

28.05.2011

The Executive Officer/Secretary,
State/UT Haj Committees (All)

Sub : Haj 1432 (H) - 2011. Orientation / Training of Trainers.

Sir,

As per practice, Orientation / Training of Trainers programme is to be conducted at Kolkata to impart Orientation/Training to Trainers of the following States of Eastern India, who in turn shall impart Training to the Haj Pilgrims at District Level.

2. Accordingly, one day Training Camp for Training of Trainers to be organized at Delhi on 14th June, 2011, Chennai on 15th June, 2011, Mumbai on 16th June, 2011 & Kolkata on 17th June, 2011.

3. (i) **Delhi on 14th June, 2011.**

Sr. No.	Name of the State/UTs Haj Committees	Zones	Proposed date, day & Venue
1	Jammu & Kashmir	I	<p style="text-align: center;">Delhi</p> <p style="text-align: center;">14th June, 2011 (Tuesday)</p> <p style="text-align: center;">“India Islamic Cultural Centre, 87-88, Lodhi Road, New Delhi-110 003 (India), Phone No.011-43535353, Fax No.011-43535358”</p>
2	Rajasthan	I	
3	Delhi (NCT)	I	
4	Haryana	I	
5	Punjab	I	
6	Himachal Pradesh	I	
7	Chandigarh (UT)	I	
8	Uttar Pradesh	II	
9	Bihar	II	
10	Uttranchal	II	
11	Jharkhand	II	
12	Orisia	III	

(ii) Chennai on 15th June, 2011.

Sr. No.	Name of the State/UTs Haj Committees	Zones	Proposed date, day & Venue
1	Kerala	VI	<p style="text-align: center;">Chennai</p> <p style="text-align: center;">15th June, 2011</p> <p style="text-align: center;">(Wednesday)</p> <p>“Tamilnadu Baitul Hujjaj, 3 - Demellows Road, Choolai, Chennai – 600 012.”</p>
2	Lakshadweep (UT)	VI	
3	Karnataka	VI	
4	Andhra Pradesh	III	
5	Andaman & Nicobar (UT)	IV	
6	Tamil Nadu	VI	
7	Pondicherry (UT)	VI	

(2)

(iii) **Mumbai on 16th June, 2011.**

Sr. No.	Name of the State/UTs Haj Committees	Zones	Proposed date, day & Venue
1	Maharashtra	V	Mumbai 16th June, 2011 (Thursday) "Haj House, 7-A, M. R. A. Marg, (Palton Road), Mumbai-400 001.Tel. Nos.022- 22612989/22613110"
2	Gujarat	V	
3	Goa	V	
4	Chattisgarh	III	
5	Madhya Pradesh	III	
6	Daman & Diu (UT)	VI	
7	Dadra Nagar Haveli (UT)	VI	

(iv) **Kolkata on 17th June, 2011.**

Sr. No.	Name of the State/UTs Haj Committees	Zones	Proposed date, day & Venue
1	West Bengal	IV	Kolkata 17th June, 2011 (Friday) "Haj House (Baitul Hujjaj), 26 – B, Dilkhusha Street, Park Circus, Kolkata – 700017".
2	Assam	IV	
3	Tripura	IV	
4	Manipur	IV	

4. The programme will commence from 10. 00 a.m, sharp and shall last till 6.30 p.m having a lunch & prayer break of 1 hours 30 minutes i.e. from 1.00 p.m. to 2.30 p.m.

5. Approximately number of trainers to be participates in the Training of Trainers Camp.

6. The Trainers so trained, shall conduct the Orientation / Training Camps for the Intending Pilgrims of Haj 1432 (H) – 2011, under the supervision of the State Haj Committees, at a suitable place at the district Level, ensuring 100% coverage of the Pilgrims.

7. A set of norms for nomination of Trainers is enclosed herewith as **Annex -I.**

8. Encouraged by the positive response and results of the Orientation / Training of Pilgrims, Haj Committee of India has decided to permit the Intending Pilgrims going through Private Tour Operators also to receive Orientation / Training in the Training Camps, being organized through State Haj Committees at District Level.

9. It has been observed by the members of the Haj Committee of India that in the Training of Trainers camp, most of the Trainers get repeated year after year and many cases the Trainers after attending the Training camp do not impart necessary training to the Pilgrims.

