tawafa Establishment.



## Journey to Mina

- ◆ Strictly follow the instructions issued by Tawafa Establishment for Bus arrangement. Offer Nafil Namaz and make intention for Haj. After putting on Ihram all the restrictions of Ihram are to be strictly observed.



- ◆ Pilgrims are required to keep ID Card & Yellow Bracelet issued by Tawafa Establishment and ID Card, Steel Bracelet & Map of Mina issued by Haj Committee of India.
- ◆ Journey towards Mina starts from the night of 8th Dhul Hijja. Buses will come to your building. It is necessary to go to Mina in the bus arranged by Tawafa Establishment only.



### Khaima Card of Tawafa Establishment

- ◆ After reaching Mina, stay in the tent provided by Tawafa Establishment. Keep the luggage in your place. Specifically keep tent card with you whenever you go out of the tent, else one will not be allowed to re-enter the tent.

## HAJ GUIDE

### Camp of Tawafa Establishment



Pole Number



### Khaima Number



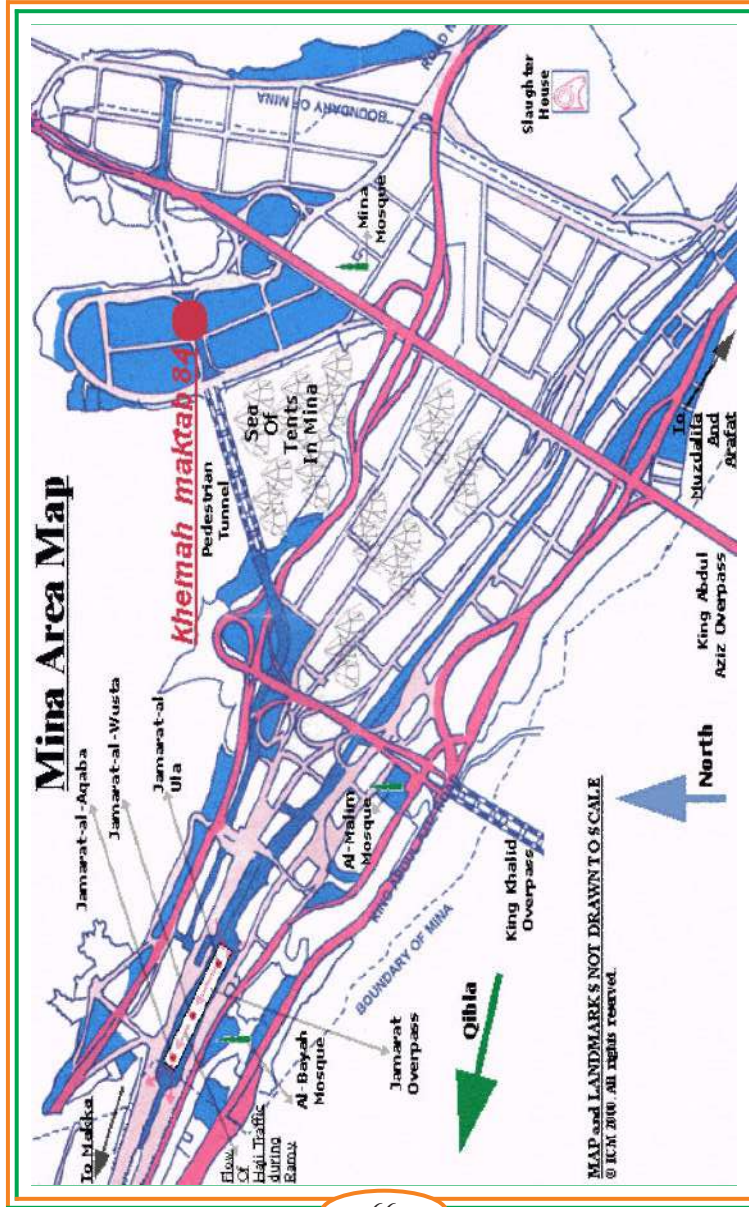
- ◆ Each pilgrim will be entitled to 2 x 6 ft. space a mattress of same size and light blanket.



- ◆ Facilities like drinking water, toilet and bathroom are be available in the tent but one must exhibit discipline and have patience to wait in long queues .

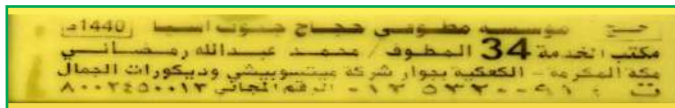
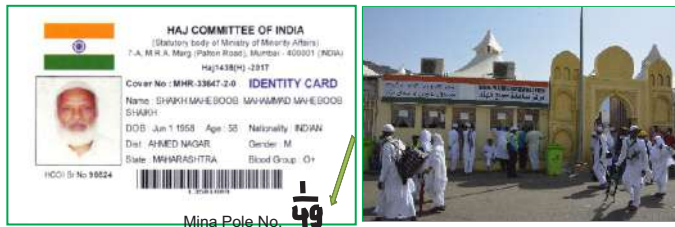


## HAJ GUIDE





- ◆ After entering the Tent write the pole number of your Tent on the HCO ID card and Yellow Bracelet.



- ◆ Remember landmarks near your tent so that you can easily identify your tent.
- ◆ Remember Yellow color Grill is for India and South Asian Countries.
- ◆ 8th Dhul Hijja is the first day of Haj. You have to offer 5 times obligatory prayer in the tent itself.
- ◆ Indian Haj Pilgrims Office at Mina will be equipped with medical facilities.



## HAJ GUIDE

### Journey to Arafat and Muzdalifah

- ◆ After passing 8th Dhul Hijja Day & Night at Mina on 9th Dhul Hijja after Fajr prayer pilgrims have to proceed to Arafat. You will travel to Arafat by metro train from designated metro station in Mina. Some of the pilgrims may travel through bus. Arafat is nearly 13 km away from Mina. Pilgrims have to reach Arafat between Fajr and Zuhar.
- ◆ Keep only necessary items with you. If possible keep one shawl, water bottle, prayer mat and some dry food. Do not keep big bags. Leave other belongings in the tent. Keep ID Card, Steel / Yellow Bracelet & Tawafa Establishment's card with you.
- ◆ Take care of old and needy fellow pilgrims.



- ◆ Drinking water, and washroom facility is provided in the tent in Arafat by Tawafa Establishment.



## HAJ GUIDE



- ◆ Haj Khutba is delivered from Masjid-e-Namrah situated in Arafat. Waqoof-e-Arafat starts from Zuhar to sunset . Make supplications (duas) while standing at Asr. Engage in zikr and seek repentance of sins.



- ◆ After spending the whole day till sunset at Arafat the pilgrims have to go to Muzdalifah without offering Maghrib prayer, Millions of pilgrims proceed to Muzdalifah observing patience. Travel to Muzdalifah from Arafat is facilitated through metro train and bus. Some pilgrims prefer to walk from Arafat to Muzdalifah.



- ◆ Batan-e-Arna is not a part of Arafat. It is out side the limits of Arafat, do not stay there.

## HAJ GUIDE

### KHUTBA-E-HAJJAT-UL-WIDA

During his last Haj, Prophet Mohammed (PBUH) addressed from Jabl-e-Rehmat in Arafat more than one lakh pilgrims were present at that time. This is known as Khutba-e-Hajjat-ul-Wida (Address on farewell Haj). Individually as well as collectively this address is a complete code of conduct and has withstood the test of time from past 14 centuries.



On the day of Haj, Prophet Mohammed (Peace Be Upon Him) went to Arafat where after the setting of the sun he called for camel (Qaswa) and sat upon her back and gave after praising the Lord the following immortal address to the mankind.

"There is no God but Allah. He is one and has no partner. Allah has fulfilled His Promise. He has helped His servant and Allah's power alone has annihilated the forces of falsehood. O people ! lend your ear to me. I don't think that we may be like this today again in a conference and incidentally I may not perform another Haj after this year".



"O people ! Allah has said that the mankind has been created from one man and woman and He has divided you into classes and



tribes so that you are identified individually. Among all of you, the most honourable and distinguished person is he who is more afraid of Allah. Accordingly, in the light of this sign, neither an Arab has any superiority over an Ajami nor has any Ajami any superiority over the Arab. Neither any black person is superior to white person nor any white is superior to black person. Yes, Saintliness and Greatness (Fazeelat) has a standard and that is Taqwa. All men are children of A Damm and what is the truth of A Damm except that he was made of clay? Now all the claims of superiority and greatness (fazeelat), the demands for bloods and wealth and all revenge have been crushed under my feet. Only the trusteeship (Tawaliat) of Baitullah and to - feed the Hajis with water are the services that shall remain hereafter".

"O the people of Quraish ! May it not happen that in the presence of your Lord you come with your necks with the burdens of world and other people come with the implements of the hereafter. And if this happens, I will not do anything for you in the presence of Allah. O the people of Quraish ! Allah has annihilated your false pride. And there is no scope for any pride for the achievements of your fathers and grandfathers. Your life, property and honour have been totally forbidden forever for one against another.

The importance of these things is like that of today and of this Mah-e-Mubarak (Zil-Hijjah). And particularly in this city.

All of you have to return to Allah and He will question you about your deeds. See do not get misled after me so that you do not spill blood amongst yourselves".

"If some trust is kept with some person, he is, therefore, bound to return that trust to the person who deposited the trust with him. O people ! every Muslim is a brother unto another Muslim and all Muslims are brethren amongst themselves. Care for your slaves, yes, care for your slaves. Feed them with what you feed yourselves, Cloth them with what you cloth yourselves".

"Everything of the era of ignorance, if any, I have crushed under my feet. The revenge for the murders of the era of ignorance is hereby struck down. Revenge which I am pronouncing as struck-down is of my own dynasty. The blood of the breastfed infant of Rabia Bin Haris whom Banu Hazil had murdered is now forgiven by me. The interest of the era of ignorance has no standing now. The interest which I first strike off is that of the interest of Abbas Ibn Abdul Mutallib".

"O people ! Allah has Himself given right to every right-holder. Now no body should make any will for any heir. The child will be related to the person on whose bed it was born. Anybody who is proved to be an adulterer should be punished with stone. All the accounts will be settled before your Allah. He who changes his

## HAJ GUIDE

pedigree or any slave who identifies another as his master as against his master-on him shall be the curse of Allah. Loan is repayable. Anything taken by courtesy (Riayat) should be returned. Gift should be exchanged. Anybody who has stood as guarantor of any person should pay compensation (muaviza). It is not fair for any person that he should take anything from his brother except that thing which is brother gives with his pleasure. Do not commit excesses on yourself and amongst yourselves".

"It is not proper for a woman that she should give anything from the property of her husband without his permission. See ! on you - your women have some rights and similarly, on them your rights are incumbent (Wajib). On the woman is this right that she will not call any person near herself whom you do not like - and that she could not commit any embezzlement - and that they do not indulge in any act of open shamelessness. And if they do so then Allah has granted you permission that you should inflict some minor physical punishment on them and that they may come round. Feed and cloth them well. Treat your wives properly as they are bound to you. And she can do nothing for herself. Keep the regard of Allah in you for them. You have obtained them in the name of Allah and it is in His name that they have been made pure (Halal) for you. O people ! try to understand what I say. I have discharged the right of preaching. I am leaving among you that thing that you will never get misled if you stick to it (and that is the book of Allah). And aye, see, therefore, in the matters of religion protect yourself from excess (ziyadati) as people before you have been killed because of these things".

"The satan has no hope now left that in this city he will be worshipped again. But it is probably that in such matters to which you give less importance his (satan's) words may be obeyed and he is pleased with this very thing. Therefore, guard your religion and faith against him. O people ! worship your Lord. Offer prayers five times. Fast for the while month. Give alms from your properties with pleasure and perform Haj of the House of your Lord and obey the people of word, then you will enter the paradise of your Lord".

"Now the criminal will be responsible for his crime and now the revenge of father shall not be taken from the son or of the son from the father".

"Listen those people who are present here it is proper of them that these instructions and matters are conveyed to those people who are not present. May be some person absent here may have more understanding and be of those who may guard it, And O People ! you will be questioned about me. Say what will you reply ?

People replied that :

"We will bear witness to this thing that you discharged the trust (Religion) and you discharged the right of the Messenger and cared for our welfare".

After hearing this, Prophet Mohammed (Peace Be Upon Him) raised his finger of evidence towards the sky and pointing towards the people said three times,

O Lord ! bear witness", O Lord ! bear witness, O Lord ! bear witness".

## Muzdalifa

- ◆ Muzdalifah is an open ground where Maghrib & Isha prayers are to be performed together one after the other. Stay here during the night and offer prayers.



- ◆ Pilgrims have to collect 80 pebbles for Rami (small stones of size of blackgram (chana) size) from Muzdalifah and keep them in a pouch.

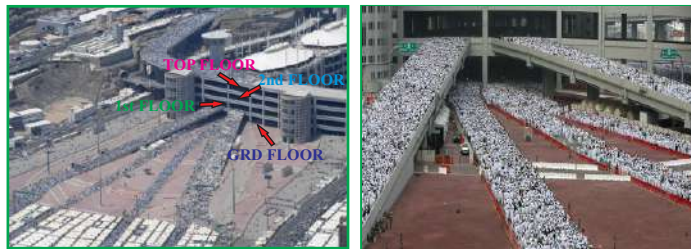


- ◆ On 10th Dhul Hijja after performing Fajr prayer in Muzdalifah, proceed to Mina.
- ◆ Proceed to Mina from Muzdalifah by Metro. Few pilgrims prefer walking.
- ◆ Do not stay in Wadi-e-Mehsar, as Allah's punishment descended here on Ashab e fil.

