

OFFICE OF THE DIRECTOR GENERAL OF PRISONS
[GOVT. OF NCT OF DELHI]
PRISONS HEADQUARTER, CENTRAL JAIL TIHAR, JANAKPURI:
NEW DELHI

F.18(78)/Estt./CJ/PHQ/Misc-circ/2022/376-379

Dated: 15/01/2025

Sub: Forwarding Circular/letters/Orders.

The copy of under mentioned letter/Circular/ is forwarded herewith for information and necessary action:-

Sl. No	Received from	Regarding	Pertain to
1.	Deputy Secretary (Home-Admin)	Selection of State haj.Inspector (SHI) (Earlier know as Khadim Ul Hujja) for Haj 2025.	SSA(IT) to upload the same on department website.
2.	Jt. Secretary (GAD)	Delhi Assembly Election,2025-Strict Enforcement of Model Code of Conduct (MCC)	All SCJ's (Tihar/Rohini and Mandoli)

Encl: As above

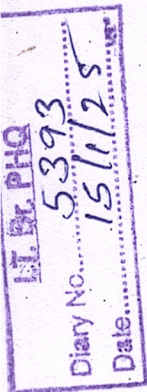
OIC (Estt. Branch-I)

To

1. All Jail Superintendents (Tihar, Rohini and Mandoli)
2. SSA (IT Branch),PHQ
3. Guard File.

Sushant
20.01.25

Gaurav



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No. F.25/03/19/Misc/Part-II/Estt/ 158-165
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE BRANCH: HOME DEPARTMENT,
5th LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

Dated: 31/12/2024

To

✓ The Director General (Prisons), Govt. of NCT of Delhi, Central Jail, Lawjanti Garden, New Delhi.	The Director, Delhi Fire Service (HQ), Govt. of NCT of Delhi, Connaught Place, New Delhi.
The Director (FSL) Govt. of NCT of Delhi, Madhuvan Chowk, Sector -14, Rohini New Delhi.	The Director, Directorate of Prosecution, Govt. of NCT of Delhi, Tis Hazari Complex, Delhi.
The Director General (Home Guard), Govt. of NCT of Delhi, Raja Garden, New Delhi.	The Commissioner of Police, New Police Headquarters, Jai Singh Road, New Delhi.

Sub: Forwarding Circular/ letter.

Sir/Madam,

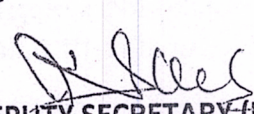
Please find enclosed herewith the circular no. HAJ-2025/20 dated 20.12.2024 regarding Selection of State Haj: Inspector (SHI) (Earlier know as Khadim Ul Hujjaj) for Haj – 2025, which is self-explanatory.

In this regard, it is requested to take appropriate action in the matter.

Yours faithfully,

Encl: As above

Diary No. 209 Date 07-01-25
Estt. Branch, P.H.Q., Central Jail,
Tihar, New Delhi-61


DEPUTY SECRETARY (HOME - ADMIN)

Copy for information and necessary action to:

1. All Deputy Secretaries of Home Department, GNCT of Delhi.
2. Guard file.

Addl. I.G. (P)
SCJ (PHQ) - I


Director General (Prisons)

R & I SECTION
(PHQ) TIHAR, N.D.

Dak Received. M-295
Dated 03/01/25

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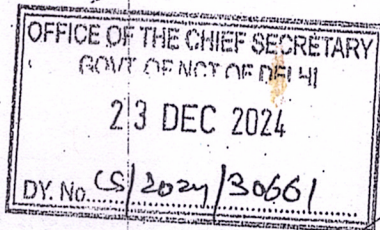
Office of the Special Secretary (Home)
Diary No. 133
Dated 26/12/24

OFFICE OF THE DEPUTY SECRETARY (HOME) 4181

Diary No. 4798/M Dated 24/12/24

File No.: HCO128-006500349/3/2024-HCOI
HAI COMMITTEE OF INDIA
Ministry of Minority Affairs, Government of India

3536



Joint Secretary (Home)
Diary No. 478
Dated 27/12/24

Bait-ul-Hujjaj (Haj House)
7-A, M.R.A. Marg, (Palton Road)
Mumbai - 400 001
Date: 20th December, 2024

HAI - 2025
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CIRCULAR

Subject: Selection of State Haj Inspector (SHI) [Earlier known as Khadim Ul Hujjaj] for Haj-2025.

