

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

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

Ref: HC-11/01/2014/3381

Date: 29th January, 2014.

CIRCULAR

Haj-2014 2

Sub.: ***Haj 1435 (H) – 2014.***

Conduct of Orientation / Training of Trainers Programme.

Comprehensive and effective training is most essential to enable the Hajjis in performing Haj with minimum difficulties. As in earlier years, training of Hajjis shall be organized in a 3 tier structure.

The training shall have following three levels:

Sr. No.	Training	Place	Conducted by	Responsibility
1	Training of Master Trainers (MT)	Mumbai	HCOI	CEO
2	Training of Field Trainers (FT)	State Capitals	SHC/UTHC	State/UT HCs EOs & MT
3	Training of Hajjis	In Districts/ Talukas	SHC/UTHC	E.O./SECY, SHC/UTHC & FT

Executive Officer / Secretary of State/UT Haj Committees (SHCs) shall be the over all incharge of the training / orientation of all FTs and pilgrims of that State.

1. Training of Master Trainers (MT):

a. All Master Trainers / Field Trainers shall be directly responsible to the Executive Officer / Secretary of State Haj Committee and shall obtain necessary guidance & assistance from him from time to time.

b. **Training of Master Trainers will be held at HCOI, Mumbai for two days.**

c. **Master Trainers:** Training shall be imparted to all Master Trainers selected by State/U.T. Haj Committees at Haj Committee of India at Mumbai for two (2) days.

- d. **Number of Master Trainers:** There shall be One Master Trainer for State / U.T. having Quota of 200 or less Pilgrims and Two Master Trainers for all other State / U.T. Haj Committees.
- e. Master Trainers must be selected by the respective State / U.T. Haj Committees keeping in view the norms and the past performance / qualifications of the applicant.

Duties and responsibilities of MT

- f. After getting training at Mumbai, the Executive Officer / Secretary and Master Trainers shall impart Orientation / Training to the Field Trainers of their respective State/U.T at respective State Capitals.
- g. In large states MTs shall do coordination, monitoring, supervision of the FT's training activity in the districts and talukas. They will clarify their doubts and work as a link between SHC and FTs on the latest developments. MTs may also be given the task of imparting training to the pilgrims selected at the last minute from waiting List, GQ & PTO Pilgrims at the Embarkation point/ Haj camp.
- h. In smaller states MTs may also be given the job of district training in addition to the above duties.
- i. **Application for MT/FT :** Particulars of bio-data required to be filled by the MT/FT is enclosed as **Annex-I.**
- j. Norms pertaining to selection of Master Trainers is enclosed as **Annex-II.**
- k. **Accommodation of Master Trainers at Mumbai:** MTs will be provided free accommodation at Haj House, Mumbai during their 2 days training.
- l. **T.A/D.A to Master Trainers:** T.A/D.A shall be paid by Haj Committee of India.
- m. **Reporting by MTs:** Executive Officer of concerned SHC shall supervise, monitor the entire Orientation / Training Programme in their respective States / U.Ts. The MTs are to submit detailed report indicating number of Training Camps held, district and venue of these camps, number of Pilgrims who attended the said camps and their overall observations on conduct of these camps to their respective State / U.T. Haj Committee, who shall then submit an exhaustive report to the HCOI. The report of concerned E.O. shall form the basis of release of payments.
- n. **Certificates to the Master Trainers:** The State EOs shall evaluate the performance of the MTs based on the training reports submitted by them and on the feedback received. The Certificates to the Master Trainers shall only be issued by the HCOI after the successful accomplishment of the task assigned to them based on the recommendations of the EOs / Secretary concerned.

