

MINISTRY OF EXTERNAL AFFAIRS  
(HAJJ CELL)

**Hajj Policy for Hajj- 2013-2017**

<b>I. Division of Hajj Seats between HCOI &amp; PTOs</b>	Government of India (GOI) and the Kingdom of Saudi Arabia (KSA) sign a Hajj Agreement every year in which the number of hajj seats allocated to India is incorporated. The bilateral meeting held on March 16, 2013 had specified 170,025 seats for India for Hajj 2013 with 125,025 seats for Hajj Committee of India (HCOI) and 45,000 for Private Tour Operators (PTOs).
<b>II. Once in a Life Time Hajj through HCOI</b>	Those who have performed Hajj earlier through HCOI will not be eligible to apply. In the case of "Mehrams" for lady pilgrims and of companions accompanying pilgrims over 70 years of age, repeaters will be allowed on payment of full air fare (without travel subsidy). A lady pilgrim utilizing the service of a Repeater as "Mehram" must give an affidavit to the effect that no first time "Mehram" is available in the family. The 70+ pilgrim also must give a similar affidavit in support of his/her accompanying pilgrim.
<b>III. Availability of Hajj Application Forms (HAFs)</b>	The Hajj Application Forms (HAFs) can be obtained from the State/Union Territory Hajj Committee free of cost or can be downloaded from the website <a href="http://www.hajcommittee.com">www.hajcommittee.com</a> . Photo copies can also be used.
<b>IV. Eligibility for Hajj</b>	Any Muslim citizen of India can apply for Hajj Pilgrimage except:  a) Persons not in possession of valid International Passports as per HCOI guidelines.  b) <u>Ban on Repeaters</u> : A person who has performed Hajj earlier in his life through HCOI except permitted categories of Mehrams and those accompanying a 70+ pilgrim on the basis of appropriate affidavits.  c) Any person found to have furnished false information and concealed the fact of having performed Hajj earlier

	<p>shall not be allowed to proceed for Hajj. In such cases, he/she will be disqualified at any stage and off-loaded even at the Embarkation Point. The entire amount deposited by him/her shall also be forfeited. Besides, he/she may be prosecuted for making incorrect/false declaration. This restriction will apply also for Hajj-e-Badal pilgrims.</p> <p>d) Persons suffering from Polio, tuberculosis, congestive cardiac &amp; respiratory ailment, acute coronary insufficiency, coronary thrombosis, mental disorder, infectious leprosy, AIDS or any other communicable disability or handicapped.</p> <p>e) Ladies not accompanied by Sharai Mehram.</p> <p>f) Ladies in the advanced stage of pregnancy.</p> <p>g) Persons who are crippled, handicapped, lunatic or otherwise physically incapacitated or suffering from amputation of legs.</p> <p>h) Those who do not have the mental and physical health to perform the pilgrimage.</p> <p>i) Those suffering from any disease communicable or otherwise or disability or mental disorder whatsoever, which might impede or jeopardize Hajj program.</p> <p>j) Those person against whom any Court order prohibiting travel abroad exists.</p>
<p><b>V. Ladies to be accompanied with their Mehrams</b></p>	<p>The Ministry of Hajj, KSA does not allow the ladies to come except accompanied with their Mehrams. This requirement is imposed by the Islamic Shariah and applicable to all ladies from all countries of the world.</p>
<p><b>VI. International Passport</b></p>	<p>The Kingdom of Saudi Arabia has intimated that Hajj Visa will be endorsed on valid International Passport only. Hence, every applicant must have International Passport issued as per the guidelines issued by HCOI before each Hajj.</p>
<p><b>VII. Application</b></p>	<p>The average size of a cover is three persons (3). Hence,</p>

