

HAJ-2012

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The Executive Officer/ Secretary,
All State/ Union Territory Haj Committees.

1. Andaman & Nicobar Islands, 2. Andhra Pradesh, 3. Assam, 4. Bihar, 5. Chandigarh, 6. Chhattisgarh, 7. Dadra & Nagar Haveli, 8. Daman & Diu, 9. Delhi, 10. Goa, 11. Gujarat, 12. Harayana, 13. Himachal Pradesh, 14. Jammu & Kashmir, 15. Jharkhand, 16. Karnataka, 17. Kerala, 18. Lakshadweep, 19. Madhya Pradesh, 20. Maharashtra, 21. Manipur, 22. Orissa, 23. Pondicherry, 24. Punjab, 25. Rajashthan, 26. Tamil Nadu, 27. Tripura, 28. Uttar Pradesh, 29. Uttarakhand, 30. West Bengal

Sub : Data Entry & Editing Option.

In terms of the Workshop held on 23rd February, 2012 in the office of Haj Committee of India, Mumbai, the following computer related editing and entry options to all the State / U.T. Haj Committees shall be provided by this office for smooth conduct of data-entry work.

2. Please update Firefox, enable Java Script and clear History of the browser before starting Data Entry for Haj-2012.
3. As per decision taken in the Workshop, each State / U.T. would require to furnish DAILY REPORT on the Data Entry Work of Haj 2012 on regular basis.
4. Two longins and passwords – one each for general user and one at its supervisory level. For better security and feasibility alongwith accountability and responsibility, it is better to have as many logins – passwords, as the number of the terminals utilized for data entry work. Some States are already using more than one longin – password for data entry work. More login – passwords will be provided to State Haj Committees upon request. Editing option will be available as follows:-

SR NO	USER/OPERATOR	BEFORE QURRAH	AFTER QURRAH	REMARK
I	Supervisor	HAF Add Form before qurrah	HAF ADD Form will be disabled	
2		All fields of the HAF will be editable before qurrah	Edit Form will be disabled	After qurrah Editing at HCoI

3		Once cover created no addition will be allowed	Once cover created no addition will be allowed	
4		Daily Report	Disable	
5		Cover_3yrs		
6		Cover Acknowledgement Receipt		
7		Passport Receipt		
8		SHC Reports		
9		Search		
10		Enquiry		

II	Data Entry Operator	HAF Add Form before qurrah	HAF ADD Form will be disabled	
2		All fields of the HAF will be editable except Passport No, Name of the Applicant & Reserved Category before qurrah	Edit Form will be disabled	
3		Once cover created no addition will be allowed	Once cover created no addition will be allowed	
4		Cover_3yrs		
5		Cover Acknowledgement Receipt		
6		Passport Receipt		
7		Search		
8		Enquiry		

5. Your login and password is enclosed for Haj-2012.

(Roohi Khan)
Dy. Chief Executive Officer.

Encl: As stated above.