

TAMIL NADU STATE HAJJ COMMITTEE
MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

1.0 Introduction

- 1.1 To promote transparency and accountability in the working of public authorities and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Tamil Nadu State Hajj Committee is bringing out this manual for information and guidance of the public and others.
- 1.2 The Tamil Nadu State Hajj Committee has designated Thiru. T. Moshin Ahmed, Administrative Officer as its **Public Information Officer** (PIO) for all matters concerning the Committee.
- 1.3 Any person requiring any information under the Act may contact Thiru. T. Moshin Ahmed, Administrative Officer, Tamil Nadu State Hajj Committee. Office telephone number is 044-28252519/28227617. E.mail address is: tnshc.chennai@gmail.com (Direct : Thiru. T. Moshin Ahmed -044-28252519)
- 1.4 The Committee has also designated the Secretary and Executive Officer, Tamil Nadu State Hajj Committee as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority is given below:-

The Secretary & Executive Officer,
Tamil Nadu State Hajj Committee,
Third Floor, 'Rosy Tower', No.13, Mahathma Gandhi Road,
(Nungambakkam High Road), Chennai-600 034.
Telephone No.: 044-28227617
E-mail: tnshc.chennai@gmail.com

2. Organisation, functions and duties of the Committee.

The Tamil Nadu State Hajj Committee was constituted under the new Hajj Committee Act, 2002, for making arrangements regarding Hajj pilgrimage of Muslims and for matters connected therewith.

Section 18(1) of the Hajj Committee Act, 2002, stipulated the following norms for nomination of persons as members of the State Hajj Committee:-

- (i) 3 members from the Muslim members of –
 - (a) Parliament representing the State;
 - (b) State Legislative Assembly; and
 - (c) Legislative Council, where it exists.
- (ii) 3 members from Muslim members representing local bodies in the State.
- (iii) 3 members having expertise in Muslim Theology and law including one, who shall be a Shia Muslim.
- (iv) 5 members representing Muslim voluntary organisations, working in the field of Public Administration, Finance, Education, Culture or Social Work.
- (v) Chairperson of the State Wakf Board.
- (vi) Executive Officer of State Hajj Committee, who shall be Ex-officio Member of the Committee.

Accordingly, the Tamil Nadu State Hajj Committee was reconstituted and 12 members have been nominated as members of the Committee vide G.O.Ms.No.46, B.C., M.B.C. & M.W. Department, dated 15-06-2020. The term of office of the members of the State Committee shall be three years. Thiru. Abdul Jabbar is elected as Chairman of the Tamil Nadu State Hajj Committee with effect from 07-07-2020. Thiru. Md. Nasimuddin, I.A.S. is the Secretary and Executive Officer of the Committee.

The main functions of the Committee are as follows:

- (i) Calling for applications from the Haj pilgrims in Tamil Nadu intending to perform Haj, as per the guidelines of Haj Committee of India.
- (ii) Selection of pilgrims with reference to the quota allotted to the State by conducting qurrah (draw of lots), if necessary, and forwarding the applications to Haj Committee of India.
- (iii) Issuing guidelines to the Haj pilgrims from time to time and furnishing clarifications on specific requests from them;
- (iv) Deputing member in the Building Selection Team to Saudi Arabia for selection of buildings for providing accommodation to the pilgrims at Makkah;
- (v) Selection and deputation of Khuddam-ul-Hujjaj (Haj Volunteers) to Saudi Arabia to look after the welfare of the Haj pilgrims from Tamil Nadu, recommending eligible officials for temporary deputation as Coordinator, Assistant Haj Officer and Haj Assistant in Consulate General of India, Jeddah, Saudi Arabia;
- (vi) Publication and free supply of “Haj and Umrah” handbooks to Haj pilgrims, every year;
- (vii) Making necessary arrangements for successful operation of chartered flights direct from Chennai to Jeddah and Madinah to Chennai.
- (viii) Coordinating with the Haj Committee of India, Mumbai and the Ministry of Minority Affairs, Government of India regarding the arrangements and representations from the Haj pilgrims and helping in redressal of their grievances;
- (ix) Conducting Orientation Training programmes/Inoculation camps for the pilgrims in various Districts;
- (x) Providing of transit accommodation at Chennai and transport of pilgrims from accommodation centre to Airport with the help of voluntary organizations.