## HAJ GUIDE

### 10th Dhul Hijja: Journey & Stay

- ◆ From Muzdalifah go to your tent at Mina, and take some rest. 10th Dhul Hijja is the third day of Haj and it will be a very busy day.
- ◆ First you have to do Rami (stoning) big satan (Jamrae Uqaba) with 7 pebbles. It is situated at the bridge of Jamarat. Keep a map of Jamarat bridge along with your necessary identification cards, Steel Bracelet and 7 pebbles which you have collected from Muzdalifah.
- ◆ Do not carry unnecessary items while performing Rami.



## HAJ GUIDE

- ◆ From your tent walk towards the Jamarat bridge as per the map. When you come near the bridge decide from which floor you will proceed for stoning the big satan. Glow sign board will help you. When you reach Jamarae Uqaba (big Satan) stone it with seven pebbles one by one using your right hand. Do remember the Duas to be recited during this stoning. Only seven pebbles are to be thrown and nothing else.



- ◆ It is dangerous to take children, old and sick pilgrims to Jamarrat for Rami. Such pilgrims may authorize others to do it on their behalf. Observe patience during Rami.



## HAJ GUIDE

### Adahi (Qurbani)

- ◆ After Rami pilgrims have to offer Adahi (Qurbani). Islamic Development Bank (IDB) is the only body authorized by the Government of KSA to perform Adahi (Qurbani) for Haj Pilgrims. Pilgrims should not fall prey to the fraudsters in the name of Qurbani. Adahi from IDB arranged by Haj Committee of India for the Pilgrims who opt for it.



- ◆ After Qurbani, men should have their heads shaved (halaq) or their hair shortened (qasr). Shaving of head is preferable. Women, however, have to only shorten their hair and not shave their heads.

### Tawaaf-e-Ziyarat

- ◆ Fourth important task is to perform Tawaaf-e-Ziyarat in Makkah Sharif. After performing Tawaaf and Sae'e you have to return back to your tent at Mina.



- ◆ In case Tawaaf-e-Ziyarat is not done on 10th Dhul Hijja, it can be done on 11th or before Sunset on 12th Dhul Hijja. It is obligatory on each pilgrim.



- ◆ After performing Tawaaf-e-Ziyarat, go back to your tent at Mina. On 11th Dhul Hijja perform all five daily obligatory prayers in Mina. Also perform Rami (stoning) all three Jamarrat (satan) by 7-7-7 pebbles one by one, after zawal (noon).
- ◆ On 12th Dhul Hijja perform Fajr, Zuhar and Asr prayers in Mina. After zawal stone (rami) all three Jamarrat (satan) with 7-7-7 pebbles one by one. Either leave for Makkah, before Subah Sadiq else continue your stay on 13th Dhul Hijja in Mina. It is preferable to stay on till 13th.
- ◆ On 13th Dhul Hijja, after performing Fajr prayer stone (rami) all three Jamarrat (satan) with 7-7-7 pebbles one by one and leave for Makkah.

## HAJ GUIDE

### RETURN FROM MINA

- ◆ To regulate congestion and in the interest of Pilgrims, Saudi Authorities have decided to allow only 50% of Indian pilgrims to return from Mina on 12th Dhul Hijja. The remaining 50% will return from Mina to Makkah on 13th Dhul Hijja. All facilities in Mina will remain available on 13th also. The Consulate General of India, Jeddah will plan the return program and inform the pilgrims.



- ◆ Indian Haj Pilgrims Office and Saudi Authorities provide complete medical facilities at Mina, Muzdalifah and Arafat.



### Tawaf-e-Wida

- ◆ Tawaf-e-Wida is performed before leaving Makkah. Since this is the last Tawaf during this journey make full use of the opportunity. Perform Tawaf-e-Wida well before the arrival of Tawafa Establishment's bus at your building.



**JOURNEY TO MADINAH MUNAWARRAH**

- ◆ Pilgrims who have arrive Madinah from India will go to Makkah before 8th Dhul Hijja and they have to put on Ihram from their building itself or at Masjid Zul Hulaifa and make Umrah intention there. For Haj, Ihram is to be put on again before proceeding to Mina.
- ◆ After finishing Haj rites, pilgrims will stay at Makkah. They may perform Nafil Umrah & Tawaf.
- ◆ Pilgrims who arrive at Jeddah from India will depart from Madinah and vice versa.
- ◆ A notice will be put up at building informing pilgrims about their schedule to visit Madinah.
- ◆ After getting the information, pilgrims have to pack up and keep all the baggages ready for Madinah, as they won't come back to Makkah.
- ◆ Before visiting Madinah Munawwarah, pilgrims have to perform Tawaf-e-Wida and come back to their room. Tawafa Establishment will arrange bus to Madinah. These buses will come to the building to pick up pilgrims. Take the luggage from your room to bus. Porters from Tawafa Establishment will lift the luggage to bus.

## HAJ GUIDE

- ◆ The distance between Makkah and Madinah is nearly 450 kms. The bus will first go to Tawafa Establishment's office from where the bus driver will collect your passports and keep them safely.
- ◆ It will take nearly 10 hours to reach Madinah. You will be taken to your building directly. Collect your luggage when the bus reaches your building. Rooms will be allotted at the building counter and room keys shall be handed over to you.
- ◆ After making groups collect your room's key. Buildings at Madinah do not have Kitchen facilities and cooking is strictly prohibited.
- ◆ It is desirable to offer 40 obligatory prayers at Masjid-e-Nabawi

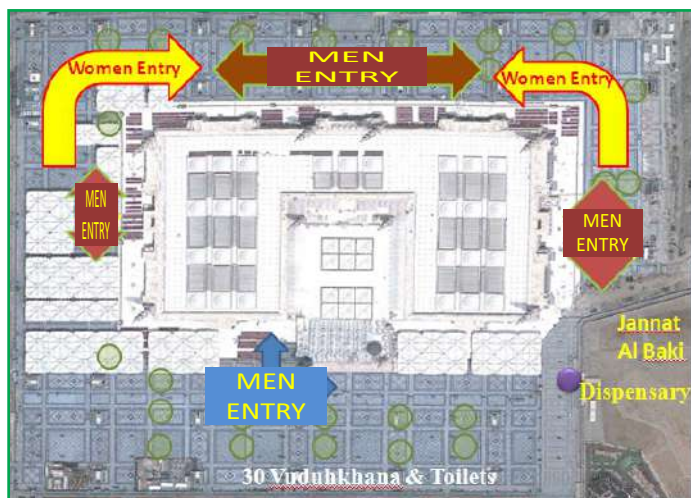
ﷺ  
عليه وسلم



- ◆ From your building reception collect the card with name of building, address, telephone number and map showing way to Masjid-e-Nabawi ﷺ Keep this card with you.
- ◆ At the time of prayer go to Masjid-e-Nabawi ﷺ from your building. Remember the landmarks near and on your way to Masjid.

## HAJ GUIDE

- ◆ There are separate entrances for men and women pilgrims, hence one should plan where to meet after every visit to Masjid-e-Nabawi صلى الله عليه وسلم
- ◆ The nearest dispensary at Masjid-e-Nabawi صلى الله عليه وسلم is located adjacent to the boundary wall of Jannat al Baqi.



- ◆ Enter Masjid-e-Nabawi صلى الله عليه وسلم offer prayers and go to Roza-e-Muqaddasa through the Bab-ul-Salam.



## HAJ GUIDE

◆ You will see red carpets in the Masjid-e-Nabawi صلى الله عليه وسلم There are green carpets between Roza-e-Muqadassa and Mimbar-e-Rasool. This area is known as Riyazul Jannah. Offering 2 rakah nafil prayer here is afzal (desirable).



◆ Go out from the Masjid through Baab-e-Baqi. You will see Jannat Al Baqi from some distance. This graveyard is opened during prescribed timings.



◆ There are many ablution blocks (sanitary complexes) which are numbered and have stairs/escalator going underground for parking, ablution, bathing and toilet.

◆ Remember the number mentioned over these ablution blocks (structure in court yard) so as to remember your way back to the building.



◆ Behind the Roza there is an elevated platform known as Ashaab-e-Suffa.

◆ The door next to this platform is Baab-e-Jibrail, get the honour of seeing it.

◆ Observe patience while in crowd, as the place is honoured and respected one.

◆ Perform prayers on time in Masjid-e-Nabawi صلى الله عليه وسلم and do ziyarat if you get time.



### PLACES WORTH VISITING IN & AROUND MADINAH MUNAWWARAH

Respectfully recite Durood Sharif and offer salaam with reverence whenever you visit the Roza-e-Muqadassa.

#### At the Holy Mausoleum:

When you draw near to the Holy grave, stand facing it with humility,



reverence, silence and peace, with eyes down cast and obiesance. When you face the grave with your back to the Ka'ba, reflecting that the Holy Prophet is resting with his face towards the Ka'ba, bear in mind nothing but the grand and elevated status of the Prophet in such a manner that he, the best of Allah's creation is watching at him . On no account should you raise your voice in greeting as long as you are near the grave. You should not touch the Hujra nor the lattice, nor should you kiss it, nor make a circumambulation of it. You should not offer prayers facing unto it. For all these are forbidden according to the consensus of the Imams. You stand near the shrine as if you are in his presence of prophet (PBUH) during his life. With extreme politeness and humility, recite salutations on the best of Allah's creation.

#### Jannatul Baqi :

It is the old cemetery of Madinah Munawwarah. A list of companions of the Prophet, his wives and the followers of the companions and their followers and host of other pious Muslims who are having eternal rest in this cemetry is given below :



All the wives of the Prophet except Bibi Khadija and Maimuna, Ruqayya - daughter of the Prophet, Hazrat Abbas uncle of the Prophet, Abd-ur-Rahman Bin Auf, Sa'd bin Abi Waqqas, Abdullah Bin Mas'ud, Hasan Bin Ali Bin Hussain, Uthuman (Usman) Bin Math'un (Mas'un) etc.

## HAJ GUIDE

After offering Fatiha prayer at the graves of the Prophet Muhammad(PBUH) and his two companions in Masjid-e-Nabvi, Jannatul Baqi should also be visited, preferably on Fridays to offer FATIHA there is Mustahab.



**Martyrs of Uhud:** At a distance of three miles from Madinah Munawwarah is the famous mountain of Uhud about which the Prophet is reported to have said : UHUD is the mountain which loves us and we love it. In another HADITH it is reported like this : Uhud is one of the Rukn of Paradise. The second battle during the days of the Prophet Muhammad(PBUH) was fought here. A visit to the graves of the Martyrs of Uhud, to the mountain of Uhud and its surrounding mosques is recommended for Thursday, after Fajr prayers. The Shrine of "Sayyid-us-Shuhda", Hamza, the uncle of the Prophet is located here. Abdulla bin Jassh and Musa'ab Bin Umair are also buried here. Offer Fatiha and salutations on the graves of all these here. Then offer Salaam to the rest of the Uhud Martyrs. About seventy of them are buried here.

**Masjid -e- Quba :** This is the first mosque in Islam. After migration and before arrival in Madinah Munawwarah, the Prophet stayed here for 15 days.



The Prophet himself laid the foundation of this mosque with his own pious hands and participated in its construction as an ordinary labourer. In praise of this mosque Allah declared in Holy Qur'an : "La masjidun ussisa 'alat-taqwa min awwali yawmin ahaqqu an taqumu fih fih rijalunyyuhubbuna an-yatatahharu wallahu yuhubb-ul-mutahhirin.

“Certainly a mosque founded on observance of righteousness from the first day is more deserving that thou shouldst stand in it. In it are men who love to purify themselves. And Allah loves those who purify themselves.”

After Masjid-e-Haram, Masjid-e-Nabvi, and Masjid-e-Aqsa, this mosque is the holiest among the mosques of Islam. The Prophet used to visit it at least once a week. The Prophet is reported to have said, “Offering of two Rak'at of Nafil in this mosque is equal to Thawab (Sawaab) of an Umrah.”

**Masjid -e- Qiblatain :**

Situated near the valley of "Atiq" north-west of Madinah Munawwarah. It contains two Mehraabs, one in the direction of Bait-ul-Muqaddas



(Jerusalem) and the other towards Makkah Mukarramah (Ka'ba). Prophet Muhammad (PUBH) and some of his companions were offering Salaat there at the time of the Revelation dealing with the CHANGE OF QIBLA was ordained by Almighty Allah to the Prophet (PBUH) and all companions during the prayer itself turned their faces towards Makkah Mukarramah (Ka'ba). Hence, the name MOSQUE OF TWO QIBLAS (Qiblatain).

**Masjid-e-Juma:**

Here first Friday prayer was offered.



**Masjid-e-Ghamama:**

It is situated to the south of Masjid-e-Nabawi ﷺ at nearby distance. Prophet Mohammad (pbuh) led prayers for Eidain here.



**Masjid-e-Ahzab/  
Masjid-e-Fateh :**

It is situated at the west boundary of Jabl-e-Salah. Here the Prophet Mohammed (pbuh) made supplications (duas) for three days on the occasion of battle of Ahzab. Allah accepted and rewarded Muslims with victory.



## HAJ GUIDE

### RETURN JOURNEY

- ◆ When your scheduled return date approaches close, Saudi Agency will put a notice informing about it. By this time you have to be ready with your baggage. At the time of return, your baggage should consist of 2(Two) bags and 1(One) cabin bag as specified by Haj Committee of India.



Check-in Baggage



Cabin Baggage

- ◆ Do not carry baggage in excess of the prescribed limit.
- ◆ 24 hours before departure, remote check-in is made wherein pilgrims' baggage is collected by airline officers from their building. Baggage Tags indicating QR Code will be issued. Keep these tags safely. It will facilitate quick locate of your bags.
- ◆ At the time of departure keep necessary items like medicines, return Boarding Pass and two pair of clothes in your hand bag.

