



**CONSULATE GENERAL OF INDIA  
JEDDAH**

**EXTRACTS OF NORMS & PROCEDURES FOR SELECTION  
OF BUILDINGS FOR PILGRIMS AT MAKKAH**

**HAJ-2020 (1441 H)**

(FOR BST/BSC MEMBERS)

For Haj 2020, the practice of the acquisition of accommodation in Makkah based on the two-tier system will continue. The two-tier system comprises of:

- (i) Building Selection Teams (BST) comprising representatives sent by State Governments/State Haj Committees/Ministry of Minority Affairs/Haj Committee of India
- (ii) Building Selection Committee (BSC) comprising members from the HCOI and Consul (Haj).

2. The process of acquisition of accommodation for Haj 2020 (1441H) commences with publication of an advertisement in the Arabic and English Newspapers locally and also on the Consulate's Website.

3. (i) Applicants are invited to submit their application online through a link provided on website [www.cgijeddah.com](http://www.cgijeddah.com) (**Haj News**).

(ii) After successful online submission, original documents (such as Tasreeh) with a hard copy of the same, with respect to the building, should be submitted by the owners of buildings/ lessees/ representatives of the companies licensed for renting buildings to Consulate General of India, Jeddah.

(iii) The licensed Saudi companies need prior registration in the Consulate by submitting a copy of duly attested documents from Saudi Ministry of Commerce and Industry or Chamber of Commerce along with a Bank Guarantee of SR 50,000/- which will be refunded after the completion of Haj 2020 subject to satisfactory completion of services.

4. (i) 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.

(ii) While hiring buildings, care should be taken to ensure that no particular preference or advantage is given to any landlord, lessor or housing group or holder of Power of Attorney for renting the building.

5. Submission of applications for the buildings in Makkah and signing of agreement for selected buildings will be done with the Tasreeh for Haj 2019 (1440H) or Haj 2020 (1441H). It is pertinent to mention that, in terms with instructions from Ministry of Hajj & Umrah, no payment for the buildings can be made through cheques. It will be done only through e-Path system. [*e-Path system: Online system of the Saudi Ministry of Haj & Umrah where details of Hajjis including details of buildings hired for Hajjis in Makkah & Madinah are entered online for issue of Haj visa.*]

6. Only owners, lessor and representatives of firms/companies authorized by Saudi Ministry of Commerce & Industry to rent buildings are allowed to submit Tasreeh.

7. Owners and Representatives of firms/companies would be given a receipt for the application having a receipt ID, date and time of receipt.

8. In-charge, IHPO, Makkah, would shortlist the applications fulfilling the following norms:

- (i) For Non-Cooking Non-Transportation (NCNT) Category:
  - (a) The buildings should be located within 1000 metres **from the outermost periphery** of Haram Sharief).
  - (b) Buildings having Tasreeh capacity of less than 100 should not be considered for hiring.
  - (c) Big and new Buildings (with larger Tasreeh capacity) closer to the Haram Sharief (shorter measured distance) and with attached bathroom facilities will be preferred.
- (ii) For Azizia and other contiguous areas Category:
  - (a) Big and new Buildings (with larger Tasreeh capacity), with attached bathroom facilities and better kitchen to Haji ratio will be preferred.
  - (b) Buildings having Tasreeh capacity of less than 150 should not be considered for hiring.
  - (c) The buildings should also fulfill the kitchen norms.
- (iii) The shortlisted buildings should be visited by the BST and BSC *while ensuring that BST visits all the buildings on offer.*

9. The buildings to be hired during Haj 2020 (1441H) will be in two categories. The distance and category are as follows:

	Distance	Category	Maximum Rental (Saudi Riyal)
(1)	Upto 1000 mtrs from the outer periphery of Haram Sharief [Excluding areas on elevation like Ayyad (Masafi) and Jarwal (Harat-us-Sada).]	NCNTZ	4450#
(2)	Azizia (Mukkhattatul Bank, Bank Humaid and Abdullah Khayyat)	Azizia	2250#

