



حج کمیٹی آف انڈیا

HAJ COMMITTEE OF INDIA

(Statutory body of Ministry of External Affairs)

*Perform Haj in your youth, for on the Day of Judgement Allah shall bestow
His shade on the young who worship Him in their youth.*

Whoever intends to perform Haj, ought to hasten for it.

This booklet contains
GUIDELINES AND HAJ APPLICATION FORMS
FOR
Haj 1437 (H) - 2016 (C.E.)

LAST DATE FOR SUBMISSION OF HAJ APPLICATION FORM
8th February, 2016

(THIS BOOKLET IS SUPPLIED FREE OF COST)

GLOSSARY OF TERMS

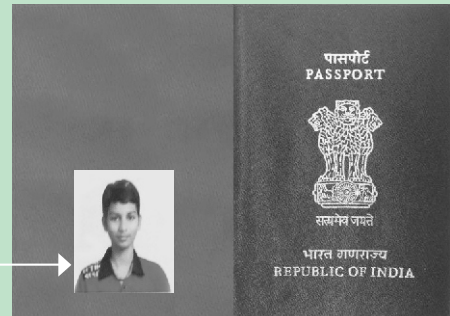
1	HCol	Haj Committee of India
2	HAF	Haj Application Form
3	CGI	Consulate General of India, Jeddah
4	KSA	Kingdom of Saudi Arabia
5	SHC	State / Union Territory Haj Committee
6	SR	Saudi Riyal

NOTE



- 1 Before filling the HAF, read the Guidelines carefully.
- 2 HAFs can also be submitted online at hajcommittee.gov.in.
- 3 No direct application should be sent to HCol, Mumbai. Any HAF submitted directly to HCol shall be INVALID. Such forms will neither be returned to the applicant nor forwarded to the concerned SHC.
- 4 The last date for submission of HAF to the concerned SHC is **8th February, 2016**.
5. Ask for Acknowledgment from SHC on submission of application. Obtain cover number from SHC, without fail.
6. This booklet containing HAF for Haj 1437 (H) – 2016 (C.E.), can be obtained from the SHCs free of cost or can be downloaded from hajcommittee.gov.in. Photo copies can also be used.
7. All photographs submitted should be of Front pose comprising 70% face, of size 3.5 cm x 3.5 cm., in colour having white background with name and passport number written on its back.

The photograph submitted with passport should be attached in this manner

Adhesive tap →



Standard Baggage allowed per pilgrim :-

Description	Number of Pieces	Weight	Size
 Check-in-Bag	Two (2) Suitcases	upto 22 Kg. each	(Length + Breadth + Height) 158 cm maximum total dimensions
 Hand Bag	One (1) bag	upto 10 Kg.	55cm x 40 cm x 23 cm

Haj Committee of India

(Statutory body of Ministry of External Affairs)

Guidelines for Haj 1437 (H) - 2016 (C.E.)

Haj Committee of India (hereinafter referred to as HCol), is a statutory body constituted under the Haj Committee Act, 2002 (No.35 of 2002). It issues these Guidelines for pilgrims of Haj 2016. The pilgrims should read the Guidelines in this booklet carefully before filling the Haj Application Form (hereinafter referred to as HAF).

1. **GENERAL INFORMATION:**

- i) In making arrangements for Haj, various agencies are assigned different roles. HCol is empowered to make arrangements for the pilgrims only in India under the present norms. Consulate General of India in Jeddah (hereinafter referred to as CGI) has the responsibility to look after the pilgrims and to redress their grievances on reaching Jeddah / Madinah Munawwarah airport and while they are in the Kingdom of Saudi Arabia (hereinafter referred to as KSA). Ministry of Civil Aviation is the nodal agency responsible for air transportation of pilgrims and their belongings to and from the KSA. HCol is committed to monitor the facilities made available to the pilgrims and, hence, any shortcomings may be brought to its attention.
- ii) In the conduct of Haj affairs, HCol has administrative relations with the State / Union Territory Haj Committees (hereinafter referred to as SHCs) only and NOT with any private individual, agency or association. Pilgrims should not fall prey to any such individual, agency or association claiming to work for or on behalf of HCol.
- iii) The details of amounts to be paid by pilgrims through bank, are notified by the HCol on its website, through Circulars to SHCs and by SMS. No amount is to be paid to any private individual, agency or association. Pilgrims should not believe the claims of such elements and report such instances to the Chief Executive Officer, Haj Committee of India, 7 - A, M. R. A. Marg, (Palton Road), Mumbai - 400001 directly on Fax No. (022) 22630461.
- viii) The Shia pilgrims who opt for JOHFA as Meeqat should mark the same in the HAF, for which they will be required to pay an additional amount which will be intimated separately.

2. **"ONCE IN A LIFE TIME HAJ THROUGH HAJ COMMITTEE OF INDIA":**

An individual can perform Haj through HCol only "once in a life time". However, a Repeater pilgrim is eligible as a Mehram of a female pilgrim or companion of age 70+ pilgrim, if no other Mehram / Companion (who has not performed Haj through HCol) is available and if he/she pays full airfare as decided by Ministry of Civil Aviation. In case, the lady pilgrim or age 70+ pilgrim cancel their pilgrimage, then the seat of such Repeater pilgrim shall also be cancelled automatically. Such Repeater pilgrims have to submit a declaration in the format attached to the Guidelines.

3. **AVAILABILITY OF HAFs WITH GUIDELINES:**

The booklet containing Guidelines and HAF for Haj 1437 (H) – 2016 (C.E.) can be obtained from the SHCs free of cost or can be downloaded from hajcommittee.gov.in HAF can be filled and submitted online at hajcommittee.gov.in. For manual submission, photocopies of HAF can also be used.

4. **ELIGIBILITY FOR HAJ:**

Any citizen of India who is a Muslim, can apply for Haj except:

- i) Any person not in possession of **machine readable** valid Indian international passport issued on or before **8th February, 2016** and valid at least upto **10th March, 2017**.
- ii) A person who has already performed Haj in any earlier year through HCol. Thus there is a **ban on Repeaters** (exceptions are mentioned in para 2 above).
- iii) Those who do not have the mental or physical health to perform the pilgrimage.
- iv) Persons whose legs are amputated, who are crippled, handicapped, lunatic or otherwise physically / mentally incapacitated.

- v) Those afflicted with polio, tuberculosis, congestive cardiac & respiratory ailment, acute coronary insufficiency, coronary thrombosis, mental disorder, infectious leprosy, AIDS or any other communicable disease / disability.
- vi) Ladies in advanced stage of pregnancy, especially those who are in such a stage at the time of outbound flight to the KSA.
- vii) Ladies not accompanied by Sharai Mehram.
- viii) A person against whom any Court has issued an order prohibiting travel abroad.

5. **SUBMISSION OF PASSPORT:**

5.1 With regard to dates for submission of passport, applicants are grouped as follows:

Group One :

All applicants from :

- a) Assam, Bihar, Tripura and West Bengal;
- b) Reserved Category – A (age 70+ with companion); and
- c) Reserved Category – B :

- i) Fifth timer applicants from Gujarat, Kerala & Uttarakhand;

- ii) Fourth timer applicants from States other than Gujarat, Kerala & Uttarakhand

shall submit HAF along with original passport and one photograph attached to the back of passport with adhesive tape.

NOTE: Submission of original passport along with HAF does not guarantee selection. If the number of applicants exceeds the State/ UT quota, selection will be done through Qurrah (draw of lots), even in these cases.

Group Two :

All applicants other than those covered in Group One above, shall submit HAF along with a self attested copy of passport. Those who get provisionally selected in Qurrah, must submit their original passport and one photograph, attached to the back of passport with adhesive tape on or before 15th April, 2016 to their respective SHC. Failure to submit the passport by the specified date will lead to cancellation of provisional selection.

5.2 **Extended date for submission of passport :**

On specific request of the applicants, the date of submission of original passport will be extended upto 15.07.2016 in following cases, :

- a) Non-resident Indians (NRI);
- b) Frequent flyers;
- c) Umrah pilgrims;
- d) Officials;
- e) Visit to foreign countries on medical grounds, family visits etc.

The request for late submission should be made in writing citing valid reason supported with documentary proof including self attested copies of passport, working / residence Visa, Employment letter etc. It may be noted that such extension will be permitted only to the individual concerned and not to co-applicants who must submit the original passports by the specified dates. It may however be noted that Haj Visas will be obtained only after receiving passports of all applicants of a Cover. Failure to submit the passport within the extended time will lead to cancellation.

NOTE : There shall be no extension in the last date for payments of Haj amounts.

5.3 **Non – return of passport before Haj :**

As a general rule, passport will not be returned once submitted to HCol. In any case, passport having Haj Visa endorsed on it shall not be returned to any pilgrim under any circumstances.