**DO NOT CARRY ZAMZAM IN HANDBAG.**



- ◆ As per the schedule given by Tawafa Establishment come out of the building in time. Buses will be ready to take you to Airport. Your passport will be handed over to you and you will be taken to Airport.



- ◆ After completing all the necessary formalities, board the Flight. In around 5 hours you will reach India. At the Airport immigration will be done. No immigration form is required on return. Then collect check-in luggage and pass through customs check.



- ◆ After completing all the formalities, representatives of Airline will handover 5 ltr. Zam Zam can to every pilgrim.



- ◆ Exchange the remaining Riyals, if any, at bank counter at the Airport. Now you can proceed to your home.

**Congratulations on performing the obligation of Haj  
May Allah accept your Haj and may Allah grant the  
reward of Haj-e-Mabroor (Ameen).**

## HAJ GUIDE

### **LOST BAGGAGE CLAIM PROCEDURE:**

At the time of boarding the flight in India and Saudi Arabia pilgrims should obtain baggage tags from the Airlines after handing over the check-in baggage. Pilgrim must insist for baggage tag. Upon arrival if baggage is missing or damaged, following should be done:

- i. Pilgrim should use Haj Suvidha App. This app is your one-stop solution for all your Haj needs.
- ii. Pilgrim should approach the Airline's lost baggage desk near to baggage area.
- iii. The Airlines should be shown the tag of missing/damaged baggage to lodge a complaint.
- iv. The Property Irregularity Report (PIR) should be duly filled and submitted to Airlines with a copy retained by the pilgrim.
- v. A complaint may be filed with Airlines directly for claim of lost baggage or compensation from Airlines, together with all relevant travel documents, after waiting for arrival of lost baggage till the arrival of last flight.

### **ARRIVING INSURANCE CLAIM PROCEDURE:**

HCoI arranges for compensation/baggage/cash loss/insurance for its pilgrims. The cases of Cash (SR)/ Baggage loss are settled by the CGI, Jeddah after proper scrutiny relating to genuineness/ admissibility of the claim. The pilgrims have to approach the General Welfare Wing of the Indian Haj Pilgrims Office at Makkah/ Madinah and present the report. In case of accidental death/disability, the insurance claims are settled through the Insurance Company by HCoI. The documents are obtained from CGI, Jeddah and forwarded to the Insurance Company for settlement of claims. In case of hospitalization/ disability, HCoI also bears the cost of pilgrim's repatriation to India in wheel chair/stretchers. The insurance cover commences with the landing of pilgrims in KSA and ceases to operate once the pilgrim leaves KSA.

## DEATH OF THE PILGRIM

If a pilgrim dies in Saudi Arabia, the Indian Haj Pilgrims Office contacts the nominee / next of kin of the deceased and seeks 'No Objection Certificate' (NOC) for burial. While giving NOC for burial, the nominee of the pilgrim should provide the name with complete address in India, Telephone and mobile number for future correspondence.

### **Death of the Pilgrims (Road Traffic Accident):**

If a pilgrim dies in Saudi Arabia in a Road Traffic Accident (RTA), the Insurance claim is settled by Insurance Company through Haj Committee of India. Besides, Saudi Government also pays death compensation to the pilgrims who die in RTA. The procedure to claim the death compensation from the local Saudi authorities is as follows:

Death compensation in Saudi Arabia is settled in accordance with the provision of Shariat laws, according to which the person held responsible for causing death has to pay the compensation. The amount will depend upon percentage of responsibility fixed by Saudi authorities. The amount of compensation is to be realized by legal heirs of the deceased by filling a claim in Saudi Public Court either personally or through their attorney. It may be mentioned that settlement of such claim is a lengthy process and involves court proceedings and complicated procedures. Legal Heirship Certificate (LHC) and Power of Attorney (POA) preferred in Arabic and English languages are the two documents required in Saudi Public Courts to claim the death compensation on behalf of the legal heirs of the deceased.

### **LEGAL HEIRSHIP CERTIFICATE (LHC):**

This certificate is issued by the competent authorities of respective State Governments in India like Tehsildar / Mandal / Dist. Collector / Dist. Magistrate / Civil Judge, etc. The certificate should indicate name in FULL EXPANDED FORMS ( without initials ) of legal heirs including minor children, Age and relationship with the deceased pilgrim. For minor children, the name of their guardian should be mentioned separately.

## HAJ GUIDE

### **POWER OF ATTORNEY (POA):**

This should be signed and executed by all the legal heirs including minor children mentioned in legal heir certificate. On behalf of minor children, their Guardian must sign the document. Power of Attorney should be executed in favour of any relative/friend/neighbour/representative/Saudi sponsor or any other person who can attend the court proceedings. If no relative in Saudi Arabia is available the next of kin may execute a POA in favour of Consul General of India, Jeddah along with LHC. Both the documents (LHC & POA) should be made in English and translated into Arabic. Then both the English & Arabic versions of these documents should be got attested from the authorities mentioned below for submission to courts in Saudi Arabia.

### **ATTESTATION OF DOCUMENTS IN INDIA**

- a. Authorized officers of concerned State Govt. Departments of respective states (Home or General Admin. Department, Secretariat, State Capital city).
- b. Consular Section, Patiala House, Ministry of External Affairs, New Delhi.
- c. Saudi Embassy, New Delhi (or) Saudi Consulate General, Mumbai.

### **ATTESTATION OF DOCUMENTS IN SAUDI ARABIA**

- a. CW Wing, Consulate General of India Jeddah.
- b. Saudi Ministry of Foreign Affairs, Jeddah.
- c. Ministry of Justice, Jeddah.

## Funeral Prayer – Salat-ul-Janazah

As a Haj pilgrim it is necessary for all to learn to offer Salat-ul-Janazah. This prayer is offered in a particular way with (four) Takbeers but there is no Ruku (bowing) and Sajdah (prostration).

### Method of offering Funeral Prayer – Salat-ul-Janazah

#### **Intention** : ( Niyyat)

I intend to offer for Allah, four takbirs of Funeral Salat (Salat-ul-Janaaza), with my praise for Allah and darood for Rasullah (PBUH) and prayer for this deceased person. I adopt Imam as leader and I face towards Ka'ba.

#### ***The Imam makes the same intention (Niyyat).***

When first takbir is said by Imam the followers should repeat the takbir silently and lift both the hands up to the ears, palm facing Qibla and keep the hands under the navel, right hand on top of left. Then recite sana with addition of one word :

سُبْحَانَكَ اللَّهُمَّ وَبِحَمْدِكَ وَتَبَارَكَ اسْمُكَ وَتَعَالَى جَدُّكَ وَجَلَّ ثَنَاءُكَ وَلَا إِلَهَ غَيْرُكَ ۝

#### **Transliteration** :

Subhana kalla humma, wabi hamdika, wata baara kasmuka, wata aalaa jadduka, wa jalla sanauka, wala ilaha gairuka.

#### **Translation** :

Glory be to them Oh Allah, and praise be to them and blessed is their name, and exalted is their Majesty, and there is none to be served besides them.

2. The Imam Says the second takbir of Allah-u-Akbar, which is followed by the followers, this time no need of raising the hands and then recite both the Durood Sharif.

اللَّهُمَّ صَلِّ عَلَى مُحَمَّدٍ وَعَلَى آلِ مُحَمَّدٍ كَمَا صَلَّيْتَ عَلَى إِبْرَاهِيمَ وَعَلَى آلِ إِبْرَاهِيمَ إِنَّكَ حَمِيدٌ مَجِيدٌ  
اللَّهُمَّ بَارِكْ عَلَى مُحَمَّدٍ وَعَلَى آلِ مُحَمَّدٍ كَمَا بَارَكْتَ عَلَى إِبْرَاهِيمَ وَعَلَى آلِ إِبْرَاهِيمَ إِنَّكَ حَمِيدٌ مَجِيدٌ  
(صحاح سننه عن كعب بن عجرة رضي الله تعالى عنه)

## HAJ GUIDE

### **Transliteration :**

Allah humma salle ala Mohammadiun wa ala aale Mohammadin kama sallaita ala Ibrahim wa ala aale Ibrahim innaka Hamidum Majeed. Allah humma baarik ala Mohammadiun wa ala aale Mohammadin kama baarakta ala Ibrahim wa ala aale Ibrahim innaka Hamidum Majeed.

### **Translation :**

O Allah! send grace and honor on Mohammad and on the family and true followers of Mohammad just as you sent Grace and Honor on Ibrahim and on the family and his true followers. Surely, you are praiseworthy, the Great."

"Oh Allah, send your blessing on Mohammad and the true followers of Mohammad just as you sent blessings on Ibrahim and his true followers. Surely you are praiseworthy, the Great."

3. The Imam Say Allaho Akbar, as the third takbir and is followed by the followers in the same way as it was done at the time of second takbir and then recite following dua silently.

اللَّهُمَّ اغْفِرْ لِحَيِّنَا وَمَيِّتِنَا وَشَاهِدِنَا وَعَجَائِدِنَا وَصُغَيْرِنَا وَكَبِيرِنَا وَذَكَرِنَا وَأُنْثُنَا اللَّهُمَّ مَنْ أَحْيَيْتَهُ مِنَّا فَأَحْيِهِ عَلَى الْإِسْلَامِ وَمَنْ تَوَفَّيْتَهُ مِنَّا فَتَوَفَّهُ عَلَى الْإِيمَانِ ؕ

### **Transliteration :**

Allah hummag fir le hayyena, wa mayyetena, wa shaaedena, wa gaaebena, wa sagheerena, wa kabirena ,wa zakarena ,wa unsana , Allah humma man aah yaiytahu , minna fa aah yehi alal Islam. Waman tawaf faiytahu minna fata waffahu alal Iman.

### **Translation :**

Oh Allah! Forgive those of us who are alive and those of us who are dead; those of us who are present and those of us who are absent; those of us who are young and those of us who are adults; our males and our females. O`Allah! Whomsoever You keep alive, let him live as a follower of Islam and whomsoever You cause to die, let him die as a Believer.

4. When Imam says the takbir of Allah-u-Akbar fourth time, followers also repeat the same silently and then offer salaam on right and left shoulder.

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ

This ends the Namaze Janaza for adults.

**If the dead is a minor, the funeral Dua is different for the male and female:**

Upto 3<sup>rd</sup> Takbir the Namaz is same, thereafter the dua is as follows in addition :

**Dua for male child is as under :**

اللَّهُمَّ اجْعَلْهُ لَنَا فَرْطًا وَاجْعَلْهُ لَنَا أَجْرًا وَذُخْرًا وَاجْعَلْهُ لَنَا شَافِعًا وَمَشْفَعًا

**Transliteration :**

Allahummaj alhu lana farataun waj alhu lana ajraun wa zukhraun waj alhu lana shafi aun wa Mushaffa an.

**Translation :**

Oh! Allah, make him (this child) for our means of preservation and make him a source of reward and treasure for us and make him a pleader for us and one whose pleading is accepted.

**Dua for Female child is as under :**

اللَّهُمَّ اجْعَلْهَا لَنَا فَرْطًا وَاجْعَلْهَا لَنَا أَجْرًا وَذُخْرًا وَاجْعَلْهَا لَنَا شَافِعَةً وَمَشْفَعَةً

**Transliteration :**

Allahummaj alha lana faratau waj alha lana ajrau wa zukhrau waj alha lana shafe au wa Mushaffa an .

**Translation :**

Oh! Allah, make her (this child) for our means of preservation and make her a source of reward and treasure for us and make her a pleader for us and one whose pleading is accepted.

## HAJ GUIDE

### DO'S AND DON'TS WHEN IN A CROWD

- Make yourself familiar with your surroundings and mentally notice alternate exits. No matter where you are, make sure you have enough knowledge about exits.
- Understand the evacuation routes, emergency exits and layout of the place of event.
- Make yourself aware of the type of ground you are standing on and moving with people, as wet or uneven ground can be slippery and hazardous, causing you to fall.
- Be aware of the general atmosphere of the event, as panic situations can be anticipated. When in danger, a few seconds can make all the difference, giving you the possibility of taking advantage of your escaping route.
- If you find yourself in the middle of a moving crowd do not go against the tide and pressure, do not stand still or sit down, because that can lead to trampling.
- Do not try to go against the direction of the crowd's movement. Instead, move in the same direction as the crowd. Take advantage of any space that may open to move sideways in the crowd movement, where the flow is weaker.
- Keep your hands up with your chest, like a boxer – it gives you movement and protects your chest.
- In case of a fall, get up quickly. If you can't get up because you are injured, get someone to pull you back up. If you have kids, lift them up.
- If you fail to stand up, keep moving by crawling in the same direction of the crowd, or if that is not possible, then cover your head with your arms, curl up into foetal position and do not lie on your stomach or back, as it would dangerously expose your lungs.



- The worst scenario is to be pushed by the crowd against hard and immovable object. Try to stay away from walls, fences or barricades, as the crowd pressure can build up rapidly.
- After you're pushed forward, like in a wave there's a lull which is your chance to move. Move diagonally, between pockets of people, in the space between people. A couple of steps sideways, another wave surge, then another couple of steps in the next lull. You work your way out that way till you get to the periphery.
- Keep calm. Don't panic. Do not spread rumours.
- Avoid going near any area of accident.
- Be very alert to the fact that some pilgrims of certain nationalities come in groups and batches and push their way through. Do not get into their way or try to stop them as one could get harmed in the process. It will be more sensible to avoid their path and wait till they pass out.
- It is advisable to move in groups from the camp with the assistance of official or group leader or police person.
- Do not lose temper and do not fight with others. If required, pilgrims can retrace steps after the rush has passed.
- In case of emergency do not run.
- Think before you act, even when following instructions orders.
- Open area is safer. On exit, try to get away in diverse directions.
- Follow instructions given by the authorities through public address system etc.
- Assist and collaborate with the organizers, fire services, Police etc.
- Try to help others in your best possible manner.