2. Training of Field Trainers at respective State/U.T. Haj Committee.

- a. **Number of Field Trainers:** The second level of training is of Field Trainers at the State capitals under the guidance and supervision of Executive Officer / Secretary, State Haj Committees and Master Trainers. The State/U.T. Haj Committees shall select FTs keeping in view the general norm of One FT per 200 pilgrims.
- b. SHCs should forward the list of selected Field Trainers to the Haj Committee of India for information.
- c. **Duties and responsibilities of FT:** After getting training at State Capitals, the Field Trainers shall impart Orientation / Training to the pilgrims allotted to them in the districts and talukas at suitable places in coordination with the SHC/UTHC and MT.
- d. **Application for FTs :** The format is enclosed (**Annex-I**).
- e. Norms pertaining to selection of Field Trainers is enclosed as **Annex-III**.
- f. **Reporting by FTs:** The FTs shall maintain record of the training conducted by them and submit activity report as per **Annex-IV & IV-A**.
- g. **T.A./D.A to the FTs:** T.A / D.A. will be paid by the SHC as per the applicable rules (mentioned in norms) to the FTs. The HCOI will reimburse the same to the SHCs as per the norms.
- h. **Certificates to the FTs:** The Certificate to the FTs shall be issued by HCOI after the successful accomplishment of the task assigned to them based on the recommendations of EOs / Secretary concerned.

3. Training of Pilgrims at District / Taluka Level:

- a. SHC / UTHC shall give the list of selected pilgrims assigned to each FT for training. The responsibility & jurisdiction of each FT is to be defined clearly. The SHC should give wide publicity regarding the date, time and venue of training sessions to be conducted in each district and alongwith the name & mobile numbers of FTs. SHC shall render all possible assistance to the FTs in organizing the training camps at district / taluka levels in all matters. The EO of concerned SHC/UTHC should monitor the entire training programme by paying surprise visit to the place where such training is imparted and obtain first hand feedback from the pilgrims. If not satisfied with the training of a particular FT/MT it may ask the FT/MT to end his training and allot another FT/MT there. The SHC may take the help of local NGOs etc. in organizing such trainings, if required. It is expected that each Haji is given at least 3 Trainings by the FT, before proceeding for Haj.

- b. Proper Training / Orientation shall also be organized by State / U.T. Haj Committee with the help of NGO's, etc., if required at embarkation points, so as to orient Pilgrims till the last moment before embarkation, so that the memory of the Pilgrims is afresh during the course of Haj journey.

4. Funds:

- a. As per prevailing practice, Haj Committee of India shall reimburse the expenditure incurred on food & refreshment of the pilgrims during District Level Training Camps @ **Rs.100/- per Pilgrim**. The expenditure on erection of Shamiana, Setting up Stage, Gifts to the Guests, Photography and Videography are non-reimbursable. No other expenditure will be borne by the HCOI.
- b. **Transfer of Funds:** The funds in respect of reimbursement @ Rs.100/- per pilgrim shall be transferred to SHC / UTHC as per Quota allotted.
- c. Out of this, Rs.50/- per Pilgrim will be paid to each State / Union Territory Haj Committee upon receipt of the following, in the format enclosed.
- i) Name of the Selected Field Trainers,
 - ii) Address of the Selected Field Trainers,
 - iii) Mobile No. of Selected Field Trainers,
 - iv) Number of Pilgrims Allocated / Specific jurisdiction assigned,
 - v) Field Trainers Training Programme Schedule.
- d. The balance amount of Rs.50/- per Pilgrim will be paid to State / Union Territory Haj Committee on receipt of detailed report on Training Programmes held by Field Trainers / Master Trainers throughout the State upon receipt of the following in the format enclosed.
- i) Name of the Selected Field Trainers,
 - ii) Address of the Selected Field Trainers,
 - iii) Mobile No. of Selected Field Trainers,
 - iv) Number of Pilgrims Allocated / Specific jurisdiction assigned,
 - v) Field Trainers Training Programme Schedule,
 - vi) Date & Venue of Orientation / Training Programme conducted,
 - vii) No. of intending pilgrims attended the Orientation / Training Programme, with feedback from prospective pilgrims.
- e. The funds so made available for the pilgrims of each State / Union Territory may be utilized for providing food/refreshment and other incidental expenditure directly related to conduct of Training Programme. No other amount shall be reimbursed. The payment shall not be made by Haj Committee of India to NGOs/District Organizations etc. directly but to the concerned State / UTHC upon receipt of all documents.

