KARNATAKA STATE HAJ COMMITTEE

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

Section 4 (1) (b)

Revised upto the end of March 2026

Introduction

To promote transparency and accountability in the working of public authorities and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Karnataka State Haj Committee is bringing out this manual for information and guidance of the public and others.

The Karnataka State Haj Committee has designated Shri Siddiq Pasha, (Retd. Joint Secretary to Government) Special Officer, as its Public Information Officer (PIO) for all matters concerning the Committee.

Any person requiring any information under the Act may contact Shri Siddiq Pasha, Special Officer, Karnataka State Haj Committee. His Office telephone number is 080-28567673.

The Committee has also designated Shri Jeelani H Mokashi, Member and Executive Officer, Karnataka State Haj Committee as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority is given below:-

Member & Executive Officer,
Karnataka State Haj Committee,
57/17, "HAJ BHAVAN" Thirumenahalli Village,
Hegde Nagar Main Road, Bangalore-560 064.
Telephone No.: 080-28567673
E-mail: info@karhaj.in

1. Organization, functions and duties of the Committee.

The Karnataka State Haj Committee was constituted under the new Haj Committee Act, 2002, for making arrangements regarding Haj pilgrimage of Muslims and for matters connected therewith.

Section 18(1) of the Haj Committee Act, 2002, stipulated the following norms for nomination of persons as members of the State Haj Committee:-

(i) 3 members from the Muslim members of –
  (a) Parliament representing the State;
  (b) State Legislative Assembly; and
  (c) Legislative Council, where it exists.

(ii) 3 members from Muslim members representing local bodies in the State.

(iii) 3 members having expertise in Muslim Theology and law including one, who shall be a Shia Muslim.

(iv) 5 members representing Muslim voluntary organizations, working in the field of Public Administration, Finance, Education, Culture or Social Work.

(v) Chairperson of the State Wakf Board.

(vi) Executive Officer of State Haj Committee, who shall be Ex-officio Member of the Committee.

Category-wise members under new pattern:

Sl No.	**Name of the Member & Address**	
1	Sri. Syed Naseer Hussain, Member of Parliament, No.164, 2nd Cross, Ex-Serviceman Colony, C.B. Ballary-583102.	Member
2	Sri. Rizwan Arshad, MLA G-2, No.24, 4th Road, Bensan A -Cross Road, Bensan Town, Bengaluru – 560046.	Member
3	Sri Abdul Jabbar, MLC No. 303/2, Narasarajapete, Davanagere.	Member
4	Sri Samiulla Madivale, Belagavi.	Member

5	Sri. Shaik Mohamme Sayeed S/o. Mohammed Building, Charlie Pailwan Building, Chamaraja Main Road, Near Madeena Auto Stand, Davanagere.	Member
6	Sri. Waseel Ali Khan, Channapatna	Member
7	Sri. Mohammed Zainullabdin Rashadi Muzairi, Darul Uloom Sha Waliulla, Tannery Road, Bengaluru – 560005.	Member
8	Sri. Mohammed Ashraf Tangal Adoor, Majlees Edupark Mudipu Ullala Taluk, Dakshina Kannada District.	Member
9	Sri Syed Mohammed Raza, Alipura, Gouribidanuru Taluk, Chikkaballapura District.	Member
10	Sri Syed Mansoor Khadri, No. 5/1/110, Khadripura, Golakhana, Bidar.	Member
11	Sri S. Zulfiqar Ahamed Khan, 248-D, 4th Cross, J.M.Road, Ilyas Nagar, Bengaluru South – 560078.	Member
12	Sri Syed Muzamil, No. 14/1, B-8th Cross, Gangondanahalli, Nayandahalli, Bengaluru – 560039	Member
13	Sri Syed Mujahid Bin Syed Hashim, No. 132, More Road, M.M. Road, Frazer Town, Bengaluru	Member
14	Sri Syed Shahid Ahmed No. 66, 4th Cross, CPV Block, Ganganagara Extension, R.T. Nagar Post, Bengaluru – 560032.	Member
15	Chairman, Karnataka State Board of Auqaf, Bangalore.	Member
16	Executive Officer, Karnataka State Haj Committee, Bengaluru .	Executive Officer

Term of Office:

The term of office of the Members of the State Committee shall be three years. The present Committee was constituted on 01-03-2024 vide Government Notification No. MWD 17 WHJ 2022. The Chairman of the Committee has to be elected amongst its Members.