# This is inclusive of VAT & all other applicable taxes/Charges.

10. (i) The Saudi Authorities issue Tasreeh (license) for all the buildings earmarked for the hiring by IHPO Makkah for accommodating the Hajjis. The Tasreeh clearly spells out the number of floors, rooms and the total capacity of a building.  
(ii) However, the buildings would be hired as per the actual measurement of the building.  
(iii) Under no circumstances, a building should be hired at a capacity which exceeds the Tasreeh capacity.
11. 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.
12. (i) Hiring of worn-out building and those located in the narrow streets / slopes should **be avoided.**  
(ii) Buildings should **NOT be selected** on steep hilly areas.
13. NCNTZ Category: While measuring distance between an NCNTZ building and Haram Sharief, the actual distance between the outermost periphery of the Haram Sharief to the door of the building will be measured by the shortest route in the same area. For example, building located in Misfalah will be measured from the door of the building to the outer most periphery of the Haram Sharief in the Misfalah side only and not in any other side.
14. Azizia Category:  
(i) Distance of the building would be measured from the existing pre-designated bus-points.  
(ii) Distance of the building from the bus-point would be clearly mentioned in the proforma.  
(iii) Preference would be given to the buildings closer to bus-points.
15. (i) Buildings without lift should **NOT** be considered **at all** for hiring.  
(ii) 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.
16. Rooms or floors that are not included in the Tasreeh should NOT be hired.
17. Likewise, rooms on the top floors or terraces covered with tin sheets or having ceilings made of some other temporary fabrication should not to be hired.

18. In-charge, IHPO, Makkah should ensure appropriate sized display of the Tasreeh (License) of the building at a prominent place at the reception of the building after a building is approved for hiring.

19. All rooms in every building offered for selection have to be measured.

- (i) 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.
- (ii) The number of persons in each room has to be mentioned in the proforma.

20. In NCNTZ Category, cooking is not allowed as per Saudi regulations. Even if kitchens are available in a building, it is expected that pilgrims will not be making use of the kitchens.

21. (i) In Azizia & other areas in same category, availability of one proper kitchen per floor is an essential requirement for the building to be hired for the pilgrims.

- (ii) While one kitchen may cater upto 30 Hajjis, efforts should be made to hire buildings where kitchen to Haji ratio is more. Under no circumstances should the kitchen to pilgrim ratio exceed 1:30.

22. (i) It should be ensured that the average toilet to pilgrim ratio in a building does not exceed 1:10.

- (ii) Every bathroom should have a geyser.

23. (i) As per requirement of units, buildings approved by BSC will be eligible for hiring.

- (ii) In case the number of BSC - approved units is more than the required number of units, buildings having larger capacity, more & bigger lifts, better toilet- pilgrim ratio & better overall conditions of buildings will be given preference.

24. (i) Agreement of the building would be signed between the landlord / lessor / attorney of the building and CGI, Jeddah, after submission of all supporting documents.

- (ii) Even though, the process of inspection and approval of buildings may begin from January 2020 and the hard copy of the agreement would be signed immediately upon selection of the building, **the agreement becomes valid or effective only after the following conditions have been met:**

- a) Inspection of the building is conducted by a team of Ministry of Hajj & Umrah.

- b) The building is registered in the e-path system of Ministry of Haj and Umrah. In this, details of the building will be uploaded on the e-path, by IHPO, Makkah and the offer should duly be accepted by the landlord. (E-path is the portal of Ministry of Hajj and Umrah, on which all the buildings hired for accommodating Haj pilgrims are uploaded. This portal is made operational by Saudi Ministry of Hajj and Umrah.)
- c) A news item will be placed on the website of CGI, Jeddah, as soon as e-path is made operational by Ministry of Hajj and Umrah.
- d) Further, the guidelines and instructions with respect to hiring of buildings in Makkah, issued by the Saudi authorities from time to time, will be followed.

(Md. Noor Rahman Sheikh)  
Consul General