3. Powers and duties of officers and employees.

This Committee is headed by the Chairman, while the Secretary and Executive Officer who is a senior I.A.S. officer looks after day-to-day administration. The Secretary and Executive Officer is the administrative head of the Committee and Adviser to the Chairman and Committee on all matters of policy and administration relating to Tamil Nadu State Hajj Committee. The Administrative Officer exercises control over the office both in regard to conducting of business of office and regarding maintenance of discipline. The office consists of 6 sections and the functioning of these sections is tabulated below:-

S.No.	Section	Details of subjects dealt with
1	Section – A	<ol style="list-style-type: none">1. Receipts of grants from Government and urgent letter.2. Constitution of Hajj Committee3. Settlement of T.A. Bills of Members.4. Proposals and Sanction of Part-II schemes.5. L.A.Q.6. Haj volunteers.7. Deputing Building Selection Team8. Annual Report of the Committee.9. Hajj Committee Meetings.10. Medical Mission/Deputation of AHO/HAs.11. Translation work for guide books.12. Conduct of orientation and inoculation programmes.13. Annual Haj Conference and other meetings convened by HCoI/Ministry.14. Election for Zonal representative to HCoI.
2	Section – B	<ol style="list-style-type: none">1. Numbering of Haj applications.2. Despatch & Receipts of Haj applications3. Despatch of coverwise acknowledgements and

S.No.	Section	Details of subjects dealt with
		<p>various circulars to pilgrims.</p> <ol style="list-style-type: none"> 4. Bank deposits and other transactions. 5. Salaries & other Payments. 6. Printing of Hajj Guide and Hajj & Umrah, etc. 7. Purchase of stationery and maintenance of equipments. 8. Payment of taxes such as property tax, water & sewerage tax, professional tax, due to the Government.
3	Section – C	<ol style="list-style-type: none"> 1. Announcement about Haj and scrutiny of applications received by post/courier. 2. Qurrah (draw of lots) Work. 3. Monitoring compilation of data of pilgrims. 4. Selection intimation to the intending pilgrims. 5. Scrutiny of Haj applications and rectifications. 6. Meningitis arrangements. (Meningitis, Polio drops, etc.) 7. Obtaining of BCAS passes during flight season. 8. Legal matters relating to the Committee. 9. Maintenance of stock files & Registers. 10. Service book entries.
4	Section – D	<ol style="list-style-type: none"> 1. Receipt and data entry of Reserved Category applications. 2. Data entry work of Haj applications of Coimbatore and Tirupur Districts. 3. Maintenance of Quick Reference Register. 4. Maintenance of Airfare, Foreign exchange Register. 5. Reconciliation of Reports with bank statement and furnishing reconciliation certificate to Government in respect of grants. 6. Category break-up for the remittances. 7. Cancellations & Refund to pilgrims. 8. All matters relating to Central Haj Committee.

S.No.	Section	Details of subjects dealt with
		9. Transit accommodation to pilgrims. 10. Preparation of audit report of the Committee.
5	Section – E	1. Data Entry work of Haj applications received from Ariyalur, Cuddalore, Dharmapuri, Krishnagiri, Dindigul, Erode, Karur and Kanniyakumari Districts. 2. Comparing of computer print-outs of pilgrims list, etc., 3. Comparing of Demand Drafts remittance statement. 4. Preparation of Health Cards. 5. Orientation camps for pilgrims. 6. Additions and deletions in the pilgrims manifest. 7. Advancement & Postponement of Air tickets. 8. Preparations for issue of passports to the intending pilgrims in coordination with Regional Passport Offices. 9. Coordination Committee meetings and follow up actions. 10. Handling of zam zam and left out baggages. 11. Presentation of bills for grants to Secretariat.
6	Section – F	1. Data entry of Haj applications received from Madurai, Nagappattinam, Namakkal, The Nilgiris, Perambalur, Pudukkottai, Ramanathapuram, Salem, Sivaganga and Thanjavur Districts. 2. Reception counter. 3. Receipt of requisitions for issue of Haj application forms, Haj volunteer forms, etc. 4. Receipt of tappal and affixing date seal. 5. Attend to visitors/pilgrims. 6. Attend phone calls. 7. Despatch of Haj Guides to pilgrims. 8. Requests regarding allotment of flight and accommodation etc.