Functions and Duties

The main functions of the Committee are as follows:

(i) Receipt, scrutiny of applications, scanning the documents, uploading the same in the Server of Haj Committee of India, Mumbai and selection by draw of lots (if necessary) of applicants for Haj pilgrimage from Karnataka State.

(ii) Collection of International Passports, Medical Certificate and needful documents from the Selected Haj applicants and transfer the same to the Haj Committee of India, Mumbai.

(iii) Deputation of representative in the Building Selection Team to assist Consulate General of India, Jeddah, to select suitable buildings every year.

(iv) Deputation of Haj volunteers (Khadimul Hujjaj) every year to look after the welfare of the Hajis from Karnataka when they are in Saudi Arabia.

(v) Free supply of Haj Guide Books in Kannada, English and Urdu every year to Haj pilgrims which is supplied by Haj Committee of India, Mumbai and hand book on 'Haj and Umrah' free of cost in Urdu & English.

(vi) Coordinating with Government of India, State Government, the Haj Committee of India, Mumbai, etc., and other agencies such as (Saudi Arabian) Airlines, Air India, Airports Authority of India, Immigration, Customs, etc., and other voluntary organizations for successful arrangements for Haj flight operations, etc.

(vii) Making of supporting arrangements for operation of direct Haj flights from Bangalore to Jeddah/Madinah and back such as accommodation, transport, etc.

(viii) Conducting Meningitis vaccination and orientation (training for haj) programmes at various district / taluk headquarters.

2. Powers and duties of officers and employees

This Committee is headed by Chairman, while the Member and Executive Officer who is a senior K.A.S. officer looks after day-to-day administration. The Member and Executive Officer is the administrative head of the Committee and Adviser to the Chairman and Committee on all matters of

policy and administration relating to Karnataka State Haj Committee. He is assisted by the Staff of the Karnataka State Haj Committee

Both in conducting of business of office and regarding maintenance of discipline. The office consists of 5 sections and the functioning of these sections is tabulated below:-

S.No	Section	Details of subjects dealt with
1	Section – A	1. Receipts of grants from Government and urgent letters. 2. Annual Report of the Committee 3. Settlement of T.A. Bills of Members. 4. Bank transactions and Audit Work 5. Legal matters relating to the Committee 6. Reconciliation of Reports with bank statement. 7. Purchase of stationery
2	Section – B	1. Announcement about Haj and inviting applications 2. L.A./ L C Questions and Legislative Session. 3. Haj volunteers (khadimul Hujjaj) & High Level Officials 4. Deputing Building Selection Team 5. Medical Mission-Selection & deputation. 6. Conduct of Meningitis inoculation programmes and preparation of Health Cards 7. Cancellations of pilgrims 8. All matters relating to Haj Committee of India, Mumbai 9. Additions and deletions in the pilgrims manifest.
3	Section – C	1. Haj Committee Meetings. 2. Dispatch & Receipts of Haj applications 3. Dispatch of various circulars to pilgrims 4. Salaries & other Payments 5. Translation work for guide books. 6. Printing of Haj Guide and Haj & Umrah 7. Maintenance of stock files & Registers 8. Preparations of travel documents
4	Section – D	1. Constitution of Haj Committee 2. Service book entries 3. Conduct of orientation programmes 4. Numbering of Haj applications. 5. Scrutiny of Haj applications 6. Qurrah Work 7. Comparing of computer print-outs of pilgrims list, etc., 8. Transit accommodation to pilgrims. 9. Advancement & Postponement of Air tickets.
5	Section – E	1. Reception counter. 2. Receipt of requisitions for issue of Haj application

		forms, Haj volunteer forms, etc. 3. Receipt of tappal and affixing date seal. 4. Attend to visitors / pilgrims. 5. Attend phone calls 6. Despatch of Haj Guides to pilgrims.

