



**Consulate General of India
Jeddah**

NORMS & PROCEDURES FOR SELECTION OF BUILDINGS

FOR PILGRIMS AT MAKKAH

HAJ-2016 (1437 H)

(For BST / BSC Members

&

Indian Haj Pilgrims' Office, Makkah)

21st December, 2015

Haj management is one of the most complex organizational tasks undertaken by the Government of India outside its borders. Due care is taken by all the agencies involved to make the best possible arrangements for Indian Pilgrims so that their pilgrimage in the Kingdom of Saudi Arabia is made as comfortable as possible. As the Hajis spend more than a month in Makkah, 'Makkah accommodation' constitutes an important dimension of the Haj arrangements. The accommodation process starts with the publication of advertisement in the local Arabic, English and Urdu dailies.

2. Since the Reserved Accommodation Scheme (RAS) was introduced in 1987, the number of pilgrims coming through the HCOI stream has increased manifold from 10,000 to *1,00,020 in 2014*, thereby changing the entire magnitude of the work involved in hiring of accommodation for pilgrims in Makkah. The norms and categories for the Hajis are fixed every year after a high-level meeting headed by Secretary (East), Ministry of External Affairs and attended by Chairperson, Haj Committee of India, Ambassador of India, Riyadh, Consul General of India, Jeddah and Chief Executive Officer, Haj Committee of India. The high-level meeting takes into account the current and emerging accommodation scenario in Makkah including large-scale demolition around Haram Sharief, dynamic nature of rentals for accommodation in Makkah based on the factors of demand and supply and the competition faced by the Indian Haj Pilgrims' Office from countries like Pakistan, Bangladesh, Indonesia, Malaysia, Egypt and others.

3. Transparency, openness and objectivity is the hall-mark of Indian Haj Management. Great efforts have been made to evolve a fool-proof and transparent system of hiring accommodation over the years by adopting an inclusive and participatory approach and by involving all the agencies engaged in the Haj management in India viz; the State Haj Committees, the Haj Committee of India (HCOI) and the Consulate General of India (CGI) in this process. The Government of India expects that the hiring of accommodation for Indian Hajis is done with absolute care, transparency, sincerity and integrity at all levels. It should be the joint endeavour of all the agencies to try and acquire the best and the most suitable accommodation for the Indian pilgrims within the given parameters, so as to achieve visible and qualitative improvement in the pilgrims' accommodation in Makkah.

4. Hon'ble Supreme Court vide its judgment of 16th April, 2013 constituted Long Term Accommodation Committee (LTAC) and stated, "We expect the (Long Term Accommodation) Committee to make arrangements for stay of the Indian pilgrims in Saudi Arabia by taking accommodations on lease for a term not less than five years

.....” The LTAC is making efforts to hire good buildings on long term basis starting Haj-2015 to accommodate Hajis.

5. While LTAC made concerted efforts to hire buildings for Hajis on long term basis *during Haj-2015, however, only 17 buildings having 7780 units(2675 units in Green and 5105 units in Azizia category) had been hired.* There would still be a need to hire buildings for Haj-2016 to accommodate 1,00,020 HCOI Hajis. Therefore, the existing practice of the acquisition of accommodation in Makkah based on the **three-tier system** will continue. The **three-tier system** comprises of: (i) **Building Selection Teams (BST)** consisting of representatives sent by State Governments or State Haj Committees; (ii) **Building Selection Committee (BSC)** consisting of members from the HCOI and Consul (Haj) together, and (iii) **Building Management Committee (BMC)**, a high-level 3-member committee comprising the Ambassador, the Consul General and the Chairperson, HCOI, that is empowered to take decisions on any aspect of the accommodation acquisition process depending on the exigencies of the situation. The roles of each of these agencies, the BST, the BSC and the BMC, are clearly defined so that there is no ambiguity.