<b>In Duplicate</b>	HCOI has printed Hajj Application set with 6 application forms for use by a cover size of Three Applicants. If the cover contains more than three applicants then another set of application form must be filled and attached together. The cover head shall make a cover of all the applicants and submit it to the State/Union Territory Hajj Committee. Application for each Pilgrim should be filled in duplicate. The cover head must necessarily be a male adult.
<b>VIII. Cover Size</b>	<p>The maximum size of the cover shall be 5 (Five) adults + 2 (two) infants only. The minimum size of cover is one. For example for 5 adult + 2 infant pilgrims, 14 applications have to be filled. One set of seven applications is meant for State/Union Territory Hajj Committee and another set of seven for HCOI, Mumbai.</p> <p><b>Infants:</b> Children who would complete 2 years of age by the date of arrival of the last inward Hajj Charter Flight which will be specified by HCOI. Infant travel is not free of cost. 10% of full airfare (decided by Ministry of Civil Aviation) will be charged which will be communicated in due course.</p> <p><b>Child:</b> An Applicant above 2 years of age will be charged as an adult Pilgrim and full amount of airfare and Hajj Amount has to be paid by them accordingly.</p>
<b>IX. Composition of Cover – only Family Members &amp; Near Relatives</b>	<p>A maximum number of five (5) applicants comprising the family members or near relatives can apply in a single cover. The head of the cover shall be responsible for payment for the persons included in the cover. Under no circumstances, persons other than family and near relatives should be included in the cover.</p> <p>It is in the interest of Pilgrims to ensure that only family members having blood relation or near relatives are included in the cover. The accommodation status in respect of all pilgrims under one cover should be the same. In no case a cover shall be split. In case a few Pilgrims under one cover intend to pre pone/postpone the date of flight it would not be permitted. The Pilgrims of the Cover will</p>

	<p>travel together and stay together. If the head of cover himself cancels his application for Hajj pilgrimage, he should indicate the name of another person from among Male Members of such cover, as the head of the particular cover. If a Male applicant, who is Mehram of the Female applicant of cover, cancels his application for Hajj pilgrimage, he must indicate the name of the other applicant from among the Male Members of the cover as "Mehram" along with his relation with the female applicant(s) of that cover. Otherwise application(s) of the female applicant(s) shall also be treated as cancelled. Change of Mehram is allowed only in specific cases on account of death/medical grounds.</p>
<b>X. Affidavit for Reserved Category</b>	<p>Applicants opting for Reserved Category shall submit an affidavit in the prescribed format. If the affidavit is not enclosed or found incomplete or not in the format given, the Hajj application shall be summarily rejected.</p>
<b>XI. Affidavit for General Category</b>	<p>In view of the "once in a life time Hajj through HCOI" policy, all general category pilgrims shall submit an affidavit in the given format. Affidavit should be in English only. If the affidavit is not enclosed or found incomplete or not in the format given, Haj Application shall be summarily rejected.</p>
<b>XII. Order of Priority</b>	<p>While allotting seats of each state, the order of priority will be:</p> <ol style="list-style-type: none"> <li><b>1) 70+ Category,</b></li> <li><b>2) Forth (4<sup>th</sup>) Timers,</b></li> <li><b>3) General Category</b></li> </ol>
<b>XIII. Reserved Category</b>	<p>Keeping in view the continuously increasing number of Hajj Applications every year in general and particularly under Reserved Categories, HCOI has decided that Hajj 2012 onwards, Reserved Category status shall be given only to applicants (including companions) who have not performed Hajj in their entire life time either through HCOI or a private tour operator or any other means. This applies to A &amp; B categories mentioned below.</p> <p>In case more Hajj application are received in any reserved Category than the allotted quota of their State/UT, a Qurrah</p>

	<p>(draw of lots) will be conducted among the Reserved Categories as per the principles laid down under the Qurrah section. In such a situation, an applicant can not claim Reserved Category status as a matter of right.</p> <p>The Reserved Category applicants shall submit an affidavit in the given format (in English only) on Rs.10/- stamp paper duly notarized. Categories A &amp; B will be registered finally under reserved category for Hajj only after verification by SHC/UTHC and HCOI of the details and documents etc furnished by the applicant.</p>
<p><b>XIV. Reserved Category A – 70+ Applicants</b></p>	<p><u>Important Note:</u> In view of the hardships faced by the single 70+ pilgrims in KSA during Hajj, HCOI has decided that companion is a must for 70+ pilgrims and no 70+ pilgrim will be registered as a lone member under reserved category.</p> <p>The Pilgrims of 70 years and above will be registered under Reserved Category, subject to the following conditions:-</p> <p>(a) Applicant who completes 70 years or more as on the specified date.</p> <p>(b) One companion is a must for 70+ pilgrims and no 70+ pilgrim alone will be registered under reserved category.</p> <p>(c) Only one companion is allowed who should be immediate relative namely Husband / Wife / Brother / Sister / Son/ Daughter / Son-in-law / Daughter-in-law, Grand Son / Grand Daughter and Nephew / Niece. No other relation will be allowed to travel as companion.</p> <p>Neither the 70+ pilgrim nor the companion will be allowed to travel alone.</p>
<p><b>XV. Reserved Category- B – 4<sup>th</sup> Time Applicants</b></p>	<p>The applications of those pilgrims whose application have been rejected continuously for the last three (3) years or who could not proceed for Hajj during those three years, will be registered under the reserved category.</p>

