

No. HAJ-15/6/2024-HAJ-MoMA  
Government of India  
Ministry of Minority Affairs  
(Haj Division)  
\*\*\*

6th Floor, MTNL Building, CGO,  
Lodhi Road, New Delhi-03

Date: 21.11.2024

NOTICE

Sub: Clarification on HGO Policy for Haj 2025- reg.

Reference is drawn to Para 5.2 of the Policy for Haj Group Organisers (HGOs) for Haj 2025, circulated vide this Ministry's Notice No.HAJ-15/5/2024-HAJ-MoMA dated 07.09.2024, which provides that the lead HGO applicant along with its member constituents will need to execute a Memorandum of Understanding (MoU) to file the application during Stage 2. The said proforma of MoU is given in Appendix-1 of the said notice.

2. This Ministry had issued clarification on the HGO policy for Haj 2025 vide Notice dated 04.11.2024. Another clarification was issued vide notice dated 20.11.2024 regarding the nature of CHGO to be formed (copies enclosed).
3. In light of the above clarifications, some consequential amendments are required in the prescribed proforma of MoU. Accordingly, **a revised amended proforma is enclosed in supersession to Appendix 1 as per the HGO policy for Haj 2025 circulated vide this Ministry's aforesaid notice dated 07.09.2024.**
4. This issues with the approval of the Competent Authority.

  
21/11/24

(Anup Barman)  
Under Secretary to the Government of India  
Email: [ushaj-mma@nic.in](mailto:ushaj-mma@nic.in)

Copy to:

1. NIC, Ministry of Minority Affairs- with a request to upload the notice on the website of the Ministry and HGO Portal
2. Haj Committee of India, Mumbai – with a request to upload the notice on the website of HCoI.

**DRAFT MEMORANDUM OF UNDERSTANDING EXECUTED BY MEMBERS OF THE CHGO and Lead HGO**

[On Non-judicial stamp paper of INR 100 duly attested by notary public]

This Memorandum of Understanding (MoU) entered into this day of .....[Date] .....[Month] 2024 at .....[Place] among ..... (hereinafter referred to as "Lead HGO applicant") and having office at .....[Registered office Address of Lead HGO applicant], India, as Party of the First Part and

Following are member constituents as party of the second part and these parties are individually referred to as HGO and collectively as CHGO along with "Lead HGO applicant":

S.No	HGO Id	Name	Category as per eligibility list	Registered Address

WHEREAS the Ministry of Minority Affairs, has issued a notice dated\_\_\_\_\_ mentioning list of eligible HGO applicant with respective category for registration and allocation of quota to CHGO for Haj 2025 from the eligible Applicants interested.

AND WHEREAS

the Parties have had discussions for formation of a CHGO for jointly acting as HGOs for Haj 2025 and have reached an understanding on the following points with respect to the Parties' rights and obligations towards each other and their working relationship. AS MUTUAL UNDERSTANDING OF THE PARTIES, IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

- i. The purpose of this MoU is to define the principles of collaboration among HGOs
  - Submit a response jointly through Lead HGO applicant to apply for the registration for Haj 2025 on the HGO portal as a CHGO applicant.
  - Agree to submit all the responses jointly through Lead HGO;
  - Agree to form a legal entity registered with the Ministry of Corporate Affairs/ Indian Partnership Act/ Societies Registration Act among members of CHGO within 21 days of issuance of quota.
  - Provide and perform the HGO services as per HGO Policy for Haj 2025 should quota be allotted to the CHGO.
  
- ii. The Parties of CHGO shall be jointly and severally responsible and bound towards the Ministry of Minority Affairs for the performance of the works in accordance with the terms and conditions of the HGO Policy for Haj 2025. In case of any quota not being used by any of the

member for any reason, the quota of that member constituent shall be transferred to the Lead HGO. In that case, the requisite Security Deposits of such member constituents shall be kept on hold and may be forfeited, if deemed appropriate by the Ministry after issuing Show Cause Notice and providing reasonable opportunity of being heard.

iii. ----- (Name of Party) shall act as Lead HGO applicant of the CHGO applicant. As such, it shall act as the coordinator of the Party's combined activities w.r.t. application as CHGO and shall be responsible for submitting the combined application of the CHGO.

iv. The quota distribution as per the HGO policy is given below:

S.No	Name of the HGO applicant	Address	Category	Signature of Key person of Entity	Registration number	Quota allocated
			Category – 1* (Lead HGO)			250
			Category – 1* (Non-Lead)			200
			Category – 1* (Non-Lead) ...n			200
			Category – 1			100
			Category – 1			100
			Category – 1...n			100
			Category – 2 (Experienced)			50
			Category – 2 (Experienced)			50
			Category – 2 (Experienced)...n			50
			Category – 2 (New)			50
			Category – 2 (New)			50
			Category – 2 (New)...n			50
			TOTAL Quota			

\*the applicant may alter above table as per the composition of their HGO applicant member constituents.

v. That the parties affirm that they shall implement the Haj 2025 related activities in good faith and shall take all necessary steps expeditiously and fully support the Lead HGO in the CHGO application process.

vi. In witness whereof the parties affirm that the information provided is accurate and true and have caused this MoU duly executed by the key person / authorised signatory of the HGO on the date and year above mentioned.

Signed by all the parties on ... date of .....(month and year)

Signature:	Signature:	Signature:
Name:	Name:	Name:
Place:	Place:	Place:
Representative of:	Representative of:	Representative of:
Stamp:	Stamp:	Stamp:

Signature:	Signature:	Signature:
Name:	Name:	Name:
Place:	Place:	Place:
Representative of:	Representative of:	Representative of:
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Signature:	Signature:	Signature:
Name:	Name:	Name:
Place:	Place:	Place:
Representative of:	Representative of:	Representative of:
Stamp:	Stamp:	Stamp:

**Name, Place and Signature of at-least 2 witnesses:**

<b>Signature:</b>	<b>Signature:</b>
<b>Name:</b>	<b>Name:</b>
<b>Place:</b>	<b>Place:</b>