

**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 M. Mohamed Galib Basha as its **Assistant Public Information Officer** (APIO) and Thiru Syed Khaseem, 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. M. Mohamed Galib Basha, Manager and Thiru Syed Khaseem, Administrative Officer, Tamil Nadu State Hajj Committee. Office telephone number is 044-28252519/28227617. E.mail address is: tnhajj786@vsnl.com (Residence telephone:Thiru.M.Mohamed Galib Basha: 044-22581255 & Thiru.Syed Khaseem:98408-47924)
- 1.4 The Committee has also designated Thiru. K. Allaudin, I.A.S., Member 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:-

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Chennai-600 034.

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## **2. Organisation, functions and duties of the Committee.**

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

Section 18(1) of the Haj 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 since reconstituted and 16 members including Thiru. K. Allaudin, I.A.S., who shall be the Member and Executive Officer have been nominated in G.O.Ms.No.117, B.C., M.B.C. & M.W. Department, dated 31-12-2009. The Committee has elected Thiru. (Haji.) Aboobucker, Proprietor, Hotel President, Chennai, as its Chairperson.

**Term of Office:**

The term of office of the Members of the State Committee shall be three years. Following are the names of the members of the Tamil Nadu State Hajj Committee:-

<b>S.No.</b>	<b>Name of the Member</b>	
1.	Janab Aboo Bucker, Hotel President, Chennai.	CHAIRMAN.
2.	Janab J.M. Aaron Rashid, M.P.	MEMBER
3.	Janab H. Abdul Basith, M.L.A.	”
4.	Janab Hassan Ali, M.L.A.	”
5.	Janab S.A.H. Basheer Ahmed, Chairman, Keelakarai Municipality.	”
6.	Janab S.K.K. Hakeem, Vice Chairman, Palani Municipality.	”
7.	Janab N.A. Sulaiman Batcha, Chairman, Ammapettai Panchayat Union.	”
8.	Janab Asghar Ali Dhala President, Anjuman-e-Hussainy, Chennai.	”
9.	Moulavi Mohammed Roohul Haque, Vice Principal, Jamiat-e-Anwarul Uloom, Trichy.	”
10.	Moulavi P.A. Khaja Mohinudeen Baquavi, Professor, Usmania Arabic College, Melapalayam, Tirunelveli.	”

<b>S.No.</b>	<b>Name of the Member</b>	
11.	Janab Nawab Zada Mohammed Asif Ali, Son of Prince of Arcot, Amir Mahal, Chennai.	MEMBER
12.	Haji H. Mohamed Afzal, Honorary Secretary, Tamil Nadu Haj Service Society, Chennai.	”
13.	Janab A. Aarif, Director, M/s. Parveen Travels, Chennai.	”
14.	Alhaj Tiruppur M.A. Sathar, General Secretary, Tamil Nadu Maanila Quaide Millath Peravai, Chennai.	”
15.	Dr. Kavikko Abdul Rahman, Chairperson, Tamil Nadu Wakf Board, Chennai.	”
16.	Janab K. Allaudin, I.A.S.,	Member & Executive Officer, Tamil Nadu State Hajj Committee, Chennai.

### Functions and Duties

The main functions of the Committee are as follows:

- (i) Receipt, scrutiny of applications and selection by draw of lots (if necessary) of applicants for Hajj pilgrimage from Tamil Nadu.
- (ii) Deputation of representatives in the Building Selection Team to assist Consulate General of India, Jeddah, to select suitable buildings every year.
- (iii) Deputation of Hajj volunteers every year to look after the welfare of the Hajjis from Tamil Nadu when they are in Saudi Arabia.
- (iv) Free supply of Hajj Guide Books in Tamil, English and Urdu every year to Hajj applicants and hand book on ‘Hajj and Umrah’ free of cost in Tamil language.

- (v) Conducting inoculation, screening of H1N1 flu and issue of H1N1 influenza symptoms free certificate after proper checking and orientation programmes at various district/taluk headquarters.
- (vi) Coordinating with Government of India, State Government, the Hajj Committee of India, Mumbai, etc., and other agencies such as (Saudi Arabian) Airlines, Air India, Airports Authority of India, Immigration, Customs, etc., and other voluntary organisations for successful arrangements for Hajj flight operations, etc.
- (vii) Making of supporting arrangements for operation of direct Hajj flights from Chennai to Jeddah and back, transit accommodation at Chennai, transport from accommodation centres to Airport and back, etc.

