

# KARNATAKA STATE HAJ COMMITTEE

## MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

### **1.0 Introduction**

- 1.1 To promote transparency and accountability in the working of public authorities and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Karnataka State Haj Committee is bringing out this manual for information and guidance of the public and others.
- 1.2 The Karnataka State Haj Committee has designated Shri M.Tanveer Ahmed, PRO as Officer as its Public Information Officer (PIO) for all matters concerning the Committee.
- 1.3 Any person requiring any information under the Act may contact Shri M.Tanveer Ahmed, PRO Karnataka State Haj Committee. His Office telephone number is 080-22244434.
- 1.4 The Committee has also designated Shri Mohammed Salahuddin, Member and Executive Officer, Karnataka State Haj Committee as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority is given below:-

Member & Executive Officer,  
Karnataka State Haj Committee,  
# 84-A, Haj House, Richmond Road,  
Bangalore-560 025.  
Telephone No.: 080-22244434  
E-mail: [info@karhaj.in](mailto:info@karhaj.in)

### **2. Organization, functions and duties of the Committee.**

The Karnataka State Haj Committee was constituted under the new Haj Committee Act, 2002, for making arrangements regarding Haj pilgrimage of Muslims and for matters connected therewith.

Section 18(1) of the Haj Committee Act, 2002, stipulated the following norms for nomination of persons as members of the State Haj Committee:-

- (i) 3 members from the Muslim members of –
  - (a) Parliament representing the State;
  - (b) State Legislative Assembly; and
  - (c) Legislative Council, where it exists.
- (ii) 3 members from Muslim members representing local bodies in the State.
- (iii) 3 members having expertise in Muslim Theology and law including one, who shall be a Shia Muslim.

(iv) 5 members representing Muslim voluntary organisations, working in the field of Public Administration, Finance, Education, Culture or Social Work.

(v) Chairperson of the State Wakf Board.

(vi) Executive Officer of State Haj Committee, who shall be Ex-officio Member of the Committee.

**Category-wise members under new pattern:**

Sl No.	Name of the Member & Address	
1	Shri S Mohammed Ghouse Basha, S/o. S Abdul Khadar Sab, No.196, 197, Dada Manzil, Behind Forest Quarters, Belgal Road, Cowl Bazar, Bellary	Chairman
2	Shri Feroze Nooruddin Sait MLA, No.4877/36, Opp. Golf Course, Belgaum	Member
3	Shri Abdul Azeem, MLC No. 3, Zeeshan Mansion, 2 <sup>nd</sup> F Main Road, 60 feet Road, Bhoopasandra New Layout, Sanjayanagar, Bangalore – 560 094	Member,
4	Shri. Mehboob Khan @ Mushtaq Ahmed Chikka Jamburu, Shikaripura Tq, Shimoga District	Member,
5	Smt. Fathima, C/o. Peer Mohammed, Azad Circle, Near Girigavi, Bijapur	Member
6	Shri H N Mohammed Imam Niyazi, Parwaz Manzil, No.12/792, Devinagara, Chittawadagi, Hospet, Bellary District	Member
7	Shri Moulana Fayaz Ahmed Saheb, Kousar Nagar Masjid, R T Nagar Post, Bangalore – 560032	Member
8	Shri Moulana Syed Mohammed Ali Razvi S/o. Syed SAdiq Hasan Razvi, Imam, Jumma Jammal, Masjid Zafaria, Akbar Cross Road, Lashkar Mohalla, Mysore	Member
9	Shri K M Hussain Musliyar Emmemadu Post, Via Napoklu, Coorg.	Member

10	Dr. N.F. Mohsin S/o. Fakruddin Mohsin, No.1, Vishweshwaraiah Nagar, Hubli – 32, Dharwad District	Member
11	Alhaj Mohsin Ali Golewale, Basaveshwar Circle, Near Bara Kaman Main Entrance, Bijapur – 01	Member
12	Smt. Farida Rahmatulla, No.515, ITI Colony, 32 <sup>nd</sup> Main Road, 6 <sup>th</sup> Cross, J P Nagar 1 <sup>st</sup> stage, Bangalore – 560078	Member
13	Shri M Saleem Ambagilu, S/o. M Bava Saheb, C/o. B M Krupa, Karthik Complex, Kundi Bailu, Ambaagilu Kalasandra Road, Kunjibettu post, Udupi	Member
14	Chairman, Karnataka Wakf Board, Bangalore	Member
15	Mohammed Salahuddin The Executive Officer, Karnataka State Haj Committee, 84/A, Richmond Road, Bangalore – 560 025	

**Term of Office:**

The term of office of the Members of the State Committee shall be three years. The present Committee was constituted on 27-08-2009 and shall hold office till 26-08-2012.