6. **The Building Selection Team (BST):** The Building Selection Team (BST) comprises of members sent on deputation by the State Governments or the State Haj Committees. The BST members assisted by the staff of the Indian Haj Pilgrims’ Office (IHPO), Makkah inspect the buildings on offer. **BST is required to make complete measurement and makes provisional recommendations** for their selection or otherwise on the basis of the norms laid down in this document. If a BST member decides to reject a building as unsuitable for hiring after due inspection, he should record his specific and detailed reasons for doing so. In case of exigencies, buildings rejected by BST may be reviewed by BSC with the approval of Consul General in writing.

7. **Role of IHPO, Makkah in assisting BST/BSC members:**

(a) **IHPO** Makkah shall provide all the necessary assistance to the BST/BSC members in the following respects:- **(i) making available the list of all buildings on offer; (ii) short-listing of buildings as per their suitability according to established norms and parameters and assisting the BST in the measurement of all rooms and ascertaining the exact distance of the building from the Haram Sharief; (iii) providing location maps, clearly specifying the boundary of the category and names of all localities for easy identification of buildings; (iv) informing the BST/BSC whether a building is new or re-hired and in case of the latter, informing the old number of the building and whether any complaints relating to the building were received in the previous years; (v) giving support in logistics like arranging accommodation, transportation and putting**

adequate staff at the disposal of BST/BSC members for effective discharge of their duties; (vi) to provide lists of previously approved and rejected building. BST and BSC members are required to give acknowledgment in writing of receiving the above lists/ information from the IHPO Makkah. Incharge, IHPO, Makkah is required to accompany the BST/BSC members to brief them on the locality, background of the building and any other information that needs to be conveyed to them.

- (b) IHPO Makkah would get the new buildings on offer measured before they are shown to BST in order to facilitate speedy selection of buildings. The accompanying staff members will carry the already completed proforma (copy of the proforma of previous year in respect of rehiring buildings) and the BST member will cross verify the facts on the spot and put his initial on the proforma. The rough proforma duly initialled by the BST Member will invariably be submitted with the fair proforma to him. It will dispel confusion and ambiguity during the selection of buildings.
- (c) IHPO Makkah would also provide BST and BSC members with the telephone list of the Consulate. ***The staff members of IHPO, Makkah are only expected to facilitate the BST/BSC members in the discharge of their duties. They are not expected to give their opinions on buildings on offer lest it should be mis-construed as an attempt to influence the decision-making process one way or the other.*** The BST/BSC members should exercise their own judgement about a building before making preliminary recommendations. However, they are free to consult officials of IHPO, Makkah or Consul (Haj) if they so wish. In-charge Makkah is responsible for showing the buildings to the selection team as per the priorities mentioned in para 18. BST members may kindly follow the list provided by In-charge Makkah to select buildings.

8. **The Building Selection Committee (BSC)** comprises members of HCOI and Consul (Haj). After inspecting the buildings shortlisted by BST for hiring, BSC may either approve or reject the buildings. Should a BSC member have a suggestion for hiring a specific building (not already listed), he should advise the landlord/lessor/POA to follow the established procedure by submitting the relevant papers to IHPO, Makkah. In-charge Makkah is responsible for showing the buildings to the selection team as per the priorities mentioned in para 18. BSC members may kindly follow the list provided by In-charge Makkah to select buildings.

9. The Consul General shall intervene in cases which may require the intervention by the BMC, i.e. whenever there is any difference of opinion between the BST & the BSC.

10. The **Building Management Committee (BMC)**: The high-level 3-member Building Management Committee (BMC), comprising the Ambassador, the Consul General and the Chairperson, HCOI is evolved as a fast-track mechanism in decision-making, especially during the times of crisis. The BMC is expected to review the work done by the BST and BSC and take decisions on all matters pertaining to accommodation acquisition process for Indian pilgrims. The BMC is empowered to solve disputes arising out of such issues as; distance of a building, elevation, capacity of a building as per measurement or *Tasreeh* or *Tasneef*, blacklisting of buildings or landlords/lessors, complaints filed by landlords or lessors or any such matter. *The BMC is also empowered to take crucial decisions relating to relaxation of distance parameters upto 100 m in each category in exceptional circumstances arising out of accommodation shortage in Makkah and also to accommodate Star Hotels and other higher grade accommodation in close proximity to the Haram Sharief that may, otherwise, not be available to the Indian Haj Pilgrims' Office within the given parameters and norms. Each such decision has to be taken by majority in the BMC and duly recorded in writing giving full justification. BMC may also take decisions for relaxing norms for the Kitchen/ bathroom ratio in exceptionally good buildings.*

