

**PARTICULARS OF THE OFFICERS & EMPLOYEES OF HAJ COMMITTEE OF INDIA
IN THE LIGHT OF SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005.**

Sr#	Name of the Officer / Official	Designation	Pay Scale (Rs.)	Powers and Duties
1.	Mr. Ataur Rahman, IRS	Chief Executive Officer	37400 – 67000 + 8700 (GP)	<p><u>Duties</u></p> <p>To act as Ex-officio Secretary of the Committee.</p> <p>To execute the decisions of the Committee and to perform such other functions as may be prescribed.</p> <p>To conduct meetings of the Committee, to prepare Agenda & minutes of the meetings of Committees.</p> <p>To prepare Annual Haj Action Plan and execution of work as per the said Action Plan.</p> <p>To apprise the financial matters to the Committee and Government of India.</p> <p>To Liaise with Central Government and all allied agencies involved in Haj management.</p>

2.	Mr. K. Zahir Hussain	Deputy Chief Executive Officer (Administration)	15600 - 39100 + 6600 (GP)	<p><u>Duties</u></p> <p>To assist Chief Executive Officer in execution of work related to establishment and administration. Also looking after the work of Haj House Building, Magazine Cell, Dispatch Section and Protocol. He is Appellate Authority under RTI Act for Haj Committee of India.</p>
3.	Mr. Khalid B. Arab	Deputy Chief Executive Officer (Operation)	15600 - 39100 + 6600 (GP)	<p><u>Duties</u></p> <p>To assist Chief Executive Officer in running the affairs of the Haj Committee of India. Looks after Sections viz. Computer Cell, Government Quota, Legal, Passport, Zones, Stores, Private Tour Operators, Grievances, Orientation & Training and Air Charter.</p>
4.	Mr. Mohammed Aslam Shaikh	Deputy Chief Executive Officer (Accounts)	15600 - 39100 + 6600 (GP)	<p><u>Duties</u></p> <p>All matters related to finance and accounts section.</p>
5.	Mr. Syed Hasan Akbar Rizvi	Private Secretary	9300 - 34800 + 4600 (GP)	<p><u>Duties</u></p> <p>To assist Chief Executive Officer in preparation of Agenda & Minutes of the meetings of Haj Committee of India, to record minutes of the meetings.</p>

6.	Saeed Ahmed Patel	Superintendent	9300 - 34800 + 4200 (GP)	<p><u>Duties</u></p> <p>Looking after the work related to Zones comprising all States/Union Territories of Union of India. Also looking after the work related to receiving Passport, obtaining visas and dispatch to various State Haj Committees. He also handles Leftover & Missing Baggage Section.</p>
7.	Mr. Shaikh Akbar Hussain	Superintendent	9300 - 34800 + 4200 (GP)	<p><u>Duties</u></p> <p>Looking after Orientation & Grievance. He is Public Information Officer under RTI of Haj Committee of India. Attending all matters pertaining to Right to Information as envisaged in the RTI Act, 2005 and maintaining records thereof as Central Public Information Officer.</p>
8.	Mr. Abdul Rehman Shaikh	Superintendent	9300 - 34800 + 4200 (GP)	<p><u>Duties</u></p> <p>Looking after the works pertaining to Haj House Building. He also looks after the work of Store Section and Magazine Cell.</p>
9.	Mr. Shakeel Memon	Superintendent	9300 - 34800 + 4200 (GP)	<p><u>Duties</u></p> <p>He is looking after the work of Coaching & Guidance Cell.</p>
10.	Mr. Abdul Muktedir Chauhan	Superintendent	9300 - 34800 + 4200 (GP)	<p><u>Duties</u></p> <p>He is supervising Despatch Section and Record Room of Haj Committee of India.</p>

11.	Mr. Shaikh Mohammed Ghouse	Superintendent	9300 - 34800 + 4200 (GP)	<u>Duties</u> Looking after the work of Legal and Policy matters and Khadimul Hujjaj.
12.	Mr. Nafees Ahmed Siddiqui	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is Incharge of Jammu & Kashmir Section under Zone-I.
13.	Mr. Hashmat A.G. Parkar	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is Incharge of Establishment, Protocol and Air Charter Section.
14.	Mr. Altaf Ali Mohammed Shaikh	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is working in Accounts Section.
15.	Mr. Asif Hasan Bhatkar	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is looking after the work of Passport Section.
16.	Mr. Haider Moin Pasha	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is Incharge of Zone-VI and Andaman Nicobar State.

17.	Mr. Ashique Ali Nakhwa	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is working in Accounts Section.
18.	Mr. Nazim Ali Shah	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is working in Accounts Section.
19.	Mr. Mohammed Firoz Shaikh	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is working in Computer Cell.
20.	Mr. Mohammed Ishaque Ansari	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is working in Computer Cell.
21.	Mr. Mohammed Asif Katote	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is handling Reception Counter and maintains telephone records.
22.	Mr. Iqbal Vali Mohd. Patel	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is Incharge of Inward and Dispatch Section of Haj Committee of India.
23.	Mr. Bilal Ahmed Ansari	Assistant	9300 - 34800 + 4200 (GP)	<u>Duties</u> He is Incharge of Zone-V.

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There are 6 Zones. As indicated below, a separate direct Telephone facility is provided to each zone, people can directly approach to their state zone for any related / required information over phone.

ZONE-I	<u>Phone No.</u> 022-22641419	NATIONAL CAPITAL TERRITORY OF DELHI ,RAJASTHAN, JAMMU AND KASHMIR, PUNJAB, HARYANA, HIMACHAL PRADESH AND UNION TERRITORY OF CHANDIGARH.
ZONE-II	022-22641420	UTTAR PRADESH, BIHAR, UTTARANCHAL AND JHARKHAND.
ZONE-III	022-22641431	ANDHRA PRADESH, MADHYA PRADESH, CHHATTISGARH AND ODISHA.
ZONE-IV	022-22641432	ASSAM, WEST BENGAL, TRIPURA, MANIPUR, SIKKIM, MEGHALAYA, ARUNACHAL PRADESH, MIZORAM, NAGALAND AND UNION TERRITORY OF ANDAMAN AND NICOBAR ISALAND.
ZONE-V	022-22641475	MAHARASHTRA, GUJARAT, GOA AND UNION TERRITORIES OF DAMAN AND DIU AND DADRA AND NAGAR HAVELI.
ZONE-VI	022-22641476	TAMIL NADU, KERALA, KARNATAKA AND UNION TERRITORIES OF PONDICHERRY AND LAKSHADWEEP.