

**MINISTRY OF EXTERNAL AFFAIRS
(GULF & HAJ DIVISION)**

Registration of Private Tour Operators - Haj 2011

1. This is in continuation of this Ministry's Press Release dated June 24, 2011 and subsequent corrigendum dated 12th July 2011 & 14th July 2011 on the subject. The following criteria of the Haj PTO Policy – 2011 have now been modified as under:

Table

Clause No. of the Press Release of 24.6.11	Criteria mentioned in the Press Release dated 24th June & subsequent corrigendum	Modified criteria
1 (A) (vi)	Provide complete list of employees - seasonal as well as permanent - with designation and residential addresses (including telephone/ mobile numbers. Bank statements must be provided in respect of payments of salaries etc. to the permanent/ seasonal employees.	Any other proof of payment of salaries whether by cash or banking channel to employees will be accepted.
1 (A) (vii)	'PAN' Number and copies of Income Tax Clearance certificates of previous three years (i.e. 2008-09, 2009-2010, and 2010-11). PAN cards and Income Tax Returns must be of the same Company. PAN card in the name of proprietor/ director will not be accepted. The condition as amended by Press Release dated 12th July 2011: PAN card in the name of proprietor will be accepted provided the company is a proprietary concern. Condition regarding Income Tax Clearance Certificates is withdrawn.	2008-09, 2009-10 & 2010-11 shall be treated as Assessment Years and not financial years.
1 (A) (viii)	Certified copy of Accounts/Balance sheet of the Firm/Company duly audited and certified by a Chartered Accountant for previous three years (i.e. 2008-09, 2009 - 10 and 2010-11. Balance Sheets in name of the proprietor will not be accepted.	2008-09, 2009-10 & 2010-11 shall be treated as Assessment Years and not financial years.
1(B) (ii)	Proof of purchase of air tickets with reference to quota released for Haj 2010. In support, PTOs are required to submit invoice of air tickets bought for Haj-2010 in favour of their Firm. They are also required to submit proof of payment made through banking channels towards purchase of tickets.	Invoices for purchase of air tickets for Hajis will be accepted.

1(B) (iii)	PTOs registered during Haj- 2010 are required to submit proof of payments made for making arrangement for accommodation for Hajis in Saudi Arabia as well as payment made to Moassassa, Ministry of Haj, KSA during last year.	All PTOs under category-I are required to submit an Affidavit confirming that transactions were made through authorized channels. Affidavits so submitted will be accepted.
1(B) (iv)	PTOs registered during Haj-2010 should also submit copies of the agreement signed with each pilgrim last year who travelled through them for performing Haj in addition to proposed Model Agreement with Hajis for Haj-2011.	Samples provided by PTOs will be accepted provided affidavits are submitted by the PTOs stating that an Agreement was signed with each Haji last year.
1(B) (v)	A comparative statement of Haj rates declared by the PTO in their brochure with their books of accounts should be enclosed.	PTOs should submit an affidavit confirming that Hajis are charged broadly in line with the range of rates quoted in the Brochure.
1(B) (vi)	Bank account statement reflecting purchase of Moallim Drafts from authorized banks or authorized Foreign Exchange dealers.	As the payment was made by PTOs through the Haj Committee of India in 2010, this will not be insisted upon.
1(B) (viii)	Details of payments received from the pilgrims as reflected in the ledger abstracts.	PTOs should submit an affidavit to the effect that the payments charged from pilgrims are reflected in ledgers.
1(B) (ix)	Details of Profession tax being paid	Since Professional tax is not applicable in all the Indian States it will not be insisted upon.
1 (C)	New applicants (PTOs) must submit details of their overseas tourists during the last three years, with supporting documents like IATA receipts/ details of tickets issued etc. They are also required to submit proof of payment made through banking channels towards purchase of tickets.	Supporting documentary evidence like invoice or payment proof in respect of overseas tourists handled by PTOs for one or two years will be accepted.

2. All other terms and conditions remain unchanged.

3. PTOs falling under Category I may submit the necessary affidavits as cited above before 1730 Hours on September 8, 2011 (Thursday) by to the Haj Committee of India, Mumbai.

4. **PTOs that have already submitted their applications need not re-apply.**

5. PTOs which could not apply because of inability to fulfill the original criteria as contained in the Ministry's Press Releases dated June 24, July 12 & July 14 of 2011 may now apply if they become eligible under the modified criteria as detailed in the Table above.

6. Registration certificate is issued subject to scrutiny of the Application. Misrepresentation of facts may lead to forfeiture of the security deposit as well as permanent disqualification of the PTO.

7. The applications must be submitted in the prescribed format (Annexure-B) available on the websites of the Haj Committee of India, Haj House, 7A, MRA Marg, Mumbai - 400001 {Tel: 022 2261 0309, 022-2261-2939, Fax: 022-2263-0461. Website: www.hajcommittee.com **before 1730 Hrs on September 9, 2011 (Friday).**

September 05, 2011
