

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-11/492/2015/ 4401

Date: 23 JAN 2015

CIRCULAR

Haj-2015

2

Sub : Haj 1436 (H) – 2015.
Conduct of Orientation / Training of Trainers Programme.

Comprehensive and effective training is most essential to enable the Hajis in performing Haj with minimum difficulties. To broaden the existing training system and strengthen it further, a two tier system is being introduced from Haj-2015. Master/Field Trainers (hereinafter referred to as Trainers) selected by State/UT Haj Committees (hereinafter referred to as SHC) shall be imparted comprehensive training conducted by Haj Committee of India. This training would be more intensive and for three (3) days. The SHC will play a pro-active role in assessing the work of trainers by monitoring Training camps of Haj pilgrims. This will ensure effective training of intending pilgrims and making them conversant with logistics/arkan of Umrah & Haj.

1. Training of Trainers:

- a. **Trainers:** Training shall be imparted to all Trainers selected by respective State/U.T. Haj Committees at Haj Committee of India at Mumbai for three (3) days.
- b. All Trainers shall be directly responsible to the Executive Officer of SHC concerned and shall obtain necessary guidance and assistance from him from time to time.
- c. **Number of Trainers:**
 - (i) **Master Trainers:** There shall be one Master Trainer for each State / U.T. having Quota of 200 or less pilgrims and two each for the other State / U.T.. The states having quota of more than 5000 pilgrims shall have three (3) Master Trainers.

- (ii) **Field Trainers:** One Field Trainer for State / U.T. having Quota of 200 or less pilgrims and in ratio of 1 trainer for every 200 pilgrims for all other State / U. T. Haj Committees.
- (iii) Trainers must be selected by the respective SHCs keeping in view the norms and the past performance / qualifications of the applicant.

2. Duties and responsibilities of Trainers

- a. After getting training at Mumbai, Trainers shall impart Orientation / Training to all the pilgrims of their respective State/U.T at respective State Capitals/ districts and talukas.
- b. SHCs shall give the list of selected pilgrims assigned to each Trainer for training. The responsibility and jurisdiction of each Trainer 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, alongwith the name & mobile numbers of Trainers. SHC shall render all possible assistance to the Trainer in organizing the training camps at district / taluka levels in all matters. The EO of concerned SHC 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 Trainer, SHC may ask the Trainer to end his training and allot another Trainer 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 Trainer, before proceeding for Haj.
- c. Trainers shall do training activity in the districts and talukas. They will work as a link between SHC and pilgrims on the latest developments. Trainers may also be given the task of imparting training to the pilgrims selected at the last minute from waiting List & GQ also at the Embarkation point/ Haj camps. It must be ensured by SHCs that pilgrims of all districts and talukas of the respective state are properly trained by the Trainers.
- d. Norms pertaining to selection of Trainers is enclosed as **Annex-I**.
- e. **Application for Trainer** : Bio-data required to be filled by the Trainers (MT/FT) is enclosed as **Annex-II**.
- f. **T.A/D.A to Trainers**: T.A/D.A shall be paid by Haj Committee of India, as per norms in Mumbai itself.



- g. **Reporting by Trainers:** Executive Officer of concerned SHC shall supervise, monitor the entire Orientation / Training Programme in their respective States / U.Ts. The Trainers 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 Executive Officer of SHC, who shall then submit an exhaustive report to the HCOI as per **Annex- III**.
- h. **Certificates to the Trainers:** Certificate to each trainer shall be given by HCOI at Mumbai after successful training.

3. **Funds:**

- a. As per prevailing practice, Haj Committee of India shall reimburse the expenditure incurred on food, refreshment and related expenditure, of the pilgrims during District Level Training Camps @ Rs.100/- per pilgrim. No other expenditure will be borne by the HCOI.

b. **Transfer of Funds:**

- (i) **Advance amount:** The funds in respect of reimbursement @ Rs.100/- per pilgrim shall be transferred to SHC as per Quota allotted. 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.

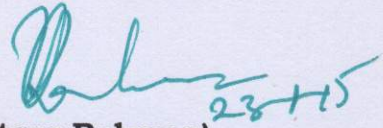
- Name of the Selected Trainers,
- Address of the Selected Trainers,
- Mobile No. of Selected Trainers,
- Number of Pilgrims Allocated / Specific jurisdiction assigned,
- Trainers Training Programme Schedule.

- (ii) **Balance/remaining amount:** The balance amount of Rs.50/- per pilgrim will be paid to the SHCs on receipt of detailed report on Training Programmes held by Trainers throughout the State in the format enclosed.

- Name of the Selected Trainers,
- Address of the Selected Trainers,
- Mobile No. of Selected Trainers,
- Number of Pilgrims Allocated / Specific jurisdiction assigned,
- Trainers Training Programme Schedule,
- Date & Venue of Orientation / Training Programme conducted,
- No. of intending pilgrims attended the Orientation / Training Programme.

4. Model Action plan for Training & Orientation by SHC:-

Sr. No.	Particulars	Date
1	Circulate Training Circular inviting application for Trainers by HCOI.	23.01.2015
2	Selection of Trainers by concerned SHC.	10.03.2015
3	Trainers' training at Mumbai	24 th , 25 th & 26 th March, 2015
4	Preparation of district-wise training programme by SHC (copy be sent to HCOI)	1st half of April, 2015
5	Publicity of district-wise training programme by SHC	2 nd half of April, 2015
6	Providing list of selected pilgrims, jurisdiction & responsibility assigned to each trainer by concerned SHC.	End of April, 2015 (After qurrah)
7	Conduct training of Hajis	2 nd week April, 2015 onwards
8	Report to HCOI by concerned SHC.	01.08.2015


(Ataur Rahman)
 Chief Executive Officer.