5. Model Action plan for Training & Orientation by SHC / UTHC:

Sr. No.	Particulars	Date
1	Circulate Training Circular inviting application for MT / FT by Haj Committee.	07.02.2014
2	Selection of MT by concerned SHC.	03.03.2014
3	MTs training at Mumbai	Mid of March, 2014
4	Selection of FT	24.03.2014
5	FTs training @ State Capitals	1 st week of April, 2014
6	Prepare district-wise training programme and send to HCOI	2 nd half of April, 2014
7	Publicize district-wise training programme	2 nd half of April, 2014
8	Providing list of selected Pilgrims who should be trained to each FT & assign jurisdiction & responsibility by concerned SHC.	End of April, 2014 (After qurrah)
9	Conduct training of Hajis	1 st week May, 2014 onwards
10	Report to HCOI by concerned SHC.	01.09.2014
11	Certificates to be issued to MT / FT by HCOI	15.09.2014

Sd/-
(Ataur Rahman)
Chief Executive Officer.

Encl: As stated above.

TO:-

1. The Executive Officer / Secretary, All State / Union Territory Haj Committees.
2. The Chairman & All Members, Haj Committee of India for information.
3. Computer Section for uploading on website.

Application Form for Master / Field Trainer

(Use Capital letters only)

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

Languages known		Read	Write	Speak
1.				
2.				
3.				

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

Preferred Districts for conducting Training	:	1		2	
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Please write 100 words about:

Place: _____

Date: _____

(_____)
(Signature of the MT / FT)

ROLE: _____
QUALIFICATION: _____
APPROVAL: _____
SELECTION: _____

**NORMS FOR MASTER TRAINERS BY
STATE / UNION TERRITORY HAJ COMMITTEES.**

- I. **Selection of Master Trainers:** The Master Trainers should preferably be those who have gone on deputation to Saudi Arabia in previous years as A.H.O / Haj Assistant / Medical Officer or Khadimull Hujjaj as they will have practical knowledge of logistics and rituals of Haj.
- II. **Application for selection of Master Trainer:** Bio-Data of the Master Trainers including as per perform (Annex-I) may be furnished to Haj Committee of India to facilities reimbursement of T.A. / D.A. of through R.T.G.S. to the Master Trainers.
- III. **Training Camp:** A training for 2 days will be organized by Haj Committee of India, in Mumbai with accommodation in Haj House, Mumbai, and reimbursement of T.A. / D.A. to Master Trainers.
- IV. **Norms for Selection of Master Trainers:**
 - a. One Master Trainer for State / U.T. having Quota of 200 or less Pilgrims and Two Master Trainers for all other State / U.T. Haj Committees.
 - b. Master Trainers must be selected by the EO / Secretary of the State / U.T. Haj Committee.
- V. **Eligibility:**
 - a. Should have performed Haj.
 - b. Must be fully conversant with English language.
 - c. Must be proficient in local / regional language.
 - d. Should be in a position to spare time for imparting training.
 - e. No criminal case should be pending against the Master Trainer in any court of law.
- VI. **Age:** Should not be more than 50 years of age.
- VII. **Desirable:**
 - a. Master Trainers should be mentally & physically fit to impart training to the trainers.
 - b. Knowledge of Islamic studies, particularly about the logistics and rituals of Haj and Umrah.
 - d. Capable of addressing / giving lecture to big gathering of Field Trainers / Pilgrims.
 - e. Computer literate to receive latest information / messages through email.

(2)

VIII. Lady Master Trainer: Efforts should be made to nominate one lady MT (one of two), to help lady Pilgrims.

IX. T.A./D.A:

- a. T.A. / D.A. to Master Trainers shall directly be paid by Haj Committee of India.
- b. Traveling Expenses shall be allowed for 3-Tier A.C. Railway Fare / Bus Fare / as per actual expenses only.