## HAJ GUIDE

### HAJ SUVIDHA APP

#### Your Ultimate Companion for Haj Pilgrimage

Haj Committee of India is thrilled to introduce you to a game-changing mobile application designed specifically for the Haj pilgrimage - HAJ SUVIDHA. If you're a first-time pilgrim, this app is your one-stop solution for all your Haj needs. With HAJ SUVIDHA, you can access essential information about Haj rituals, prayer timings, and important locations right at your fingertips. Say goodbye to confusion and hello to convenience!

Planning your journey has never been easier. From knowing your accommodations to managing your itinerary, HAJ SUVIDHA has got you covered. You can even receive real-time updates and alerts to ensure a smooth and hassle-free pilgrimage experience.

HAJ SUVIDHA enhances your overall pilgrimage experience by providing a user-friendly, feature-rich tool right at your fingertips. Say goodbye to logistical challenges! HAJ SUVIDHA resolves issues like connectivity, landmark location, and itinerary management, ensuring a stress-free journey. Access all essential information in one place! HAJ SUVIDHA keeps you informed with everything you need for a successful Haj pilgrimage.

Prepare for your journey with reference videos for training purposes and easy access to all required and mandatory documents for Haj, conveniently located in one spot. Our 24\*7 Help Desk ensures you have continuous support.

Never lose track of your belongings! HAJ SUVIDHA's user-friendly luggage tracking system utilizes QR code scanning for real-time location updates. Have an issue? Register a complaint and track its resolution. HAJ SUVIDHA ensures your concerns are addressed promptly.

Stay connected with your group! HAJ SUVIDHA's group tracking system ensures you're always aware of your fellow pilgrims' locations. In case of emergencies, HAJ SUVIDHA's SOS system is

just a tap away, ensuring immediate assistance. The Emergency SOS System is a crucial feature designed to ensure an immediate response to any emergency during the Haj pilgrimage. It's a testament to our commitment to your safety and well-being during this sacred journey.

Health is a priority! HAJ SUVIDHA provides the locations of the nearest medical facilities in case of emergencies.

Do you need guidance during your pilgrimage? No problem! HAJ SUVIDHA offers a feature that connects you with experienced Khadim and volunteers who can assist you every step of the way. Feel confident and supported throughout your spiritual journey.

Stay spiritually connected! HAJ SUVIDHA reminds you of Haj activities, prayer times, and provides access to special dua's for Haj. Carry the Holy Quran with you and never miss a prayer time! HAJ SUVIDHA includes a digital Quran and a prayer reminder with a timer.

Personalize your experience! HAJ SUVIDHA features user profile management for a tailored pilgrimage journey. Your feedback matters! HAJ SUVIDHA encourages you to share your thoughts for the continuous improvement of our services.

HAJ SUVIDHA - Your comprehensive guide and companion for a fulfilling Haj pilgrimage. Download the app today and embark on your sacred journey with confidence and convenience. Haj Mubarak!

## HAJ GUIDE

### HAJ SUVIDHA APP

#### HAJ SUVIDHA Mobile Application

Comprehensive Mobile Application designed to enhance the overall Hajj pilgrimage experience, providing pilgrims with a user-friendly and feature-rich tool to streamline various aspects of their journey.

#### User Login

User can login into an application using registered mobile number with one time OTP verification.



#### Multi Lingual Support



Seamless Multilingual Support across application is available on selecting this language icon inside application.

#### User Dashboard

1. Home
  - 1.1 **SOS** option
  - 1.2 Luggage Details and Tracking
  - 1.3 Group tracking
  - 1.4 Complaints
  - 1.5 Feedback
  - 1.6 Nearest health Facility
  - 1.7 Quran option for reading Facility
  - 1.8 Dua option for reading facility
  - 1.9 View SOS (Generated SOS report)
2. Social
3. Information
4. Options at Navigation Drawer



## SOS option

Save our Soul option for an Emergency case



- Emergency **SOS**: Instant alerts sent via broadcast in-app notifications to related users, including group members, Khadim, and volunteers.
- Having two options for SOS support content:
  1. Record Voice
  2. Record Video

### Record Voice

This option provide facility to record voice and submit as an attachment to generated SOS for reference.

### Record Video

This option provide facility to record video and submit as an attachment to generated SOS for reference.



Submitted SOS will help the pilgrim user as their Khadim and Help Center identify their last location and problem Nature to help immediately in case of emergency.

## View SOS

In this Option user get previous generated SOS list and also get facility to close SOS in case of need completed or feeling safe.

## HAJ GUIDE

### Luggage Details and Tracking

Pilgrims can register their belonging luggage using this option and track as per their scanned last location.



- On clicking on Luggage icon from Dashboard, Application prompted two options for selection :

- 1. Update Luggage**

In which User can register new luggage, View and Print QR Code for the Luggage, Check luggage Photograph and details, last location of luggage with timestamp.

- 2. Track My Luggage**

In which user can scan and track their luggage.



### Luggage Details

List of all luggage with details like, last location, Date of Scanning, Geo Coordinates of Location and Option to view luggage photograph available.



### Add New Luggage Details

This option provide facility to user for add new luggage with luggage description and photograph of the luggage for future reference.



### QR Code Of Luggage

This option provide facility to user for view QR code of the luggage, Print QR Code options, and also facilitate Share QR code in case of need.



## HAJ GUIDE

### Group Tracking

In this Option User can get their group members last location. Also they user of their group like Khadim, volunteer and Cover Head location marker with different color visible on screen to identify their location easily from their respective current location.

### Complaints

In this Option User can submit new Complaints as well as check list of submitted complaints.

It involves complaints regarding accommodation, housekeeping, travelling and complaints type regarding core routines of Haj Pilgrim.

A screenshot of a mobile application interface titled "Complaint Form". At the top, there are two buttons: "New Complaint" and "Complaint History". Below these, there is a "Category" dropdown menu with "Accommodation" selected. Underneath is a "Complaint Description" text area. At the bottom of the form is a green "Submit" button.

### Feedback

In this Option User can submit feedbacks as well as check list of submitted feedbacks.

It involves feedback regarding hospitality and behavior of deputed staff for their support, basic experience of their haj pilgrimage they experienced.

A screenshot of a mobile application interface titled "Feedback Form". At the top, there are two buttons: "New Feedback" and "Feedback History". Below these, there is a "Feedback Type" dropdown menu with "Accommodation" selected. Underneath is a "Feedback Description" text area. At the bottom of the form is a green "Submit" button.



### **Nearest Health Facility**

Based on the user’s current location this facility provide list of nearest health facility that can support for health related issues and routine checkups.

### **Quran / Dua Options for Spiritual Readings**

In this options application also offer basic spiritual reading in offline mode during Haj pilgrimage to each pilgrims.

### **Social**

This tab include all social sites and contents that can help user to enrich Haj Support content.

### **Information**

This tab provide basic support document list option for reference to Haj pilgrim for their easy access to related documents.

### **Options at Navigation Drawer**

<b>My Profile</b>	Provide Logged in User Details.
<b>Coordinator Info</b>	Provide Khadim and all support staff details.
<b>About Us</b>	Provide Basic Application Information.
<b>Account Setting</b>	To Change application setting for enhancement.
<b>Share</b>	To share application using different media and channels.
<b>FAQs</b>	To get basic support regarding Haj Pilgrimage and application.
<b>Logout</b>	For log out from an application.



## HAJ GUIDE

### SOME COMMON ARABIC TERMINOLOGY

One	Wahid	I don't Know	Ana Mafi Maloom
Two	Itnain	Main	Ana
Three	Salasa	This	Haaza
Four	Arba	Here	Hina
Five	Khamasa	Yes	A'iwa
Six	Sitta	He	Huwa
Seven	Sab'aa	She	Hiya
Eight	Tamania	No	Laa
Nine	Tis'aa	Phone	Talifon/Jawal
Ten	Ashra	Car	Sayyaara
Eleven	Ahada ashhr	Airport	Mataar
Twelve	Etnaa ashhr	Hotel	Funduq
Thirteen	Talatata ashhr	Bus	Baas
Fourteen	Arbata ashhr	Passport	Jawaaz
Fifteen	Khamsta ashhr	Station	Mahatta
Sixteen	Sitta ashhr	Give me	Aatini
Seventeen	Sabata ashhr	Thanks	Shukran
Eighteen	Tamanta ashhr	How many people	Kam Nafar
Nineteen	Teesata ashhr	Excuse me	Maalish
Twenty	Ashreen	Ill	Marid
Thirty	Talateen	Water	Moya
Forty	Arbaeen	Bread	Khabooz
Fifty	Khamseen	Potato	Bataata
Sixty	Sitteen	Rice	Roz
Seventy	Sabaeen	Salt	Milh
Eighty	Tamaneen	Egg	Baida
Ninety	Tisaeen	Curry (Saalan)	Idaam
Hundred	Miah	Dates	Tamar
Restaurant	Mataam	Butter	Zabna
Sugar	Sukkar	Chilli	Filfil
Honey	Asal	Give Way	Tareek
Meat	Laham	Finish	Khalas
Police Man	Shurta	Hospital	Mustashfa
		No Problem	Maafi Mushkila

## IMPORTANT AND BASIC KNOWLEDGE OF ISLAM

(In the Beliefs, Rules, Salaah, Du'aa and Sunnah)

**Al Kalimatut Tayyibah** La ilaaha illallaahu Muḥammadur rasoolullaah  
[Mu'ajam-e-Sageer : 992, An Umar رضي الله عنه]

Translation : There is none worthy of worship but Allaah, Muhammad ﷺ is the messenger of Allaah.

**Al Kalimatush Shahaadah** Ash-hadu allaa ilaaha illallaahuwa ash-hadu  
anna Muḥammadan 'abduhoo wa rasooluh  
[Mustadrak : 9, An Abullaah Bin Amr Bin Aas رضي الله عنه]

Translation : I bear witness that there is none worthy of worship but Allaah and I bear witness that Muhammad ﷺ is the servant and messenger of Allaah.

**Al-Kalimatut Tamjeed** Subḥaanallaahi walḥamdu lillaahi walaa  
ilaaha illallaahu wallaahu akbar walaa ḥaula  
walaa quwwata illaabillaahil 'aliyyil'azzeem.  
[Abu Daawood : 832, Abdullaah Bin Abu Aafi رضي الله عنه]

**Al-Kalimatut Tauheed** Laa ilaaha illallaahu waḥdahoolaa shareeka  
lahoo, laahul mulku walahul hamdu yuhyee  
wayumeetu biyadihil khair wahuwa 'alaa  
kulli shai-in qadeer  
[Musnad-e-Ahmad : 26551, Umme Salma رضي الله عنها]

**Al-Kalimatul Istighfaar** Allaahumma innee a'oozubika an ushrika bika  
shai'aun wa-ana a'alamuhoo wa astagfiruka  
limalaa a'alam. [Majma'uz Zawaaid : 17670, Abu Bakr رضي الله عنه]

**Al-Imaanul Mujmal** Aamantu billaahi kamaa huwa bi-asmaa-ihee  
waṣifaatihee waqabiltu jamee-'a aḥkaamih

**Al-Imaanul Mufassal** Aamantu billaahi wa malaai-katihee wa  
kutubihee wa rusulihee walyaumil aakhiri  
walqadri khairihee wa sharrihee minallaahi  
ta'aalaa walba'asi ba'adal maut.

Translation : I believe in Allaah, His angels, His books, His messengers, the Last Day, that all good and bad fate is from Allaah and the life after death.

**Faraa'idh of Ghusl (Bathing)** There are three faraa'idh in ghushl:  
① To gargle properly. (one time)  
[Shaami : 1/423, Matlab fi abhaasil Ghushl]  
② To put water into the nose. (one time)  
[Shaami : 1/423, Matlab fi abhaasil Ghushl]  
③ To pour water over the whole body in such a way that not a single hair is left dry. (one time)  
[Shaami : 1/427, Matlab fi abhaasil Ghushl]

## HAJ GUIDE

**Faraa'idh of Wudhu (Ablution)** There are four faraa'idh in wudhu: [Suratul Maaidah : 6]

- ① To wash the face from the hair above the forehead to below the chin and from one earlobe to the other. (one time)  
[Shaami : 1/235, Arkaanul Wudhu]
- ② To wash both arms including the elbows. (one time)  
[Shaami :1/247, Arkaanul Wudhu]
- ③ To make masah of (to pass wet hands over) a quarter of the head. (one time)  
[Shaami : 1/247, Arkaanul Wudhu]
- ④ To wash both feet including the ankles. (one time)  
[Shaami:1/247, Arkaanul Wudhu]

**Maujubate Ghusal (Occurrences that break a bath)**

- ① Nocturnal emission (A night fall)  
[Shaami: 1/453, Kitaabuttahaara]
- ② Discharge of semen while being awake with the sexual excitement  
[Shaami: 1/453, itaabuttahaara]

- ③ To intercourse with the wife, even if semen doesn't get discharged.  
[Shaami: 1/458, Kitaabuttahaara]
  - ④ Upon the completion of the Menstrual Bleeding.  
[Shaami: 1/470, Kitaabuttahaara]
  - ⑤ Upon the completion of Parturition Bleeding.  
[Shaami: 1/470, Kitaabuttahaara]
- Three more types of fluid gets discharged from the penis apart from urine.