	<p>In order to get the benefit of this scheme during Hajj of any year, the applicant along with co-pilgrims must indicate the cover number of the last three years (without which the application will be treated as fresh cover) under this category in the relevant column.</p> <p>The applicants who have been applying continuously since last three years will be registered under reserved category provided they apply for Hajj (without including any fresh applicant).</p>
<p><b>XVI. Quota</b></p>	<p>The Quota of HCOI and Government Quota are fixed in advance. After deducting the Government Reserved Quota of the year, remaining seats are distributed among 35 States/Union Territories proportionate to the Muslim Population as per latest census figures.</p> <p>Government Quota can be released only to those pilgrims who have participated in the "Qurrah" but have not been successful and possess a cover number as proof of participation in the Qurrah.</p> <p><u>Important Note:</u> If the number of HAFs received by the State/Union Territory Hajj Committee is less than the Quota, such excess quota shall stand surrendered to the HCOI, to be redistributed among the State/UTs with applications in excess of Quota allotted to them, proportionate to their Muslim population.</p>
<p><b>XVII. Qurrah</b></p>	<p>Computerized draw of lots shall be conducted in the State/UT (which receives Hajj Applications in excess of the allocated quota) to provisionally select Pilgrims under the supervision of HCOI. The date of Qurrah and other details shall be intimated by the concerned State/UT Hajj Committee through press/electronic media. The provisionally selected Pilgrims shall be intimated of their selection by the State/UT Hajj Committee. All State/UT Hajj Committees are advised to publish the list of selected pilgrims in local news paper and electronic media widely immediately after Qurrah. They may also use other faster</p>

	means of communications available like SMS alert etc.
<b>XVIII. Principles of Qurrah (Draw of Lots)</b>	<p>The order of priority for confirming the seats in a state is as under:</p> <ol style="list-style-type: none"> <li>1) 70+ Category,</li> <li>2) Fourth (4<sup>th</sup>) Timers,</li> <li>3) General Category.</li> </ol> <p>(a) If the applications under the Reserved Category are more than the quota of the State, then the qurrah will be held within the Reserved category as per the condition below.</p> <p>(i) First preference among the Reserved Category will be given to the pilgrims of 70+ Category. After exhaustion of 70+ Category the qurrah will be conducted State wise amongst fourth (4<sup>th</sup>) time applicants for the remaining seats.</p> <p>(ii) The remaining applicants of Reserved Category (Fourth timers) will be put under Reserved Waiting list (RWL).</p> <p>(iii) The General waiting list (GWL) will be prepared for all the left out General category pilgrims by computerized draw of lots State wise.</p> <p>(iv) In case there will be two waiting lists viz. RWL and GWL, the applicants from RWL will be given confirmed status first followed by GWL against any future available seats. If any RWL pilgrims remain to be confirmed for want of seats in any Hajj year, they will be given confirmed status in ensuing Hajj, if they apply for Hajj during that year also.</p> <p>(v) If applications of 70+ category are received more than the quota, then Qurrah will be conducted State wise amongst the 70+ category and remaining applications of 70+ category will be put under 1<sup>st</sup> RWL. The Fourth time applicants will be put under 2<sup>nd</sup> RWL &amp; other general category applicants will be put under General Waiting-list</p>