Procedure to select Buildings

11. The process of acquisition of accommodation for Haj 2016 (1437H) commences with publication of an advertisement in the Arabic, English and Urdu Newspapers locally and reproduced on the Consulate's Website.

12. Applications in respect of the buildings at Makkah in prescribed proforma are accepted from the owners of buildings, lessees and representatives of the companies licensed for renting buildings to Indian Haj Pilgrims' Office.

13. Buildings may be hired from anybody who holds a legal tender under the Saudi Arabian Law as rightful landlord, lessor, housing group or holder of Power of Attorney for renting the building. While hiring buildings, care should be taken to ensure that no particular preference or advantage is given to any landlord, lessor or housing group.

14. While applications for the buildings in Makkah can be accepted with the *Tasreeh* for Haj 2015 (1436H), signing of agreement for the selected buildings will be done only on the production of *Tasreeh* for Haj 2016 (1437H). Applications for the buildings in Azizia will be accepted only if they are submitted alongwith the *Tasreeh* for Haj 2016 (1437H).

15. Only owners, lesser and representatives of firms authorized to rent buildings are allowed to submit *Tasreeh*.

16. Owners and Representatives of firms would be given a receipt for the application with the received ID, date and time of receipt.
17. Blank building agreement should be properly accounted for. This is the responsibility of the In-Charge, Indian Haj Pilgrims' Office Makkah. A register should be maintained in this case. No blank agreement would be given to an owner/representative of the owner without the earlier blank agreements being completed and returned or accounted for pending buildings.
18. *IHPO Makkah In-Charge, would shortlist the applications as per the following priorities:*
- (i) For Green Category (located upto 1500 metres from the outermost periphery of Haram Sharief):-**
- (a) Priority-I:** *Huge and new Buildings having 10,000+ units, with attached bathroom facilities.*
- (b) Priority-II:** *Buildings - Located upto 800 metres, having 300+ units and with attached bathrooms*
- (c) Priority-III:** *Buildings - Located between 801 and 1200 metres, having 300+ units and with attached bathrooms*
- (d) Priority-IV:** *Buildings - Located between 1201 and 1500 metres, having 300+ units and with attached bathrooms*
- (e) Priority-V:** *Buildings - Located upto 800 metres, having 100+ units*
- (f) Priority-VI:** *Buildings - Located between 801 and 1200 metres, having 100+ units*
- (g) Priority-VII:** *Buildings - Located between 1201 and 1500 metres metres, having 200+ units*
- (ii) For Azizia Category:-**
- (a) Priority-I:** *Huge and new Buildings having 10,000+ units, with attached bathroom facilities.*
- (b) Priority-II:** *Hotel-type Buildings having 300+ units and with attached bathrooms*
- (c) Priority-III:** *Buildings having 300+ units and with attached bathrooms*
- (d) Priority-IV:** *Buildings having 300+ units*
- (e) Priority-V:** *Buildings having 200+ units*
- (f) Priority-VI:** *Buildings having 150+ units*

This list should be made in a transparent manner and should be strictly adhered to. The Owner/representative of the owner should also be aware of his position in the list. The shortlisted buildings should be visited by the BST and BSC.

19. There would be two files for each building; one is physical file and other one in e-version. The e-version of file would have the following details:

- i) Total list of buildings on offer;
- ii) Total list of buildings approved for hiring;
- iii) Total list of buildings rejected (with reasons);
- iv) Photo of the building;
- v) Date on which the owner/representative of owner had approached the Mission;
- vi) License (Tasreeh) number and capacity;
- vii) Availability of current year's license;
- viii) Complaints, if any, during Hajj 2015;
- ix) Name and date of the visit of the BST Member; and
- x) Name and date of the visit of the BSC Member.