X. Supervision: Selected Master Trainers shall supervise and monitor the entire Orientation / Training of Pilgrims programme in their respective States / U.Ts. They will furnish detailed report indicating number of Training Camps held, district and venue of these camps, number of pilgrims, who attended the said camps and their overall observations on conduct of these camps to their respective State / U.T. Haj Committee.

XI. Certificate:

- a. Haj Committee of India would rate the performance as [Excellent / Very Good / Good / Average] in each Certificate of Training.
- b. Certificates to the Master Trainers shall only be issued after imparting successful training to the trainers and a satisfactory report be sent to Haj Committee of India duly certified by the Executive Officer/Secretary, State Haj Committees.

NORMS FOR SELECTION OF FIELD TRAINERS BY THE STATE / UNION TERRITORY HAJ COMMITTEES.

- I. **Selection of FTs:** The number of Field Trainers should not exceed the total number of Field Trainers allowed in a particular State as per the norms of 1:200.
- II. **Application for selection of FT:** Bio-Data of the Field Trainers detailing his Name, Age, Profession, Address, email id, Telephone Numbers (both Mobile & Land Numbers) Bank Account No. & IFS code may be furnished to facilitate SHC to reimburse the amount through R.T.G.S. of the District Trainers.
- III. **Training Camp at District / Taluka / Area / Locality:** Filed Trainer from every District to cater to the requirements of that particular District / Taluka / Area / Locality.
- IV. **Norms for Selection of FTs:**
 - a. **Number of FTs:** At least one Filed Trainer should be nominated for every **200** intending Pilgrims.
 - b. Ceiling of **200** Pilgrim may be relaxed on merits, where the number of Pilgrims proceeding for Haj from a District / Union Territory / State is less than **200**.
 - c. Not more than 50% of the Filed Trainers should be repeated. The selection should be made purely on the basis of merit and keeping in view the performance of previous year.
 - d. As far as possible there should be a Field Trainer from every District to cater to the requirements of that particular District / Taluka / Area / Locality;
 - e. The number of Field Trainers should not exceed the total number of Field Trainers allowed in a particular State as per the norms of 1:200.
 - f. State / Union Territory Haj Committee may conduct interview of each Field Trainer before his / her final selection.
 - g. It has been observed most of the Field Trainers get repeated year after year and after attending the Training camp do not impart necessary training to the Pilgrims.
 - i. In order to achieve 100% success of the Training Camps each State / Union Territory Haj Committee must ensure all Selected Field Trainers adhere to the Action Plan finalized for conduct of Orientation / Training Programme of Pilgrims.
 - j. State Haj Committee / U.T. Haj Committees are requested to furnish the details of Field Trainers including the particulars of Training obtained and year of training. SHCs are requested to forward the selected list of Field Trainers to this office for information in the following format.

Sr. No.	Name & Address of the selected FTs	District	Year of training obtained

V. Eligibility:

- a. Should have performed Haj;
- b. Must be fully conversant with English language;
- c. Must be eloquent in the local/regional dialects;
- d. Selected Field Trainers shall be eloquent in Islamic Studies, particularly about the logistic and rituals of Haj & Umrah Pilgrimage.
- e. No criminal case should be pending against the Field Trainers in any court flaw.

VI. Age: Should not be more than 50 years of age;

VII. Desirable:

- a. Should be in a position to spare time for imparting training;
- b. Should be Mentally & Physically fit to impart training to the Haj Pilgrims.
- c. **Sufficient Female Field Trainers:** Sufficient number of female Field Trainers shall also be nominated so as to impart training to the woman folk.

VIII. Funds:

- a. **T.A/D.A to the FTs:** Traveling Expenses shall be allowed for the Sleeper Class Railway Fare / Bus Fare / as per actual expenses only. Expenses claimed in excess of that, shall not be paid. This may kindly be explained to the Field Trainers properly to avoid any inconvenience on this score. Use the T.A / D.A form enclosed.
- b. State / U.T. Haj Committee shall reimburse the actual expenditure incurred by FT at the earliest.