	<p>i.e. GWL by conducting Qurrah separately.</p> <p>b) If the applications under Reserved Category are less than the quota, after allotting seats to both the Reserved Categories, Qurrah will be conducted amongst General category for the remaining quota and the rest will be put under GWL as mentioned below.</p> <p>c) If the applications under Reserved Category are equal to the quota of a particular State, the entire quota will be utilized for both the Reserved categories and all other general category applications will be put under General Waiting-list (GWL) as mentioned below.</p>								
<b>XIX. Government Quota</b>	<p>GOI will retain 500 seats under Government discretionary quota comprising:</p> <p>1) 200 seats for HCOI</p> <p>2) 300 for GOI :</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">(a) Hon'ble President</td> <td style="text-align: right;">100</td> </tr> <tr> <td>(b) Hon'ble Prime Minister</td> <td style="text-align: right;">75</td> </tr> <tr> <td>(c) Hon'ble Vice-President</td> <td style="text-align: right;">75</td> </tr> <tr> <td>(d) Hon'ble External Affairs Minister</td> <td style="text-align: right;">50</td> </tr> </table> <p>Government Quota can be released only to those pilgrims who have participated in the "Qurrah" but have not been successful and possess a cover number as proof of participation in the Qurrah.</p>	(a) Hon'ble President	100	(b) Hon'ble Prime Minister	75	(c) Hon'ble Vice-President	75	(d) Hon'ble External Affairs Minister	50
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<b>XX. General Wait List</b>	<p>A separate Qurrah (draw of lost) of non selected covers shall be held State-wise/UT-wise in the State/UT which receives Hajj applications in excess of their quota to allocate wait list number to all such covers. The confirmation of seats in respect of wait listed pilgrims shall be communicated by the respective State/UT Hajj Committee as and when vacancy arises due to cancellation of journey by the selected pilgrims. If the selected pilgrim wants to cancel the journey</p>								



	<p>on any ground he should submit a cancellation letter to concerned State/UT Hajj Committee. The State/UT Hajj Committee should mark the cancellation and select the wait listed pilgrim as per serial number on the basis of first cancelled seat to the first wait list applicant. No jumping of the wait list shall be allowed. <b><u>Once cancellation is marked, it will not be revoked on any ground.</u></b> The wait-listed pilgrims should remain in touch with HCOI, State/UT Hajj Committee about factual position of their seats.</p>
<p><b>XXI. Rules of Cancellations and Refunds</b></p>	<p>Cancellations only on the ground of death or serious ailment of the person concerned will be allowed. In case of Cancellation on any other ground, specific penalties will be imposed as per guidelines and amendments thereto by HCOI.</p>
<p><b>XXII. Payments by pilgrims</b></p>	<p>All provisionally selected pilgrims will be allotted a unique bank reference number which must be quoted compulsorily for depositing advance and balance Haj Amount in the State bank of India through core banking system.</p>
<p><b>XXIII. Cancellation</b></p>	<p>If the selected pilgrim wants to cancel the journey on any ground he should submit a cancellation letter to concerned State/UT Hajj Committee. If the applicant fails to submit either passport or payment or both within the due dates, the selection of the pilgrim will be summarily cancelled.</p>
<p><b>XXIV. Accommodation</b></p>	<p>As per Saudi Regulations, accommodation has to be arranged for the Pilgrims in advance through the Consulate General of India, Jeddah. The approach to majority of buildings is through elevated roads due to the topography of Makkah. The space entitlement per Pilgrim is 4 sq. meters. There are two Categories of accommodation in</p>

	Makkah, depending upon distance from the outer periphery of Haram Sharief. The Pilgrims are required to indicate their option in the Hajj Application Form. The option once exercised shall be final and irrevocable. In case of non-availability of accommodation units in specified categories as per demand, alternative category of accommodation shall be allotted.
<b>XXV. Qurrah for Accommodation</b>	The allotment of accommodation will depend upon the availability of units in a particular category. In case there are more applications for a particular category than the units available, allotment shall be made through Qurrah on the basis of actual availability. Preference will be given to 70+ pilgrims (along with companion) first.
<b>XXVI. Medical Screening and Fitness Certificate for every Applicant</b>	Medical check-up report of the pilgrims is mandatory. In order to ensure that only healthy pilgrims proceed for Hajj, a two step medical screening has been introduced one at the application stage (on the reverse of the Hajj application) and another of the selected pilgrims at the Embarkation stage. Every applicant should fill in the medical history, get examined and obtain Medical Screening and Fitness Certificate from a registered Medical Practitioner preferably allopathic / Government Doctor on the reverse of his/her Hajj Application.
<b>XXVII. Health and Training (Hat) Card for Selected Pilgrims only</b>	Every selected pilgrim shall obtain Health and Training (HAT) Card and Hajj Guide from the State/Union Territory Hajj Committee upon submission of passport and pay-in-slip for advance Haj amount.
<b>XXVIII. Vaccination</b>	All selected Pilgrims (2 years above pilgrims) are required to possess a certificate of inoculation of single dose of

