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**HAI COMMITTEE OF INDIA**  
(Statutory body of Ministry of External Affairs)

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

HC-18/105/2014-15 / 4886

Date : 13<sup>th</sup> March, 2015.

**CIRCULAR**

**HAI - 2015**

**9**

**Subject: Selection of Khuddam-ul-Hujjaj for Haj-2015.**

Khadim-ul-Hujjaj (KuH) play a very important and supportive role in aid of Haj pilgrims at various stages of Haj pilgrimage. Khadimul Hujjaj are selected in terms of laid down norms of Ministry of External Affairs and are deputed from all State / U.Ts. in the ratio of 1 KuH for 300 pilgrims to help and assist the Consulate General of India in Jeddah in looking after the welfare of Indian Haj pilgrims in an organized manner. In connection with selection of Khuddam-ul-Hujjaj for Haj - 2015, the following documents are annexed :-

Guidelines for selection of Khuddam-ul-Hujjaj.	Annexure-A
Duties of the Khuddam-ul-Hujjaj.	Annexure-B
Prescribed form for inviting Applications.	Annexure-C
Addresses for sending applications by applicants.	Annexure-D

2. Nominations for Khuddam-ul-Hujjaj may be sent by the State /UT Haj Committees (SHCs) to Haj Committee of India (HCoI) for scrutiny and approval. To serve the Hajis in an effective manner, it is necessary that full quota of Khadim-ul-Hujjaj be utilized and pilgrims are provided necessary assistance and help in all stages of their Haj journey. In order to support the SHCs it has been decided that 50% of the expenditure on the KuH shall be borne by HCoI, beginning Haj 2015, the rest 50% being borne by respective States as per past practice.

3. A panel of nominated names strictly in accordance with the Guidelines (Annexure- A), may be sent by SHCs 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 Hajis only and in no case, shall they be allowed to travel to Saudi Arabia after the Hajis have already left.



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

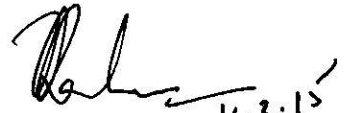
5. The applicants may send applications by **27<sup>th</sup> April, 2015**, to their respective SHCs (Annexure-D).

6. 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 **12<sup>th</sup> May, 2015**.

7. It has been seen in the past that some 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 or
- (b) Nominations which are incomplete or received without supporting documents

will be summarily rejected.



(Ataur Rahman) 16.3.15  
Chief Executive Officer.

1. Executive Officers of all State/UT Haj Committees.
2. Director( Haj), Ministry of External Affairs, Government of India, New Delhi.
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 – 2015**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/U.T. The SHCs have to conform to the following norms while nominating Khuddam-ul-Hujjaj.

- (a) Only males of age 25 to 50 years as on **01.07.2015** should be nominated. The age limit is relaxed in case of serving officials of State/U.T. Haj Committees.
- (b) It is essential that the nominees are active persons of sound health with experience of management of public functions. The nominated persons should get themselves medically tested and produce a certificate to this effect from a Government Hospital. Certificate issuing authority will be held responsible if information furnished by the applicant is found false or incorrect.
- (c) Only those persons who have attended Orientation/Training Camps organized by the HCoI /SHC will be considered for selection as Khuddam-ul-Hujjaj.
- (d) The individuals selected should be Government servants, or employees of PSUs/ Statutory bodies of Government etc. The officials of Police, Home-Guards, Forest Department, Revenue Department etc., who have field experience shall be given preference in selection of Khadim-ul-Hujjaj. But senior officers like Class A officers of Central or State Government should not be nominated.
- (e) A no objection certificate from the employer must be submitted by the applicants. 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.
- (f) Not more than 15% of the total Khuddam-ul-Hujjaj may be selected from the employees of respective SHC and State Wakf Board. For over-seeing the work of Khadim-ul-Hujjaj of their respective States/U.Ts. the State Haj Committees may designate their officials on the basis of following criteria :-

i)	States/U.Ts. having quota of upto 5000 Haj seats	ONE official
ii)	States/U.Ts. having quota of more than 5000 Haj seats	TWO official
iii)	States/U.Ts. having quota of more than 15000 Haj seats	THREE official

- (g) 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 respects. Applications forwarded to HCoI directly by the applicants will not be considered and summarily rejected.
- (h) No family member can accompany a Khadim-ul-Hujjaj.

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- (i) 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.
- (j) Preference should be given to those having knowledge of Arabic language and experience in Haj.
- (k) 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, should not be considered.
- (l) Khadim-ul-Hujjaj have to travel with the pilgrims from the respective State/UT. No Khadim-ul-Hujjaj shall be allowed to travel separately.
- (m) 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/HCoI on his journey to Saudi Arabia in addition to disciplinary action as per departmental rules.
- (n) 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.
- (o) The period of stay of Khadim-ul-Hujjaj in K.S.A. shall be treated as duty period and necessary entries may be taken in their service records.

