

HAJ – 2012

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The Executive Officer/ Secretary,  
All State/ Union Territory Haj Committees.

1. Andaman & Nicobar Islands, 2. Andhra Pradesh,
3. Assam, 4. Bihar, 5. Chandigarh,
6. Chhattisgarh, 7. Dadra & Nagar Haveli,
8. Daman & Diu, 9. Delhi, 10. Goa,
11. Gujarat, 12. Harayana, 13. Himachal Pradesh, 14. Jammu & Kashmir,
15. Jharkhand, 16. Karnataka, 17. Kerala, 18. Lakshadweep, 19. Madhya Pradesh,
20. Maharashtra, 21. Manipur, 22. Orissa, 23. Pondicherry,
24. Punjab, 25. Rajashthan, 26. Tamil Nadu, 27. Tripura, 28. Uttar Pradesh,
29. Uttarakhand, 30. West Bengal

Sub : Common data entry mistakes/problems.

Letter dated 20<sup>th</sup> March, 2012 issued by HCol is treaded as Circular No.7.

On observation it is found that the following common data entry mistakes/problems are continuously coming from various SHCs.

## 1. LEFT OVERS

Various SHCs informed this office that their operator by mistake left one or two HAF in a group.

Therefore, SHCs requested to add the leftover HAF in the group. As per decision taken in the workshop dated 23<sup>rd</sup> February, 2012 that once the cover generated no Addition is allow. The same is implemented in the software.

Presently there is no option in the software to change the strength of the cover in this office unable to change the same.

### PROCEDURE TO BE OPTED

SHCs inform HCol about the left out HAF alongwith Bank Pay-in-slip in the following format by return fax.

PASSPORT NO	COVER NO	PILGRIMS NAME	GENDER	REMARK
				ALREADY ENTERED
				LETF OUT

The said cover will be deleting by HCol and SHC reenter the group under new cover.

## 2. ADD NEW ADULT HAF IN ALREADY GENERATED COVER

As per decision taken in the workshop dated 23<sup>rd</sup> February, 2012 that once the cover generated no Addition is allow. The same is implemented in the software. This office does not allows adding any HAF in already generated cover. Kindly do not entertained any such request of the pilgrims.

## 3. ADD A LADY IN ALREADY GENERATED COVER

As per decision taken in the workshop dated 23<sup>rd</sup> February, 2012 that once the cover generated no Addition is allow. The same is implemented in the software. This office does not allows adding any HAF in already generated cover. Kindly do not entertained any such request of the pilgrims.

## 4. ADD INFANT IN ALREADY GENERATED COVER

It is observed that in various SHCs, after generation of cover the applicants submit the infant HAF and SHCs accepted the same.

### PROCEDURE TO BE OPTED

SHCs inform HCol about the addition of infant HAF in the following format by return fax.

PASSPORT NO	COVER NO	PILGRIMS NAME	GENDER	REMARK
				ALREADY ENTERED
				New addition of infant

The said cover will be deleting by HCol and SHC reenter the group under new cover.

## 5. RESERVED APPLICANT ENTERED IN FRESH CATEGORY.

It is observed that, most common mistakes done by operators are that they entered data of reserved applicants in fresh category and vice-versa.

## PROCEDURE TO BE OPTED

SHCs inform HCol about the mistake in the following format by return fax.

PASSPORT NO	COVER NO	PILGRIMS NAME	PILGRIM CATEGORY	REMARK
				Reserved category A or B or Fresh

If pilgrims are in Reserved Category-B the SHC must send details of last three years i.e. 2009, 2010 & 2011. The said cover will be deleting by HCol and SHC reenter the group under new cover.

## 6. CANCELLATION BEFORE QURRAH

Various SHCs received the cancellation from the pilgrims during acceptance of HAF. These cancellations will be marked by the SHCs till before qurrah.

Cancellation option will be given to SHCs at supervisor level till before qurrah and after qurrah the same will be closed for SHCs.

After qurrah all cancellation will be marked in the system by HCol as per last year.

(Roohi Khan)  
Dy. Chief Executive Officer.