10. Haj Committee of India reimburses the expenditure incurred on food & refreshment of the Pilgrims during District Level Training Camps, on a very modest scale @Rs.50/- per Pilgrim. The expenditure on erection of Shamiana, Setting up Stage, Gifts to the Guests, Photography and Videography are non-reimbursable.

11. The State Haj Committees are requested to avail the assistance of the Voluntary Organizations and Philanthropists for organizing the Training Camps for the Pilgrims in the district Level. It needs a mention that Orientation / Training of Pilgrims is an inseparable element of Haj Arrangements.

(3)

12. Entitlement of Trainers for attending Training Programme as well as imparting Training at District Level Camp as **annex-II**.

13. Accommodation to the trainers at Delhi/Chennai/Mumbai & Kolkata will be provided by the concerned State Haj Committees.

Against the position explained above, you are requested kindly to nominate the Trainers from your State, who shall be imparted training at the Training of Trainers Camp, at Kolkata. Please ensure that the nomination reach the Haj Committee of India, Mumbai by return fax, for further necessary action in the matter at this end.

Kindly treat the matter as **MOST URGENT**.

With regards,

Yours faithfully,
Sd/-
Chief Executive Officer.

Encl: As stated above.

The Administrative Officer (Haj), Ministry of External Affairs, Government of India, Room No.224, Akbar Bhavan, Chanakyapuri, New Delhi – 110 021.

(Dr. S. Shakir Hussain, IRS)
Chief Executive Officer.

**NORMS FOR SELECTION OF TRAINERS BY THE
STATE/UNION TERRITORY HAJ COMMITTEES.**

1. Should have performed Haj during Haj-2007 or after;
2. Must be fully conversant with English language;
3. Must be eloquent in the local/regional dialects;
4. Should not be more than 50 years of age;
5. Should be in a position to spare time for imparting training;
6. Should be Mentally & Physically fit to impart training to the trainers.
7. Sufficient number of woman Trainers also be nominated so as to impart training to the woman folk in a befitting manner.
8. As far as possible there should be a Trainer from every District to cater to the requirements of that particular District;
9. At least one Trainer should be nominated after every 300 intending Pilgrims.
10. The 300 Pilgrim norms may be relaxed on merits, where the number of Pilgrims proceeding for Haj from a District/Union Territory/State is less than 300.
11. Not more than 50% of the Trainers should be repeated. The selection should be made purely on the basis of merits and keeping in view the performance of previous year.
12. No criminal case should be pending against the Trainer in any court of law.

Entitlement for selected Trainers by the State/UT Haj Committees.

1. As per laid down norms, Trainer should be nominated from the district itself, so that he/she is readily available for conduct of Training Camp(s) and no expenditure is involved in his/her T.A. / D.A., whatsoever, which the State Haj Committees and the Haj Committee of India is not in a position to bear. Accordingly, it is requested to depute the Trainers keeping in mind the above matter.
2. The reimbursement of bills forwarded by the Trainers to the State Haj Committee should be scrutinized, authenticated and signed by the Executive Officer, State Haj Committee, certifying that the same are in order. It should reach Haj Committee of India, Mumbai alongwith the Activity Report of individual trainers for reimbursement within one month from the date of last Orientation Programme arranged by the Trainer at district level and in one lot.
3. The claim of T.A./D.A. should inter-alia depict Name, Address, Profession, Age, Telephone Number both Mobile & Land Numbers & his/her Bank Account No. & IFS code to facilitate Haj Committee of India to reimburse the amount through R.T.G.S. of the Trainer.
4. The Trainers shall be entitled for Traveling Expenses from the Haj Committee of India, Mumbai. They shall be provided, free accommodation at the venue of Orientation by the concerned Haj House i.e. Kolkata/Chennai and at Mumbai/Delhi by Haj Committee of India.
5. Traveling Expenses shall be allowed for the IInd Class Railway Fare / Bus Fare / as per actual expenses 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.
6. Kindly note that the amount of TA / DA will be sent directly to the Trainers from Mumbai by the end of August, 2011, as TA / DA amount will not be dispersed at Kolkata. The information in this regard should be conveyed to the Trainers before their deputation to Kolkata. However, the TA / DA forms will be handed over to the Trainers at the venue itself.
7. The Original Train Ticket/Bus Ticket should be invariably attached with the TA/DA forms and be submitted at the venue of Trainers without fail. You may kindly inform the trainers well in advance on this score.