E-version of file will also be available on our website (www.cgijeddah.com). Accessibility would be through username and password. Haj Committee of India would also be given a username and password to view details.

20. It is obligatory on the part of BST/BSC and IHPO, Makkah to ensure that the norms for selection of buildings are scrupulously adhered to and parameters for selection such as distance from the *Haram Sharief/Bus-points*, floor space, lift facilities, quality of the building etc., laid down below are strictly followed.

21. The buildings to be hired during Haj 2016 (1437 H) will be in two categories. The distance, category and rate are as follows:

	Distance	Category	Rate
(1)	0 to 1500 mtrs	Green	SR 4450*
(2)	Azizia	Azizia	SR 2400*

*The rate is exclusive of SR 50/- towards the cost of supply of bed sheets, pillow covers, buckets, etc through an agency.

22. The Saudi Authorities issue *Tasreeh* (license) for all the buildings earmarked for the hiring by Haj Offices for accommodating the Hajis. The *Tasreeh* clearly spells out the number of floors, rooms and the total capacity of a building. However, the buildings would be hired as per the actual measurement of the building. ***Under no circumstances, a building should be hired at a capacity which exceeds the legal capacity mentioned in the Tasreeh.***

23. Some star hotels or other hotel-type buildings are issued with a *Tasneef* i.e. registration as Hotels by the Saudi Ministry of Commerce, instead of a normal *Tasreeh*. In these types of buildings, no fixed capacity is mentioned and hiring of these buildings will be as per the actual measurement.

24. Efforts should be made to hire new, well-maintained and qualitatively good buildings, with adequate lift facilities and toilets and other facilities as per the norms. Preference should be given to big buildings located in “clusters” in order to minimise the geographic spread of buildings hired for pilgrims. While recommending selection, BST/BSC should ensure that old and partially refurbished buildings are not considered for selection. The endeavour should be to select newer buildings with modern amenities to provide all comforts to our pilgrims. Hiring would start with the buildings of Green category and later in Makhattatal Bank and Share Bin Humaid (Azizia).

25. Hiring of old building and those located in the narrow streets slopes should be avoided. Buildings should NOT be selected in the steep hilly areas.

26. The actual distance starts from the **outermost** periphery of the *Haram Sharief* to the door of the building by the shortest route. The BST should strictly adhere to established ‘distance markers’ at the outer-periphery of the *Haram* while calculating the distance of buildings. In the year 2011, the outer periphery of Haram Sharief has been redefined as the periphery of Haram Sharief. A copy of the note on fixing the boundary is available with In-charge Makkah. Selection team members are required to take a copy of the same for reference. In Azizia, buildings at elevated area, buildings with small and inadequate number of lifts should not be hired. Distance of the building would be measured from the pre-decided bus-points. Distance of the building from the bus –point would be clearly mentioned in the proforma. **Preference would be given to the buildings closer to bus-points irrespective of the serial number they stand at in the list of buildings on offer.**

27. Buildings without lift should **NOT** be considered at all for hiring. Buildings where lifts do not go up to the top floor may only be hired after clearly specifying in the *proforma* about the non-availability of lift to the top floor so that the pilgrims staying on such floors become entitled to receive due refund on this account.

28. Buildings in Makkah having capacity of less than 100 would not be considered for hiring.

29. Buildings in Azizia having capacity less than 150 would not be considered for hiring.

30. Rooms or floors that are not included in the *Tasreeh* should **NOT** be hired. Likewise, rooms on the top floors or terraces covered with tin sheets or having ceilings made of some other temporary fabrication are not to be hired.