S.No.	Section	Details of subjects dealt with
		9. Haj applications under Additional/ Government Discretionary quota.
7	Section – G	<ol style="list-style-type: none"> 1. Data entry of Haj applications received from Theni, Thiruvannamalai, Thiruvarur, Thoothukudi, Tiruchirapalli, Tirunelveli, Villupuram and Virudhunagar Districts. 2. Receipt of applications at the counter and assisting in processing of applications. 3. Medical Mission selection and deputation. 4. Translation work. 5. Conduct of Orientation and inoculation programme.

The Secretary and Executive Officer implements the policy decisions of Ministry of Minority Affairs, Government of India, Haj Committee of India as well as the State Government pertaining to Haj pilgrimage. All other employees are subordinates and they carry out the work entrusted by Secretary and Executive Officer.

4. Procedure followed in the decision making process.

All important matters connected with Haj and allied subjects are placed before the Committee for decision and approval. Hence, Committee is the sole authority in decision making process subject to over all guidelines from Haj Committee of India and State Government. The representations from public relating to this Committee are attended to promptly and given reply. In case they relate to policy matters, the same is taken up with Haj Committee of India and replies received are communicated to the petitioners. In case of important issues, the representations are also placed before the Committee and decisions are communicated to the petitioners.

5. Norms set for the discharge of function.

The main function of the Committee is making arrangements for Haj every year, which is seasonal. There are no specific norms for the discharge of function since it is not performed throughout the year. During the season, Haj Committee engages temporary staff and volunteers to assist in the various arrangements. The files are maintained on a single file system since the day-to-day correspondence is not heavy.

6. Rules, Regulations, Instructions, Manuals and Records for discharging functions

The business in this Committee is carried out with reference to the provisions contained in the Haj Committee Act, 2002, and other Government rules wherever applicable with the concurrence of Committee. The Committee's work is seasonal in nature and is discharged subject to overall guidance of Haj Committee of India and State Government.

7. Statement of categories of documents that are held by it for its control.

S. No.	Category of the document	Name of the document and its introduction in on line	Procedure to obtain the document	Held by/ under control of
1.	Haj pilgrimage application	Contains detailed instructions to apply for Haj pilgrimage	May be downloaded from the website of Haj Committee of India, Mumbai. (www.hajcommittee.gov.in)	Chief Executive Officer, Haj Committee of India, Mumbai.
2.	Application for deputation as representative in Building Selection Team.	Contains detailed instructions to apply for Building Selection Team.	Application to be made to Secretary & Executive Officer.	-do-

S. No.	Category of the document	Name of the document and its introduction in on line	Procedure to obtain the document	Held by/ under control of
3.	Haj volunteer application	Contains detailed instructions to apply for Haj volunteer.	Application to be made to Secretary & Executive Officer.	Secretary & Executive Officer.
4.	Orientation training application	Contains detailed instructions to apply for orientation training conducted by Haj Committee of India.	-do-	-do-

8. Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The members of public approach the Committee seeking guidance or clarifications connected with Haj pilgrimage and the Committee sends replies to such requests from the public. Hence, no specific arrangement is in existence for consultation with the members of public. The members of the Committee voice the grievances of the public.

9. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The Committee sometimes constitutes following Sub-Committees as per the requirements of the Tamil Nadu State Hajj Committee:-

1. Sub Committee for conduct of qurrah.
2. Sub Committee for scrutiny of mehram cases.

3. Sub Committee for selection of Khadimul Hujjaj (Haj volunteers).

4. Sub Committee for verification of accounts.

10. Directory of officers and employees.

The Directory of officers and employees are as follows:-

Secretary & Executive Officer 044-28227617

Administrative Officer 044-28252519

11. Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

The Committee approves the scales of pay to the staff of the Committee from time to time. The Secretary and Executive Officer holds the post as Ex-officio. The salaries for Administrative Officer and Assistant Section Officer are drawn from the Government and salaries for rest of the staff is borne by the Committee from the administrative grant sanctioned by the Government.

Class	Designation	Number of Posts
<u>CLASS I</u>	Executive Officer	1
<u>CLASS II</u>		
Category I	Administrative Officer*	1
Category II	Superintendent	1
<u>CLASS III</u>		
Category I	Assistant	2
Category II	1. Junior Assistant	3
	2. Accounts Assistant	1
Category III	Driver	1
Category IV	Typist-cum-Computer Operator	1
Category V	Record Clerk	1
<u>CLASS IV</u>	Office Assistant	2

12. Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Administrative Grant:

The Government of Tamil Nadu sanction administrative grant annually to meet the administrative expenditure of the Tamil Nadu State Hajj Committee, which includes office establishment, payment of salaries to staff, etc. The administrative grant was enhanced from Rs.30.00 lakhs to Rs.50.00 lakhs from 2018-2019 onwards. A sum of Rs.50.00 lakhs has been sanctioned every year as administrative grant by the Government.

Haj volunteers:

Tamil Nadu State Hajj Committee deputed suitable persons as Khadimul Hujjaj (Haj volunteers) to Saudi Arabia every year to look after the welfare of the Haj pilgrims of Tamil Nadu. Haj Volunteer are selected in the ration of 1 Haj volunteer for 200 pilgrims so that a Haj volunteer travels in each flight and take care of the pilgrims throughout the pilgrimage. From the year 2018, female Haj volunteer can also apply for Haj volunteer. The female Haj volunteers are selected subject to maximum limit of 2% of total number of Haj volunteers. To support the State Haj Committees, 50% of the expenditure on the Haj volunteers shall be borne by Haj Committee of India and rest 50% shall be borne by State Government.

Building Selection Team:

The Tamil Nadu State Hajj Committee deputed representative to the Building Selection Team for selecting suitable buildings at Makkah and Madinah for accommodating Haj pilgrims during Haj season. The expenditure in connection with the deputation is also sanctioned as grant to the Committee by the Government.

13. State Government Haj subsidy.

During the year Haj 2018, the Government of Tamil Nadu has introduced a new scheme in which Haj Subsidy of Rs.6 crore was sanctioned for disbursement among the Haj pilgrims proceeding for pilgrimage through Tamil Nadu State Hajj Committee. For the year 2019, the Government sanctioned a sum of Rs.6 crore as Haj Subsidy to the Tamil Nadu State Haj pilgrims and the Committee disbursed the amount to 4397 Haj pilgrims through their bank account. Due to Global outbreak of Covid 19, the Kingdom of Saudi Arabia has cancelled Haj pilgrimage for Haj 2020.

14. Particulars of recipients of concessions, permits or authorisations granted by it.

No concession or permit or authorisation has been granted to the individuals or firms or companies by the Committee.

15. Details in respect of the information, available to or held by it, reduced in an electronic form.

The public are given information relating to Haj pilgrimage through notice board, newspapers and website.

16. Particulars of facilities available to citizens for obtaining information.

The public can obtain information about the functioning of Tamil Nadu State Hajj Committee from the website www.hajtn.com. Information can also be obtained through e-mail (tnshc.chennai@gmail.com).

17. Name and designation and other particulars of Appellate Authority and Public Information Officers.

APPELLATE AUTHORITY

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PUBLIC INFORMATION OFFICER

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