6. HOW TO APPLY:**i) Cover:**

- a) Cover refers to the applicants applying together as a group. Only close family members or near relatives should apply in a single Cover.
- b) The Cover head shall be an adult male only and he shall be responsible for payments of all the applicants included in the Cover.
- c) The accommodation category for all applicants under one Cover has to be same. The pilgrims of a Cover shall have to travel together. In no case a Cover shall be split.
- d) If the Cover head cancels his application for Haj, he should indicate name of another male member from the Cover, as new Cover head.
- e) If a male applicant, who is "Mehram" of a female applicant in the Cover, cancels his application, he must indicate the name of another male member of the Cover, as "Mehram" of the said female applicant along with relationship between them. Otherwise application(s) of the female applicant(s) shall also stand cancelled. Substitution of Mehram of a female applicant by a Male member who is not a part of the Cover can be allowed only in case the original Mehram cancelled his application due to unavoidable reasons such as death, medical reason etc.
- f) The size of the Cover shall be minimum 1 (one) and maximum 5 (five) adults + 2 (two) infants. (If the number of family members exceeds five, applications should be made in more than one Cover.)

- NOTES:**
- 1) Infants are those applicants who would complete 2 years of age by 20th October, 2016 or by the date of arrival of last inward Haj Charter Flight, whichever is earlier. Infant travel is not free of cost and they will be charged 10% of full airfare (as decided by Ministry of Civil Aviation, which will be communicated in due course).
 - 2) All applicants other than infants as defined above shall be treated as adult and shall be charged full Airfare. Haj Amount has to be paid by them accordingly.

ii) Cover Number:

Cover number is a unique computer generated number obtained from the IHPMS software, after the data entry/verification of details of the pilgrims by the SHC. The Cover number is intimated to the head of the Cover by the SHC and must be used as reference in all further correspondence. As no HAF will be considered for qurrah without Cover Number, pilgrims must obtain it from SHC.

iii) Application:

- (a) HAF can be submitted online at hajcommittee.gov.in.
- (b) HAF can also be filled and submitted manually.
- (c) HAF should be filled in ENGLISH BLOCK LETTERS only.
- (d) Applicant's latest photograph should be pasted on HAF.

iv) Proof of residence:

Proof of residence has to be enclosed with the application, as follows:

- a) If address is same as recorded in passport - Copy of passport.
- b) If present address is different from the address recorded in passport, self-attested copy of any one of the following.-
 - 1) Ration Card
 - 2) Driving License
 - 3) Electricity Bill
 - 4) Telephone Bill (Land-line)
 - 5) Water Bill
 - 6) Gas Connection
 - 7) Election Commission Photo ID Card
 - 8) Income Tax Assessment Order.
 - 9) Bank Pass Book
 - 10) Aadhar Card
 - 11) Employee's Identity Card issued by any Government office

v) Non refundable Processing Fee :

For each applicant, other than infant, a non- refundable processing fee of Rs.300/- is to be paid

- (a) online at hajcommittee.gov.in.; or
- (b) at any branch of State Bank of India into HCoI's A/C No.35398104789 "HAJ PILGRIM PROCESSING FEE A/C COLLECTION - 2016"; or
- (c) at any branch of Union Bank of India into HCoI's A/C No.318702010406010 "HAJ PROCESSING FEE ACCOUNT".

For payment at Bank branch, use PINK colour pay-in-slip attached in this booklet.

NOTE : Rs.200/- out of the non-refundable processing fee will be paid to SHCs.

vi) The name and other particulars of the nominee, who has to be contacted in case of exigencies in India / KSA should be recorded distinctly at the appropriate place in the HAF. The nominee should be a close relative of the applicant, because such nominee will receive any refund/ payment due, on account of the deceased pilgrim.

vii) The option for accommodation category should be recorded carefully as the option once exercised will not be changed. [For Haj 2015, the total amount for Aziziya was Rs.1,80,500/- (approx.) and for Green was Rs.2,13,000/- (approx)].

viii) Correct address should be indicated in the HAF. False declaration will lead to rejection of application and forfeiture of the amounts deposited.

ix) Applicants should give their valid mobile number on which they will be able to receive the SMS's sent by HCoI. This mobile number must be authorized to receive SMS's sent by HCoI, by proper intimation to Do Not Disturb (DND) registry.

x) In the HAF, the details of Cover head's account maintained in a bank having IFS Code must be furnished to facilitate refund, if any, as refund shall be processed electronically i.e. through RTGS / NEFT only. A cancelled blank cheque, copy of first page of bank passbook, is to be enclosed in support.

xi) Solemn Declaration :

Applicants shall submit a Solemn Declaration on plain paper with signature, in the format attached with the Guidelines. The format should be used as per category opted (Reserved / General).

xii) Enclosures :

With HAF, the applicants shall enclose self-attested copies of following documents :-

- a) Proof of address.
- b) Original Passport / Copy of passport, as applicable (see para 5 above).
- c) Cancelled blank bank cheque / copy of first page of bank passbook.
- d) Pay-in-slip indicating payment of processing fee.
- e) Solemn Declaration(s) on plain paper.
- f) Photograph.

xiii) Envelope containing HAF should be superscribed as "Application for Haj 1437 (H) - 2016 (C.E.)" and submitted/sent so as to reach the Executive Officer of the SHC concerned on or before 8th February, 2016.

xiv) If the HAF is submitted without the enclosures and documents, required as per these Guidelines, it shall be treated as incomplete and shall be summarily rejected.

7. RESERVED CATEGORIES :**7.1 Conditions :**

- i) Only those applicants shall be eligible for Reserved Category (both A and B), who have NEVER performed Haj in their entire life time, either through Haj Committee of India or Private Tour Operator or by any other means (but excluding official Haj duty).

- ii) In case the number of applications under Reserved Category received in a State/UT, exceeds the quota allocated to the State/UT, then Qurrah (draw of lots) will be conducted within the Reserved Category. Therefore, even in Reserved Category, no applicant can claim selection as a matter of right.
- iii) The Reserved Category applicants shall submit a Solemn Declaration in the given format on plain paper with signature.
- iv) Registration under the Reserved Categories, shall be final only after the details and documents etc. furnished by the applicant have been verified by the SHC and HCoI.

7.2 Reserved Category - A : 70+ Applicants :

- i) An applicant who completes 70 years or more as on 13th January, 2016 (i.e. applicants who were born on or before 14th January, 1946), along with ONE companion will be registered under this category.
- ii) Companion is a MUST and no 70 + applicant alone will be registered under this category.
- iii) The companion should be an immediate relative namely Husband/ Wife/ Brother/ Sister/ Son/ Daughter or Grandson/Granddaughter or Son-in-law/ Daughter-in-law or Nephew/ Niece. No other relation will be allowed to travel as companion.
- iv) Neither the 70 + pilgrim, nor his/her companion will be allowed to travel alone. If the application of the 70 + pilgrim is cancelled for whatever reason, the application of the companion shall get cancelled automatically. Substitution of companion by a person who is not a part of the Cover can be allowed only in case of death of original companion.

7.3 Reserved Category-B : Fourth Timer Applicants :

- i) An applicant who has applied continuously in each of the last three years viz. 2013, 2014 and 2015, but.-
 - a) was not selected in Qurrah, or;
 - b) was selected but could not proceed for Haj
 will be registered under this category.
- ii) A Cover will be registered under this category, only if, each of the applicants in the Cover has been applying continuously in each of the last three years. In other words, if in a Cover there is any fresh applicant who has not been applying for the last three years, the Cover shall be treated in the General Category and none of the applicants in the Cover shall get the benefit of Reserved Category.
- iii) To get registered in this category, the applicants of the Cover have to indicate the Cover Number of each of the last three years, otherwise, their applications will be treated in the General Category.

NOTE: The benefit of Reserved Category will not be applicable to invalid applications.

- 7.4**
- (i) In case a Cover comprises pilgrims falling under any of the Reserved Category and General Category, the Cover shall be registered under General Category.
 - (ii) In case a Cover comprises pilgrims falling under Reserved Category - A and Reserved Category-B, the Cover shall be registered under Reserved Category - B.

