

HAJ COMMITTEE OF INDIA
(Statutory body of Ministry of External Affairs)

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

HC-18/105/2014

Date : 7th February, 2014

CIRCULAR

Haj-2014

6

Subject : Selection of Khuddam-ul-Hujjaj for Haj-2014

Khuddam-ul-Hujjaj (KUH) are deputed from all the States to provide assistance to Indian Haj pilgrims in Kingdom of Saudi Arabia. Beginning this year, Ministry of External Affairs has transferred the Government Quota of KUH (one KUH for every 300 pilgrims) along with work of selection /administrative approval of KUH to Haj Committee of India (HCoI). In connection with selection of Khuddam-ul—Hujjaj for Haj-2014, following documents are being forwarded herewith.-

Guidelines for selection of Khuddam-ul-Hujjaj.	Annexure-A
Duties of the Khuddam-ul-Hujjaj.	Annexure-B
Prescribed form for inviting Applications.	Annexure-C

2. Nominations for Khuddam-ul-Hujjaj may be sent by the State /UT Haj Committees (SHCs) to HCoI for scrutiny and approval. It may kindly be noted that nominations should be strictly in accordance with the Guidelines (Annexure- A). Panel of nominated names may be sent along with applications complete with supporting documents. The applicants may be advised to attend the Training/ Orientation Camps organized by HCoI and SHCs. The HCoI will select Khuddam-ul- Hujjaj from the said panel, on the basis of 1 : 300 (i.e. one Khadim-ul-Hujjaj for every 300 pilgrims) after receiving confirmation from SHCs that the nominated persons have attended the Training/ Orientation Camps. The SHCs have to ensure that Khuddam-ul-Hujjaj travel along with Hajjis only and in no case shall they be allowed to travel to Saudi Arabia after the Hajjis have already reached and settled down.

3. All the applications should be certified either by the Chairman or Executive Officer of the SHC concerned stating that all these have been checked and found to be in order in all respects.

4. The applicants may send applications to their respective SHC's by **31.03.2014**.

5. Last date for receipt of nominations duly recommended by State Haj Committees in the office of the Chief Executive Officer, Haj Committee of India, Haj House, 7-A, MRA Marg, (Palton Road), Mumbai-400001 is **15.04.2014**.

6. During Haj - 2010, Haj -2011, Haj – 2012, and Haj – 2013, many SHCs failed to send the nominations within due date or sent the same without supporting documents. It may kindly be noted that.-

(a) Nominations received after the due date will not be entertained.

(b) Nominations which are incomplete or received without supporting documents will be summarily rejected.

Respective SHCs will be fully responsible for any inconvenience caused to the pilgrims on account of non-selection of Khuddam-ul-Hujjaj.

Sd/-
(Ataur Rahman)
Chief Executive Officer

1. Executive Officers/ Secretary of all State/UT Haj Committees.
2. Director (Haj), Ministry of External Affairs, Govt. of India, New Delhi, with reference to letter No.M(HAJ)/1183/KUH-1(MAIN)/2013, dated 17, January 2014.
3. Computer Section, HCOI for putting on website of HCoI
4. Chairman & all Members, HCoI for kind information
5. Chairman, all State Haj Committees for kind information

HAJ – 2014

Guidelines for Selection of Khuddam-ul-Hujjaj

Each State /UT Haj Committee (SHC) may appoint one Khadim-ul-Hujjaj for every 300 pilgrims from the State. The SHCs are requested to keep the following points in mind while nominating Khuddam-ul-Hujjaj.

- (a) Only males of age 25 to 50 years as on **1.07.2014** should be nominated. The nominees should be active persons of sound health with experience of management of public functions.
- (b) Only those persons who have attended Orientation/ Training Camps organized by the HCoI / SHCs will be considered for selection as Khuddam-ul-Hujjaj.
- (c) The individuals selected should be Government servants, or employees of PSUs/ statutory bodies of Government such as B.D.O., Tehsildar or School Teacher, etc. subject to no objection from the respective Departments. But senior officers like Group A Officers of Central or State Government should not be nominated. All nominees should have good knowledge of Haj related activities and the SHC concerned should also vouch-safe their good conduct as Khuddam-ul-Hujjaj. A certificate to this effect issued by SHCs has to be attached to the application form. 15% of the total Khuddam-ul-Hujjaj will be selected from the employees of respective SHC and State Wakf Board.
- (d) Chairman/Executive Officer/Secretary of the respective SHC shall furnish a certificate along with the application stating that all the applications have been checked properly and found in order in all respect.
- (e) No family member can accompany a Khadim-ul-Hujjaj during Haj period.
- (f) No Khadim-ul- Hujjaj should have any connection with any Saudi Moallim. In addition, they cannot accept any financial or other consideration from any pilgrim as the Khuddam-ul-Hujjaj are expected to render free social service.
- (g) Preference should be given to those having knowledge of Arabic language and experience in Haj.
- (h) A person who has once served as a Khadim-ul-Hujjaj and against whom there are adverse observations by the Consulate General of India, Jeddah, will not be considered.
- (i) Khadim-ul-Hujjaj have to travel with the pilgrims from the respective State/UT. No Khadim-ul- Hujjaj shall be allowed to travel separately.
- (j) The selected Khuddam-ul-Hujjaj may also be warned in writing that in case any adverse report on the performance of duties by a Khadim-ul-Hujjaj is received from the Consulate General of India, Jeddah or from HCoI/ MEA, he may have to refund the entire amount of expenditure incurred by the SHCs on his journey to Saudi Arabia.