Encl: As stated above.

TO:-

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

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

Sr. No.	Details	Master Trainers	Field Trainers
(i)	(ii)	(iii)	(iv)
I	Selection of Trainers	<p>a. 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.</p> <p>b. Master Trainers must be selected by the EO / Secretary of the State / U.T. Haj Committee.</p>	<p>a. Should have performed Haj.</p> <p>b. Trainers must be selected by the EO of the SHCs as they will have practical knowledge of logistics and rituals of Haj.</p>
II	Application for selection of Trainers	<p>a. Bio-Data of the Master/Field Trainers as per Proforma (Annex-II) may be furnished to Haj Committee of India for reimbursement of T.A. / D.A.</p> <p>b. MTs/FTs of the 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 Trainers.</p>	
III	Training Camp	<p>a. A training for 3 days will be organized by Haj Committee of India, in Mumbai with accommodation in Haj House, Mumbai, and T.A./D.A. will be provide to each Master / Field Trainers.</p> <p>b. District / Taluka / Area / Locality: Trainers from every District to conduct training to cater to the requirements of that particular District / Taluka / Area / Locality.</p>	
IV	Norms for Selection of MT/FT	<p>a. There shall be one Master Trainer for each State / U.T. having Quota of 200 or less Pilgrims and two each for all other State / U.Ts. The states having quota of more than 5000 pilgrims shall select three (3) Master Trainers.</p>	<p>a. One Field Trainer for State / U.T. having Quota of 200 or less Pilgrims and in ratio of 1 Trainer for every 200 pilgrims for all other SHCs.</p> <p>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.</p>

Sr. No.	Details	Master / Field Trainers
(i)	(ii)	(iii) & (iv)
		<p>c. Not more than 50% of the Trainers should be repeated. The selection should be made purely on the basis of merit and keeping in view the performance of previous years. Trainers getting repeated year after year and not imparting necessary training to the Pilgrims should be weeded out.</p> <p>d. As far as possible there should be a Master/Field Trainers from every District to cater to the requirements of that particular District / Taluka / Area / Locality;</p> <p>e. State / Union Territory Haj Committee may conduct interviews before final selection.</p> <p>f. In order to achieve 100% success of the Training Camps each State / Union Territory Haj Committee must ensure all Trainers adhere to the Action Plan finalized for conduct of Orientation / Training Programme of Pilgrims.</p> <p>g. State Haj Committee / U.T. Haj Committees are requested to furnish the details of Trainers including the particulars of Training obtained and year of training. SHCs are requested to forward the selected list of Master/Field Trainers to this office for information.</p>
V	Eligibility	<p>a. Should have performed Haj;</p> <p>b. Must be fully conversant with English/Urdu/Hindi language;</p> <p>c. Must be eloquent in the local/ regional dialects;</p> <p>d. Selected Trainers shall be thorough on logistic and rituals of Haj & Umrah Pilgrimage.</p> <p>e. No criminal case should be pending against the Field Trainers in any court law.</p>
VI	Age	Should generally not be more than 50 years of age
VII	Desirable	<p>a. Trainers should be mentally & physically fit to impart training to the trainers.</p> <p>b. Capable of addressing / giving lecture to big gathering.</p> <p>c. Computer literate to receive latest information / messages through email.</p>
VIII	Lady Trainer	Sufficient number of female Trainers shall be nominated so as to impart training to the women folk.

Sr. No.	Details	Master/Field Trainers
(i)	(ii)	(iii & iv)
IX	T.A./D.A.	<p>a. D.A. to Trainers (MTs/FTs) will be paid by HCoI after completion of 3 days Training programme at Mumbai @.Rs.500/- lumpsum to each trainer.</p> <p>b. Traveling Expenses shall be allowed for 3-Tier A.C. Railway Fare / Bus Fare / as per actual expenses for the shortest train route only. Expenses claimed in excess of that, shall not be paid. This may kindly be explained to the Trainers properly to avoid any inconvenience on this score.</p> <p>c. State / U.T. Haj Committee shall reimburse the actual expenditure incurred by MTs/ FTs at the earliest after completion of training programme at District level.</p>
X	Supervision	<p><u>Reporting by MTs/FTs:</u></p> <p>a. Each Trainer will obtain the list of Pilgrims to be trained by him / her from SHC.</p> <p>b. Accordingly, trainers will conduct training programme in the district as per action plan.</p> <p>c. Trainers to submit summary sheet alongwith attendance list and photographs to the SHC(<u>Annex-III</u>)</p> <p>d. Each Trainer will obtain the signatures of Hajis who participated in the training camp organized by him(<u>Annex- III-A</u>). Use separate sheet for each training camp organized.</p> <p>e. Trainers should invariably furnish two (2) Photographs for each training camp depicting the Training / Orientation camps organized by them for record and reference to SHC / HCoI.</p> <p>f. The EOs will evaluate the Trainer's performance and forward a report the same to HCOI.</p>
XI	Certificate	<p>a. Haj Committee of India will given a Certificate of participation of Training.</p> <p>b. Certificates to the 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, State Haj Committees.</p>

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	
---	---	---	--	---	--

Please write 100 words about:

Place: _____

Date: _____

(_____)
(Signature of the MT/FT)

(to be submitted by MT/FT alongwith Annex-**III-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-III-A)
2				
3				
4				

(Name & Signature of Trainers)

(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

(Signature)

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