### **3. Powers and duties of officers and employees.**

This Committee is headed by Chairman, while the Member and Executive Officer who is a senior I.A.S. officer looks after day-to-day administration. The Member 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. He is assisted by the Deputy Secretary (Hajj) and Administrative Officer. 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:-

<b>S.No.</b>	<b>Section</b>	<b>Details of subjects dealt with</b>
1	Section – A	<ol style="list-style-type: none"> <li>1. Receipts of grants from Government and urgent letter.</li> <li>2. Constitution of Hajj Committee</li> <li>3. Settlement of T.A. Bills of Members.</li> <li>4. Proposals and Sanction of Part-II schemes.</li> <li>5. L.A.Q.</li> <li>6. Hajj volunteers.</li> <li>7. Deputing Building Selection Team</li> <li>8. Annual Report of the Committee.</li> <li>9. Hajj Committee Meetings.</li> <li>10. Medical Mission/Deputation of AHO/HAs.</li> <li>11. Translation work for guide books.</li> <li>12. Conduct of orientation and inoculation programmes.</li> <li>13. Annual Haj Conference and other meetings convened by HCoI/Ministry.</li> <li>14. Election for Zonal representative to HCoI.</li> </ol>
2	Section – B	<ol style="list-style-type: none"> <li>1. Numbering of Hajj applications.</li> <li>2. Despatch &amp; Receipts of Hajj applications</li> <li>3. Despatch of various circulars to pilgrims.</li> <li>4. Bank deposits and other transactions.</li> <li>5. Salaries &amp; other Payments.</li> <li>6. Printing of Hajj Guide and Hajj &amp; Umrah, etc.</li> <li>7. Purchase of stationery and maintenance of equipments.</li> <li>8. Payment of taxes such as property tax, water &amp; sewerage tax, professional tax, due to the Government.</li> </ol>

<b>S.No.</b>	<b>Section</b>	<b>Details of subjects dealt with</b>
3	Section – C	<ol style="list-style-type: none"> <li>1. Announcement about Hajj and inviting applications</li> <li>2. Qurrah (draw of lots) Work.</li> <li>3. Monitoring compilation of data of pilgrims.</li> <li>4. Selection intimation to the intending pilgrims.</li> <li>5. Scrutiny of Hajj applications and rectifications.</li> <li>6. Meningitis arrangements. (Meningitis, Swine Flu, Polio drops, etc.)</li> <li>7. Obtaining of BCAS passes during flight season.</li> <li>8. Legal matters relating to the Committee.</li> <li>9. Maintenance of stock files &amp; Registers.</li> <li>10. Service book entries.</li> </ol>
4	Section – D	<ol style="list-style-type: none"> <li>1. Maintenance of Quick Reference Register.</li> <li>2. Maintenance of Airfare, Foreign exchange Register.</li> <li>3. Reconciliation of Reports with bank statement and furnishing reconciliation certificate to Government in respect of grants.</li> <li>4. Category break-up for the remittances.</li> <li>5. Cancellations &amp; Refund to pilgrims.</li> <li>6. All matters relating to Central Haj Committee.</li> <li>7. Transit accommodation to pilgrims.</li> <li>8. Preparation of audit report of the Committee.</li> </ol>

<b>S.No.</b>	<b>Section</b>	<b>Details of subjects dealt with</b>
5	Section – E	<ol style="list-style-type: none"> <li>1. Comparing of computer print-outs of pilgrims list, etc.,</li> <li>2. Comparing of Demand Drafts remittance statement.</li> <li>3. Preparation of Health Cards.</li> <li>4. Orientation camps for pilgrims.</li> <li>5. Additions and deletions in the pilgrims manifest.</li> <li>6. Advancement &amp; Postponement of Air tickets.</li> <li>7. Preparations of Hajj passports in coordination with Regional Passport Offices.</li> <li>8. Coordination Committee meetings and follow up actions.</li> <li>9. Handling of zam zam and left out baggages.</li> <li>10. Presentation of bills for grants to Secretariat.</li> </ol>
6	Section – F	<ol style="list-style-type: none"> <li>1. Reception counter.</li> <li>2. Receipt of requisitions for issue of Hajj application forms, Hajj volunteer forms, etc.</li> <li>3. Receipt of tappal and affixing date seal.</li> <li>4. Attend to visitors/pilgrims.</li> <li>5. Attend phone calls.</li> <li>6. Despatch of Hajj Guides to pilgrims.</li> <li>7. Requests regarding allotment of flight and accommodation etc.</li> <li>8. Hajj applications under Additional/ Government Discretionary quota.</li> </ol>