(k) The SHCs should arrange a brief guidance / training course for the Khuddam-ul-Hujjaj before their departure. They should be issued certificate to this effect, which should be submitted to the Consulate General on arrival at Jeddah.

2. The enclosed note detailing duties of Khuddam-ul-Hujjaj may please be got translated in the regional language of the State concerned and a copy given to each of the selected Khadim-ul-Hujjaj for study and guidance.

3. On arrival in Saudi Arabia, each Khadim-ul-Hujjaj should discharge his duties under the supervision and direction of the Consulate General of India, Jeddah. He should report to the Consulate regularly and be generally available when his services are required. Before his return to India, each Khadim-ul-Hujjaj has to submit a report along with the Register of his pilgrims to the Consulate General of India, Jeddah, on the difficulties faced by pilgrims in his charge and the services rendered by him.

4. Some of the Khuddam-ul-Hujjaj deputed to Jeddah in the past had complained to the Consulate General of India, Jeddah that there was disparity in the matter of allowances and other facilities provided by the respective SHCs to the Khuddam-ul-Hujjaj. This should be avoided by following a uniform policy. With a view to enabling the Khuddam-ul-Hujjaj to discharge their duties efficiently, their travel expenses from their place of residence to Jeddah and back should be borne by the SHC and they must be provided necessary foreign exchange.

HAJ – 2014

Duties of Khuddam-ul-Hujjaj

The objective behind the deputation of Khuddam-ul-Hujjaj is to help and assist the Consulate General of India in Jeddah in looking after the welfare of Indian Haj pilgrims from various States in an organized manner. It is, therefore, incumbent on each Khadim-ul-Hujjaj to be under regular and overall supervision of the Haj Officer/Assistant Haj Officer of the Consulate General of India, Jeddah.

2. Every Khadim-ul-Hujjaj should be in continuous and regular contact with the pilgrims of his State whose names etc. are entered in his Register. If a pilgrim has a problem with his Moallim, Khadim-ul-Hujjaj may, with due discretion, intervene in the matter to resolve the problem. In case a Moallim is adamant and unreasonable, a written complaint may be obtained from the pilgrim with his full particulars, e.g. pilgrim's name with parentage, address in Makkah/Madinah, pilgrim pass number, etc. The matter should then be reported to the Consul General of India, Jeddah, for further action. In dealing with Moallims, one has to be cautious about using harsh language or applying strong pressure, as it might add to the difficulties of the pilgrims as a whole.

3. On arrival in Jeddah, the Khadim-ul-Hujjaj shall report for duty in Khadimul Hujjaj Cell in Indian Haj Pilgrims' Office in Makkah and Madinah and follow the instructions given there.

Annexure – C

Prescribed Form for inviting applications for Khuddam-ul-Hujjaj for Haj-2014

Attention of applicants is invited towards Rule 20 of the CCS (Conduct Rules), 1964 which says, “No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.” Haj Committee of India may recommend disciplinary action against such applicants who violate the above-mentioned clause.

Nominations filled up incompletely and received without supporting documents will be summarily rejected

1	Name	Attested											
2	Father's Name												
3(a)	Date of Birth (attach duly Attested copy of proof of date of birth)												
(b)	Age as on 1.07.2014												
4	Whether Government Servant /employee of PSU /statutory bodies of Govt. or not:	YES / NO (please tick) If YES, (Please attach a copy of the Identity Card issued by the parent office)											
5 (a)	Name & address of the Office												
(b)	Designation												
6	Educational Qualification												
7	State of health												
8	Languages Known (other than Arabic) READ (R) WRITE (W) SPEAK (S) (Please tick in the relevant box)	(1)			(2)			(3)			(4)		
		R	W	S	R	W	S	R	W	S	R	W	S

9	Knowledge of Arabic	SPEAK YES / NO (please tick) READ YES / NO (please tick) WRITE YES / NO (please tick)
10	Whether attended training/orientation camp or not, organized by HCOI/SHC (attach certificate)	YES / NO (please tick)
11	Experience in organizing public congregations and in social work (Please give details)	
12	Previous experience as KuH (please tick)	Yes / No (If yes, please mention years) 1. 2. 3. 4.
13	Any other information of interest	

Place:

Date:

Signature of Applicant

Seal and signature of EO/Secretary/
Chairman of forwarding State Haj Committee
Date:-

Important note:

- (i) An individual who has not attended the Training Camp will not be eligible for selection as Khuddam-ul-Hujjaj.
- (ii) Incomplete application form/application form not signed and forwarded by the State Haj Committee will not be entertained.
- (iii) Applications received without supporting documents (Refer Sr. No. 4, 5 and 10 of the application form) will not be entertained.