

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 -044-28276061)
- 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.37, B.C., M.B.C. & M.W. Department, dated 15-06-2017. The term of office of the members of the State Committee shall be three years. Thiru. Abdul Jabbar is elected unanimously as Chairman of the Tamil Nadu State Hajj Committee with effect from 28-7-2017. Thiru. Md. Nasimuddin, I.A.S. is the Secretary and Executive Officer of the Committee.

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) Supply of hand book on 'Hajj and Umrah' at free of cost in Tamil language to selected Hajj pilgrims.
- (v) Making arrangements to administer vaccination against Meningitis and Oral Polio Drops and orientation programmes at various district/taluk headquarters.
- (vi) Coordinating with Government of India, State Government, the Haj 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 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. He is assisted by the Under 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:-

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 Committee 3. Settlement of T.A. Bills of Members. 4. Proposals and Sanction of Part-II schemes. 5. L.A.Q. 6. Hajj volunteers. 7. Deputing Building Selection Team 8. 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 Hajj applications. 2. Despatch & Receipts of Hajj applications 3. Despatch of coverwise acknowledgements and various circulars to pilgrims. 4. Bank deposits and other transactions. 5. Salaries & other Payments.

S.No.	Section	Details of subjects dealt with
		<ol style="list-style-type: none"> 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 Hajj 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 Hajj 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 hajj 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. 9. Transit accommodation to pilgrims. 10. Preparation of audit report of the Committee.

S.No.	Section	Details of subjects dealt with
5	Section – E	<ol style="list-style-type: none"> 1. Data Entry work of Hajj 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	<ol style="list-style-type: none"> 1. Data entry of hajj 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 Hajj application forms, Hajj volunteer forms, etc. 4. Receipt of tappal and affixing date seal. 5. Attend to visitors/pilgrims. 6. Attend phone calls. 7. Despatch of Hajj Guides to pilgrims. 8. Requests regarding allotment of flight and accommodation etc. 9. Hajj applications under Additional/ Government Discretionary quota.

S.No.	Section	Details of subjects dealt with
7	Section – G	<ol style="list-style-type: none"> 1. Data entry of hajj 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 Hajj 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 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.

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

S. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
	in Building Selection Team.	Selection Team.		
3.	Hajj volunteer application	Contains detailed instructions to apply for Hajj 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 (Hajj 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	044-25671511 / 28227617
Under Secretary to Government	044-25665780
Administrative Officer	044-28276061

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 and Under Secretary to Government was also appointed as Ex-officio Under Secretary. The salaries for Administrative Officer and Assistant Section Officer (vacant at present) 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.

		No. of posts
Secretary & Executive Officer	- Ex-officio post	1
Under Secretary to Govt.	- Ex-officio post	1
Administrative Officer	- Salary drawn from Government	1
Assistants	- PB1-Rs.9300-34800 + 4200	2
Junior Assistants (S.G.)	- PB1-Rs.5200-20200 + 2400	4

Typist (Spl. Gr.)	- PB1-Rs.9300-34800 + 4200	1
Driver	- Vacant	1
Record Clerk	- PB1-Rs.5200-20200 + 1800	1
Office Assistant (S.G.) (upgraded as R.C.)	- PB1A-Rs.4800-10000 + 1650	1
Office Assistant (S.G.)	- 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.20.00 lakhs to Rs.30.00 lakhs from 2013-2014 onwards. A sum of Rs.30.00 lakhs has been sanctioned every year as administrative grant by the Government.

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 the grant sanctioned by the Government for this purpose. The Government have sanctioned a sum of ₹13,14,650/- to meet the expenditure on deputation of 12 Hajj volunteers for Hajj 2016. (i.e. 50% of the total expenditure in connection with the deputation and remaining 50% is borne by the Haj Committee of India, Mumbai.)

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 Hajj pilgrims during Hajj season. The expenditure in connection with the deputation is also sanctioned as grant to the Committee by the Government.

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 Minority Affairs, Haj Committee of India, Mumbai, has been announcing the subsidised airfare which involves a subsidy of about Rs.17,528/- 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 2017, 3292+4(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.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

Thiru. Md. Nasimuddin, I.A.S.,
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Tamil Nadu State Hajj Committee,
Chennai-600 034.
Phone No.: 044-28227617

PUBLIC INFORMATION OFFICER

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