WARNING :

IN THE FOLLOWING CASES, ALL APPLICATIONS SHALL BE CANCELLED AT ANY STAGE OF HAJ APPLICATION PROCESSING. SUCH AN APPLICANT SHALL NOT BE ALLOWED TO PROCEED FOR HAJ AND SHALL BE OFF-LOADED EVEN AT THE EMBARKATION POINT. THE ENTIRE AMOUNT DEPOSITED BY SUCH APPLICANTS SHALL BE FORFEITED. BESIDES, SUCH APPLICANTS MAY ALSO BE PROSECUTED:-

- I) AN APPLICANT WHO HAS DECLARED WRONG ADDRESS, OR HAS APPLIED MORE THAN ONCE IN ONE OR MORE STATE/UNION TERRITORY FOR HAJ 2016.
- II) AN APPLICANT OF GENERAL CATEGORY WHO FURNISHED FALSE INFORMATION OR CONCEALED THE FACT OF HAVING ALREADY PERFORMED HAJ THROUGH HCoI.
- III) AN APPLICANT OF RESERVED CATEGORY WHO FURNISHED FALSE INFORMATION OR CONCEALED THE FACT OF HAVING ALREADY PERFORMED HAJ THROUGH HCoI OR PRIVATE TOUR OPERATOR OR BY ANY OTHER MEANS.

8. SUBMISSION OF HAF AND CLOSING DATE :**8.1 Online Submission :**

- i) Detailed instructions are given on HCol's website hajcommittee.gov.in.
- ii) Guidelines for Haj 1437 (H) – 2016 (C.E.) will be applicable for online applicants also.
- iii) After submitting online application, a copy of the HAF with documents has to be submitted to SHC.
- iv) SHC will scrutinize and verify the details filled online before generating Cover number.

8.2 Manual Submission :

The HAFs must be deposited with or sent to the SHC concerned only and not directly to the HCol. Any HAF submitted directly to HCol shall be INVALID. Such HAFs' will neither be returned to the applicant nor forwarded to the SHCs' concerned.

8.3 Closing Date :

The closing date for both online and manual submission shall be **8th February, 2016**.

9. SCRUTINY OF HAJ APPLICATION FORMS BY SHC :

9.1 The SHC shall ensure that the HAF is complete in all respects and is accompanied by requisite enclosures / documents etc. as enumerated in para 6 (xii). Acknowledgment shall be issued to the Cover head. The applications must be verified and signed by the Executive Officer of SHC who shall also verify the proof of residence and certify that the applicant is eligible to register under the concerned State/Union Territory quota. After verification of the applications, data should be entered into the IHPMS software and requisite documents uploaded.

9.2 In case of applications submitted online, SHC's shall verify the data already entered and endorse the same. Thereafter, acknowledgement shall be issued to the Cover head. The endorsement will be treated as certification by the Executive Officer of SHC.

10. QUOTA :

10.1 The Quota of HCol is fixed by Ministry of External Affairs, Government of India every year. After deducting the Government Reserved Quota, remaining seats are distributed among 36 State/Union Territories in proportion to their Muslim population, as per 2011 Census.

10.2 If the number of HAFs received by a SHC is less than its Quota such excess quota shall stand surrendered to the HCol, which will be first utilized to give confirmed status to the non-selected pilgrims of Reserved Category - B of Haj - 2015. The remaining surrendered seats shall be redistributed among the State/Union Territories where the number of applications received exceeds their allocated Quota.

11. QURRAH :

Qurrah refers to computerized draw of lots. In the States/Union Territories where the number of Haj Applications received exceeds their quota, pilgrims shall be selected provisionally by Qurrah conducted on the Covers. The Qurrah shall be conducted by the respective SHC on the IHPMS software which is maintained on the server of HCol. The date and other details of Qurrah, shall be publicized through media by the SHC concerned. Immediately after Qurrah, the SHC concerned shall widely publicise the list of selected pilgrims in local media and shall also intimate the provisionally selected pilgrims of their selection.

12. PRINCIPLES OF QURRAH :**A) Order of Priority :**

The seats allocated to each State/UT shall be allotted to the applicants of that State/UT, in the following order of priority :

- 1) Reserved Category-A (Age 70+ applicants along with companion),
- 2) Reserved Category-B (Fourth Time applicants),
- 3) General Category.

- B) (i) If the number of applications under Reserved Category-A exceeds the quota, then pilgrims will be provisionally selected by Qurrah conducted amongst the applicants of Reserved Category-A. The remaining applicants of this category shall be put under reserved wait list RWL-A, in the order assigned by Qurrah. Then Qurrah will be conducted amongst the applicants of Reserved Category-B and they will be put under reserved wait list RWL-B, in the order assigned by Qurrah. Similarly, Qurrah will be conducted amongst the General Category applicants and they will be put under general wait list GWL, in the order assigned by Qurrah.
- (ii) If the number of applications under Reserved Category-A is less than the quota, all such applicants shall be provisionally selected. Thereafter the pilgrims of RWL, who remained to be confirmed for want of seats last year shall be provisionally selected in the first instance. Such pilgrims have to apply afresh but in a Cover with the same composition as in last year's RWL. If the number of applicants in Reserved Category-B exceeds the remaining seats, then pilgrims will be provisionally selected by Qurrah conducted amongst the applicants of Reserved Category-B. The remaining applicants of this category shall be put under reserved wait list RWL, in the order assigned by Qurrah. Then Qurrah will be conducted amongst the applicants of General Category and they will be put under general wait list GWL, in the order assigned by Qurrah.
- (iii) If the number of applications under both Reserved Categories put together, is less than the quota, all such applicants shall be provisionally selected. Then for the remaining seats, pilgrims will be provisionally selected by Qurrah conducted amongst the applicants of General Category. The remaining applicants of General Category will be put under general wait list GWL, in the order assigned by Qurrah.
- (iv) If the number of applications under both Reserved Categories is equal to the quota, all such applicants shall be provisionally selected. Then, Qurrah will be conducted amongst the applicants of General Category and they will all be put under general wait list GWL, in the order assigned by Qurrah.

13. **SELECTION FROM WAIT LISTS :**

- i) When seats become available due to cancellations or otherwise, the applicants in the wait list of that State/UT shall be provisionally selected strictly in the serial order of the wait list. In States/UT where there are three wait lists, first the applicants of RWL-A shall be selected, in the serial order, followed by RWL-B and then GWL. Similarly, if there are two wait lists, first the applicants of RWL shall be selected, in the serial order, followed by GWL. There shall be no jumping in the wait list.
- ii) Provisional selections shall be made only for complete Covers and in no case shall a Cover be split.
- iii) HCol shall intimate selections against cancellations to SHCs who shall inform the selected applicants.

14. **PAYMENTS AND CONFIRMATION :**

A) **Bank Reference Number :**

All provisionally selected pilgrims will be allotted a unique bank reference number which shall be communicated by the SHC in the provisional selection letter. For depositing Advance and Balance Haj Amount, this number must be quoted compulsorily.

B) **Payment :**

Payment is to be made :-

- a) online at hajcommittee.gov.in; or
- b) at any branch of State Bank of India into HCol's A/C No. 32175020010; or
- c) at any branch of Union Bank of India into HCol's A/C No. 318702010406009.

For payment at Bank branch, use GREEN colour pay-in-slip attached in this booklet or downloaded from website. No Bank draft / cheque/ cash shall be accepted by the HCol.

C) Advance Haj Amount :

All the provisionally selected pilgrims shall pay Rs.81,000/- (Advance Haj Amount-Rs.80,000 plus Miscellaneous Dues-Rs1,000). Miscellaneous Dues of Rs.1,000/- comprise (i) Rs.150/- toward handling charges payable to SHC; (ii) Rs.200/- toward supporting arrangements payable to SHCs handling embarkation point; (iii) Rs.150/- donation for Haj Houses; and (iv) Rs.500/- establishment/documentation charges of which Rs 100/- is payable to SHCs for conducting Orientation/Training Programme.

D) Confirmation :

After depositing the amount of Rs.81,000/-, the provisionally selected pilgrims shall submit a copy of the pay-in-slip alongwith medical certificate (as per format available in the Guidelines) to the concerned SHC on or before 15th April, 2016. Pilgrim's selection shall be confirmed by the HCol upon uploading of HAFs alongwith pay-in-slip, medical certificate and thier essential documents by SHC and receipt of passport, after due verification. This applies to both Group One & Group Two applicants. In case the pay-in-slip alongwith medical certificate is not submitted the Haj seat shall stand cancelled.

E) Balance Haj Amount :

- i) HCol shall disburse SR 2100/- in cash to each pilgrim at the Embarkation Point. The foreign exchange rate for the SR 2100/- is determined through tender floated by HCol for this purpose. Further, the payments for accommodation, qurbani (adahi coupons), transportation, and other miscellaneous items in KSA are also to be remitted in SR by HCol. Depending on the exchange rate applicable for the disbursement/ expenditure in SR, Air-fare, taxes etc., the amount payable per pilgrim will be determined accommodation category- wise. An announcement will be made in this regard through media, website of HCol, SHCs etc. The balance Haj Amount (total amount payable minus advance Haj amount) is to be paid by the date to be announced subsequently. Failure to make the payment by due date will lead to cancellation of seat. [For Haj 2015, the total amount for Aziziya was Rs.1,80,500/- (approx.) and for Green was Rs.2,13,000/- (approx)].
- ii) In case of foreign exchange fluctuations resulting in increase in expenditure incurred, the same shall be recovered either from the SR 2100/-, disbursed at the time of departure, or a separate announcement will be made by HCol requesting the pilgrims to deposit more money.
- iii) The HCol has computerized the whole Pilgrims' Movement System, including booking of Haj seat at Embarkation Point. The payment particulars are reflected in this System for every pilgrim. Seat in the flight will not be confirmed unless the applicable payments for entire cover are received by HCol within the specified dates and are reflected in the System.

