

File No. HCOI08-006900158/1/2024-HCOI
Government of India
Ministry of Minority Affairs
Haj Committee of India
Section: Orientation / Training Programme

Date: 3rd December, 2024.

CIRCULAR

Haj – 2025
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Sub.:- Selection and Training of Trainers for Haj-2025 (Hijri - 1446).

As per Haj Policy – 2025 formulated by the Government, “a person can perform Haj only once in a lifetime through Haj Committee of India (HCoI)” except Haj Repeaters, who are allowed as Companion of 65 or above Age Pilgrims or Sharia Mehram of a lady Haj aspirant subject to fulfilling other norms. As such, more than 90 percent pilgrims undertaking Haj journey through HCoI are first time travelers, hence need proper orientation/training before undertaking this pious journey.

Training of Haj Pilgrims is most essential before they proceed to the Kingdom of Saudi Arabia (KSA) for the purpose of performing Haj Pilgrimage. The system of Training of Haj Pilgrims consists of **two stages**. At First, the Trainers are trained by Haj Committee of India (HCoI) and after that the Trainers organize Training Camps for Haj pilgrims under direct supervision and control of State/Union Territory Haj Committees (SHCs). The training sessions comprehensively cover all aspects of Haj pilgrimage including Procedures, Logistics, Rituals, Health & Hygiene and Disaster Management etc. The Trainers are also provided training material, including Training Manual, various audio-visual clips for each stage of Haj journey with specific focus on maintaining health & hygiene and safety measures for using in Training Camps for effective training of Haj Pilgrims.

2. Continuing with the established and time-tested practice of initiating incremental and progressive steps with an ultimate aim of providing maximum help and assistance to Haj pilgrims, Standing Committee on Haj Arrangements (SCoHA) of HCoI desired that the selection process of Trainers be completed. Accordingly, the Ministry of Minority Affairs was approached in this regard. The Ministry of Minority Affairs has accorded in principle approval for initiating the process of Selection of District-wise Trainers.

3. Therefore, Applications are invited online from the eligible persons for selection as Trainers. The norms for selecting Trainer and role & responsibility of Trainers, role and responsibility of State/Union Territory Haj Committee (SHC) & Haj Committee of India (HCoI) are as under:-

A. Norms for selection of Trainers:

Applicants desirous to fill online application are advised to apply without waiting for the last date of submission of applications from Trainers online, as the link will be disabled on the stipulated last date. **No offline application or copy of downloaded online application will be accepted by this office.** Applicant should fill the application form online on the website of HCoI at <https://hajcommittee.gov.in>. The important details are as under:-

Particulars	Date and time
Opening Date & Time for online Application.	04.12.2024 (11.00 hours)
Last Date & Time for online Application.	13.12.2024 (23.59 hours)
Conduct of Written Test by HCoI	Third week of December, 2024.
Conduct of Interview for selection of Trainers by SHCs/HCoI.	Last week of December, 2024.
Tentative Date for conduct of two days' physical Training of Trainers at Delhi.	First Week of January, 2025.

- i. The applicant must upload requisite documents alongwith online application for selection as Trainer for **Haj - 2025 (Hijri - 1446).**
- ii. State/UT Haj Committees shall select Trainers (covering all Districts of the respective State/UT.) in the ratio of 1 trainer for every 150 pilgrims. The list indicating number of Trainers allocated to each State/U.T. according to their allotted Quota shall be provided in due course of time. The ceiling of 1:150 pilgrims may be relaxed/ modified so as to ensure that every district in a State/ UT is represented. **Similarly, one trainer shall be selected for State / Union Territory having Quota of 150 or less pilgrims. State/UT Haj Committees shall ensure that Male/Female Trainers are selected in the ratio proportionate to the Male/Female Haj Applications received in their respective State/U.T.**
- iii. **Trainers having adequate knowledge & skill and previous experience shall be selected. Those who earlier got selected repeatedly but found to have dismal performance in imparting necessary training to the pilgrims should not be selected. It is desired to have participation of educated (minimum intermediate/12th pass with preference to graduates), sincere, efficient, diligent and individuals with amiable demeanor as Trainers.**
- iv. **HCoI shall conduct Written Test to shortlist the applicants.**
- v. **HCoI/SHCs shall conduct interview of the persons, who would pass the Written Test, for their final selection.**
- vi. The following are the essential requirements for the selection of Trainers:
 - a. The applicant should be minimum intermediate/12th pass and preference will be given to Graduates with good knowledge of IT.
 - b. Any person having Criminal prosecution pending against him/her should not be selected.
 - c. Must have performed one Haj preferably during the last five years.
 - d. Must be fully conversant and fluent in English/Urdu/Hindi/local language/ dialects.
 - e. Must possess thorough knowledge of logistics and rituals of Haj, Umrah etc.
 - f. Must be mentally and physically fit to impart training.
 - g. Must be capable of addressing /giving lectures to relatively large gatherings.
 - h. Must be computer literate and proficiency to receive/transmit latest information /messages through email/WhatsApp and other available source of E-Media. **Acquaintance with the use of <HAJ SUVIDHA> App is mandatorily required.**