31. The space entitlement per pilgrim for Haj-2016 (1437 H) is prescribed as 4 sq. mtrs. As per our system of measurement, the total capacity (C) of a room is determined by multiplying the length of the room (L) by its breadth (B) and the sum is then divided by 4 (i.e. $C = L \times B \div 4$). For example, if the length of a room is 8 m and its breadth is 5m, the total capacity would be $8 \times 5 \div 4$ or $40 \div 4$ or 10. As per standard international practice, the rounding off of numbers in fractions should be done in such a manner that any figure equal to or more than 0.50 is rounded off to the next whole number and any figure less than 0.5 is rounded off to the previous whole number. For example, if the figure comes out to be 7.51, the capacity is treated as 8.0, while if the figure comes out to be 7.49, then the capacity is treated as 7.0. ***The method of round off of fractions equivalent to or exceeding 0.50 to the next whole number would be applicable to all categories of buildings that would be hired by the Indian Haj Pilgrims' Office.***

32. It will be obligatory for IHPO, Makkah to arrange to display the *Tasreeh* (capacity) of the building at a prominent place at the reception of the building after a building is approved for hiring. Likewise, a map showing the location of the building with respect to the Main Haj Office, other branch offices and dispensaries and other landmarks should be prominently displayed at the reception area of each building.

33. **All rooms in every new building offered for selection have to be measured.** Measurements of other foreign countries' Haj Offices, if taken by them during earlier years, and capacities mentioned by them on the doors of the buildings should not be taken into consideration. Again, a general impression about the capacity of

the building should not be formed merely by inspecting and measuring one or two floors of the building even if the floors are identical.

34. *BST and BSC should examine the buildings which have been taken in the previous years. However, measuring each and every room can be dispensed with, if the dimensions of the rooms are readily available. With inputs taken from In-charge IHPO Makkah, BST and BSC members should ensure that there are no serious complaints against these buildings during previous years. Copies of old proforma would be attached and a new proforma number would be given.*

35. Rooms of irregular shape should be measured on the basis of norms given in the illustrated diagram at *Annexure-I*.

36. Availability of one **proper kitchen** per floor is an essential requirement for the building to be hired for the pilgrims. Open space for kitchen should not be accepted as 'kitchen' except in star-type hotels or other hotel-type buildings that normally may not have proper kitchens as cooking is prohibited in certain type of buildings. *Some hotel-type buildings have no proper kitchens, but there are attached sinks with electric hot plates/gas stoves for cooking. This may be considered as a kitchen. Under such circumstances, not more than 10 persons should share this facility. Under no circumstances should the kitchen to pilgrim ratio exceed 1:30.* It should be ensured that buildings are hired by maintaining the kitchen to pilgrim ratio at 1:30.

37. **It should be ensured that the average toilet to pilgrim ratio in a building does not exceed 1:12.** Every bathroom should have a geyser. Preference should be given to those buildings that have both Indian and Western type of toilets. As our pilgrims normally prefer Indian-type of toilets, it should be ensured that each building hired for accommodating our Hajis should have adequate number of Indian toilets.

38. The following services have to be provided by the landlord in each building:

- a) Carpeting/Tiling of the floors.
- b) Means of lighting, potable water by installing water purifier on every floor in the bldg., cleaning of the water tank and free supply of water for general usage and its refilling.
- c) Provision of water coolers for potable water and Zam Zam cans in sufficient numbers on every floor as per Saudi Haj Ministry's

instructions. In case of non compliance, this facility will be provided by Moassasah at landlord's cost & will be deducted from the landlord.