F) Making payment does not guarantee Haj Seat :

The applicants have to abide by all the Guidelines and give complete and true information. If an applicant gets provisional / confirmed status on the basis of wrong, false or incomplete information/ document, then, upon detection, the pilgrimage of such applicant can be cancelled at any stage of Haj Application processing and movement, even at the Embarkation Point. Hence merely making payment of Haj amount does not guarantee Haj.

15. CANCELLATION :

- i) If a selected applicant wants to cancel his/her journey on any ground he/she should submit a letter in the prescribed format to concerned SHC.
- ii) After receipt of requests through SHC, cancellations shall be marked in IHPMS by HCol.
- iii) Once cancellation is marked, it will NOT be revoked on any ground.
- iv) If an applicant fails to submit either passport or payment or both within the due dates, the selection will be summarily cancelled.
- v) Refunds on account of cancellations will be governed as per para 26 of these Guidelines.

16. ACCOMMODATION :**16.1 R. A. S. (Reserved Accommodation Scheme) :**

As per Saudi Regulations, accommodation has to be arranged for the pilgrims in advance through CGI. The space entitlement per pilgrim is 4 sq. meters. There are two categories of accommodation in Makkah. The pilgrims are required to indicate their option in the HAF. The option once exercised shall be final and irrevocable. The accommodation particulars and charges for the two categories are as follows :

Item	Green*	Aziziya
A) Makkah accommodation		
i. Distance from outer periphery of Haram	Upto 1500 meters	Within Aziziya area
ii. Charges per pilgrim	SR 4500	SR 2630 (including transportation)
iii. Facilities in buildings	Uniform	
B) Madinah accommodation charges per pilgrim	Uniform SR 500	
C) Facilities in Mina, Arafat, Muzdalifa	Same	

* It may be noted that for Green category:

- i) the distance shown is from outer periphery of Haram Sharif (not Ka'ba);
- ii) transportation facility is not available ;
- iii) there is no special/ extra facility for buildings ;
- iv) there is no preferential treatment during the stay in Madinah Munawwarah and Mina / Arafat / Muzdalifa during Haj days.

16.2 In case of non-availability, accommodation can be hired in altogether new category and allotted to the pilgrims who opted any of the above two categories.

16.3 Qurrah for accommodation :

In case the number of units available in a category is less than the demand, allotment shall be made through Qurrah. The remaining pilgrims shall be accommodated in the next category available. The charges will be as per the category actually allotted.

16.4 Accommodation facilities :

The accommodation hired in holy cities has the facilities as prescribed by the KSA's Regulations. The space entitlement for each pilgrim is 4 sq meters only and each pilgrim shall be provided with a mattress and a pillow. The rooms will be air-conditioned. The supply of Zam Zam to each building is by the Saudi Authorities as per their norms. Building owner's staff is responsible for maintenance and cleanliness of the premises. Gas connection shall also be provided. However, the pilgrims have to refill the gas cylinder at their own cost, after second refill. The pilgrims have to share the room, kitchen, toilets and wash room facilities with other pilgrims in all categories both at Makkah and Madinah. Size of a room may vary from 1 person to 20 persons. A single toilet has to be shared by not more than 12 pilgrims and not more than 30 pilgrims have to share a single kitchen. It may be noted that kitchen is not provided in buildings in Madinah Munawwarah. As per the Saudi Arabian rules, elevators are provided only in the buildings having more than four storeys. Although it has been decided to hire buildings having lift facility, some of the pilgrims may be required to stay in second, third or fourth storey with no lift facility. The HCol shall request CGI to preferably accommodate all the aged pilgrims on the ground or first floor.

16.5 Exempted Category :

Pilgrims desirous of staying in any of the Indian Rubats shall obtain an allotment letter issued by concerned Rubat authorities and submit it to the HCol on or before 15th July, 2015. The allotment letter received after the last date shall not be entertained and the pilgrim shall be booked under Reserved Accommodation Scheme (R.A.S.) for which applicable charges shall be payable by the pilgrim. The Rubat Authorities will issue the allotment letter as per their authorized capacity as confirmed to HCol by the CGI. In case of any delay on the part of Rubat Authorities, the HCol shall not be responsible and the pilgrims will be booked under R.A.S.

16.6 **Accommodation in Mina :**

Mina is a valley with limited space and pilgrims have to share their living space with many others inside large tents. Pilgrims have to stay in Mina for 5-6 days. Arrangements in Mina are made through Tawafa Establishments (Moallims) and each Tawafa Establishment (Moallim) accommodates around 5000 pilgrims in his tents. Space is extremely scarce in Mina and pilgrims should carry only essential baggage with them. Blanket (Kambal) provided at Mina to the pilgrims may be taken away by them.

16.7 **Qurbani (Adahi) :**

Islamic Development Bank (IDB) is the only body authorized by the Government of KSA to perform Qurbani for Haj Pilgrims. Pilgrims should not fall prey to the fraudsters in the name of Qurbani. Adahi Coupons of Islamic Development Bank (IDB) will be arranged by HCoI for the pilgrims who opt for it.

17. **MEDICAL SCREENING, VACCINATION AND TRAINING :**

As per Saudi norms, medical check-up report of the pilgrims is mandatory. In order to ensure that only healthy pilgrims proceed for Haj, medical screening is to be done in two steps as follows:

17.1 **Step One : Fitness Certificate :**

The first step medical screening is at the stage of selection. Every selected pilgrim should fill in the medical history, get himself examined and obtain Medical Screening and Fitness Certificate from a registered Medical Practitioner MBBS / Government Doctor, in the specified format. This certificate is to be submitted to the SHC alongwith pay-in-slip of Advance Haj Amount.

17.2 **Step Two : Health And Training (HAT) Booklet :**

A Health and Training Booklet will be issued to every pilgrim. Information about medical history of pilgrim, vaccination, prescription and training sessions will be included in this booklet. Every selected pilgrim should himself fill in the medical history, get himself examined and obtain Medical Screening and Fitness Certificate from a registered Medical Practitioner MBBS / Government Doctor on the Health and Training (HAT) Booklet. The medical history of the selected pilgrims is recorded in the HAT Booklet, to facilitate treatment, especially in case of emergencies. In their own interest, the selected pilgrims must bear the Health and Training (HAT) Booklet in their possession.

17.3 **Vaccination :**

17.3.1 **Meningitis / Quadruple Inoculation (ACYW135) :**

All selected pilgrims (of age more than 2 years) are required to possess a certificate of inoculation of single dose of cerebrospinal Meningitis vaccine. Pilgrims, therefore, must get themselves inoculated against Meningitis and obtain vaccination certificate on the Health and Training (HAT) Booklet before proceeding for the Embarkation Point. The certificate should be signed by District Health Officer. Incomplete and bogus certificates shall not be entertained. HCoI also makes arrangement every year at Haj House in Mumbai for inoculation and issue of certificate to individual pilgrims after getting them examined by a Medical Officer. Similarly, the SHCs and District Administration make such arrangements for inoculation of the pilgrims in their respective State/Union Territories throughout the country.

17.3.2 **Oral Polio Vaccination :**

It is mandatory for all the pilgrims to receive Oral Polio Vaccine six weeks before start of Haj journey and obtain the Oral Polio Vaccination certificate from the concerned health authorities on the Health and Training (HAT) Booklet. They will be given another dose of Oral Polio Vaccine at the time of their disembarkation in the KSA.

17.3.3 For obtaining Haj Visa, the information about pilgrims having got vaccinated is required to be submitted along with passport mandatorily to the Royal Consulate General of Saudi Arabia, failing which Haj Visa will not be endorsed.

17.4 **Training and Orientation :**

It is necessary that every selected pilgrim attends the training camps and follows instructions given therein. The details of training undertaken is to be mentioned in the Health and Training (HAT) Booklet in the space provided for it.

18. EMBARKATION POINTS:

Embarkation Point for a particular pilgrim is decided on the basis of present residential address given in the HAF and not the address mentioned in the passport. The pilgrims are compulsorily required to travel from their applicable Embarkation Points as given below. The Embarkation point shall also be the disembarkation point on return journey. No change of Embarkation Point is permissible. However, in case of exigencies, HCoI reserves the right to require the pilgrim to proceed from another Embarkation Point.