The Member and Executive Officer implements the policy decisions of Ministry of Minority Affairs (Haj Cell), Government of India, New Delhi, Haj Committee of India in Mumbai as well as the State Government pertaining to Haj pilgrimage. All other employees are subordinates and they carry out the work entrusted by Member and Executive Officer.

The Holy Haj 2025 rituals were observed from 04-06-2025 to 8-06-2025 near Makkah City in Kingdom of Saudi Arabia.

Around 8684 Haj pilgrims from Karnataka State have proceeded for Haj - 2025, from Bengaluru, Hyderabad & Mumbai Embarkation Points.

3. Procedure followed in the decision making process.

All important matters connected with Haj and allied subjects are placed before the Committee for decision and approval. Hence Committee is the sole authority in decision making process subject to over all guidelines from Haj Committee of India and State Government. The representations from public relating to this Committee are attended to promptly and given reply. In case they relate to policy matters, the same is taken up with Haj Committee of India, Mumbai and replies received are communicated to the petitioners. In case of important issues, the representations are also placed before the Committee and decisions are communicated to the petitioners.

4. Norms set for the discharge of function.

The main function of the Committee is making arrangements for Haj pilgrims every year, which is seasonal. There are no specific norms for the discharge of function since it is not performed throughout the year. During the season, Haj Committee engages Outsource staff and volunteers to assist in the various arrangements. The files are maintained on a single file system since the day-to-day correspondence is not made.

5. Rules, Regulations, Instructions, Manuals and Records for discharging functions

The business in this Committee is carried out with reference to the provisions contained in the Haj Committee Act, 2002, and other Government rules wherever applicable with the concurrence of Committee. The Committee's work is seasonal in nature and is discharged subject to overall guidance of Haj Committee of India and State Government.

6. **<u>Statement of categories of documents that are held by it for its control.</u>**

S. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1.	Haj pilgrimage application	Contains instructions to detailed apply for Haj pilgrimage	Application to be made to Executive Officer/KSHC	Executive Officer.
2.	Haj volunteer application	Contains detailed instructions to apply for Haj volunteer	-do-	-do-
3.	Orientation training application	Contains detailed instructions to apply for orientation training conducted by Haj Committee of India.	Applications to be made to Executive Officer, Karnataka State Haj Committee.	Member & Executive Officer.

7. **Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

The members of public approach the Committee seeking guidance or clarifications connected with Haj pilgrimage and the Committee sends replies to such requests from the public. Hence, no specific arrangement is in existence for consultation with the members of public. The members of the Committee voice the grievances of the public.

8. **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

The Committee sometimes constitutes following Sub-Committees as per the requirements of the Karnataka State Haj Committee:-

1. Sub Committee for conduct of Orientation Training.
2. Sub Committee for Food arrangement.

9. **Directory of officers and employees.**

The Directory of officers and employees are as follows:-
Member & Executive Officer 080-28567673 Email: info@karhaj.in

10. **Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.**

The Committee approves the scales of pay to the staff of the Committee from time to time. The Member and Executive Officer holds the post on deputation from the State Civil Services. The salaries of other staff are drawn from the Government and salaries for rest of the staff is borne from the administrative grant sanctioned by the Government.

	Post	Salaries	No. of Posts
1	Member & Executive Officer	On concurrent charges	1
2	Special Officer	On Contract Basis	1
3	Assistants	Rs. 44425 – 83700) + other allowances	2
4	Junior Assistants	(Rs. 27650-52650) + other allowances	2
5	Dalayaths	Rs. 19950-37900) + other allowances	1
6	DEOs	Seasonal staff on Outsource	3
7	Drivers	Seasonal staff on Outsource	4
8	Peons / Receptionist	Seasonal staff on Outsource	1

11. Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Administrative Grant:

The Government of Karnataka State sanction administrative grant annually to meet the administrative expenditure of the Karnataka State Haj Committee, which includes office establishment, payment of salaries to staff, T A DA to Members, Electricity / Telephones / Water & Maintenance of office equipment's, etc. and also to conduct Haj Camps. The Government sanctioned a sum of Rs.150.00 lakhs as administrative grant for the year 2025-2026.