- d) Necessary safety measures as per instructions of the Civil Defense ensuring that each room has locks and the bathroom / toilet doors have latches for closing them properly and exhaust fans in bathrooms/kitchens.
- e) Maintenance of air-conditioners, elevators, electricity, plumbing and sewerage and other different service means.
- f) Sufficient number of security and cleaning personnel round the clock. These personnel should be Hindi/Urdu speaking Indian nationals or people of Indian origin. If the Landlord fails to provide Hindi/Urdu speaking personnel, IHPO may impose suitable penalty on the former and arrange such staff at the cost of the Landlord. Each room to be provided with dustbins and cleaning of room / bathroom / toilets with proper cleaning materials to be ensured on daily basis.
- g) One telephone line at the reception.
- h) At least one refrigerator in each room/kitchen of the building.
- i) Geyser in every bathroom.
- j) One shoe rack for every room and line for hanging clothes for every bathroom.
- k) One weighing machine for weighing the baggage of the pilgrims will be kept at the reception area of the building.
- l) Sufficient number of hangers in each room.
- m) Sufficient number of power points for recharging mobile phones.
- n) One igniter in each kitchen.
- o) Large rooms should be provided with curtains to ensure privacy of families.
- p) Sufficient number of mobile charging points in each room.

39. The Landlord will engage a Service contractor to provide the following services to each pilgrim against the amount of SR 200/- per pilgrim. This amount of SR 200/- would be the integral part of the rentals only. In case, the building is rented on 'Without Service' basis, from the Landlord, SR 200/- per pilgrim would be deducted and the Indian Haj Pilgrims' Office would have the discretion to pay this amount to any service provider of its choice at the cost of the Landlord.

- a) Flat metallic bed / cots according to dimensions 180 cms x 80 cms x 30 cms (height) as prescribed by Ministry of Haj and as per the specifications decided mutually with the Indian Haj Mission.
- b) Mattresses with at least 20 cm thickness and of good quality.
- c) Gas stove with cylinder as per the ratio decided by the Indian Haj Pilgrims' Office in every kitchen.
- d) One new pillow without cover for each pilgrim.
- e) A brand new good quality blanket per pilgrim as per the specifications decided by the Indian Haj Pilgrims' Office.
- f) In case of combined toilet and bathroom, a wooden plank should be provided to cover the commode for maintaining the cleanliness when the unit is used for bathing.

40. Following services would be provided through an agency:

- a) Two brand new 100% cotton bed sheets at the time of check-in.
- b) Two brand new 100% cotton pillow covers.
- c) One bucket for each bathroom.
- d) One mug for each bathroom.
- e) One cleaning brush with pan for each room.
- f) One disinfectant (liquid phenyl 4 ltrs) for each toilet.
- g) One toilet brush for each toilet.
- h) One wiper (with handle) for each bathroom.
- i) Toilet brush with stand.

41. Distance from the *Haram Sharief* of buildings located on an elevation should be determined by measuring every step of the elevation. **Steps up to five and forming an integral part of the building may be ignored.** Similarly, minor elevation leading to a Mohalla (*locality*) may be ignored. However, each extra step leading up to a building and not forming its integral part should be counted as **five meters** for the purpose of calculating the distance.

42. Each building *proforma* for the new buildings should be filled out in **triplicate** and all columns of the *proforma*, particularly those pertaining to distance, number of floors, capacity, lift, toilets, geysers, kitchens, wash-basins, water tank etc., should be properly filled in. Specific comments should be recorded on the *proforma* and it should be signed by the BST member and the official of the IHPO, Makkah who accompanied the BST to the building. Apart from the Mohalla (*locality*), name of the street, any other important landmark (e.g. adjacent hotel/fly-over/shops etc.) may also be indicated in the location column of the building *proforma*.

43. If the BSC member is present, the *proforma* in respect of selected buildings should be submitted on the same day to the BSC for endorsement. The BSC members {HCOI member and Consul (Haj)} after satisfying themselves that the building selected by BST member is as per specifications and norms laid down for Haj-2016, should concur on the proforma by putting their signatures. In cases of difference of opinion emerging between the BST members and the BSC members, such cases may be brought to the notice of Consul General who would refer the matter to the other members of the Building Management Committee with his recommendations.

44. The prescribed building *proforma* should be filled out even in respect of rejected buildings containing the details of the building concerned along with reasons for the rejection. IHPO, Makkah should take adequate care to ensure that landlords/lessors do not make attempts to re-submit such rejected buildings by manipulation of facts.