- ① Wadi: It is a sort of sticky water that gets sometimes discharged after urine.
- ② Mazi: It is a sort of thin & sticky water that gets discharged out of sexual thoughts or due to kissing by the couples to each other; but the sexual passion & excitement doesn't get exhausted out of its discharge.
- ③ Mani (Semen): It is a sort of thick & sticky water that gets discharged due to intercourse with the wife or sexual excitement; and sexual passion gets exhausted after its discharge.

Note: A bath is a must upon the discharge of semen. Moreover, as a result of discharge of Mazi & Vadi as well as white water of a woman, an ablution is broken but a bath isn't compulsory. [Shaami: 1/472, Sunanul Gusl]

**Conditions of Salaah** There are seven conditions before salaah. These are known as the sharaa'it of salaah.

- ① The body must be clean. [Shaami:3/242, Baabu Shurootis Salaah]
- ② The clothing must be clean. [Shaami:3/242, Baabu Shurootis Salaah]
- ③ The place of salaah must be clean. [Shaami:3/242, Baabu Shurootis Salaah]
- ④ The body must be covered. [Shaami:3/249, Baabu Shurootis Salaah]
- ⑤ The time of salaah must be correct.  
[Badaay-e-Ussanaaye:1/121, Fasl fi Sharaaiti Arkaanis Salaah]
- ⑥ One must face the Qiblah. [Shaami:3/330, Baabu Shurootis Salaah]
- ⑦ The correct intention must be made.  
[Shaami:3/285, Baabu Shurootis Salaah]

**Faraa'idh of Salaah** There are six faraa'idh in salaah and are known as the arkaan of salaah.

- ① At-Takbeerat-ut-Tahreemah, that is to say Allahu Akbar, when beginning salaah. [Shaami : 3/376, Kitaabus Salaah, Baabu Sifatis Salaah]
- ② Qiyaam (to stand upright). [Shaami : 3/381, Kitaabus Salaah, Baabu Sifatis Salaah]
- ③ Qira'ah (to recite the Qur'aan). [Shaami : 3/389, Kitaabus Salaah, Baabu Sifatis Salaah]
- ④ Ruku. [Shaami : 3/392, Kitaabus Salaah, Baabu Sifatis Salaah]
- ⑤ Two sajdahs. [Shaami : 3/393, Kitaabus Salaah, Baabu Sifatis Salaah]
- ⑥ To sit so long at the end of salaah that one can recite Tashahhud. [Shaami : 3/396, Kitaabus Salaah, Baabu Sifatis Salaah]

**The Words of Salaah** At-Takbeer Tahreemah (to be recited when starting the salaah): Allahu akbar. [Tirmizi : 238, Abu Saeed ؓ]

The Tasbeeh of Ruku: Subhaana rabbiyal 'azeem [Tirmizi : 261, Ibn-e-Masood ؓ]

The Tasmee (to be recited when coming up from Ruku) : Sami 'allaahu liman hamidah. [Bukhaari : 722, Abu Hurairah ؓ]

The Tahmeed (to be recited while standing after the Ruku): Rabbanaa lakal hamd. [Bukhaari : 722, Abu Hurairah ؓ]

The Tasbeeh of Sajdah : Subhaana rabbiyal a'ala [Tirmizi : 261, Ibn-e-Masood ؓ]

Salaam : Assalaamu 'alaikum wa rahmatullaah [Tirmizi : 295, Ibn-e-Masood ؓ]

**Masnun Duaa for Namaz-e-Janaza (Prophetic Invocations for the funeral prayer)**

Recite the following Duaa if it is a dead body of an adult man or woman. Allaahummagfir lihayyinaa wa mayyitinaa wa shaahidinaa wa gaaibinaa wa sageerinaa wa kabeerinaa wa zakarinaawa unsaanaa allaahumma man ahyai-tahoo minnaa fa'ahyihee alal islaam wa man tawaffaitahoo minnaa fatawaffahoo alal imaan. [Tirmizi: 1024, Abu Hurairah ؓ]

**Du'aa before Eating** Bismillaah [Tirmizi : 1858, An Aaisha ؓ]  
Translation : I begin eating in the name of Allaah.

**If one Forgets the Du'aa before Eating, Recite the Following Du'aa** Bismillaahi awwalahoo wa aakhirahu [Abu Daawood : 3767, An Aaisha ؓ]

Translation : I eat in the name of Allaah at the beginning and at the end.

**Du'aa after Eating** Al hamdu lillaahilla zi at'amanaa wa saqaanaa wa ja'alanaa muslimeen [Tirmizi : 3457, An Abi Sa'eed ؓ]

Translation : All praise is for Allaah, Who has made us eat, drink and has made us Muslims.

## HAJ GUIDE

### The Sunnah Way of Eating

- ① To spread out a cloth on the floor. [Bukhaari : 5415, Anas رضي الله عنه]
- ② To wash both hands up to the wrists. [Tirmizi : 1846, Salmaan رضي الله عنه]
- ③ To say the du'aa before eating. [Tirmizi : 1858, Aayesha رضي الله عنها]
- ④ To sit either with one or both legs folded beneath. [Ibn-e-Maaja : 3263, Abdullaah Bin Umar رضي الله عنه; Fathul Baari : 9/542]
- ⑤ To eat with the right hand. [Bukhaari : 5376, Umar Bin Abu Salmah رضي الله عنه]
- ⑥ To eat the food right in front of you. [Bukhaari : 5376, Umar Bin Abu Salmah رضي الله عنه]
- ⑦ To eat with three fingers. [Muslim : 5417, Ka'ab Bin Maalik رضي الله عنه]
- ⑧ To pick up and eat any food that falls down. [Muslim : 5421, Jaabir رضي الله عنه]
- ⑨ To clean the plate and lick the fingers. [Muslim : 5420, Jaabir رضي الله عنه]
- ⑩ Not to lean while eating. [Tirmizi : 1830, Abu Juhaifah رضي الله عنه]
- ⑪ Not to find any fault in the food. [Bukhaari : 5409, Abu Hurairah رضي الله عنه]
- ⑫ Not to eat food that is too hot. [Mustadrak : 7125, Jaabir رضي الله عنه]
- ⑬ To say du'aa after eating. [Tirmizi : 3457, Abu Saeed رضي الله عنه]
- ⑭ To wash the hands and rinse the mouth after eating. [Tirmizi : 1846, Salmaan رضي الله عنه; Bukhaari: 5454, Suwaid رضي الله عنه]

### The Sunnah Way of Drinking Water

- ① To drink with the right hand. [Muslim : 5384, Ibn-e-Umar رضي الله عنه]
- ② To sit and drink. [Tirmizi : 1879, Anas رضي الله عنه]
- ③ To look into the water before drinking. [Abu Dawood : 3719, Ibn-e-Abbaas رضي الله عنه; Bazlul Majhood : 11/450 Meem]
- ④ To say "**Bismillaah**" before drinking. [Tirmizi : 1885, Ibn-e-Abbaas رضي الله عنه]
- ⑤ To drink in three breaths. [Muslim : 5405, Anas رضي الله عنه]
- ⑥ To say "Alhamdu-lillaah" after drinking. [Tirmizi : 1885, Ibn-e-Abbaas رضي الله عنه]

### Du'aa after Drinking Water

Alh amdu lillaahilazee saqaanaa 'azban furaatam biraḥmatihee walam yaj alhu milhan ujaajam bizunooobinaa. [Kanzul Umaal : 18226, Abu Ja'afar رضي الله عنه]

Translation : All praise is for Allaah Ta'aala who has given us fresh sweet water to drink by his mercy and did not make it salty and bitter due to our sins.

### Du'aa before Sleeping

Allaahumma bismika amootu wa aḥyaa [Bukhaari : 6314, Huzaifah رضي الله عنه]

Translation : O Allaah! In Your name do I die and live.

### Du'aa after Waking Up

Alhamdulillaahil lazee ahyanaa baadamaa amaatanaa wa ilaihin-nushoor. [Bukhaari : 6314, Huzaifah رضي الله عنه]

Translation : All praise is for Allaah Ta'aala who gave us life after giving us death and we will be raised before Him.

### The Sunnah Way of Sleeping

- ① To sleep quickly after Isha without talking about worldly affairs. [Bukhaari : 599, Abu Barzah رضي الله عنه]
- ② To change the clothes before sleeping. [Subulul Huda Warrashaad : 7/359, Ibn-e-Abbaas رضي الله عنه]

- ③ To sleep with wudhu. [Bukhaari : 6311, Bara Bin 'Aazib رضى الله عنه ]
- ④ To dust the bed thrice before sleeping. [Bukhaari : 7393, Abu Hurairah رضى الله عنه ]
- ⑤ To apply antimony (surma-khol) thrice. [Tirmizi : 2048, Ibn-e-Abbaas رضى الله عنه ]
- ⑥ To recite "Astagfirullaahal 'azeemal lazee laa ilaaha illa huwal haiyyul qaiyyoomu wa atoobu ilaih" thrice [Tirmizi:3397' Abu Saeed رضى الله عنه ]
- ⑦ To recite Tasbeeh-e-Faatimi Subhaanallaa 33 martaba, Alhamdulillah 33 martaba, Allaahu akbar 34 times.
- ⑧ To recite Sura-e-Ikhlaas, Sura-e-Falaq aur Sura-e-Naas . [Bukhaari : 5361, Ali رضى الله عنه ]
- ⑨ To lie down on the right side facing the qiblah with the right hand beneath the cheek. [Bukhaari : 5017, Aayesha رضى الله عنه ]
- ⑩ Not to sleep on the stomach. [Bukhaari: 6315, Bara Bin Aazib رضى الله عنه , Musnad-e-Abi ya'ala: 4774, Aayesha رضى الله عنه ]
- ⑪ To recite the dua before sleeping "Allaahumma bismika amootu wa ahyaa". [Tirmizi : 2768, Abu Hurairah رضى الله عنه ]

**The Sunnah Way of Waking Up**

- ① To rub the eyes and face with both hands when waking up. [Bukhaari : 183, Ibnu Abbaas رضى الله عنه ]

- ② To recite the du'aa for waking up "Alhamdu lillaahillaaz e aḥyaana ba'adamaa amaatanaa wa ilaihin nushoor" [Bukhaari : 6314, Huzaifah رضى الله عنه ]
- ③ To clean the teeth with a miswaak. [Bukhaari : 245, Huzaifah رضى الله عنه ]

**Du'aa before Entering the Toilet**

Bismillah, Allaahumma inne a'oozubika minal khubusi walkhabaais. [Mu'ajam-e-Ausat: 2803, Anas رضى الله عنه ]

Translation : I enter in the name of Allaah Ta'aala, O Allaah! I seek Your protection from the evil male and female jinn.

**Du'aa after Leaving the Toilet**

Gufraanaka, Alḥamdu lillaahillaazee aḥzaba 'annil aḥzaa wa 'aafaanee [Ibn-e-Maaja : 300, Aayesha رضى الله عنه , 301, Anas رضى الله عنه ]

Translation : O Allaah! I seek Your forgiveness. All praise is for Allaah Ta'aala who has removed harm from me and has given me ease and comfort.

**Du'aa before Wudhu**

Bismillaah [Nasai : 78, Anas رضى الله عنه ]  
Translation : In the name of Allaah

**Du'aa while Performing Wudhu**

Allaahummagfirlee zambee wa wassi'a lee fee daaree wa baarik lee fee rizqee [Sunan-e-Kubra Nasai : 9908, Abu Moosa رضى الله عنه ]

Translation : O Allaah! Forgive my sins, make my house spacious for me and bless me in my livelihood.

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<b>Du'aa after Wudhu</b>	Ash-hadu allaa ilaaha illallaahu wahdahoo laa shareeka lahoo wa ash-hadu anna Muhammadan 'abduhoo wa rasooluh, Allaahum maj'alnee minat tawwaabeena waj'alnee minal mutatahhireen [Tirmizi : 55, Umar رضى الله عنه]
<b>Du'aa for Entering the Masjid</b>	Allaahummaf-tahlee abwaaba rahmatik [Muslim : 1685, Abu Humaid رضى الله عنه] Translation : O Allaah! Open the doors of your mercy for me.
<b>Du'aa for Leaving the Masjid</b>	Allaahumma innee as'aluka min fazlik [Muslim : 1685, Abu Humaid رضى الله عنه] Translation : O Allaah! I beg You for Your grace.
<b>The Du'aa for Boarding a Vehicle</b>	Subhaanal lazee sakhkhara lanaa haazaa wamaa kunnaa lahoo muqrineen wa innaa ilaa rabbinaa lamunqaliboon. [Muslim : 3339, Ibne -e- Umar رضى الله عنه]
The name of our Nabi is Muhammad ﷺ . [Asseeratun Nabawiyyah Libni Hishaam : 1/237]	
The name of our Nabi ﷺ 's father name was Abdullah. [Asseeratun Nabawiyyah Libni Hishaam : 1/294]	
The name of our Nabi ﷺ 's mother was Aaminah. [Asseeratun Nabawiyyah Libni Hishaam : 1/305]	
The name of our Nabi ﷺ 's grandfather (dada) was Abdul Muttalib. [Asseeratun Nabawiyyah Libni Hishaam : 1/305]	
The name of our Nabi ﷺ 's grandmother (dadi) was Faatima. [Asseeratun Nabawiyyah Libni Hishaam : 1/305]	
The name of our Nabi ﷺ 's grandfather (naana) was Wahab Bin Abde Munaaf. [Asseeratun Nabawiyyah Libni Hishaam : 1/305]	
The name of our Nabi ﷺ 's grandmother (naani) was Barrah. [Asseeratun Nabawiyyah Libni Hishaam : 1/305]	
The name of our Nabi ﷺ 's uncle who took care of him was Abu Taalib. [Asseeratun Nabawiyyah Libni Hishaam : 1/318]	
Our Nabi ﷺ had three sons. ① Abdullaah رضى الله عنه , ② Qaasim رضى الله عنه and ③ Ibraheem رضى الله عنه . [Asseeratun Nabawiyyah Libni Katheer:1/264]	
Our Nabi ﷺ had four daughters. ① Zaynab رضى الله عنها , ② Ruqayyah رضى الله عنها , ③ Ummu Kulthoom رضى الله عنها and ④ Faatimah رضى الله عنها . [Asseeratun Nabawiyyah Libni Hishaam 1/264, Ibnu Abbas رضى الله عنه]	
Our Nabi ﷺ become a Nabi at the age of forty. [Bukhaari : 3851, Abdullaah Bin Abbaas رضى الله عنه]	
Our Nabi ﷺ was sixty-three years of age. [Bukhaari : 4466, Aa'ishah رضى الله عنها]	
Our Nabi ﷺ lived for ten years in Madinah. [Bukhaari : 3851, Abdullaah Bin Abbaas رضى الله عنه]	
Our Nabi ﷺ lived for fifty-three years in Makkah. [Bukhaari : 3851, Abdullaah Bin Abbaas رضى الله عنه]	



## UNDERSTAND NAMAZ

A Namaz/Salah in Haram is equal to 1,00,000 Namaz elsewhere. Similarly, the Namaz in Masjid-e-Nabawi is also rewarded multiple times in terms of rewards. A word-for-word translation along with basic, simple, and brief explanation of the Namaz follows, to aid in focus and attention.