1.	NEW DELHI	Delhi, Punjab, Haryana, Himachal Pradesh, Chandigarh, Uttarakhand, & Uttar Pradesh [Western Districts viz Agra, Aligarh, Baghpat, Bhimnagar (Sambhal), Bijnore, Buland Shahar, Firozabad, Gautum Budh Nagar, Ghaziabad, Jyotiba Phule Nagar, Mahamaya Nagar (Hathras), Mathura, Meerut, Moradabad, Muzaffarnagar, Panchsheel Nagar (Hapur), Prabudh Nagar (kairana, Shamli), Rampur & Saharanpur].
2.	LUCKNOW	Uttar Pradesh [Central Districts viz Ambedkar Nagar, Auraiya, Badaun, Bahraich, Balrampur, Banda, Barabanki, Bareilly, Basti, C.S.M.Nagar (Amethi), Chitrakoot, Etah, Etawah, Faizabad, Farrukhabad, Fatehpur, Gonda, Hameerpur, Hardoi, Jalaun, Jhansi, Kannauj, Kanpur, Kasganj, Lakhimpur Kheri, Lalitpur, Lucknow, Mahoba, Mainpuri, Pilibhit, Pratap Garh, Rae Bareilly, Ramabai Nagar (Kanpur Dehat), Sant Kabir Nagar, Shahjahanpur, Shravasti, Siddharth Nagar, Sitapur, Sultanpur & Unnao].
3.	SRINAGAR	Jammu & Kashmir.
4.	JAIPUR	Rajasthan.
5.	VARANASI	Uttar Pradesh [Eastern Districts viz Allahabad, Azam Garh, Ballia, Chandauli, Deoria, Ghazipur, Gorakhpur, Jaunpur, Kushambi, Kushi Nagar, Maharaj Ganj, Mau, Mirzapur, Sant Ravidas Nagar, Sonbhadra & Varanasi].
6.	CHENNAI	Tamil Nadu, Puducherry, Andaman & Nicobar.
7.	BENGALURU	Karnataka (Bagalkot, Bengaluru Rural, Bengaluru Urban, Ballari, Vijayapura, Chamraj Nagar, Chikbalapur, Chitradurga, Davangere, Dharwad, Gadag, Haveri, Kolar, Koppal, Mandya, Mysuru, Ramanagaram, Shivamogga & Tumakuru Districts) and Anantpur & Chittoor Districts of Andhra Pradesh State.
8.	MANGALURU	Mangaluru (DK), Chikkamagaluru, Hassan, Kodagu & Udupi Districts of Karnataka State.
9.	CALICUT	Kerala, Lakshdweep & Mahe (Puducherry).
10.	HYDERABAD	Andhra Pradesh & Telangana (Adilabad, Cuddapah, East Godavari, Guntur, Hyderabad, Kadapa, Karim Nagar, Khammam, Krishna, Kurnool, Mahabub Nagar, Medak, Nal Gonda, Nellore, Nizamabad, Patan Chiru, Prakasam, Rangareddi, Sangareddy, Secunderabad, Srikakulam, Vishakhaptnam, Vizianagaram, Warangal & West Godavari Districts) and Bidar, Kalaburagi, Raichur & Yadgir Districts of Karnataka State.
11.	KOLKATA	West Bengal, Odisha and Tripura.
12.	GUWAHATI	Assam, Meghalaya, Manipur, Arunachal Pradesh & Sikkim.
13.	GAYA	Bihar.
14.	RANCHI	Jharkhand.
15.	MUMBAI	Maharashtra (Dhule, Jalgaon, Kolhapur, Mumbai, Nandurbar, Nasik, Pune, Raigad, Ratnagiri, Sangli, Satara, Sindhudurg, Solapur & Thane Districts), Daman & Diu and Dadra & Nagar Haveli.
16.	NAGPUR	Chhattishgarh, Maharashtra (Akola, Amravati, Bhandara, Buldhana, Chandrapur, Gadchiroli, Gondia, Nagpur, Wardha, Washim & Yavatmal Districts of Vidharbha Region) and Madhya Pradesh (Balaghat, Chindwada, Mandla & Seoni Districts).
17.	AURANGABAD	Maharashtra (Aurangabad, Beed, Hingoli, Jalna, Latur, Nanded, Osmanabad, Parbhani and Ahmednagar Districts).
18.	AHMEDABAD	Gujarat.
19.	INDORE	Madhya Pradesh (Alirajpur, Badwani, Burhanpur, Dewas, Dhar, Indore, Jhabua, Khandwa, Khargone, Mandsaur, Neemuch, Ratlam & Ujjain Districts).
20.	BHOPAL	Madhya Pradesh (Anuppura, Ashok Nagar, Betul, Bhind, Bhopal, Chhatarpur, Damoh, Datiya, Dindori, Guna, Gwalior, Harda, Hoshangabad, Jabalpur, Katni, Morena, Narshingpur, Panna, Raisen, Rajgarh, Rewa, Sagar, Satna, Sehore, Shahdol, Shajapur, Sheopur Kalan, Shivpuri, Sidhi, Singrauli, Tikamgarh, Umaria & Vidisha Districts).
21.	GOA	Goa and Uttar Kannada & Belagavi Districts of Karnataka State.

19. FLIGHT:**19.1 Flight Allotment:**

- a) Flight allotment will be intimated to the pilgrims 15 days in advance by SMS and Departure Intimation Card will be sent by post. The flight allotted can also be seen on the website of HCoI, hajcommittee.gov.in. Pilgrims may note that they have to travel by the allotted flight as per schedule and requests for change in flight dates shall not be considered.
- b) HCoI reserves the right to cancel or transfer the seats from one flight to another flight, if situation so warrants. The date given in Departure Intimation Card is tentative and the seat shall be confirmed only on the basis of availability of seats in a particular flight after reporting of the pilgrims in the Haj Camp Office at the Embarkation Point. Pilgrims are advised not to agitate in respect of flight date while reporting.
- c) The pilgrims and their relatives must co-operate with the officials of the SHC and HCoI and maintain a decent behaviour. Misbehaviour of the pilgrim or their relatives, with officials on duty in Haj Camp Office will attract legal action against them as also cancellation of Haj journey.
- d) In case of flight delays / cancellations, the Airlines shall provide snacks / food / transit accommodation etc as per the relevant laws / rules / conventions.
- e) Pilgrims whose flights are confirmed but who do not report at the respective Embarkation Point/ Airport at the scheduled flight time shall not be allowed to travel by any subsequent flight, except in unavoidable circumstances that too when seat is available and only on payment of one-way air fare.
- f) Charter tickets are non-transferable. All pilgrims are issued round-trip outward/ inward tickets in specified flights on specified dates. No cancellation or change or transfer will therefore be allowed on return flights.

19.2 Commencement of Flights:

The flights to Madinah / Jeddah are likely to commence from 04.08.2016 and conclude on 05.09.2016.

19.3 Return Flights:

19.3.1 The return flights would commence from 15.09.2016 and conclude on 15.10.2016. The return boarding pass is issued to the pilgrims at the time of embarkation on outward journey itself. The dates of return journey from Jeddah / Madinah Munawwarah are allotted strictly in the order of pilgrims' arrival at Madinah Munawwarah / Jeddah. Pilgrims are advised to note their return dates mentioned on the return boarding pass and report at Jeddah / Madinah Munawwarah Airport eight (8) hours in advance of the departure time of their flight.

19.3.2 Although the date given on the return boarding pass is final, the pilgrims may confirm the same at Indian Haj Pilgrims Office, Makkah Mukarramah or Indian Haj Pilgrim Office, Madinah Munawwarah, in their own interest. If the pilgrims fail to reach Jeddah / Madinah Munawwarah airport in time and miss the specified flight, the HCoI shall not be responsible for their return journey and such pilgrims shall also not be entitled to any refund. Such pilgrims shall have to make their own arrangements, at their own risk and cost, for their return journey.

19.3.3 City Check-in:

For return journey the Airlines shall provide City check-in services. Baggage of the pilgrims will be collected from their respective buildings at Makkah and Madinah for each flight 24 to 30 hours in advance.

NOTE : HCol makes arrangements for journey in its capacity as Charterers through Ministry of Civil Aviation. The HCol cannot, therefore, accept any liability for damage, loss, injury, accident, delay or any other irregularity, which may occur on account of negligence or default of the persons concerned with the arrangements. The HCol also accepts no responsibility for losses or additional expenses due to delays or changes in the running of the flight and any other services, unfavourable weather conditions, strike, civil/political disturbances, war, quarantines, natural calamities or technical snags of the aircraft. All such losses or expenses must be borne by the pilgrims. The HCol reserves the right to cancel or postpone flights due to insufficient load or any other reasons.