- i. Trainers must be adept at using mobile phones since training would also involve dissemination through animated videos.
- vii. The Executive Officer (EO) of the SHCs may conduct interviews for selection of Trainers. The selection shall be made strictly on the basis of merit, past performance and experience of Haj & Umrah. Preference should be given to those having experience as Assistant Haj Officer / Haj Assistant / Medical Officer/ Para-Medical Staff / Khadim-ul-Hujjaj as they possess practical knowledge of logistics and rituals of Haj. Generally, the Trainers should not be more than 60 years of age on 30.11.2024. Sufficient number of Female Trainers should be selected so as to impart training to the women pilgrims as well. SHCs have to forward the list of selected Trainers to HCoI with details as per format (available as **Annexure- I**).
- viii. Male/Female applicants between the age-group of 25-60 years (i.e. those who will complete 25 years of age on 30.11.2024) and would complete 60 years of age on 30.11.2024 (i.e. born on or after 01.12.1964)) are eligible to apply online as Trainer.

B. Role of Trainers:

- (i) Each Trainer shall obtain the list of pilgrims to be trained by him / her from their respective SHC.
- (ii) Trainers shall impart training to all the pilgrims assigned to them by their SHC at respective State Capital/ District/Taluka or as per directions of SHC. They should record details of each training camp as per the format (**available as Annexure-II**).
- (iii) Trainers shall submit a detailed report in the prescribed format (**available as Part A of Annexure-III**) indicating number of Training Camps held, District and venue of these camps, number of pilgrims who attended the said camps and their overall assessment on conduct of these camps, to their respective Executive Officer of SHC.
- (iv) SHCs should impart training to a certain number of pilgrims from wait-list as well, who may get selected at the last stage from amongst the Waiting List.
- (v) In addition to imparting training, the Trainers will act as a link between SHC and concerned pilgrims to communicate latest developments pertaining to Haj Pilgrimage.
- (vi) All Trainers shall be directly responsible to the Executive Officer of SHC concerned and shall obtain necessary guidance & assistance from him from time to time.

A. Role of SHCs:

- (i) SHCs must ensure that the selected Trainer possess proficiency in using modern technology with excellent communication skills.
- (ii) SHCs must ensure that all pilgrims attend the Training Camps on the stipulated date and time and are properly trained by the Trainers. It is expected that each Haji is given at-least **three (3) Training Sessions by the Trainer** before proceeding for Haj covering broadly the ritual, logistics and Health & Hygiene and safety related matters.

- (iii) SHCs shall give each Trainer, the list of selected/wait-listed pilgrims with defined responsibility and elaborate task to be accomplished.
- (iv) SHCs must ensure that all Trainers adhere to the Training Calendar finalised for conduct of Training Programme for the pilgrims.
- (v) SHCs should give wide publicity to training schedule, time and venue of training sessions to be conducted in each District, along with the name and mobile numbers of Trainers. SHC shall render all possible assistance to the Trainers in organising the Training Camps at District / Taluka levels. The SHC may take the help of local NGOs, if required, in organising such trainings. All such details should be made available to HCoI.
- (vi) Executive Officer of SHC concerned has the overall responsibility to supervise, monitor and evaluate the entire Training Programme in their respective States/ U.Ts. He/ She should also ensure deployment of SHC staff and conduct surprise visits in each Training Camp and gather feedback from the pilgrims for evaluation of the performance of the Trainer. If the performance of a particular trainer is found unsatisfactory, the SHC may replace the said Trainer with alternate arrangement.
- (vii) Executive Officer must submit a comprehensive report on conduct of Training Camps to HCoI (Form available in **Part-B of Annexure-III**)
- (viii) Trainer details will be available on HCoI Portal. All the SHCs are advised to approve the list of Trainers **after thorough verification of the credentials uploaded by the applicants**. The access to HCoI Portal has been given to all SHCs in this regard.
- (ix) SHCs shall intimate selection of Trainers preferably by using email, which the concerned Trainer shall maintain for appropriate use, wherever required, during conduct of Training of Trainers programme.
- (x) As per approved Action Plan for Haj – 2025 (Hijri-1446), a Two days' Training of Trainers Programme is to be conducted by HCoI in the First week of January, 2025. Each Trainer will be entitled for reimbursement of an amount of Rs.1,250/- per day towards Accommodation + D.A., in case the Training programme is conducted in New Delhi. An additional amount of Rs.1,000/- towards Honorarium will also be paid through RTGS to the eligible Trainers in their account only.
- (xi) All Selected Trainers are advised to fill and submit the T.A./Honorarium Form along with copy of to & fro tickets to HCoI at the time of training (**copy enclosed as Annexure-IV**), which will be reimbursed through RTGS to the eligible Trainers in their account only. No cash payment will be made at the venue of training.
- (xii) In case the Training programme is conducted in Mumbai, all Trainers will be accommodated suitably in the Haj House Building itself. In such case, No payment towards Accommodation + D.A. will be entertained. However, an amount of Rs.1,000/- towards Honorarium will be paid through RTGS to the eligible Trainers in their account only.