IX. Reporting by FTs:

- a. Each FT will obtain the list of Pilgrims to be trained by him / her from SHC.
- b. Accordingly, he will conduct training programme in the district as per action plan.
- c. Submit summary sheet alongwith attendance list and photographs to the SHC. (Annex-IV)
- d. Each FT will obtain the signatures of Hajjis participated in the training camp organized by him. (Annex-IV-A) Use separate sheet for each training camp organized.
- e. Field Trainers should invariably be asked to furnish the two (2) Photographs for each training camp depicting the Training / Orientation camps organized by them for record and reference in this office
- f. The MT concerned and EO will evaluate the FT performance and forward the same to HCOI.
- g. Feedback form duly filled by FTs upon Training by MTs may be submitted for record and reference purpose to the SHC.

X. Certificates to the FTs: The Certificate to the FTs shall be issued by HCOI after their successful accomplishment of the task assigned to them based on the recommendations of State EOs.

Annex-IV

(to be submitted by FT alongwith Annex-IV-A)

(_____ State/UT. Haj Committee)

ACTIVITY REPORT

**TO BE SUBMITTED AFTER TRAINING OF PILGRIMS BY FIELD TRAINER
AT DISTRICT LEVEL FOR HAJ-_____.**

Name of the Field Trainer : _____

Certificate number if any of earlier
Year issued by HCOI : _____

Full Address : _____

State: _____ No. of Training Camps held: _____

Sr. No.	District	Training Camp No.	No. of Pilgrims Participated	Remarks
1				The details Performa is enclosed as Annex-IV-A)
2				
3				
4				

(Name & Signature of Field Trainer)

(For use by the State Haj Committee)

Report on the performance of the Field Trainer

Sr. No.		Excellent	Very Good	Good	Poor
a	Eloquence				
b	Description				
c	Material used				
d	Interaction / Discussion				
e	Local Dialects Used				
f	Attention/Interest taken by Pilgrims				
g	Grasp				

(Please tick the right column)

(Name & Signature of the Master Trainer)

Remarks of the State / U.T. Haj Committee

(Signature)

Executive Officer/Secretary,
State / Union Territory Haj Committee.

FEEDBACK FORM

(To be submitted by FT on the training given by the MT)

Orientation /Training of Field Trainers for Haj-_____.

Name of the FT : _____

State : _____

Programme held on : _____

Address of venue : _____

TRAINING

<u>ASSESSMENT</u>	Below Expectation	Good	Very Good	Excellent
Inauguration				
Content				
Reading Material Supplied				
Audio-visual Aids used				
Expression/Explanation				
Comprehension / Grasp				

ACCOMMODATION

<u>ASSESSMENT</u>	Below Expectation	Good	Very Good	Excellent
Stay				
Food				
Assistance rendered by Haj Committee of India's Staff.				

Overall Assessment of Training	Below Expectation	Good	Very Good	Excellent

(_____)
Signature of the Field Trainer

T.A. / D.A. Form (for Master / Field Trainer)

NAME OF THE MT/FT : _____
DESIGNATION : _____
RESIDENTIAL ADDRESS : _____
TEHSIL : _____
DISTRICT : _____
STATE : _____

(Details of Travel)

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

SIGNATURE OF THE MASTER / FIELD TRAINER: _____

<u>(FOR OFFICE USE ONLY)</u>	
D.A. Rs.	: _____ + T.A. _____ = Rs. _____
PASSED FOR AN AMOUNT OF Rs. _____ (RUPEES _____ ONLY).	
_____ CEO HCo/ EO/SECRETARY, STATE/U.T.HCs	

<u>RECEIPT OF PAYMENT</u>	
Dated _____	
Received from Haj Committee of India, Mumbai the sum of Rs. _____	
(RUPEES _____ ONLY) towards T.A./D.A. charges for attending Training Camp for Trainers for Haj-_____ at _____ from _____	
I undertake to train the Pilgrims of my state.	
_____ (Signature of Master / Field Trainer)	