45. IHPO Makkah would maintain a complete database of the buildings seen, rejected, approved, processed etc. and the updated file would be sent to Consul (Haj) every day in the electronic format positively. This database would also contain observations of the BST/BSC member on that building and the reasons for that building not being hired even after being approved by BST/BSC members. ***Copies of the completed and signed building proforma sheets would NOT be given to BST/BSC. The BST/BSC members are, however, free to keep a record of buildings seen and approved/rejected by them if they so wish.***

46. The onus to ensure that the buildings are hired in accordance with the prescribed norms would be on Incharge, Makkah. He would pay visit to at least 15% of the shown/selected buildings and randomly check the distance, measurement, ratio of kitchen/bathroom to pilgrims, etc. He would submit a report to this effect to the Consul (Haj)/Consul General.

47. Once the building is approved by BSC, agreement will be signed with the concerned landlord. Thereafter, advance of the 1st instalment of rent would be processed. However, in the absence of a member of HCOI as a BSC member in town, a good building should not be allowed to go for want of timely approval by the BSC. In such an event, the Consul (Haj) should inspect the building thoroughly and apprise the Consul General of full facts, who may in turn order the release of the payment after satisfying himself.

48. IHPO, Makkah should prepare a list of buildings selected by the BST for approval by the BSC. This list should be made area-wise, and the distance of the building from the outer periphery of *Haram Sharief/Bus-points* should invariably be mentioned in the list, so that the nearer buildings are selected on priority. The landlords, whose buildings are intended to be shown to the members of BSC, should be given adequate advance notice and exact time for the visit so that the building is open and available for inspection when the BSC reaches there. **IHPO, Makkah should make efforts to show buildings to BST/BSC in a systematic manner.**

49. IHPO, Makkah should provide the maps of different localities indicating distance from *Haram Sharief* to the members of BST/BSC. A circle may be drawn in the map around *Haram Sharief* passing through different localities to indicate the portions within different distances of categorization. A similar map may also be prepared for Azizia showing bus-points.

50. ***The locally recruited employees of IHPO, Makkah, who accompany the BST to extend assistance in the measurement of distance and capacity of the building, shall have NO role in the process of selection/rejection of a building, which is solely the responsibility of BST and BSC members.*** However, the name and signature of the local employee accompanying the BST member should be recorded on the *proforma* for reference. This would be useful in case some clarifications are required after the departure of BST/BSC members. In case if the conduct of any locally recruited employees accompanying the BST/ BSC members is found objectionable, or the BST/BSC member doubt the integrity of any of these employees, they should make written observations with full justifications and submit it directly to Consul (Haj) or Consul General.

51. BST/BSC members should come at least twice everyday to the Haj Office in Makkah, once in the morning before starting work and then again after completing the day's work, and sit at their designated places.

52. BST/BSC members, accompanied by the designated Consulate official, shall go on their building selection trips from the Indian Haj Pilgrims' Office only and not from their hotels.

53. There are no fixed numbers or 'quota' assigned to BST/BSC members for seeing buildings/units and they are expected to inspect as many buildings as possible

during their stay in Makkah as the ultimate objective is to finish the accommodation acquisition process as early as possible.

54. BST/BSC members are **NOT** expected to negotiate the rentals for any building with landlords, lessors or any other person. **BST/BSC members should strictly refrain themselves from seeking any favours from the landlords/lessors for seeing or recommending their buildings for selection.**

55. The buildings provisionally selected by BST member belonging to a certain State need not be reserved for pilgrims from that State as the allocation of pilgrims to various buildings is a complex exercise and is dependent on various factors.

56. All BST/ BSC member should meet the Consul General at least once during their stay to share their views and experiences. The meeting may be fixed through IHPO Makkah/Consul (Haj).

57. The BST/BSC members as well as the India-based officials of the Consulate who are dealing with the accommodation hiring process should read these “Norms” carefully together with the actual building Agreement which also lists the amenities and facilities to be provided by the service provider in the building.