20. DURATION OF STAY IN THE KINGDOM OF SAUDI ARABIA :

The duration of stay of the pilgrims in the KSA is 30 to 40 days. It may vary as per schedule provided by the airlines and approved by regulatory authorities. The accommodation units in Makkah Mukarramah are hired by the CGI for the entire Haj season and not on daily rental basis. The rate charged is for the entire Haj season irrespective of the duration of stay. Hence all the pilgrims are charged uniformly. Accordingly the pilgrims are not entitled for any refund based on the duration of stay or any deficiencies.

21. DEATHS IN KINGDOM OF SAUDI ARABIA :

- 21.1 In case of death, due to natural causes or accident, burial rituals will be performed as per prevailing practice in KSA. The original Death Certificate is sent directly to next of kin of deceased pilgrim by CGI, after completion of Haj season.
- 21.2 Insurance claim of a pilgrim who dies in KSA in a Road Traffic Accident (RTA), will be settled by Insurance Company through HCol. Besides, Saudi Government also pays death compensation to the pilgrims who die in RTA.

22. BAGGAGE :

22.1 Standard Baggage :

The pilgrims can carry at the most two suitcases and a hand bag of the weight and sizes mentioned below only, to be used for both Outward and Inward journey.

Description	Number of pieces	Weight	Size
Check-in-Bag	Two (2) suitcases	upto 22 kg. each	(Lengh+Breadth+Height) 158cm maximum total dimensions
Hand Bag	One(1)bag	Upto10 kg	55 cm x 40 cm x 23 cm

Baggage items other than the specified suitcases and handbag should not be carried. HCol will not be responsible for extra baggage. Non-compliance may lead to cancellation of Haj journey and forfeiture of the entire amount deposited at any stage of journey.

Note : Pilgrims must record their Cover Number, Name, Address, Flight Number & Embarkation Point on baggage by bold marker pen for easy identification.

22.2 Zam Zam Water :

The pilgrims are advised not to carry Zam Zam cans separately at the time of return from KSA. Zam Zam can of 5 litres shall be provided to every pilgrim at their disembarkation point by the airlines.

23. LOST BAGGAGE CLAIM PROCEDURE :

At the time of boarding the flight in India and KSA pilgrims should obtain baggage tags from the Airlines after handing over the check-in baggage. Pilgrim must insist for baggage tag. Upon arrival if baggage is missing or damaged, following should be done:

- i) Pilgrim should approach the Airline's lost baggage desk nearest to baggage area.

- ii) The Airlines should be shown the tag of missing/damaged baggage to lodge a complaint.
- iii) The Property Irregularity Report (PIR) should be filled, submitted to Airlines and a copy retained by the pilgrim.
- iv) A complaint may be filed with Airlines directly for claim of lost baggage or compensation from Airlines, together with all relevant travel documents, after waiting for lost baggage till the last flight.
- v) The last date for making a claim for lost baggage shall be 10.11.2016.

24. INSURANCE CLAIM PROCEDURE:

HCol arranges for compensation/insurance for its pilgrims. The cases of Cash (SR) / Baggage loss are settled by the CGI, Jeddah after proper scrutiny relating to genuineness/ admissibility of the claim. The pilgrims have to approach the General Welfare Wing of the Indian Haj Office (Mission) Main Office at Makkah / Madinah and present the report. In case of accidental death/disability, the insurance claims are settled through the Insurance Company by HCol. The documents are obtained from CGI, Jeddah and forwarded to the Insurance Company for settlement of claims. In case of hospitalization/ disability, HCol also bears the cost of pilgrim's repatriation to India in wheel chair /stretcher. The insurance coverage commences with the landing of pilgrims in KSA and ceases to operate once the pilgrims leave KSA.

25. BANNED ITEMS AND OTHER RESTRICTIONS:

- i) Carrying any inflammable articles viz. kerosene, petrol, stove etc. in any form is prohibited. Any pilgrim found carrying any of these articles, will invite legal punishment.
- ii) The import of Khash-khash, Viagra-tablets, Sexual oil and cream, Synthetic Capore, Cystone, Khammera, Gutkha, Khaini, Gul, Peppermint or narcotics in any form into the KSA is banned. All the pilgrims are, therefore, advised in their own interest not to carry these items. Officials at Embarkation Points are authorized to stop carriage of banned / restricted items mentioned above.
- iii) Government of KSA has banned carrying all political literature, photographs or pornographic material of any kind while visiting Saudi Arabia for Haj. Violation of these instructions, will invite severe punishment.
- iv) The Government of KSA has banned carrying of foodstuff, cooked or uncooked. Haj pilgrims are not permitted to carry oil, ghee, pickles, fish, sweetmeats, vegetables, fruit and similar articles etc., with them either in their personal baggage or otherwise. The Customs Authorities at Jeddah/Madinah or at the Indian Airport itself will confiscate such items and the pilgrims will have to face hardship. The pilgrims are, therefore, advised in their own interest not to carry the eatables with them while proceeding for Haj.
- v) The pilgrims are advised not to carry their tickets / travel documents, extra cash, jewellery or other valuables while going to Mina. Cooking is strictly prohibited in Mina. Pilgrims should carry no gas ring / cooker / cylinder or kerosene stove or any inflammable articles to Mina.
- vi) In Madinah Munawwarah, Markazia area, cooking is strictly prohibited. However, in other areas if facility exists, it can be used.
- vii) The Government of KSA does not permit pilgrims to do business activity. Therefore carrying of any goods / articles in large quantity for commercial purpose is prohibited. Any pilgrim missing his / her flight on account of this restriction will be doing so on his / her own risk and the passage money of such pilgrim will be forfeited.

viii) Any beggar in the guise of pilgrim proceeding to Haj through HCoI will be dealt with strictly including cancellation/detention at any stage, with forfeiture of any amount deposited.

26. **REFUNDS:**

In case of cancellation, refunds will be allowed after making following deductions:

Sr.No.	Date of receipt of cancellation	Deduction per pilgrim
1.	Upto 30th June, 2016	Rs.1,000/-
2.	From 1st July, 2016 to 31st July, 2016	Rs.5,000/-
3.	From 1st August, 2016 till the date of scheduled allotted flight	Rs.10,000/-
4.	Non - Reporter	Rs.20,000/-
5.	No Show / Missing flight after confirmation / collection of travel documents.	Rs.25,000/-

- i) These provisions will not, however, apply if cancellation is due to death of the pilgrim or very serious ailment / accident which renders the pilgrim unfit for travel. In such cases, only Rs.1,000/- will be deducted per pilgrim.
- ii) These provisions will not also apply to the accompanying family members of the pilgrim, whose cancellation is covered in sub-para (i) above. The family members here mean wife, husband, father, mother, son, daughter, sister and brother only. In such cases also, only Rs.1,000/- will be deducted per pilgrim.
- iii) Since charter tickets are non-transferable, no refund is payable even if return journey portion remains unutilized for any reason. Only as a special case, in case of death of a pilgrim in Saudi Arabia, nominee of deceased will be refunded one-way Air fare.
- iiii) Non-reporter means a pilgrim who is allotted a flight but who does not report at the embarkation point. A pilgrim whose request for cancellation is received after departure of the allotted flight, will be treated as Non-reporter.
- iv) For cancellations received upto 30th June, 2016, refund would be processed before Haj. All cancellations received thereafter shall be processed after completion of Haj season. Refund claims should be accompanied with copies of all pay-in-slips, Medical / Death certificate.
- v) In case of payment made online, refund, if any, will be remitted to the source from where payment was initially made.

27. **LEGAL STATUS:**

HCoI renders service to the pilgrims without any profit motive. The amount it collects from the pilgrims is for payment to the agencies concerned, in lieu of services and facilities they provide to the pilgrims except for the Miscellaneous Dues towards its administrative expenses and those of SHCs as indicated in para 14 (C). HCoI, as such, does not come within the purview of Consumer Protection Act, 1986. The pilgrims, therefore, cannot claim any compensation from HCoI under Consumer Protection Act or under any other law for any deficiency in the service rendered and / or any act of commission and / or omission which is beyond the control of HCoI.

28. JURISDICTION :

HCoI will not be responsible for any consequences that may occur because of postal delay, loss in transit, wrong delivery, etc. of the correspondence to and from HCoI.

The Courts of Greater Mumbai only shall exercise jurisdiction in all matters of dispute.

Place : Mumbai

Date : 31st December , 2015.

Sd/-

Chief Executive Officer

Haj Committee of India.