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

**4. Procedure followed in the decision making process.**

All important matters connected with Hajj 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 Hajj 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.**

<b>S. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/ under control of</b>
1.	Hajj pilgrimage application	Contains detailed instructions to apply for Hajj pilgrimage	Application to be made to Member & Executive Officer/ Administrative Officer, Tamil Nadu State Hajj Committee.	Member & Executive Officer.
2.	Application for deputation as representative in Building Selection Team.	Contains detailed instructions to apply for Hajj volunteer.	-do-	-do-
3.	Hajj volunteer application	Contains detailed instructions to apply for Hajj volunteer.	-do-	-do-

<b>S. No.</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by/ under control of</b>
4.	Orientation training application	Contains detailed instructions to apply for orientation training conducted by Haj Committee of India.	Applications to be made to Member & Executive Officer/ Administrative Officer, Tamil Nadu State Haj Committee	Member & Executive Officer.

**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.
4. Sub Committee for verification of accounts.

## 10. Directory of officers and employees.

The Directory of officers and employees are as follows:-

Member & Executive Officer	25671233 / 28227617
Deputy Secretary	25671352
Administrative Officer	28225786
Manager	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 Member and Executive Officer holds the post as Ex-officio and Deputy Secretary was also appointed as Ex-officio Deputy Secretary. The salaries for Administrative Officer and Assistant Section Officer are drawn from the Government and salaries for rest of the staff is borne from the administrative grant sanctioned by the Government.

		<b>No. of posts</b>
Member & Executive Officer	- Ex-officio post	1
Deputy Secretary	- Ex-officio post	1
Administrative Officer	- Salary drawn from Government	1
Manager	- PB2-Rs.9300-34800 + 4700	1
Assistant Section Officer	- Vacant	1
Junior Assistants (S.G.)	- PB1-Rs.5200-20200 + 2400	2
Junior Assistants	- PB1-Rs.5200-20200 + 2000	4

Typist (S.G.)	- PB1-Rs.5200-20200 + 2400	1
Driver (S.G.)	- PB1-Rs.5200-20200 + 2400	1
Record Clerk	- PB1-Rs.5200-20200 + 1800	1
Office Assistant (S.G.)	- PB1A-Rs.4800-10000 + 1300	1
Office Assistant	- PB1A-Rs.4800-10000 + 1300	1

**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.7.00 lakhs to Rs.10.00 lakhs from 2001-2002 onwards. A sum of Rs.10.00 lakhs has been sanctioned as administrative grant for the year 2009-2010.

Hajj volunteers:

Tamil Nadu State Hajj Committee deposes suitable persons as Khadimul Hujjaj (Hajj volunteers) to Saudi Arabia every year to look after the welfare of the Hajj pilgrims of Tamil Nadu. The expenditure on deputation of Hajj volunteers is met from a separate grant sanctioned by the Government for this purpose. The Government have sanctioned a sum of Rs.13.08 lakhs to meet the expenditure on deputation of 12 Hajj volunteers for the year 2009-2010.

Building Selection Team:

The Tamil Nadu State Hajj Committee deputed representative(s) to the Building Selection Team for selecting suitable buildings at Makkah and Madinah for accommodating Hajj pilgrims during Hajj season. A sum of Rs.50,000/- was sanctioned by the Government for this purpose for 2009-2010.

Part-II schemes:

The Government of Tamil Nadu also sanctions grants for non-recurring expenditure like purchase of computers, provision of other facilities for Tamil Nadu State Hajj Committee under Part-II schemes. A sum of Rs.1.60 lakhs was sanctioned by the Government for the year 2009-2010 for purchase of two computers with accessories and two air-conditioners in the Tamil Nadu State Hajj Committee.

**13. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes.**

With the approval of Ministry of External Affairs, Haj Committee of India, Mumbai, has been announcing the subsidised airfare (Rs.16,000/-) which involves a subsidy of about Rs.20,000/- per pilgrim borne by Government of India. The State Hajj Committee has been sending pilgrims on the basis of announcement made every year by collecting subsidised airfare. During Hajj 2009, 4190+8 (infants) pilgrims of Tamil Nadu proceeded for Hajj by availing the subsidised airfare.

**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 Hajj 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.hajjtn.org](http://www.hajjtn.org). Information can also be obtained through e-mail ([tnhajj786@vsnl.com](mailto:tnhajj786@vsnl.com)).

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

**APPELLATE AUTHORITY**

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