58. **All BST and BSC members must also note that the selection of the buildings is to be done strictly as per the norms mentioned here. Any problems encountered, including lack of cooperation from the ground staff should be immediately brought to the attention of the undersigned in writing.**

59. It is sincerely hoped that as a result of the combined efforts of all the agencies involved, the Indian Haj Pilgrims’ Office would be able to procure the best possible accommodation for Indian Hajis for the forthcoming Haj.

(B.S. Mubarak)
Consul General

Distribution list:-

- (1) C’da, Embassy of India, Riyadh.
- (2) Shri Aseem R. Mahajan, OSD (Haj), MEA, New Delhi
- (3) Shri R.A. Meena, US (Haj), MEA, JNB, New Delhi.
- (4) Shri Ataur Rahman, Chief Executive Officer, Haj Committee of India, Mumbai
- (5) Shri Shahid Alam, Consul (Haj), CGI, Jeddah

- (6) Haj Section, Jeddah
- (7) IHPO Makkah

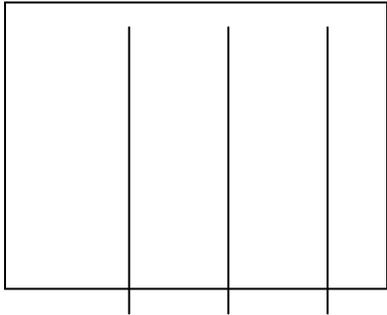
Annexure-I

Consulate General of India

Jeddah

Basic norms for measurement of rooms

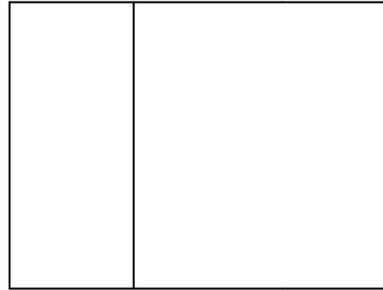
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Obstruction caused by the door in a pilgrims room with capacity of more than three pilgrims will be ignored.

three pilgrims will be ignored.

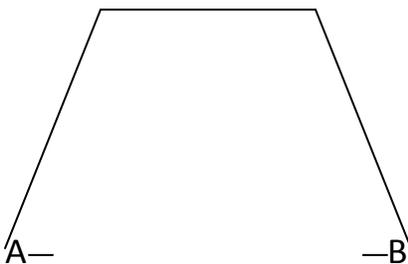
II



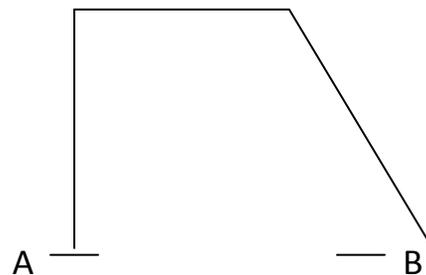
In a room with capacity of three or less , the obstruction

shall be taken cognizance of. The capacity will be reduced accordingly.

III

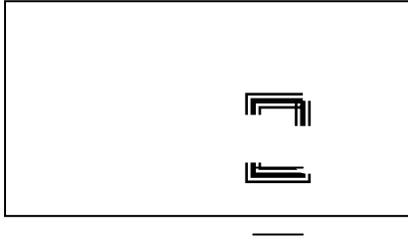


IV



Length will be measured from A to B (Mid-points) _____

V



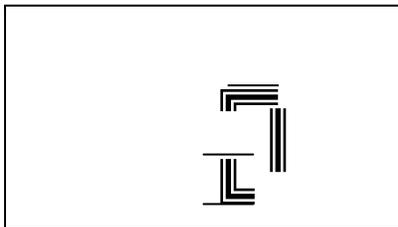
Area covered by the pillar shall be space deducted from the area of the room this space is

VI



Area covered by the pillar as also the space between the pillar and the wall (if not more than one foot wide) will be deducted from the area of room.

VII



Area of part of dividing wall protruding in the room will be deducted from the area of the room.