<p><b>Certificate: Inoculation of Meningitis / Quadruple Inoculation (Acyw135)</b></p>	<p>cerebrospinal Meningitis vaccine. Pilgrims, therefore, must get themselves inoculated against Meningitis and obtain vaccination certificate on the Health and Training (HAT) Card before proceeding for the Embarkation Point. The certificate should be signed by District Health Officer. Incomplete and bogus certificates shall not be entertained. Arrangements are made every year at the Hajj House for inoculation and issue of the certificate to individual Pilgrims after getting them examined by the Medical Officer. Similarly, the State/UT Hajj Committee and District Administration make such arrangements for inoculation of the Pilgrims in their respective State/UTs throughout the country.</p>
<p><b>XXIX. Oral Polio Vaccination</b></p>	<p>It is mandatory to give Oral Polio Vaccine to all pilgrims six weeks before start of the Hajj journey and obtain the Oral Polio Vaccine certificate from the concerned health authorities on the Health and Training (HAT) Card. They will be given another dose of Oral Polio Vaccine at the time of their disembarkation in the Kingdom.</p>
<p><b>XXX. Embarkation Points</b></p>	<p>Embarkation Point is decided on the basis of present residential address given in the Hajj Application Form and not on the address mentioned in the passport. The Pilgrims are compulsorily required to travel from their natural zone-wise Embarkation Points as given below. No change of Embarkation Point is permitted. Embarkation Point will also be the Disembarkation point for the return journey.</p> <p>1.Ahmedabad, 2.Aurangabad, 3.Bangaluru, 4.Bhopal, 5.Calicut, 6.Chennai, 7.Gaya, 8.Guwahati, 9.Goa, 10.Hyderabad, 11.Indore, 12.Jaipur, 13.Kolkata, 14.Lucknow, 15.Mangalore, 16.Mumbai, 17.Nagpur, 18.New Delhi, 19.Ranchi, 20.Srinagar, 21.Varanasi.</p>

<p><b>XXXI. Duration of Stay in the Kingdom of Saudi Arabia</b></p>	<p>The duration of stay of pilgrims may be 30 to 40 days and may vary as per schedule provided by the airlines and approved by General Authority of Civil Aviation, Kingdom of Saudi Arabia. Accommodation units in Makkah Mukarramah are hired for the entire Hajj season. Buildings are not hired on daily rental basis. The rate charged is for the entire Hajj season irrespective of the duration of stay. Hence all pilgrims are charged uniformly. Therefore, no Pilgrim is entitled for any refund based on the duration of stay.</p>
<p><b>XXXII. In Case of Death</b></p>	<p>In case of death, due to natural causes or accident during the Hajj period, burial rituals may be performed as per prevailing practice in Kingdom of Saudi Arabia. The original Death Certificate is directly, sent to next of kin of deceased Pilgrim by Consulate General of India (CGI), Jeddah, after completion of Hajj season.</p>
<p><b>XXXIII. Legal Status of the Pilgrim</b></p>	<p>Haj Committee of India, constituted under the Act of Parliament (No.35 of 2002) renders service to Pilgrims without any consideration. HCOI works on "no profit no loss" basis. It collects from Pilgrims the exact amount required for payment of various facilities and services to the concerned agencies. Nothing extra is being charged from the pilgrims except the Miscellaneous dues towards Administrative Expenses including dues of the State/UT Hajj Committees as provided in the Guidelines. HCOI, as such, does not come under the purview of Consumer Protection Act, 1986. The Pilgrims, therefore, cannot claim any compensation against HCOI under Consumer Protection Act or under any other law for the time being in force for any deficiency in the service rendered and/or any act of commission and/or omission beyond the control of HCOI.</p>
<p><b>XXXIV. Khadim-ul-Hujjaj</b></p>	<p>Ministry of External Affairs sets apart 417 seats to send Khadim-ul-Hujjaj from all States/ UTs in the ratio of 1:300 pilgrims to help and assist the Consulate General of India in Jeddah in looking after the welfare of Indian Hajj pilgrims in an organized manner. The KH should be Government servants (selected by the SHC/UTHCs as per the norms laid</p>

	<p>down by the MEA) approved by the MEA.</p> <p>The Hon'ble Supreme Court of India vide its judgment dated 16.4.2012 has barred all the Courts / Authorities from interfering with the process of Haj.</p>
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**October 31, 2013**