الرَّجِيمِ .	مِنَ الشَّيْطَانِ	بِاللَّهِ	أَعُوذُ
the outcast	from Satan	in Allah	I seek refuge

We cannot hit Shaitan, nor kill him, nor convince him to become good. He will always try to take us away from Allah. The only solution is to recite the above. Keep repeating it whenever Shaitan attack you with bad thoughts or anger.

## SURAH AL-FATIHAH

بِسْمِ	اللَّهِ	الرَّحْمَنِ	الرَّحِيمِ 1
In the name	(of) Allah,	the Most Gracious,	the Most Merciful.

Allah's name is full of blessings. Just by remembering him, He remembers us. Imagine and feel the continuous mercy of Allah, even while a sleep.

أَلْحَمْدُ	لِلَّهِ	رَبِّ	الْعَالَمِينَ 2
All the praises and thanks	be to Allah	the Lord	of the worlds

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Praise Him & Thank Him with your heart, as He gave you everything that you have now. **Feel** His Greatness. He is the Rabb of the world of humans, world of angels, of Jinns, of galaxies, and Allah knows what else.

الرَّحِيمِ (3)	الرَّحْمَنِ
The Most Merciful	The Most Gracious

**Feel** His Mercy on you in terms of His continuous blessings even after some of us disobey Him. Be merciful to your family, friends, neighbours, and colleagues. Do it today and everyday you hear or recite this verse. The Prophet (pbuh) said: “He who does not show mercy to others will not be shown mercy (by Allah).” [Bukhari].

الدِّينِ (4)	يَوْمِ	مَلِكِ
(of) Judgment.	(of) the day	Master

He is the Master of everything on that Day and even today, On that day, nobody shall have any power nor any say except with His permission. This day is most important of our life. For example, in the academic year in a school, the day of the results is the most important day for a student.

نَسْتَعِينُ (5)	وَإِيَّاكَ	نَعْبُدُ	إِيَّاكَ
We ask for help.	and You alone	we worship	You alone
المُسْتَقِيمِ (6)	الصِّرَاطِ	اهْدِنَا	
the straight.	to the path	Guide us	

This is the mission statement of a Muslim! The purpose of our life is to worship Allah. Worship doesn't just mean prayers, fasting, etc.

Even studying, earning, serving others, etc is also worship if we do it to please Allah only. We need help in worshipping in right way.

If being Muslim is equal to being guided, then this supplication should have been for non-Muslims! Becoming a Muslim is the first step of the guidance. Now we need this supplication to follow Islam at every step in our life.

عَلَيْهِمْ	أَنْعَمْتَ	الَّذِينَ	صِرَاطِ
on them;	You (have) bestowed favors	(of) those	(The) path
الضَّالِّينَ ۗ	وَلَا	عَلَيْهِمْ	الْمَغْضُوبِ
those who go astray	and nor of	on them	of those who earned (Your) wrath
			غَيْرِ
			Not

The path of guidance is mentioned in the Qur'an and the Sunnah (sayings and teachings of Prophet Muhammad, pbuh). If we don't study them, then are we sincere in our prayer? Every Salah is a reminder that understanding the Qur'an is not only a necessity but also an emergency! Immediately after Surat-ul-Fatihah, you or the Imam will recite something from the Qur'an and it is a piece of guidance from Allah at that time.

**Second part of Verse-6:** Who did Allah give favors to? Prophets, truthful people, martyrs, and righteous people. Why? Because they followed the right+ path. What was their path? It consisted of mainly the following areas:

1. Actions: Actions of heart such as belief, sincerity, love for Allah and His fear alone. Physical actions such as prayer, fasting, charity, Zakah, and Hajj;
2. Da'wah or inviting others towards Islam;

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3. Tazkiah, i.e., Purification of their souls, bodies, families, and society through individual and collective organized efforts; and
4. Implementing Islam in society by practicing it, promoting good, and prohibiting evil.

**First Group is of those who earned wrath.** Those who know but do not act upon. Just imagine their terrible end in this world and in the hereafter.

**Second Group is of those who go astray.** Let us not be among those who are lost even after having the Qur'an with us because we don't study it or 'we don't have time'! Learn Arabic to understand the Quran directly.

**Try to remember this Hadith Qudsi (narrated in Sahih Muslim) every time you recite Al-Fatihah:**

The Prophet (pbuh) said that Allah said: I have divided the prayer between Me and My slave. Half is for Me and half for him and I give him what he asks for.

- ◆ When the slave says: **الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ** then Allah says: "حمدني عبي" which means: My slave has praised me, and
- ◆ When he says: **الرَّحْمَنُ الرَّحِيمُ** then Allah says: "اثني علي عدي" which means: My slave has extolled Me; and
- ◆ When he says: **مَالِكِ يَوْمَ الدِّينِ**, then Allah says: "مجدي عدي" which means: My slave has glorified Me; and
- ◆ When he says: **إِيَّاكَ نَعْبُدُ وَإِيَّاكَ نَسْتَعِينُ** then Allah says: This is between Me and My slave and whatever he asks for, I will provide him. And
- ◆ When he says: **اهْدِنَا الصِّرَاطَ الْمُسْتَقِيمَ . صِرَاطَ الَّذِينَ أَنْعَمْتَ عَلَيْهِمْ . غَيْرِ الْمَغْضُوبِ عَلَيْهِمْ وَلَا الضَّالِّينَ** then Allah says: This is for my slave and whatever he asks for, he will be provided with it.

## SURAH AL-IKHLAAS

قُلْ	هُوَ	اللَّهُ	أَحَدٌ ①
Say	He	(is) Allah	(who is) One
اللَّهُ	الصَّمَدُ ②		
Allah,	the Self-Sufficient.		
لَمْ يَلِدْ	وَلَمْ	يُولَدْ ③	
He did neither beget	and nor	is He begotten,	
وَلَمْ يَكُنْ	لَهُ	كُفُوًا	أَحَدٌ ④
And (there) is not	to Him	comparable	Anyone.

- ◆ Allah is alone. He is alone in His entity. He has no partners or relatives, no son or father.
- ◆ He is alone in His attributes. He is alone in His rights. For example, only He has the right to be worshipped.
- ◆ He is alone in His powers. For example, He alone has the right to declare something lawful or unlawful, permissible or impermissible
- ◆ There is no one like Him in His uniqueness, power, majesty, as well as in care, love, mercy, and beneficence. We should therefore love this Surah. One of the companions of the Prophet (pbuh) used to recite Surah Al-Ikhlaas followed by some other Surah in every raka'h of Salah. When the Prophet (pbuh) asked him about this, he said, "I love it very much." The Prophet (pbuh) said, "Your love for this Surah has made you enter Jannah."

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### SURAH AL-FALAQ

فُلٌّ	أَعُوذُ	بِرَبِّ	الْفَلَقِ ١
Say	I seek refuge	in (the) Lord	of the daybreak
مِنْ	شَرِّ	مَا	خَلَقَ ٢
From	(the) evil	(of) that which	He created;
وَمِنْ شَرِّ	غَاسِقِ	إِذَا	وَقَبَ ٣
And from the evil	(of) darkness	when	it becomes intense,
وَمِنْ شَرِّ	التَّافُتِ	فِي الْعُقَدِ ٤	
And from (the) evil	(of) those who blow	in the knots,	
وَمِنْ شَرِّ	حَاسِدِ	إِذَا	حَسَدَ ٥
And from the evil	(of) the envier	When	he envies.

**Verse-2:** شَرٌّ has two meanings: evil and suffering. Some evil things appear to be good but their end is suffering. Therefore they are also evil.

**Verse-3:** Most of the evil, indecent and immoral acts happen at night such as bad TV programs, evil parties, evil movies, and other evils. It is easier for the thieves and enemies to attack at night. Staying awake late is also evil because it becomes difficult to get up for Fajr.

**Verse-4:** Magic or sorcery is a big test from Allah. If they don't have strong faith in Allah, they may start committing shirk and do unIslamic practices to find the solution.

**Verse-5:** A jealous person will either try to destroy your reputation, work, property, or hurt you. Pray to Allah that we are never jealous of anyone and that He protects us from those who are jealous of us. The Prophet (pbuh) said, "Beware of envy because envy consumes (destroys) the virtues just as the fire consumes the firewood," or he said "grass." [Abu Dawud].

## SURAH AL-NAAS

قُلْ	أَعُوذُ	بِرَبِّ	النَّاسِ ١
Say	I seek refuge	in the Lord (of)	Mankind
مَلِكِ النَّاسِ ٢		إِلَهِ النَّاسِ ٣	
The King of Mankind,		The God of Mankind	
مِنْ شَرِّ	الْوَسْوَاسِ ٤	الْخَنَّاسِ ٤	
From (the) evil	(of) the whisperer	the one who withdraws after whispering	
الَّذِي	يُوسْوِسُ	فِي صُدُورِ	النَّاسِ ٥
Who	whispers	into the chests	(of) mankind
مِنَ الْجِنَّةِ		وَالنَّاسِ ٦	
From among Jinn		and mankind."	

**Verse-4:** Feel the presence of our worst enemy Shaitan and the two angels that are always with us. Realize the enmity and the attacks of Shaitan and sincerely ask Allah for His protection.

**Verse-5:** If the heart is 'alive' and 'sound' with the Zikr of Allah, then the whisper attacks of Shaitan fail and he withdraws miserably. If not, the person falls into the sin.

**Verse-6:** The Prophet (pbuh) told that every one of us has a Shaitan Jinn always with him/her. He continuously tries to mislead us at every possible opportunity.

Who are the Shaitans from humans? All those people who work for Shaitan directly or indirectly, who seduce us away from Allah. They include those media, television, newspapers, magazines, leaders, and friends who invite us to do evil. Isn't the world full of such people? Do you now see how important this Surah is for our safety!

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### SURAH AL-KAFIROON

قُلْ	يَا أَيُّهَا	الْكَافِرُونَ	قُلْ
Say,	O	Disbelievers!	
لَا أَعْبُدُ	مَا	تَعْبُدُونَ	
I do not worship	what	you worship	
وَلَا أَنْتُمْ	مَا	عَبُدُونَ	
And Nor are you	(of) what	worshippers	
وَلَا أَنَا	مَا	عَبَدْتُمْ	
And Nor (will) I	(of) what	(be) a worshipper	
وَلَا أَنْتُمْ	مَا	أَعْبُدُ	
And Nor are you	(of) what	worshippers	
لَكُمْ	دِينِكُمْ	وَلِي	دِينِ
To you (be)	your religion	and to me	My religion."

**Verse-1:** Every non-Muslim is not a kafir! Only the one who rejects the message after receiving and understanding it. The Qur'an has addressed the non-Muslims as **يَا أَيُّهَا النَّاسُ** (O mankind!). Here Kafiroom refers to those people who understood Islam and still came with a compromise formula and invited the Prophet (pbuh) to do Shirk every alternating year.

The word Kafir is not an insult. It simply means the one who rejects.

**Verse-6:** This statement was in response to the offer of compromise by those Kuffar of Makkah. It does not mean that we should stop propagating the message of Islam. Did Prophet Muhammad (pbuh) stop spreading the message of Islam after this revelation? Never!

Let us spend time and efforts to practice Islam and to convey it to others who do not know about its beauty and truth.



## Azaan

اللَّهُ أَكْبَرُ اللَّهُ أَكْبَرُ .	اللَّهُ أَكْبَرُ اللَّهُ أَكْبَرُ .
Allah is the Greatest	Allah is the Greatest

**Ask:** O Allah! Guide me to accept You as the greatest in my life. In other words, help me obey You instead of my desires, family, false leaders, or traditions, if they go against You.

(2-times) أَشْهَدُ	أَنَّ	لَا	إِلَهَ	إِلَّا	اللَّهُ
I bear witness	That	(there is) no	god	except	Allah

The explanation is given in N-8 (Duaa after Wudoo)

(2-times) أَشْهَدُ	أَنَّ	مُحَمَّدًا	رَسُولُ	اللَّهُ
I bear witness	that	Muhammad (pbuh)	is the Messenger of Allah.	

The explanation is given in N-8 (Duaa after Wudoo)

(2-times) حَيَّ عَلَى	الصَّلَاةِ	(2-times) حَيَّ عَلَى	الْفَلَاحِ
Come to	the prayer.	Come to	the prosperity

The words are “Come to Salah” and not “Offer Salah wherever you are.” We should therefore go to Masjid to pray.