Haj Bhavan in Bangalore:

The State Government has constructed a Haj Bhavan at Tirumenahalli Village, Yelahanka Hobli, Bangalore to provide better facilities to the Haj pilgrims. During the Financial Year 2024-25, the Government of Karnataka has not allocated grants for the Maintenance of Haj Bhavan. The State Haj Committee conducted its Haj Camp at the Haj Bhavan situated in Thirumenahalli, Yelahanka Hobli, Bengaluru since Haj-2016, where all facilities like boarding and lodging, etc. will be provided to the pilgrims who report at the Haj camp before three days of their actual departure.

Construction of Haj Bhavan in Mangaluru:

A total of 1.92 acres of land in S.No.99-2AP1 of Kencharu village in Mangaluru taluk has already been acquired in the name of the Minority Welfare Department and has been reserved for the construction of Hajj Bhavan. The

Dakshina Kannada Deputy Commissioner has settled the dispute in the court and the construction work of the Haj Bhavan in Mangaluru will begin soon.

A donor from Mangaluru has volunteered to donate 01.56 acres of land at Bajpe in Mangaluru taluk for the construction of Haj Bhavan. The Hon'ble Chief Minister in his budget speech has announced a grant of Rs.10.00 crore for the construction of Haj Bhavan in Mangaluru for the year 2024-25 and administrative approval has been received from the government to take up the said work.

Haj volunteers (Khadimul Hujjaj):

Karnataka State Haj Committee deputes suitable persons as Khadimul Hujjaj (Haj volunteers) to Saudi Arabia every year to look after the welfare of the Haj pilgrims of Karnataka. The Haj Volunteers are nominated as per the Guidelines issued by Haj Committee of India, Mumbai. 50% of the expenditure on deputation of Haj volunteers is met from the grant sanctioned by the Government and the remaining 50% of the expenditure is borne by Haj Committee of India, Mumbai.

Building Selection Team:

The Karnataka State Haj Committee deputes representative(s) to the Building Selection Team for selecting suitable buildings at Makkah and Madinah for accommodation of Haj pilgrims of India during Haj season, on inviting proposals from Ministry of Minority Affairs, Government of India, New Delhi.

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

The State Haj Committee does not have any financial assistance programmes

13. Particulars of recipients of concessions, permits or authorisations granted by it.

No concession or permit or authorisation has been granted to the individuals or firms or companies by the Committee.

14. Details in respect of the information, available to or held by it, reduced in an electronic form.

The public are given information relating to Haj pilgrimage through notice board, newspapers and website.

15. Particulars of facilities available to citizens for obtaining information.

The public can obtain information about the functioning of Karnataka State Haj Committee from the website **www.karhaj.in** . Information can also be obtained through e-mail **(info@karhaj.in**).

16. **The working hours of a library or reading room, if maintained for public use**.

    The Office of the State Haj Committee is not maintaining any Library or reading room.

17. **Name and designation and other particulars of Public Information Officers.**

PUBLIC INFORMATION OFFICER
Sri Siddiq Pasha,
Special Officer,
Karnataka State Haj Committee,
57/17, "HAJ BHAVAN" Thirumenahalli Village,
Hegde Nagar Main Road, Bangalore-560 064.
Telephone No.: 080-28567673 E-mail: info@karhaj.in

APPELLATE AUTHORITY
Shri Jeelani H Mokashi,
Executive Officer,
Karnataka State Haj Committee,
57/17, "HAJ BHAVAN" Thirumenahalli Village,
Hegde Nagar Main Road, Bangalore-560 064.
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