SOLEMN DECLARATION AND UNDERTAKING

for Reserved Category - A (Age 70+ applicant)

I, Mr./Mrs./Miss _____

S/W/D/o. _____, Indian citizen, do hereby solemnly declare on oath **in the name of ALLAH that :**

1. I have already attained the age of 70 years as on 13th January, 2016 and my date of birth as per my International Passport is _____.
2. I am also aware that Qurrah (draw of lots) will be held within the Reserved Category if applications received under the Reserved Category are more than the allotted Quota of the State. Hence, I shall not claim selection in such a situation as a matter of right.
3. I have never proceeded for Haj either through Haj Committee of India or Private Tour Operator or by any other means. Thus, this is my first Haj journey in my entire life-time. If it is detected at any stage that I have already performed Haj, my seat shall be cancelled at any stage and the entire amount deposited shall be forfeited.
4. Mr./Mrs./Miss _____
S/W/D/o. _____, aged _____ years, Indian citizen who is my relative i.e. my Husband / Wife / Brother / Sister / Son / Daughter / Son-in-law / Daughter-in-law / Grandson / Granddaughter / Nephew / Niece, shall be my companion.

Date : _____**Place :** _____**Signature / Thumb impression of the applicant.**

5. We undertake and mutually agree to take care of each other and belongings of each other during entire Haj journey.
6. We have read / understood the Guidelines for Haj 1437 (H) – 2016 (C.E.), specifically with regard to eligibility (para – 4), payments and confirmation (para – 14), cancellation (para – 15), accommodation and facilities in Kingdom of Saudi Arabia (para – 16), flight (para – 19), baggage (para (22), refunds (para – 26) and undertake to abide by the same.
7. We authorize Haj Committee of India to procure Saudi Riyals on our behalf for disbursal / remittance to CGI.
8. We understand that Haj Committee of India works without profit motive and does not attract the provisions of Consumer Protection Act, 1985. Further, we understand that the Courts of Greater Mumbai only shall exercise jurisdiction in all matters of dispute.
9. We hereby authorize HCoI to send SMS on our Mobile Nos., even if we are registered under DND registry.
10. Particulars given by us in HAF, Solemn Declaration and Undertaking are true and correct to the best of our knowledge. We do hereby affirm and declare that in case we have suppressed material information or given false / incorrect Declaration / Undertaking, HCoI shall forfeit the amount deposited by us and we shall be liable for prosecution.

Date : _____**Place :** _____**Signature / Thumb impression of the applicant (Age 70+ pilgrim)****Date :** _____**Place :** _____**Signature / Thumb impression of the co-applicant (companion)**

SOLEMN DECLARATION AND UNDERTAKING

for Reserved Category - B (Fourth Timers)

I, Mr./Mrs./Miss _____

S/W/D/o. _____, Indian citizen, do hereby solemnly declare on oath **in the name of ALLAH that :**

1. I had applied for Haj Pilgrimage consecutively since last three years and was registered under Cover No. _____ (Haj-2013), Cover No. _____ (Haj-2014) and Cover No. _____ (Haj-2015) but was not selected in the Qurrah / could not proceed for Haj.
2. This is my FOURTH consecutive year of making Haj Application.
3. I am also aware that Qurrah (draw of lots) will be held within the Reserved Category if applications received under the Reserved Category are more than the allotted Quota of the State. Hence, I shall not claim selection in such a situation as a matter of right.
4. I have never proceeded for Haj either through Haj Committee of India or Private Tour Operator or by any other means. Thus, this is my first Haj Journey in my entire life-time. If it is detected at any stage that I have already performed Haj, my seat shall be cancelled at any stage and the entire amount deposited shall be forfeited.
5. We have read / understood the Guidelines for Haj 1437 (H) – 2016 (C.E.), specifically with regard to eligibility (para – 4), payments and confirmation (para – 14), cancellation (para – 15), accommodation and facilities in Kingdom of Saudi Arabia (para – 16), flight (para – 19), baggage (para (22), refunds (para – 26) and undertake to abide by the same.
6. I authorize Haj Committee of India to procure Saudi Riyals on my behalf for disbursal / remittance to CGI.
7. I understand that Haj Committee of India works without profit motive and does not attract the provisions of Consumer Protection Act, 1985. Further, I understand that the Courts of Greater Mumbai only shall exercise jurisdiction in all matters of dispute.
8. I hereby authorize HCoI to send SMS on my Mobile Number even if I am registered under DND registry.
9. Particulars given by me in HAF, Solemn Declaration and Undertaking are true and correct to the best of my knowledge. I do hereby affirm and declare that in case I have suppressed material information or given false / incorrect Declaration / Undertaking, HCoI shall forfeit the amount deposited by me and I shall be liable for prosecution.

Date :

Place :**Signature / Thumb impression of the applicant.**

10. I am a non selected applicant Reserved Category-B of Haj - 2015. My waiting list number of Haj - 2015 is _____.

Date :

Place :**Signature / Thumb impression of the applicant.**

SOLEMN DECLARATION AND UNDERTAKING

for General Category

I, Mr./Mrs./Miss _____

S/W/D/o. _____, Indian citizen, do hereby solemnly declare on oath **in the name of ALLAH that :**

1. I am aware that as per Government of India's policy a person can perform Haj only "Once in a life time" through Haj Committee of India.
2. I have never performed Haj through Haj Committee of India in the past and hence I am eligible to apply for Haj 2016, as per Guidelines of Haj-2016. I am aware that Repeaters are not eligible for Haj-2016 and if it is detected at any stage that I have already performed Haj through Haj Committee of India, my seat shall be cancelled and the entire amount deposited shall be forfeited.
3. I have read / understood the Guidelines for Haj 1437 (H) – 2016 (C.E.), specifically with regard to eligibility (para – 4), payments and confirmation (para – 14), cancellation (para – 15), accommodation and facilities in Kingdom of Saudi Arabia (para – 16), flight (para – 19), baggage (para (22), refunds (para – 26) and undertake to abide by the same.
4. I authorize Haj Committee of India to procure Saudi Riyals on my behalf for disbursal / remittance to CGI.
5. I hereby authorize HCoI to send SMS on my Mobile Number even if I am registered under DND registry.
6. Particulars given by me in HAF, Solemn Declaration and Undertaking are true and correct to the best of my knowledge. I do hereby affirm and declare that in case I have suppressed material information or given false / incorrect Declaration / Undertaking, HCoI shall forfeit the amount deposited by me and I shall be liable for prosecution.

Date :**Place :**_____
Signature / Thumb impression of the applicant.

SOLEMN DECLARATION AND UNDERTAKING

for REPEATERS in case of Mehram / Companion of age 70+ pilgrim

I, Mr./Mrs./Miss _____

S/W/D/o. _____, Indian citizen, do hereby solemnly declare on oath **in the name of ALLAH that :**

1. I am aware that as per Government of India's policy, a person can perform Haj only "Once in a life-time" through Haj Committee of India and that this condition is waived only for Mehram (Male Member) and Companion of age 70+ pilgrims, if no other Mehram / Companion (who has not performed Haj through HCoI) is available and if he/she pays full airfare as decided by Ministry of Civil Aviation.
2. I hereby declare that I have performed Haj through Haj Committee of India in the past in the year(s) _____.
3. I declare that no other Mehram / Companion (who has not performed Haj through Haj Committee of India earlier) is available to accompany the following co-applicant(s):-
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____
4. I am aware that if the concerned lady Pilgrim or 70+ Pilgrim cancel their Pilgrimage, then my seat as Repeater Pilgrim (accompanying the lady members and / or the 70+ Pilgrim/s) shall also be cancelled automatically.
5. I am ready to pay FULL AIR FARE, as decided by the Ministry of Civil Aviation.
6. I have read / understood the Guidelines for Haj 1437 (H) – 2016 (C.E.), specifically with regard to eligibility (para – 4), payments and confirmation (para – 14), cancellation (para – 15), accommodation and facilities in Kingdom of Saudi Arabia (para – 16), flight (para – 19), baggage (para (22), refunds (para – 26) and undertake to abide by the same.
7. I authorize Haj Committee of India to procure Saudi Riyals on my behalf for disbursal / remittance to CGI.
8. I hereby authorize HCoI to send SMS on my Mobile Number even if I am registered under DND registry.
9. Particulars given by me in HAF, Solemn Declaration and Undertaking are true and correct to the best of my knowledge. I do hereby affirm and declare that in case I have suppressed material information or given false / incorrect Declaration / Undertaking, HCoI shall forfeit the amount deposited by me and I shall be liable for prosecution.

Date : _____**Place :****Signature / Thumb impression of the applicant.**

Medical Screening and Fitness Certificate

(To be submitted by the selected pilgrims only)

To be obtained from a registered Medical Practitioner MBBS / Government Doctor.