2. The enclosed note detailing duties of Khuddam-ul-Hujjaj may 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 pilgrim to the Consulate General of India, Jeddah, on the difficulties faced by pilgrims in his charge and the services rendered by him. The designated officials of SHCs, deputed to oversee the work of Khadim-ul-Hujjaj will work in co-ordination with the Consulate.

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.

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HAJ – 2015Duties 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. The designated official of SHCs deputed for the purpose of over-seeing the work of Khadim-ul-Hujjaj will work in coordination with the officers of Consulate.

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.

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

Place:  
Date:

\_\_\_\_\_  
Signature of applicant

Certified that the candidate conforms to the Guidelines/norms prescribed for Khadim-ul-Hujjaj vide Circular No.9 of HCoI.

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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 Sl. No.4, 5 and 10 of the application form) will not be entertained.



LIST OF THE EXECUTIVE OFFICER / SECRETARIES, STATE/UT HAJ COMMITTEES			
Sr. No.	Name of the State/UT	ADDRESS	Tel No. / Fax No.
1.	ANDAMAN & NICOBAR ISLAND	The Executive Officer, A & N State Haj Committee, Dte. of Social Welfare Building, 2 <sup>nd</sup> Floor (R. No.309 & 310) Goalghar Junction, Port Blair-744102, (P. B. No.148 H.P.O)	03192-233051 / 03192-230896 03192-230781 anhajcommittee@gmail.com
2.	ANDHRA PRADESH & TELANGANA	The Executive Officer, Andhra Pradesh & Telangana State Haj Committee, A.P. Haj House, Razzak Manzil Public Garden's Road, Nampally, Hyderabad 500 001, Andhra Pradesh.	Tel/ Fax : 040-23236310 040-23298793 apstatehajcommittee@yahoo.co.in
3	ASSAM	The Executive Officer, Assam State Haj Committee, Secretariat Complex, (Backside Treasury Office Dispur) F Block, Room No. 3, Post : Assam, Sachivalaya, Dispur, Guwahati 781 006, Assam.	Telefax : 0361-2229296 shcassam@yahoo.in
4	BIHAR	The Executive Officer, Bihar State Haj Committee, Haj House, 34, Harding Road (Ali Imam Path), Patna 800 001, Bihar.	0612-2203315 Telefax : 0612-2201665 biharstatehajcommittee@gmail.com
5	CHANDIGARH	The Sub-Divisional Magistrate-CumCo-ordinator State/UT Haj Committee U.T. Chandigarh, Room No. 23, 1 <sup>st</sup> Floor, EState/UT Office Building Sector-17, Chandigarh 160 001.	0172-2700053 FAX-0172-2704548
6	CHHATTISGARH	The Executive Officer, Chhattisgarh State Haj Committee, Behind Rang Mandir, Chota Para, Raipur-492 001, Chhattisgarh	Telefax : 0771-4266646 Fax : 0771-2545006 / 2536786 cg_hajcommittee@yahoo.co.in
7	DADRA AND NAGAR HAVELI	The Member Secretary / Resident Deputy Collector, Dadra & Nagar Haveli State Haj Committee, Collector Office, Silvasa 396 230, Dadra and Nagar Haveli.	0260-2642787 / 0260-2642106 Fax : 0260-2642340
8	DAMAN & DIU	The Deputy Collector and Executive Officer, Daman & Diu State Haj Committee, Administration of Daman & Diu, Office of the Collector, Daman-396 220	0260-2230922 0260-2230698 FAX- 0260-2230049
9	DELHI	The Executive Officer, Delhi State Haj Committee, Haj Manzil, Turkman Gate, Asaf Ali Road, New Delhi 110 002.	011-23230507 Fax : 011- 23234041 delhistatehajcommittee@gmail.com
10	GOA	The Secretary, Goa State Haj Committee & Under Secretary(Home) Government of Goa, Cabin No.118, 2nd Floor, New Secretariat Complex, Porvorim 403 521, Goa.	Tele.Fax :0832-2436729
11	GUJARAT	The Secretary, Gujarat State Haj Committee,Block No. 8, 8th Floor, Sachivalaya, Gandhinagar 382 010, Gujarat.	079-23250987 Tele Fax : 079-23277182 Fax : 079-23254265 hajcommitteegujarat@yahoo.com
12	HARYANA	The Executive Officer, Harayana State Haj Committee, & Secretary to Government of Haryana, Home-II Department, Room No. 50-B, 6th Floor, Harayana Civil Secretariat, Chandigarh 160 001, Haryana.	0172-2740229 Fax : 0172-2740526 haryana.state@yahoo.in
13	HIMACHAL PRADESH	The Deputy Secretary (Home) & Executive Officer, Himachal Pradesh State Haj Committee, Home "C" Department, 4th Floor, Room No. 405, Armsadale Building, Secretariat, Shimla 171 002, Himachal Pradesh	0177-2628486 / 2626450 / 2621907 Fax : 0177- 2621768
14	JAMMU & KASHMIR	The Executive Officer, Jammu & Kashmir State Haj Committee, J&K, Baitul Hujjaj (Haj House), Bemina, Srinagar 190 017, Jammu & Kashmir.	0194-2495367 Fax : 0194-2491456 jkstatehaj@yahoo.in jkstatehaj@gmail.com
15	JHARKHAND	The Executive Officer, Jharkhand State Haj Committee,Audrey House, Kankee Road, Ranchi 834 004, Jharkhand.	0651-2283100 Fax : 0651- 2400257 jharkhandstatehajcommittee@yahoo.co.in



