

No M (Haj)/1183/KUH-1 (Main)/2013
Government of India
Ministry of External Affairs
(Haj Cell)

New Delhi, 15 January 2013

Office Memorandum

Subject: - Selection of Khuddam-ul-Hujjaj for Haj-2013.

The undersigned is directed to forward herewith the following documents in connection with selection of **Khuddam-ul-Hujjaj** for **Haj -2013**.

- ❖ Guidelines for selection of Khuddam-ul-Hujjaj (Annexure-A).
- ❖ Duties of the Khuddam-ul-Hujjaj (Annexure-B).
- ❖ Prescribed form for inviting applications (Annexure-C).

2. Nominations for Khuddam-ul-Hujjaj may be sent by the State Haj Committees to this Ministry for scrutiny and approval. It may kindly be noted that **nominations should be strictly in accordance with the guidelines issued by the Ministry**. Panel of nominated names may be sent along with applications and the applicants may be advised to attend the Training / Orientation Camps organized by Haj Committee of India and State Haj Committees. The Ministry will subsequently select Khuddam-ul-Hujjaj from the Panel proposed on the basis of 1: 300 (i. e. one Khadim-ul-Hujjaj for every 300 pilgrims) after receiving confirmation from State Haj Committees that the nominated persons have attended the Training/Orientation Camps. ***The Haj Committee of India and State Haj Committees should ensure that Khuddam-ul-Hujjaj will travel along with Hajjis only and in no case, they shall not be allowed to travel to Saudi Arabia after the Hajjis have already reached and settled down.***

3. 15% of the total Khuddam-ul-Hujjaj will be selected from the employees of respective State Haj Committee and State Wakf Board. Nominations may, therefore, be made accordingly. All the applications should be certified either by the Chairman or Executive Officer of the concerned State Haj Committee stating that all the applications have been checked and found to be in order in all respects.

4. The applicants may send applications to their respective State Haj Committee before **February 28, 2013**.

5. Last date for receipt of nominations duly recommended by State Haj Committees is **March 15, 2013** in the Haj Cell, Ministry of External Affairs, Room No.306, ISIL Building, Bhagwandas Road, New Delhi – 110001.

6. During Haj - 2009, Haj - 2010, Haj - 2011 and Haj - 2012, most of the State Haj Committees failed to send the names of nominated candidates within due date. Nominations were forwarded by many Haj Committees even after the start of Haj – flights. In many cases, supporting documents regarding date of birth etc. were not attached with the application forms. Therefore, it has been decided with the approval of competent authorities in the Ministry that

- (a) Nominations received after the due date will not be entertained and respective State Haj Committees will be fully responsible for any inconvenience caused to the pilgrims on account of non-selection of KuHs.
- (b) Nominations which are incomplete and received without supporting documents will be summarily rejected (concerned State Haj Committee will be responsible for this).**



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To

1. Executive Officers of all State Haj Committees.
2. Chief Executive Officer, Haj Committee of India, Mumbai

Haj – 2013

Guidelines for Selection of Khuddam-ul-Hujjaj

Each State Haj Committee may appoint one Khuddam-ul-Hujjaj for every 300 pilgrims from the State.

2. The State Haj Committees are requested to keep the following points in mind while nominating Khuddam-ul-Hujjaj. Distribution of Haj quota amongst States during Haj – 2012 is placed below at Annexure – D.

- (a) Individuals (male only) should be between the age of 25 and 50 years as on 01.07.2013. He should be an active person of sound health with experience of management of public functions.
- (b) Only those persons who have attended orientation/training Camps organized by the Haj Committee of India/State Haj Committees will be considered for selection as Khuddam-ul-Hujjaj.
- (c) The individuals selected should be Government servants, such as B.D.O., Tehsildar or School Teacher, etc. subject to no objection from the respective Departments. But he should not be a senior official like Class I of Central or State Government or of an All India Cadre. All nominees should have good knowledge of Haj related activities and the concerned State Haj Committees should also vouch safe their good conduct as Khuddam-ul-Hujjaj and a certificate to this effect will be attached to the application form.
- (d) 15% of the total Khuddam-ul-Hujjaj will be selected from the employees of respective State Haj Committee and State Wakf Board. Executive Officer of the respective state Haj Committee shall furnish a certificate along with the application stating that all the applications have been checked properly and found in order in all respect.
- (e) No family member should accompany a Khuddam-ul-Hujjaj during Haj period.
- (f) He should have no connection with any Saudi Moallim. In addition, he should not accept any financial or other consideration from any pilgrim as the Khuddam-ul-Hujjaj is expected to render free social service.
- (g) Preference should be given to those having knowledge of Arabic language and experience in Haj.
- (h) A person who has once served as a Khuddam-ul-Hujjaj and against whom there are adverse observations by the Consulate General of India, Jeddah, will not be considered.

- (i) He should travel with the pilgrims from the respective State. No Khadim-ul-Hujjaj shall be allowed to travel separately.
- (j) The selected Khuddam-ul-Hujjaj may also be warned in writing that in case any adverse report on the performance of duties by a Khuddam-ul-Hujjaj is received from the Consulate General of India, Jeddah or from this Ministry, he may have to refund the entire amount of expenditure incurred by the State Haj Committee on his journey to Saudi Arabia.
- (k) The State Haj Committees 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 our Consulate General on arrival at Jeddah.