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(xiii)HCoI shall contribute towards the expenditure on District Level Training Camps @ Rs.300/- per pilgrim, as per Quota allotted. The payment @ Rs.300/- per pilgrim will be made to the SHCs on receipt of detailed report on Training Programmes held by Trainers throughout the State in prescribed format (**Annexure-V: Columns 1 to 8**). SHC should reimburse the actual expenditure incurred by Trainer at the earliest after completion of training programme at District level.

4. The Model Training Calendar along with necessary instructions/directions for selection of Trainers, Training by SHCs/UTs at District Level etc. will be issued by this office in due course of time.

A. Nazeem *AC*
3/12/24
(Nazeem Ahmed A., IOFS)
Chief Executive Officer

Encl: As stated above.

To:-

1. Chairman & All Members, Haj Committee of India.
2. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
3. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
4. The Deputy Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
5. The Executive Officer, All State / U.T. Haj Committees.
6. The Deputy Chief Executive Officers & Superintendents, Haj Committee of India, Mumbai.
7. PS / Secretariat Section, Haj Committee of India, Mumbai.
8. In-charge, Computer Section, HCoI for uploading on website of HCoI.

**List of Trainers (As per HCOI Portal) for Haj-2025
duly selected by State / U.T. Haj Committees.**

STATE/UNION TERRITORY : _____
NO. OF MALE / FEMALE SELECTED : _____
TOTAL NO. OF TRAINERS SELECTED : _____

Sr. No.	Details	Photographs
	Online Application No. : _____ Full Name : _____ (As per Passport/Aadhaar) Date of Birth (Age) : _____ District : _____ Mobile No. : _____ Year(s) of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Full Name : _____ (As per Passport/Aadhaar) Date of Birth (Age) : _____ District : _____ Mobile No. : _____ Year(s) of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	
	Online Application No. : _____ Full Name : _____ (As per Passport/Aadhaar) Date of Birth (Age) : _____ District : _____ Mobile No. : _____ Year(s) of performance of Haj : _____ Year(s) of Training obtained : _____ Year(s) of Training imparted : _____	

Executive Officer,
State/Union Territory Haj Committee
(with seal)

(to be submitted by Trainer alongwith Annexure-I)

Training of Haj Pilgrims at District Level for Haj-2025.**Attendance Sheet & Particulars of Pilgrims participating in the Training Camp**

Name of Trainer : _____

Name of State / U.T. : _____

Programme held on : _____

Address of Venue : _____

Sr. No.	Cover No.	Name of the Pilgrims	District	Signature of Pilgrims participated in the Training Camp.

Note: Use separate sheet for each training camp organized. The particulars recorded of the Training camp organized / Haj Pilgrims participated must be certified by EOs, State / U.T. Haj Committee on the last page.

(_____
Signature of the Trainer

Certified By

(_____
Executive Officer,
State/Union Territory Haj Committee
(with seal)

Part- A
(To be submitted by Trainer)

(_____ State/UT. Haj Committee)

ACTIVITY REPORT*(TO BE SUBMITTED AFTER TRAINING OF PILGRIMS BY TRAINER AT DISTRICT LEVEL FOR HAJ- 2025)*Name of the Trainer : _____
Full Address : _____

State: _____ No. of Training Camps held: _____

Sr. No.	District	Training Camp No.	No. of Pilgrims Participated	Remarks
1				Details enclosed in proforma (Annexure-II)
2				
3				
Total number of pilgrims participated				

(Name & Signature of Trainer)

Part-B
(For use by the State Haj Committee)**Report on the performance of the Trainers**

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				

Remarks of the State / U.T. Haj Committee_____

Executive Officer,
State/Union Territory Haj Committee
(with seal)

Annexure-IV

STATE: _____

Sr. No. _____

T.A. / Honorarium Form for Trainer

Name of Selected Trainer	:				
District	:		State	:	
Telephone No.	:		Mobile No./ WhatsApp No.	:	

(Submit the copies of tickets)

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

Signature of the Trainer: _____

(FOR OFFICE USE ONLY)Honorarium Rs.1,000/- + (T.A.) _____ = Rs. _____

Passed for payment of an amount of Rs. _____ (Rupees _____ only).

Dy. CEO (Accounts),_____
CEO, HCoI**Receipt of Payment**

Dated _____

The sum of Rs. _____ (Rupees _____ only) towards T.A./ Honorarium for attending Training of Trainers programme organized for Haj-2025 at _____ on _____ to be forwarded through RTGS as per details mentioned in the online application form of Trainer for Haj-2025.

(_____)_____
Signature of the Trainer

**STATE MENT SHOWING TRAINING PROGRAMME CONDUCTED FOR THE
PILGRIMS AT DISTRICT LEVEL FOR HAJ-2025.**

STATE : _____

TOTAL NO. OF TRAINERS SELECTED : _____

Sr. No	Name of Trainers	Address of Trainers	Mobile No.	Number of pilgrims allocated (specify jurisdiction assigned)	Trainers Training programme schedule	Date & Venue of actual Training programme conducted	No. of intending pilgrims attended the Training programme
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Executive Officer,
State/Union Territory Haj Committee.