16	KARNATAKA	The Executive Officer, Karnataka State Haj Committee, Sadath Haj House, No. 84 A, Richmond Road, Richmond Town, Bangalore 560 025, Karnataka.	080-22244434 Fax : 080-22240113 / 41272349 info@karhaj.in
17	KERALA	The District Collector & Executive Officer, Kerala State Haj Committee, Haj House, Calicut Airport, P.O. Mallapuram 673 647, Kerala.	0483-2710717 / 2717571 Fax: 0483-2717572 keralahajcommittee@gmail.com
118	LAKSHADWEEP	The Executive Officer & Secretary, Union Territory Haj Committee of Lakshdweep, Indira Gandhi Road, Kavaratti Island, Kavaratti 682 555, Lakshadweep	04896-263028 / 04896-263119 Fax : 04896-262193 lacajiji@gmail.com
19	MADHYA PRADESH	The Executive Officer, Madhya Pradesh State Haj Committee, Behind Tajul Masajid, Sultania Road, Bhopal 462 001, Madhya Pradesh	0755-2530139 Tel/ Fax : 0755-2538039 FAX ; 0755-4204454 mpshcbhopal@yahoo.com
20	MAHARASHTRA	The Executive Officer, Maharashtra State Haj Committee, Saboo Siddique Musafirkhana, Ground Floor, Room No.6 & 7 Lokmanya Tilak Marg, Mumbai 400 001, Maharashtra	022-22626786 Fax : 022-22678679 maharashtrashc@gmail.com
21	MANIPUR	The Executive Officer, Manipur State Haj Committee, Old Guwahati High Court Complex, North A.O.C., Imphal - 795 001, Manipur.	0385-2454586 Telefax: 0385-2461063 secymshc@gmail.com
22	ODISHA	The Executive Officer, Odisha State Haj Committee, Old Secretariat, Cuttack-753001, Odisha.	Fax : 0671-2306038 commissionerofwakfcuttack@yahoo.com
23	PUDUCHERRY	The Secretary, Puducherry State Haj Committee, 1st Floor, Salamath Manzil, No. 5, Yanam Venkatachalapillai Street, Puducherry - 605 001.	0413-2233254/ 0413-2343268 Fax : 0413-2227551 pyshc@hajcommittee.com
24	PUNJAB	The Secretary (Home), Govt. of Punjab & Executive Officer, Punjab State Haj Committee, Room no.9, 7th Floor, Sector 21, Punjab Civil Secretariat, Chandigarh - 160 001, Punjab.	0172- 2748519 pbshc@yahoo.co.in
25	RAJASTHAN	The Executive Officer, Rajasthan State Haj Committee, Minority Affairs Department (Government Secretariat), Jaipur - 302 005, Rajasthan.	0141-2227246 Telefax : 0141-2227016 rajasthanstatehajcommittee@gmail.com
26	TAMIL NADU	The Executive Officer, Tamil Nadu State Haj Committee, 3rd Floor, Rosy Tower, No. 13 (Old No.7), Mahathma Gandhi Road, (Nungambakkam High Road), Chennai - 600 034, Tamil Nadu.	044-28252519 / 28227617 Fax : 044-28276980 tnhajj786@vsnl.com
27	TRIPURA	The Secretary, Tripura State Haj Committee, Old Secretariat Complex, Agartala, 799 001, Tripura.	Tel/Fax : 0381-2327580 0381-2325841 trpshc@gmail.com
28	UTTAR PRADESH	The Executive Officer, Uttar Pradesh State Haj Committee, 10-A, Vidhan Sabha Marg, Lucknow - 226 001, Uttar Pradesh	0522- 2622458 Tel/ Fax : 0522-2620980 shcuplko@rediffmail.com
29	UTTARAKHAND	The Executive Officer, Uttarakhand State Haj Committee, Haj House, Piran Kaliyar, Roorkee, Haridwar- 247667 Uttarakhand.	Office : 09219449555 ukshcommittee@yahoo.com
30	WEST BENGAL	The Executive Officer, West Bengal Haj Committee and Director, MDW. Haj House (BAITUL HUJJA), 26- B, Dilkhusha Street, Kolkata - 700 017, West Bengal.	033-22143310 Fax : 033-22141531 wbshc2011@gmail.com