If we establish Salah, then Allah will give us all types of success and prosperity. Salah is a comprehensive form of remembering Allah.

اللَّهُ أَكْبَرُ اللَّهُ أَكْبَرُ .	لَا إِلَهَ إِلَّا اللَّهُ .
Allah is the greatest. Allah is the greatest.	(There is) no god except Allah

Adhan ends with the starting words. The starting message was: Come towards Salah keeping in mind Allah's Greatness. If you don't come to Salah, you will be the loser. Allah will still be the Greatest and the one truly worthy of worship.

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### Supplication Before Starting Ablution (Wudoo):

بِسْمِ اللَّهِ

### Supplication After Completing Ablution (Wudoo):

لَهُ	لَا شَرِيكَ	وَحْدَهُ	أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ
to Him	(there is) no partner	He is alone,	I bear witness that (there is) no god except Allah

I bear witness means; my talks and my actions, in the house or outside, at the office or in market, show that I love Allah more than anyone else; I accept Allah as my Creator; I worship and obey Him alone in all matters of my life and not my desires; and I seek His help alone and trust Him alone.

وَأَشْهَدُ	أَنَّ	مُحَمَّدًا	عَبْدُهُ	وَرَسُولُهُ
I bear witness	that	Muhammad (pbuh)	(is) His slave	And His Messenger.

I bear witness means; my talks and my actions, in the house or outside, at the office or in market, show that I love Allah and His messenger (pbuh) more than anyone else; I accept the Quran sent to Muhammad صلى الله عليه وسلم as the criterion for right and wrong; My likes and dislikes are guided by the Prophet's likes and dislikes.

أَللَّهُمَّ اجْعَلْنِي	مِنَ	التَّوَابِينَ	وَاجْعَلْنِي	مِنَ	الْمُتَطَهِّرِينَ
O Allah	Make me	From among	those who repent	and make me	from among those who purify themselves

We humans commit mistakes again and again. We don't do many things that we are supposed to do and if we do them, we don't do them properly. Therefore we need to repent again and again.

### The starting prayer of Salah

سُبْحَانَكَ	اللَّهُمَّ	وَبِحَمْدِكَ	وَتَبَارَكَ	اسْمُكَ
Glorified are You	O Allah!	and with Your praise	and blessed is	Your name
وَتَعَالَى	جَدُّكَ	وَلَا إِلَهَ	غَيْرُكَ	
And high is	Your Majesty;	and (there is) no god	other than You	

### Things to pronounce when bowing (Rukoo):

سُبْحَانَ	رَبِّي	الْعَظِيمِ
Glory be to	my Lord	the Magnificent

- ◆ Four things are mentioned here: (1) Subhana actually means He is free from defects. This means whatever Allah has done to me is perfect. It is a perfect exam. I should only ask Him to help me pass through that exam by not complaining against Him. (2) He is Rabb, taking care of everything; (3) He is my Rabb... say it with love and appreciation; (4) He is the Magnificent.

سَمِعَ اللَّهُ	لِمَنْ	حَمِدَهُ
Allah has listened	to the one who	praised Him

- ◆ Allah listens to everyone. Here it means that Allah gives special attention to the one who praises Him.

رَبَّنَا	وَلَكَ	الْحَمْدُ
Our Lord!	and to You	(be) all the praise.

Imagine and feel His favors on you to thank & praise Him truly.

### Things to pronounce when prostrating (Sajdah):

سُبْحَانَ	رَبِّي	الْأَعْلَى
Glory be to	my Lord	the Exalted.

Try to imagine and feel the four things (similar to those in the Rukoo) mentioned here.

## HAJ GUIDE

### TASHAH-HUD (AT-TAHIYYAT)

وَالطَّيِّبَاتُ	وَالصَّلَوَاتُ	لِلَّهِ	التَّحِيَّاتُ
and all worships by spending wealth	and all worships of body	are due to Allah	all worships of tongue

- ◆ Ask: O Allah! Help me participate in all these three worships and ask yourself :How am I using my tongue, my brain, my intellect, and most importantly, where am I spending my wealth?

وَبَرَكَاتُهُ	وَرَحْمَتُ اللَّهِ	أَيُّهَا النَّبِيُّ	عَلَيْكَ	السَّلَامُ
and His blessings	and the Mercy of Allah	O Prophet	be On you	Peace

- ◆ Who performed the three worships (of tongue, body, and spending) the best way? Of course, Prophet Muhammad (pbuh). He taught us what they are and how to do them. Therefore, we are praying for three things for him: peace, mercy and blessings of Allah.

الصَّالِحِينَ	عِبَادِ اللَّهِ	وَعَلَى	عَلَيْنَا	السَّلَامُ
the righteous ones	the slaves of Allah	and on	be on us	Peace
إِلَّا اللَّهُ	لَا إِلَهَ	أَنَّ	أَشْهَدُ	
Allah except	(there is) no god	that	I bear witness	
وَرَسُولُهُ	عَبْدُهُ	مُحَمَّدًا	أَنَّ	وَأَشْهَدُ
And His Messenger	is His slave	Muhammad	that	and I bear witness

**DUROOD OR PRAYER FOR THE PROPHET (pbuh)**

Everyone who prays for the Prophet (Pbuh) will receive in return ten rewards from Allah [Muslim].

الِ مُحَمَّدٍ	وَعَلَى	عَلَى مُحَمَّدٍ	صَلِّ	اللَّهُمَّ
the family of Muhammad;	and on	on Muhammad	Send O peace Allah!	

صَلِّ عَلَيَّ actually means: O Allah! Shower Your mercy on him, be very kind to him, raise his name, and elevate his position. O Allah! The Prophet (pbuh) has done too many favors on us. We don't have anything to pay him back. Only You can reward him the best.

الِ (Aal) has two meanings: family and followers. If we take the second meaning, then this prayer is for us, the followers, too.

الِ إِبْرَاهِيمَ	وَعَلَى	عَلَى إِبْرَاهِيمَ	صَلَّيْتَ	كَمَا
the family of Ibraheem	and on	on Ibraheem	You sent peace	As

O Allah! You gave Ibrahim (A) such a position and leadership that all the Muslims, Christians, and Jews accept him as a Prophet. O Allah! Give Prophet Muhammad also such a status that all the people on this planet accept him as Your last prophet.

مَجِيدٌ .	حَمِيدٌ	إِنَّكَ
full of glory	worthy of praise	Indeed, You are

Feel the favors of Allah, and ask: O Allah! You have done a huge favour on us by sending him and making us his Ummati.

**SECOND PART:**

اللَّهُمَّ بَارِكْ عَلَى مُحَمَّدٍ وَعَلَى آلِ مُحَمَّدٍ كَمَا بَارَكْتَ عَلَى إِبْرَاهِيمَ وَعَلَى آلِ  
إِبْرَاهِيمَ إِنَّكَ حَمِيدٌ مَجِيدٌ

In the second part, only two words are different: بَارِكْ means send blessings. كَمَا بَارَكْتَ means as You sent blessings.

## HAJ GUIDE

### PRAYERS AFTER SALAH

حَسَنَةً	فِي الدُّنْيَا	اٰتِنَا	رَبَّنَا
that which is) good)	in (this) world	Give us	Our Lord!

- ◆ “Good” in this world includes health, respect, family, children, wealth, peace, manners, etc.

حَسَنَةً	الْآخِرَةِ	وَفِي
that which is) good)	the hereafter	and in

- ◆ “Good” in the Hereafter includes Allah's pleasure; Paradise; Closeness to our Beloved Prophet, Muhammad (pbuh), and Being able to see Allah is the biggest 'Hasanah' of the hereafter.

النَّارِ	عَذَابِ	وَقِنَا
(of) the Fire.	the punishment	and protect us from

- ◆ Entry into Jannah does not always guarantee the freedom from hellfire. The scholars say that if a believer's sins outweigh his good deeds, he will be sent into the hellfire first so that he is cleansed of all his sins.

### A VERY IMPORTANT DU'AA AFTER SALAH

وَحُسْنِ عِبَادَتِكَ	وَشُكْرِكَ	عَلَى ذِكْرِكَ	أَعِنِّي	اَللّٰهُمَّ
And to worship You in the best possible way	And to give thanks to You	to remember You	Help me	O !Allah

**We can recite this Du'aa with different feelings. For example:**

- ◆ O Allah! Although I just finished this Salah, I could not offer it in the very best way. Help me to perform it better next time.
- ◆ Help me live my whole life in such a way that it becomes full of Your worship.

## DUAAS (SUPPLICATIONS AND PRAYERS)

This part contains selections from Du'aa. A special explanation is given for Talbiyah which is repeated so often during Hajj and Umrah.

### D-1: The Talbiyah:

لَبَّيْكَ لَا شَرِيكَ لَكَ لَبَّيْكَ			لَبَّيْكَ اللَّهُمَّ لَبَّيْكَ		
Here I am.	You have no partner,	Here I am,	Here I am.	O Allah!	Here I am,

لَا شَرِيكَ لَكَ		وَالْمُلْكُ لَكَ		وَالنِّعْمَةُ لَكَ		إِنَّ الْحَمْدَ وَالتَّعْمَةَ لَكَ	
You have no partner,	and all sovereignty (too).	belong to You	and all blessings	all praise & thanks	indeed		

#### 1. *Labbayk Allahumma labbayk* (Here I am, O Allah! Here I am):

“Here I am” is repeated to show that the response is lasting and ongoing. This is the response to the call of Allah [swt], given by Ibrahim (as), as mentioned in Al-Quran. 'Labba bil-makan' in Arabic means staying in one place, clinging to it. Therefore Labbayk means “I am persisting in obeying You, O Allah! I will stick to Your obedience and submission.” “Labbayk (Here I am at Your service)” is said to a person whom one loves and respects. Therefore, your statement along with repetitions expresses Your love for Allah [swt].

#### 2. *Labbayk la shareeka laka labbayk* (Here I am, You have no partner, here I am):

This part emphasizes our eagerness to be free from Shirk (associating partners with Allah [swt]). Shirk is such a dangerous crime that Allah [swt] will never forgive it. Therefore, have no other intention in performing Hajj and Umrah except to please Allah! Keep correcting this intention because Shaitan tries to make us show it off to others.

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3. ***Innal-hamda (Verily all praise and thanks belong to You):***  
Hamd means praise *and* thanks. When it comes to praise, you can think of a number of things. Allah [swt] has more than 99 Names and for each of His names, you can praise Him. So right there you have 99 ways to praise Him! When it comes to thanking Allah, the list can be endless here too.
4. ***Wan-ni`mata (Verily, all blessings belong to You):*** Thank You, O Allah for helping me perform the Hajj/Umrah in spite of all my sins and deficiencies; Thanks for eyes, ears, nose, etc; for relatives; properties, country, and the earth and sky. Thanks also for the major blessings of Islam, Iman, being born in the Ummah of Prophet Muhammad [pbuh], etc. This style of praise and thanking can also be repeated after every Salah or before sleeping when you repeat 33 times Alhamdulillah (along with SubhanAllah and Allahu-Akbar)!
5. ***Laka wal-mulk (Verily, all sovereignty belongs to You):*** Not only the blessings are Yours but the power, the kingdom, the sovereignty, the dominion all belongs to You alone. That is true for this country, this earth along with all its powers and richness; the wind, the rains, the light, and the darkness; the moon, the sun, the stars, the quasars, the black holes, the galaxies; the creatures on earth and the sea and those in the skies; the humans, jinns and angels.  
O Allah! You have absolute, full, complete control and power on everything.
6. ***La shareeka lak (You have no partner)***  
No partner to You in praise, thankfulness, and in sovereignty. Everything that I have is only from You. I will always remain Your and only Your slave.
  - I will not have any hopes in anyone other than You
  - I will not be afraid of none other than You
  - I will not ask anyone other than You
  - I will not be impressed by anyone other than You
  - I will not love anyone more than You.



## DUAS

◆ **Dua For Journey**

اللَّهُ أَكْبَرُ اللَّهُ أَكْبَرُ سُبْحَانَ الَّذِي سَخَّرَ لَنَا هَذَا وَمَا كُنَّا لَهُ مُقْرِنِينَ وَإِنَّا إِلَى رَبِّنَا لَمُنْقَلِبُونَ

Allah is most great, Allah is most great, Glory is to Him who has provided this for us though we could never have had it by our efforts. Surely unto our Lord we are returning.

◆ **Niyya for Umra**

لَبَّيْكَ عُمْرَةً

Here I am O Allah, (in response to Your call) for Umrah

◆ **Niyya For Haj**

لَبَّيْكَ حَجَّةً

Here I am O Allah, (in response to Your call) for Haj

◆ **Dua Within Haram**

لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ لَهُ الْمُلْكُ وَلَهُ الْحَمْدُ وَهُوَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ

There is none worthy of worship but Allah alone, Who has no partner. His is the dominion and to Him belong all praise and He is able to do all things.

◆ **Dua While Entering Masjid-E-Haram**

اللَّهُمَّ افْتَحْ لِي أَبْوَابَ رَحْمَتِكَ

O Allah, Open The doors of yours Mercy for me

◆ **Dua while doing Tawaf**

بِسْمِ اللَّهِ اللَّهُ أَكْبَرُ اللَّهُمَّ إِيْمَانًا بِكَ وَتَصْدِيقًا بِكِتَابِكَ وَوَفَاءً بِعَهْدِكَ  
وَإِتِّبَاعًا لِسُنَّةِ نَبِيِّكَ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ

In the Name of Allah, Allah the most Great, O Allah! I begin this tawaf believing in You affirming the truth of Your Book, fulfilling my covenant with You, and following the example of Your Prophet, peace be upon him. In the Name of Allah! Allah is the Greatest!