3. The enclosed note detailing duties of Khuddam-ul-Hujjaj may please be got translated in the regional language of your State and a copy given to each of the persons selected for study and guidance.

4. On arrival in Saudi Arabia, each Khuddam-ul-Hujjaj should discharge his duties under the supervision and direction of the Consulate General of India. He should report to them regularly and be generally available when his services are required. Before his return to India, each Khadim-ul-Hujjaj should submit a report along with the Register to the Consulate General of India, Jeddah, on the difficulties faced by pilgrims in his charge and the services rendered by him.

5. It may be added that 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 State Haj Committees to the Khuddam-ul-Hujjaj. This should be avoided by following a uniform policy. With a view to enabling the Khuddam-ul-Hujjaj to discharge his duties efficiently, it is also suggested that his travel expenses from his place of residence to Jeddah and back should be borne by the State Haj Committee and he must be paid necessary advance to enable him to purchase the full quantum of foreign exchange. A pilgrim going for Haj has the option to purchase foreign exchange for Saudi Riyals 5,000 to 5,500. In addition, Khuddam-ul-Hujjaj will also be allowed an additional foreign exchange of SRLs 100/- (Saudi Riyals One Hundred Only) to meet the extra expenditure on transport etc. while in Saudi Arabia.

HAJ – 2013

Duties 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 Khuddam-ul-Hujjaj to be under regular and overall supervision of the Haj Officer/Assistant Haj Officer of the Consulate General of India, Jeddah.

2. Khuddam-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, Khuddam-ul-Hujjaj may, with due discretion, intervene in the matter to bring about an equitable settlement of 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 Mumbai/Delhi/Chennai/Kolkata/Bangalore, the Khuddam-ul-Hujjaj should ensure that his status is suitably marked in his International Passport and an authority letter for the issue of "Free Movement Permit" is issued to him by the Saudi Arabian Embassy/Consulate in India. He should also ensure that copies of his photograph are sent and the date of his arrival in Jeddah intimated to the Indian Consulate in advance.

4. On arrival in Jeddah, the Khuddam-ul-Hujjaj should contact the Consulate's representative and take necessary guidance before crossing the Immigration Barrier. Soon after arrival, he should meet the Haj Officer/Assistant Haj Officer for necessary briefing and hand over to him the certificate brought by him from the State Haj Committee.

5. **An important thing to be attended to by the Khuddam-ul-Hujjaj before he leaves Jeddah for Makkah/Madinah is the arrangement for the issue of "Free Movement Permit" to him by the Saudi Ministry for Foreign Affairs located in Jeddah on the basis of the authority letter issued by the Saudi Embassy/Consulate in India. The Khuddam-ul-Hujjaj should bring this to the notice of his Moallim and seek his help in getting the Free Movement Permit issued at the earliest. If there is any difficulty, it should be reported to Consul (Haj), Consulate General of India, Jeddah.**

9	Knowledge of Arabic	YES / NO (please tick)
10	Whether attended training/orientation camp or not, organized by HCOI/SHC (attach certificate)	YES / NO (please tick)
11	Experience in organizing public congregations and in social work (Please give details)	
12	Previous experience as KuH (please tick)	Yes / No (If yes, please mention years) 1. 2. 3. 4.
13	Any other information of interest	

Signature of applicant

Place:

Date:

Seal and signature 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.

ANNEXURE D

STATE-WISE FINAL QUOTA AND NO. OF KUH ALLOCATED FOR HAJ 2012

Sr. No.	Name of States/Union Territory	Quota of Pilgrims allotted (actual, after final allocation)	Quota of KUH @ 300 pilgrims	nominations received	No. of KUH seats allocated for Haj 2012
1	Andaman & Nicobar (UT)	80	0	0	0
2	Andhra Pradesh	7387	24	19	19
3	Assam	3586	12	0	0
4	Bihar	6662	22	22	21
6	Chandigarh (UT)	60	0	0	0
7	Chattisgarh	433	1	2	2
8	Dadra nagar Haveli (UT)	21	0	0	0
9	Daman & Diu (UT)	36	0	0	0
10	Delhi (NCT)	1714	6	11	9
11	Goa	143	0	0	0
12	Gujrat	4857	16	18	14
13	Himachal Pradesh	189	0	0	0
14	Haryana	1288	4	6	6
15	Jammu & Kashmir	8673	29	33	28
5	Jharkhand	3504	11	11	11
16	Karnataka	6840	23	23	23
17	Kerala	8285	27	28	28
18	Lakshadeep (UT)	316	1	2	2
19	Madhya Pradesh	4056	13	12	12
20	Maharashtra	10844	36	42	40
21	Manipur	372	1	1	1
22	Odisha	808	2	2	2
23	Pondichery (UT)	151	0	0	0
24	Punjab	406	1	0	1
25	Rajasthan	5069	17	19	19
26	Tamil Nadu	3674	12	12	12
27	Tripura	63	0	0	0
28	Uttar Pradesh	32397	108	0	0
29	Uttaranchal	1069	3	3	3
30	West Bengal	12397	41	8	6
		125380		274	259