**Functions and Duties**

- The main functions of the Committee are as follows:
- (i) Receipt, scrutiny of applications and selection by draw of lots (if necessary) of applicants for Haj pilgrimage from Karnataka State.
  - (ii) Collection of advance towards foreign exchange and other dues from Haj applicants and remittance to the Haj Committee of India, Mumbai.
  - (iii) Deputation of representatives in the Building Selection Team to assist Consulate General of India, Jeddah, to select suitable buildings every year.

- (iv) Deputation of Haj volunteers every year to look after the welfare of the Hajjis from Karnataka when they are in Saudi Arabia.
- (v) Free supply of Haj Guide Books in Karnataka, English and Urdu every year to Haj applicants and hand book on 'Haj and Umrah' free of cost Urdu & English.
- (vi) Coordinating with Government of India, State Government, the Haj Committee of India, Mumbai, etc., and other agencies such as (Saudi Arabian) Airlines, Air India, Airports Authority of India, Immigration, Customs, etc., and other voluntary organizations for successful arrangements for Haj flight operations, etc.
- (vii) Making of supporting arrangements for operation of direct Haj flights from Bangalore to Jeddah and back such as accommodation, transport, etc.
- (viii) Conducting meningitis vaccination and orientation (training for haj) programmes at various district/taluk headquarters.

### **3. Powers and duties of officers and employees**

This Committee is headed by Chairman, while the Member and Executive Officer who is a senior K.A.S. officer looks after day-to-day administration. The Member and Executive Officer is the administrative head of the Committee and Adviser to the Chairman and Committee on all matters of policy and administration relating to Karnataka State Haj Committee. He is assisted by the Staff of the Karnataka State Haj Committee

Both in conducting of business of office and regarding maintenance of discipline. The office consists of 6 sections and the functioning of these sections is tabulated below:-

<b>S.No</b>	<b>Section</b>	<b>Details of subjects dealt with</b>
1	Section – A	1. Receipts of grants from Government and urgent letter. 2. Constitution of Haj Committee 3. Settlement of T.A. Bills of Members. 4. Proposals and Sanction of Part-II schemes. 5. L.A.Q. 6. Haj volunteers & High Level Officials 7. Deputing Building Selection Team 8. Annual Report of the Committee. 9. Haj Committee Meetings. 10. Medical Mission-Selection & deputation. 11. Translation work for guide books. 12. Conduct of orientation and inoculation programmes.
2	Section – B	1. Numbering of Haj applications. 2. Despatch & Receipts of Haj applications 3. Despatch of various circulars to pilgrims. 4. Bank transactions. 5. Salaries & other Payments. 6. Printing of Haj Guide and Haj & Umrah 7. Purchase of stationery

3	Section – C	<ol style="list-style-type: none"> <li>1. Announcement about Haj and inviting applications</li> <li>2. Scrutiny of Haj applications</li> <li>3. Legal matters relating to the Committee.</li> <li>4. Maintenance of stock files &amp; Registers.</li> <li>5. Service book entries.</li> <li>6. Qurrah Work</li> <li>7. Meningitis arrangements</li> </ol>
4	Section – D	<ol style="list-style-type: none"> <li>1. Maintenance of Quick Reference Register.</li> <li>2. Maintenance of Airfare, Foreign exchange Register.</li> <li>3. Reconciliation of Reports with bank statement.</li> <li>4. Category break-up for the remittances.</li> <li>5. Cancellations &amp; Refund to pilgrims.</li> <li>6. All matters relating to Central Haj Committee</li> <li>7. Transit accommodation to pilgrims.</li> </ol>
5	Section – E	<ol style="list-style-type: none"> <li>1. Comparing of computer print-outs of pilgrims list, etc.,</li> <li>2. Comparing of Demand Drafts remittance statement.</li> <li>3. Preparation of Health Cards.</li> <li>4. Orientation camps for pilgrims.</li> <li>5. Additions and deletions in the pilgrims manifest.</li> <li>6. Advancement &amp; Postponement of Air tickets.</li> <li>7. Preparations of travel documents</li> </ol>
6	Section – F	<ol style="list-style-type: none"> <li>1. Reception counter.</li> <li>2. Receipt of requisitions for issue of Haj application forms, Haj volunteer forms, etc.</li> <li>3. Receipt of tappal and affixing date seal.</li> <li>4. Attend to visitors/pilgrims.</li> <li>5. Attend phone calls.</li> <li>6. Despatch of Haj Guides to pilgrims.</li> </ol>

The Member and Executive Officer implements the policy decisions of Ministry of External Affairs, Government of India, Haj Committee of India as well as the State Government pertaining to Haj pilgrimage. All other employees are subordinates and they carry out the work entrusted by Member and Executive Officer.