## HAJ GUIDE

اللَّهُمَّ إِنِّي أَسْأَلُكَ الْعُفُوزَ وَالْعَافِيَةَ فِي الدُّنْيَا وَالْآخِرَةِ

O Allah, I seek Your forgiveness and Your protection in this world and next.

### ◆ Dua to be recited in between Tawaf circle

سُبْحَانَ اللَّهِ وَالْحَمْدُ لِلَّهِ وَلَا إِلَهَ إِلَّا اللَّهُ وَاللَّهُ أَكْبَرُ وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ

Glory is to Allah, and praise is to Allah, and there is none worthy of worship but Allah, and Allah is the most Great and there is no power and no might except by Allah.

### ◆ Dua to be recited in between Rukn-e-Yamani to Hajre Aswad

رَبَّنَا آتِنَا فِي الدُّنْيَا حَسَنَةً وَفِي الْآخِرَةِ حَسَنَةً وَقِنَا عَذَابَ النَّارِ

O Allah, grant us the good things in this world and the good things in the here after and save us from the punishment of the fire.

### ◆ Dua while drinking ZamZam Water

اللَّهُمَّ إِنِّي أَسْأَلُكَ عِلْمًا نَافِعًا وَرِزْقًا وَاسِعًا وَشِفَاءً مِنْ كُلِّ دَاءٍ

O Allah, I ask you for knowledge that is of benefit, a good provision and deeds that will be accepted and I ask Cure from every sickness.

### ◆ Dua while Sae'e

إِنَّ الصَّفَا وَالْمَرْوَةَ مِنْ شَعَائِرِ اللَّهِ، أَبْدَأُ بِمَا بَدَأَ اللَّهُ بِهِ

Surely Safaa and Marwah are among the signs of Allah. I begin by that which Allah began,

◆ **Dua for Safaa and Marwah**

إِنَّ الصَّفَا وَالْمَرْوَةَ مِنْ شَعَائِرِ اللَّهِ فَمَنْ حَجَّ الْبَيْتَ أَوْ اعْتَمَرَ فَلَا جُنَاحَ عَلَيْهِ أَنْ يَطُوفَ  
بِهِمَا، وَمَنْ تَطَوَّعَ خَيْرًا فَإِنَّ اللَّهَ شَاكِرٌ عَلِيمٌ

Behold! Safa and Marwah are among the symbols of Allah. Whoever visits the Sacred House for pilgrimage or Umrah should walk to or fro between them. And if anyone obeys his own impulse to good, be sure that is He who recognizes and knows.

لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ لَهُ الْمُلْكُ وَلَهُ الْحَمْدُ وَهُوَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ  
لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ أَنْجَزَ وَعْدَهُ وَنَصَرَ عَبْدَهُ وَهَزَمَ الْأَحْزَابَ وَحْدَهُ

There is no God but Allah, He has no partner, Sovereignty belongs to him and praise too, He fulfilled his promise, Helped His servant and routed the hosts, all Alone.

◆ **Dua on leaving Haram**

اللَّهُمَّ إِنِّي أَسْأَلُكَ مِنْ فَضْلِكَ

O Allah, I ask you for favour

بِسْمِ اللَّهِ وَالصَّلَاةِ عَلَى رَسُولِ اللَّهِ، رَبِّ الْعُفُورِ لِي ذُنُوبِي وَافْتَحْ لِي أَبْوَابَ فَضْلِكَ

With the name of Allah I am leaving and may blessing of Allah be on Prophet (PBUH), O Allah forgive my sins and open your door of favour upon me.

◆ **Dua at Arafat**

لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ لَهُ الْمُلْكُ وَلَهُ الْحَمْدُ وَهُوَ عَلَى كُلِّ شَيْءٍ قَدِيرٌ

None has the right to be worshipped but Allah alone, Who has no partner. His is the dominion and His is the praise, and He is Able to do all things.

## HAJ GUIDE

Darud-O-Salaam at the time of Ziyarat in Masjid-e-Nabawi ﷺ

السَّلَامُ عَلَيْكَ أَيُّهَا النَّبِيُّ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ،

Peace be upon you, O Prophet and the mercy and blessings of Allah be on you.

السَّلَامُ عَلَيْكَ يَا أَبَا بَكْرٍؓ ، السَّلَامُ عَلَيْكَ يَا عُمَرَؓ

Dua on Ziyarat Qubur (graveyard) - Jannat al Baqi

السَّلَامُ عَلَيْكُمْ أَهْلَ الدِّيَارِ مِنَ الْمُؤْمِنِينَ وَالْمُسْلِمِينَ وَإِنَّا إِن شَاءَ اللَّهُ بِكُمْ لَآجِفُونَ  
نَسْأَلُ اللَّهَ لَنَا وَلَكُمْ الْعَافِيَةَ

Peace be upon you, O dweller of this place from among the believers and the Muslims, and we will Inshaa Allah join you. We ask Allah for security from the Fire of Hell for us and for you.



**Please remember all of us in  
your duas.**

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S.No	Name/Designation	Address	Telephone	Fax No.
10.	MINISTRY OF HAJ	HAMRA STREET, MAKKAH-AL-MUKARRAMAH	012-5649101	012-557-1731
11.	MR. ABDULLAH JAMAL MARGHALANI, DIRECTOR GENERAL, MINISTRY OF HAJ	KING ABDUL AZIZ INTERNATIONAL AIRPORT, JEDDAH HAJ TERMINAL, JEDDAH	012-685-8271	012-685-8272
12.	SAHIR BIN ABDUL AZIZ MATAR, CHAIRMAN, MAKTABUL WUKLA AL MUWAHID	SAUDI BUSINESS CENTER, 5TH FLOOR, MADINAH ROAD, SHARARIAH DIST., JEDDAH	012-652-6370 012-652-6362 012-652-6376	012-652-6420
13.	MAKTABUL WUKLA AL MUWAHID	HAJ TERMINAL, JEDDAH	012-685-8344	012-685-8344
14.	SOUTH ASIAN MUTTAWIFFY CO., MAKKAH-AL-MUKARRAMAH	RUSAIFA, P.O. BOX NO.309, MAKKAH AL-MUKARRAMAH	012-534-4444	012-532-2222
15.	NAQABA SAYYARAT (GENERAL CAR SYNDICATE)	NUZHA (HAYYA SALAMA), MAKKAH AL MUKARRAMA	012-545-5454 012-543-5035	012-543-3819
16.	SECRETARY TO CHAIRMAN	-DO-	012-5431435 (EXT.11)	012-5431435 (EXT.18)
17.	MR. ABDUH YAMANI, VICE CHAIRMAN, NAQABA	-DO-	0555506527	012-5433819

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### EMERGENCY TELEPHONE NUMBERS POLICE STATION / TRAFFIC POLICE / AMBULANCE / CIVIL DEFENSE

S.No	Name/Designation	Telephone
18.	POLICE STATION	999
19.	TRAFFIC POLICE	993
20.	AMBULANCE	993
21.	CIVIL DEFENSE	998

### HOSPITALS/DISPENSARIES NEAR HARAM SHAREIF, MAKKAH AL-MUKARRAMA

S.No	Name/Designation	Address	Telephone	Fax No.
22. (I)	AJYAD HOSPITAL	AJYAD	012-573-0070	012-574-3116
(II)	KING ABDUL AZIZ HOSPITAL (ZAHIR HOSPITAL)	ZAHIR	012-544-2400	012-542-4449
(III)	KING FAISAL HOSPITAL (SHISHA HOSPITAL)	SHISHA	012-5263200	012-5563523
(IV)	NOOR HOSPITAL	AZIZIAJUNUBIA	012-566-5000	012-566-6842
(V)	HERA GENERAL HOSPITAL	MASJID AISAH (TANEEM)	012-520-3535	012-520-0333
(VI)	MINISTRY OF HEALTH	MOH. ZAHIR MAKKAH- MUKKARRAMA	012-545-7774	012-542-2696

### National Adillah Establishment (014-8260088) (Quba Road)

S.No	Designation	Name	Mobile	Telephone	Fax	Location
23. (I)	Chairman of Board of Administration	Mr. Hathim Jafer Bali	050300464	014-8260088	014-8255048	Quba Road
(II)	Chairman of Housing Committee	Mr. Osam Dimyathi	0500824500	-DO-	-DO-	
(III)	Supervisor, South Asian Field Offices	Mr. Zainul Abideen Barzanji	0500512500	-DO-	-DO-	
(IV)	Member	Mr. Mohd. Ayoobi	0504687696	-DO-	-DO-	
(V)	Member	Mr. Khairuddin Basrawi	0503349999	-DO-	014-8254191	
(VI)	Office Manager	Mr. Khalid	0566622991	-DO-	014-8255048	



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S.No	Designation	Name	Mobile	Telephone	Fax	Location
24. (I)	Manager	Mr. Hani Dose	0557711430	014-8692498		
(II)	Member	Mr. Bader Dose	0546003999	014-8384742	014-8384742	
(III)	Member	Mr. Rahim Al-Attar	0503305090			

**Prince Mohd Abdul Aziz Airport Madinah  
(014-8420000)**

S.No	Designation	Name	Mobile	Telephone	Fax	Location
25. (I)	Director General	Mr. Mohammed Al-Fadil	0505680336		014-8420020	
(II)	Haj Flights Co-ordinator	Mr. Ahmed Taifi	0505309278	014-8420105		
(III)	Station Manager	Mr. Aymen Jarrah	0505665578	014-8479988	stnmgrmed@saudiairlines.com	
(IV)	Operation Manager of TAV	Mr. Ahmed Sharqawi	0542632086			
(V)	VIP Lounge	Mr. Abdul Azeez	0503316139	014-8420000	014-8420063	
(VI)	SGS Manager	Mr. Hasan Al-Hamid	0505301552	014-8479936	014-8420082 halhamed@saudiags.com	

**Ministry of Health Directorate of Health  
014-8385940**

S.No	Designation	Name	Mobile	Telephone	Fax	Location
26. (I)	Director of Health	Dr. Ahemed Al-Sagheer		014-8385940	014-8455094	Tabuk Road
(II)	Director of Haj Missions	Mr. Hani Hussain Aseeri	0599776299		014-8364426	

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### Hospitals

(III)	King Fahad Hospital Tel: 014-8461500/014-8460900/8460145 (Fax 014-8461160)
(IV)	Ansar Hospital 014-8361336
(V)	Children & Maternity Hospital 014-8499999
(VI)	Ohad Hospital 014-8300016
(VII)	Mental Hospital 014-8402002
(VIII)	Al-Meeqat Hospital 014-8401682
(IX)	Chest Hospital 014-8266639

### GOVERNORATE 014-8155555

S.No	Designation	Name	Mobile	Telephone	Fax	Location
27. (I)	PRO	Mr. Khalid Otaibi	0505310705	014-8155555	014-8381137	Katibiya
(II)	PRO	Mr. Mansoor	0505322157			
(III)	Royal Protocol	Mr. Abdullah Aqeel Al-Munshi	0505309827	014-8466776 Ext 1051		
(IV)	Royal Protocol Vis. Office	Mr. Abdullah Mohd Umer Al-Salman	0504593907	014-8156775		
(V)	Deewan Al-Malaki	Mr. Abdullah Al-Zahrani	0555682688			

**CONTACTS DETAILS:  
STATE HAJ COMMITTEES**

Sr. No.	Names	Phone/Fax/Mobile No.
1	ANDAMAN & NICOBAR	T: 03192-233051 F: 03192-230781
2	ANDHRA PRADESH	T: 0866-2471786 Toll Free: 1800-4257873
3	ASSAM	Telefax: 0361-2237296
4	BIHAR	T: 0612-2203315 Telefax: 0612-2201665
5	CHANDIGARH	Telefax: 0172-2700053
6	CHHATTISGARH	Telefax: 0771-4266646 F: 0771-4049289
7	DADRA AND NAGAR HAVELI	T: 0260-2642106 / 0260-2642340
8	DAMAN & DIU	Telefax: 0260-2230049
9	DELHI	T: 011-23230507 F: 011-23234041
10	GOA	M: 9823889870
11	GUJARAT	Telefax: 079-23250987
12	HARYANA	T: 0172-2996270
13	HIMACHAL PRADESH	T: 0177-2622132
14	UT OF JAMMU & KASHMIR	T: 0194-2495365 F: 0194-2495367
15	JHARKHAND	T: 0651-2340080
16	KARNATAKA	T: 080-28567673 F: 080-28567681
17	KERALA	T: 0483-2710717 F: 0483-2717572
18	UT OF LADAKH	T: 01982-257561 F: 01982- 257435
19	LAKSHADWEEP	T: 04896-263119
20	MADHYA PRADESH	T: 0755-2530139 F: 0755-2538039
21	MAHARASHTRA	T: 022-22626786 F: 022-22678679
22	MANIPUR	Telefax: 0385-2454586
23	ODISHA	T: 0671-2301185
24	PUDUCHERRY	T: 0413-2233254/2343268 F: 0413-2222344
25	PUNJAB	T: 0172-2740611 F: 0172-2748519
26	RAJASTHAN	Telefax: 0141-2227016 / 0141-2634786
27	TAMIL NADU	T: 044-28227617 F: 044-28276980
28	TELANGANA	T: 040-23298793 F: 040-23236310
29	TRIPURA	T: 0381-2325841 F: 0381-2327583
30	UTTAR PRADESH	T: 0522-2620980 F: 0522-2622458
31	UTTRAKHAND	Telefax: 01332-297520
32	WEST BENGAL	T: 033-22903617 F: 033-22870274/22903617