State Haj Inspectors (SHIs) play a crucial role in assisting Haj pilgrims during their pilgrimage. These SHIs, deputed from all States/UTs, are selected in accordance with the norms established by the Haj Committee of India (HCOI) and approved by the Ministry of Minority Affairs (MoMA). The SHIs have to assist the Consulate General of India, Jeddah (CGI) in ensuring organised and effective welfare services for pilgrims. To serve the pilgrims effectively, it is necessary that full quota of SHIs is utilized. 50% of the expenditure on the SHIs shall be borne by HCOI and the rest 50% shall be borne by respective State/UT Haj Committees (SHCs). For Haj 2025, SHIs are to be appointed in the ratio of 1 SHI for every 150 pilgrims including female SHI, ensuring adequate support throughout the journey. Female candidates can also apply as State Haj Inspector.

2. The norms for selection of SHIs are detailed below:

(A) Candidates desirous to be selected as SHI have to fill-up the application online and upload requisite documents as specified in the application form available on the website: <https://www.hajcommittee.gov.in>. A candidate must have machine readable valid Indian international passport valid at least upto 15th January, 2026. The last date for submission of online SHI application is 4th January, 2025.

(B) Male / female applicants aged below 50 years as on 4th January, 2025 (i.e. applicant born on or after 4th January, 1975) are eligible.

(C) 20% SHIs may be appointed from amongst the repeat candidates who have shown exemplary performance during deployment as KuH or deputationist during Haj 2024 or earlier in the past 4 Haj years.

(D) Minimum educational qualification of candidates applying for SHI is a graduation degree from a recognized institution.

(E) The SHIs fulfilling eligibility criteria shall be selected through a Computer Based Test followed by an Interview.

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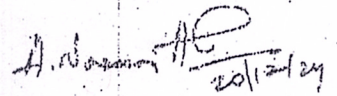
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- (F) A SHI should be physically fit & active, possess ample will power, and sincerity towards the assignment, so as to be able to look after the pilgrims and to support the Haj operations. A physical fitness test shall be conducted to assess fitness of the candidates to undertake the arduous task of SHI.
 - (G) SHI have to submit medical certificate of fitness to this effect from a Government Hospital. Certificate issuing authority shall be held responsible if information furnished is found to be false or incorrect.
 - (H) A SHI must be tech-savvy and well-acquainted with the use of smart phones, mobile applications and internet, and conversant with Microsoft Office.
 - (I) A SHI must be fluent in the language of the pilgrims that he / she shall be dealing with. Knowledge of other Indian languages is useful. Preference shall be given to candidate knowing the Arabic language.
 - (J) Applicant must be vaccinated with all the required doses of approved vaccines in terms of Health Guidelines issued by Kingdom of Saudi Arabia for the pilgrims of Haj -2025.
 - (K) Applicants, who have already performed either Haj or Umrah, will only be eligible to apply for SHI for Haj-2025.
 - (L) It is compulsory for the selected SHI to attend the training program organized by HCoI for SHI, failing which their selection shall be cancelled.
 - (M) Applicants must be regular employees of Central / State Governments / Paramilitary Forces / Autonomous Bodies and PSUs of Central and State Governments. Employees working on Temporary/ Part-time/ Seasonal/ Contractual/Ad-hoc basis are not eligible. Senior officers like Class A officers of Central or State Government or equivalent are also not eligible.
 - (N) Not more than 15% of the total numbers of SHIs are to be nominated from the permanent employees of respective SHC or State Wakf Board.
 - (O) A No Objection Certificate (NOC) from the employer must be submitted by the applicants.
 - (P) No family member would be allowed to accompany a SHI on Haj pilgrimage.
 - (Q) No SHI should have any connection with any Saudi Tawafa Establishment (Moallim).
 - (R) The SHI cannot accept any financial or other consideration from any pilgrim as they are expected to render free service.
 - (S) Candidates against whom adverse comments have been received from CGI Jeddah during their past deployment on Haj duty as KuH or deputationist in KSA will not be eligible.
 - (T) Only committed and competent candidates are advised to apply. Those who are found to be under-performing their duties or indulging in abandoning the pilgrims shall be summarily recalled from deployment with disciplinary action as deemed fit. Further, those SHI who are found to be under-performing their duties or against whom adverse comments from the CGI are received, will be blacklisted from applying as a SHI or deputationist during subsequent Haj.