#### **4. Procedure followed in the decision making process.**

All important matters connected with Haj and allied subjects are placed before the Committee for decision and approval. Hence Committee is the sole authority in decision making process subject to over all guidelines from Haj Committee of India and State Government. The representations from public relating to this Committee are attended to promptly and given reply. In case they relate to policy matters, the same is taken up with Haj Committee of India and replies received are communicated to the petitioners. In case of important issues, the representations are also placed before the Committee and decisions are communicated to the petitioners.

#### **5. Norms set for the discharge of function.**

The main function of the Committee is making arrangements for Haj every year, which is seasonal. There are no specific norms for the discharge of function since it is not performed

throughout the year. During the season, Haj Committee engages temporary staff and volunteers to assist in the various arrangements. The files are maintained on a single file system since the day-to-day correspondence is not heavy.

#### **6. Rules, Regulations, Instructions, Manuals and Records for discharging functions**

The business in this Committee is carried out with reference to the provisions contained in the Haj Committee Act, 2002, and other Government rules wherever applicable with the concurrence of Committee. The Committee's work is seasonal in nature and is discharged subject to overall guidance of Haj Committee of India and State Government.

#### **7. Statement of categories of documents that are held by it for its control.**

<b>S. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/ under control of</b>
1.	Haj pilgrimage application	Contains instructions to detailed apply for Haj pilgrimage	Application to be made to Member & Executive Officer/KSHC	Member & Executive Officer.
2.	Haj volunteer application	Contains detailed instructions to apply for Haj volunteer	-do-	-do-
3.	Orientation training application	Contains detailed instructions to apply for orientation training conducted by Haj Committee of India.	Applications to Member & Executive Officer, Karnataka State Haj Committee.	Member & Executive Officer.

#### **8. Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

The members of public approach the Committee seeking guidance or clarifications connected with Haj pilgrimage and the Committee sends replies to such requests from the public. Hence, no specific arrangement is in existence for consultation with the members of public. The members of the Committee voice the grievances of the public.

#### **9. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

The Committee sometimes constitutes following Sub-Committees as per the requirements of the Karnataka State Haj Committee:-

1. Sub Committee for conduct of qurrah.
2. Sub Committee for scrutiny of mehram cases.

## 10. Directory of officers and employees.

The Directory of officers and employees are as follows:-

Member & Executive Officer 22240113/ 22244434

PRO

Manager

## 11. Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

The Committee approves the scales of pay to the staff of the Committee from time to time. The Member and Executive Officer holds the post on deputation from the State Civil Services. The salaries of other staff are drawn from the Government and salaries for rest of the staff is borne from the administrative grant sanctioned by the Government.

	No. of posts
Member & Executive Officer -	1
P R O - (Rs. 5800 -10500 + Allowances)	1
Manager - (Rs.6500-11000 + Allowances)	1
Junior Assistants - (Rs.6250-12000 + Allowances)	5
Junior Assistants - (Rs.5800-10500 + Allowances)	1
Typist - (Rs.6250-12000+ Allowances)	1
Driver - (Rs.3200- 4900 + Allowances)	1
Peons - (Rs. 4800-7275 + Allowances)	3

## 12. Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

### Administrative Grant:

The Government of Karnataka State sanction administrative grant annually to meet the administrative expenditure of the Karnataka State Haj Committee, which includes office establishment, payment of salaries to staff, etc. The Government sanctioned a sum of Rs. 50.00 lakhs as administrative grant for the year 2008-2009.

### Haj volunteers:

Karnataka State Haj Committee deposes suitable persons as Khadimul Hujjaj (Haj volunteers) to Saudi Arabia every year to look after the welfare of the Haj pilgrims of Karnataka. The expenditure on deputation of Haj volunteers is met from a separate grant sanctioned by the Government for this purpose. A sum of Rs.12,32,000/- was sanctioned to meet the expenditure on deputation of 14 Haj volunteers for the year 2008- 2009.

### Building Selection Team:

The Karnataka State Haj Committee deposes representative(s) to the Building Selection Team for selecting suitable buildings at Makkah and Madinah for accommodating Haj pilgrims during Haj season.

**13. Particulars of recipients of concessions, permits or authorisations granted by it.**

No concession or permit or authorisation has been granted to the individuals or firms or companies by the Committee.

**14. Details in respect of the information, available to or held by it, reduced in an electronic form.**

The public are given information relating to Haj pilgrimage through notice board, newspapers and website.

**15. Particulars of facilities available to citizens for obtaining information.**

The public can obtain information about the functioning of Karnataka State Haj Committee from the website [www.karhaj.in](http://www.karhaj.in) . Information can also be obtained through e-mail ([info@karhaj.in](mailto:info@karhaj.in)).

**16. Name and designation and other particulars of Public Information Officers.**

**PUBLIC INFORMATION OFFICER**

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**APPELLATE AUTHORITY**

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