1. Cover No. :
2. Name :
3. Father's/Husband's Name :
- A. Diabetic
(Tick (✓) as applicable) : Yes No
- B. Blood Pressure : High Low Normal
- C. Past Medical History of : Hypertension / DM (Diabetes Mellitus) /
IHD (Ischemic Heart Disease) / Stroke (Cerebrovascular
accident) / Chronic renal failure / psychiatry diseases :

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It is certified that particulars mentioned above are correct and the applicant is fit to undertake Haj journey.

Name of the Doctor

Registration No.



Signature / Thumb Impression of Applicant

Verified by Registered Medical Practitioner
(with complete address, Seal & Signature)

CANCELLATION REQUEST FORM

The Chief Executive Officer
Haj Committee of India,
Haj House,
7-A, M.R.A. Marg (Palton Road),
Mumbai - 400 001.

HAJ-2016

COVER NO. _____

Sir,

It is requested to cancel the pilgrim's listed below and grant admissible refund amount.

DETAILS OF PILGRIM (S) TO BE CANCELLED							
SR. NO.	NAME OF THE CANCELLED PILGRIM (s)	PASSPORT NO.					
A	1.						
	2.						
	3.						
	4.						
	5.						
B	REASON OF CANCELLATION Please tick (√) any one	DEATH <input type="checkbox"/>	MEDICAL <input type="checkbox"/>	FINANCIAL <input type="checkbox"/>	DOMESTIC <input type="checkbox"/>	OTHERS <input type="checkbox"/>	
	C	ENCLOSURES Please tick (√)	Claim Letter <input type="checkbox"/>	Copy of Pay in Slip <input type="checkbox"/>	Medical / Death Certificate <input type="checkbox"/>	Any Other (Please Specify) <input type="text"/>	
In case of Death, details of Nominee as per Haj Application Form							
D	Name				Relation		
	BANK DETAILS OF NOMINEE (attach copy)						
	Name of the Account Holder	Bank Name	Branch Name	Branch Code	Account No.	IFSC Code	

I / We certify that the particulars given above are true and correct.

Date :

Place:

Signature (s)

It is certified that the particulars mentioned above are correct and as per entries in the Haj Application Form (s).
It is recommended that the Haj application of above referred pilgrim(s) may therefore be cancelled.

Date :

Place:

Executive Officer
State / UT Haj Committee

Forward to: - Haj Committee of India, Haj House, 7-A, M.R.A. Marg, Mumbai- 400 001. Fax No. (022) 22620920 / 22630461

LIST OF THE EXECUTIVE OFFICER, STATE / UT HAJ COMMITTEES

Sr.No.	Name of the State/UT	ADDRESS	Tel No. / Fax No.
1.	ANDAMAN & NICOBAR ISLAND	The Statistical Officer & Executive Officer, A & N State Haj Committee, Dte. of Social Welfare Building, 2 nd Floor (R. No.309 & 310) Goalghar Junction, (P. B. No.148 H.P.O), Port Blair - 744102.	03192-233051 / 03192-230781 anhaj.committee@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 04023298793 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 / 0512-2217072 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 st Floor, State/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 / 426653 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, Silvassa 396 230, Dadra and Nagar Haveli.	0260-2642787 / 0260-2642106 Fax : 0260-2642340 asha.chaudhary81@nic.in
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 Executive Officer, Goa State Haj Committee & Under Secretary(Home), Government of Goa, Cabin No.118, 2nd Floor, New Secretariat Complex, Porvorim - 403 521, Goa.	Tele.Fax :0832-2772444 / 2772844
11	GUJARAT	The Executive Officer, Gujarat State Haj Committee, Block No.08, 8th Floor, Sachivalaya, Gandhinagar- 382 010, Gujarat.	079-23250987 / 23277182 079-23254265 / 22180410 hajcommittee Gujarat@yahoo.com
12	Haryana	The Executive Officer, Haryana State Haj Committee, & Secretary to Government of Haryana, Home-II Department, Room No. 50-B, 6th Floor, Haryana Civil Secretariat, Chandigarh - 160 001, Haryana.	0172-2740229 Fax : 0172-2740526 haryanahaj@gmail.com 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.	0177-2626450 / 2621907 Fax:0177-2621154
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- 2400890 jharkhandstatehajcommittee@yahoo.co.in

GUIDELINES AND HAJ APPLICATION FORMS FOR HAJ 1437 (H) - 2016 (C.E.)

16	Karnataka	The Executive Officer, Karnataka State Haj Committee, Sadath Haj House, No. 84 A, Richmond Road, Richmond Town, Bengaluru - 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, Union Territory Haj Committee of Lakshdweep, Indira Gandhi Road, Kavaratti Island, Kavaratti 682 555, Lakshadweep	04896-262321 Fax : 04896-262368 lacajjjj@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 mpshcbhopal@gmail.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 mshc@indiatimes.com 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.	Telefax: 0385-2454586/2461063 manipurstatehajcommittee.@gmail om
22	ODISHA	The Executive Officer, Odisha State Haj Committee, Old Secretariat, Cuttack - 753001, Odisha.	Fax : 0671-2306038 / 2301185 commissionerofwakfcuttack@yahoo. com
23	PUDUCHERRY	The Executive Officer, Puducherry State Haj Committee, 1st Floor, Salamath Manzil, No. 5, Yanam Venkatachalapillai Street, Puducherry - 605 001.	0413-2233254/2343268/2222344 Fax : 0413-2227551 pyshc@hajcommittee.com
24	PUNJAB	The Principal 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, (GR-III) 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 tnhajj786@bsnl.com
27	TRIPURA	The Executive Officer, Tripura State Haj Committee, Old Secretariat Complex, Agartala - 799 001, Tripura.	Tel/Fax : 0381-2327583 0381-2325841 trpshc@gmail.com
28	UTTAR PRADESH	The Executive Officer, Uttar Pradesh State Haj Committee,10-A, Vidhan Bhavan 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.	Tel/ Fax : 01332-297520/297522 ukshcommittee@yahoo.com
30	WEST BENGAL	The Executive Officer, West Bengal Haj Committee and Director, MDW Department. Haj House (BAITUL HUJAJ), 26- B, Dilkhusha Street, Kolkata - 700 017, West Bengal.	033-22143310 / 22141562 / 22870274 / 22903617 Fax : 033-22141531 wbshck@yahoo.com wbshc2011@gmail.com

**CONTACT TELEPHONE NUMBERS OF VARIOUS SECTION / DEPARTMENTS OF
HAJ COMMITTEE OF INDIA, MUMABI**

Zone	State / Union Territory	Telephone Numbers	Email ID
Zone-I	Delhi, Chandigarh, Haryana, Rajasthan, Punjab, Himachal Pradesh and Jammu & Kashmir.	22717143 22717140	zone01.hci@gov.in
Zone-II	Bihar, Jharkhand, Uttar Pradesh & Uttarakhand.	22717108	zone02.hci@gov.in
Zone-III	Andhra Pradesh, Madhya Pradesh, Odisha, Chhattisgarh & Telangana.	22717114	zone03.hci@gov.in
Zone-IV	Andaman & Nicobar Island, Assam, Manipur, Tripura and West Bengal.	22717116	zone04.hci@gov.in
Zone-V	Maharashtra, Gujarat, Goa, Daman & Diu and Dadra Nagar Haveli.	22717109	zone05.hci@gov.in
Zone-VI	Kerala, Karnataka, Tamil Nadu, Lakshadweep and Puducherry.	22717117	zone06.hci@gov.in
Haj House Section	Haj House Booking & Accommodation Section.	22717113	hajhouse.hci@gov.in

سرزمینِ مہبتی سے
پہلا معیاری، علمی، دینی، دعوتی و اصلاحی ماہنامہ،
حج کمیٹی آف انڈیا کا ترجمان،

ترغیبِ حج، تشویقِ حج اور انتظامِ حج میں اصلاح کا علمبردار،
حج کمیٹی آف انڈیا کے اصلاحات و اقدامات کا دستاویز،
دعوتِ دین اور امنِ انسانی کا نقیب

حج میگزین ماہنامہ

علم و ادب، دعوت و عزیمت و دعوتِ حج و عمرہ اور تعلیماتِ انسانیت کی
اس آواز کو گھر گھر پہنچائیے، خود ممبر بنیے اور دوسروں کو بھی بنائیے۔

پتہ: ماہنامہ حج میگزین، حج کمیٹی آف انڈیا، حج ہاؤس، پلٹن روڈ، ممبئی۔ ۴۰۰۰۰۱

رابطہ نمبر: 022-22640239 / 22717129 / E-mail : magazine.hci@gov.in

شرح خریداری:

سالانہ 100 روپے / تاحیات 3000 روپے

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