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3. The role, duties and responsibilities of SHI are as follows:
- (A) SHIs have to travel with the pilgrims from the respective State / UT's. No SHI shall be allowed to travel separately. SHI has to travel with the same pilgrims in the outbound and inward flight.
 - (B) SHIs have to assist and guide the pilgrims during their journey and stay in KSA. Therefore, the SHI must update their knowledge and collect all relevant information relating to Haj pilgrimage. They have to be present at the embarkation point well in advance so that they can be contacted by the pilgrims in case of need.
 - (C) On arrival in Jeddah, the SHI shall report for duty in SHI Cell in Indian Haj Pilgrims Office (IHPO) in Makkah and Madinah and follow the instructions given there. SHI should discharge their duties under the supervision and direction of the CGI. They should report to the Consulate on daily basis and be available when their services are required.
 - (D) Every SHI has to be in continuous and regular contact with the pilgrims assigned to them, whose names and other details shall be duly entered in their Register and Haj Suvidha App.
 - (E) If a pilgrim has any issue with his Moallim, SHI has to intervene in the matter to resolve the problem. In case any issue is not resolved, a written complaint may be obtained from the pilgrim with his full particulars, e.g., pilgrim's name, address in Makkah / Madinah, passport number, cover number, etc. The matter should be reported to the CGI for further action physically / through Haj Suvidha App. In dealing with Moallims, SHI has to be cautious about using harsh words or speaking unparliamentary language or mounting pressure as it might result in difficulties to the pilgrims as a whole.
 - (F) Before his / her return to India, each SHI has to submit a report along with the Register of his/her pilgrims to CGI, mentioning the difficulties faced by pilgrims assigned to him/her and the services rendered by him / her.
 - (G) The period of stay of SHI in KSA shall be treated as duty period and necessary entries may be done by their parent departments in their service records. No TA / DA will be admissible.
 - (H) Details regarding duties and responsibilities of SHI may be got translated by SHCs in the regional language of the State / UT concerned and a copy given to each selected SHI for study and guidance.
 - (I) In case an SHI fails to perform his/her duties effectively or negative complaints / feedback are received against any SHI / abandons the pilgrims entrusted to him/her or switches off his/her mobile phone allotted to him/her and linked to the Haj Suvidha App repeatedly or for an extended period without any logical explanation, necessary action shall be taken against that SHI which may include immediate repatriation from KSA to India. Further, CCA authority of the said SHI shall also be requested to take disciplinary action against him/her as per applicable conduct rules.
4. The SHCs shall verify the data entered by the applicant for SHI and shall endorse the same verifying the documents submitted by the applicants for eligibility to serve as SHI, from their State/UT.

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5. A Computer based Test and Interview of the eligible candidates shall be conducted for the eligible candidates and the SHCs may submit the list of recommended and waitlisted candidates based on their suitability, to HCoI, strictly in accordance with merit and suitability as per norms, for approval in the ratio of one SHI for every 150 pilgrims from the State/ UT with fair representation to all districts in the State. The waitlisted candidates shall be selected in case any of the recommended candidates are unable to proceed as SHI.
6. The Executive Officers should satisfy themselves that the nominated candidates fulfil all the eligibility requirements and are suitable for deployment as SHI. Executive Officer of the respective SHCs shall furnish a certificate along with the applications stating that all the applications have been checked properly and found in order in all aspects. A certificate must be issued by the SHCs stating that the nominated candidate has not served as a State Haj Inspector (SHI) / Khadim-ul-Hujjaj (KuH) more than thrice in their career. State / UT Haj Committees may verify, upload and confirm the list of eligible candidates on or before 10th January, 2025. After conducting Computer Based Test and Interview, the nomination of the recommended candidates may be sent to the Haj Committee of India.
7. The SHCs shall strictly adhere to the prescribed timeline. Haj Committee of India shall select the SHI, if any SHCs fails to nominate the SHI within the prescribed due date.


Nazeem Ahmeed A. IOFS
Chief Executive Officer

1. ✓ Chief Secretary, of all States / Administrators of UTs.
2. The Joint Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
3. The Consul (Haj), Consulate General of India, Jeddah, Kingdom of Saudi Arabia.
4. The Under Secretary (Haj), Ministry of Minority Affairs, Government of India, New Delhi.
5. The Executive Officer of all State / U.T. Haj Committees.
6. In-charge, Computer Section, HCoI for putting on website of HCoI.