



Consulate General of India  
Jeddah

EXTRACTS OF NORMS & PROCEDURES  
FOR SELECTION OF BUILDINGS  
FOR PILGRIMS AT MAKKAH  
HAJ-2019 (1440 H)

For Haj 2019, 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) consisting of representatives sent by State Governments/State Haj Committees/Ministry of Minority Affairs/Haj Committee of India
- (ii) Building Selection Committee (BSC) consisting of members from the HCOI and Consul (Haj).

2. The process of hiring of accommodation for Haj 2019 (1440H) 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 2019 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; and that hired buildings are as per requirements and guidelines.

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

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

7. In-charge, IHPO, Makkah, would shortlist the applications as per the following priorities:

- (i) For Non-Cooking/Non-Transportation (NCNT) Category (located upto 1000 metres **FROM THE OUTERMOST PERIPHERY** of Haram Sharief):
  - (a) Priority-I: Big and new Buildings upto 1000 metres having 1000+ units and with bathroom facilities.
  - (b) Priority-II: Buildings – Located upto 1000 metres having 501 to 1000 Units and with bathroom facilities.
  - (c) Priority-III: Buildings - Located upto 700 metres having 301 to 500 units and with bathroom facilities.
  - (d) Priority-IV: Buildings - Located between 701 and 1000 metres having 100 to 300 units and with bathroom facilities.
  - (e) Priority-V: Buildings - Located upto 700 metres having 301 to 500 units and with bathroom facilities.
  - (f) Priority-VI: Buildings - Located between 701 to 1000 metres having 100 to 300 units and with bathroom facilities.
- (ii) For Azizia and other areas Category:
  - (a) Priority-I: Huge and new Buildings having 10,000+ units and with bathroom facilities.
  - (b) Priority-II: Big and new Buildings having 1,000+ units and with bathroom facilities.
  - (c) Priority-III: Buildings – having 501 to 1000 Units and with bathroom facilities.
  - (d) Priority-IV: Hotel-type Buildings having 301 to 500 units and with attached bathrooms facilities.
  - (e) Priority-V: Buildings having 300+ units and with bathrooms facilities.
  - (f) Priority-VI: Buildings having 150 to 300 units and with bathroom facilities.

(iii) The shortlisted buildings should be visited by the BST and BSC *while ensuring that BST **VISITS ALL THE BUILDINGS ON OFFER.***

8. (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.

9. 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.

10. (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.

11. NCNT Category:

(i) The actual distance starts from the outermost periphery of the Haram Sharief to the door of the building by the shortest route.

(ii) The BST should strictly adhere to established ‘distance markers’ at the outer-periphery of the Haram while calculating the distance of buildings.

12. Azizia Category:

(i) Distance of the building would be measured from the 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.

13. (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.
14. Buildings in NCNT Category having Tasreeh capacity of less than 100 should not be considered for hiring.
15. Buildings in Azizia category having Tasreeh capacity of less than 150 should not be considered for hiring.
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. 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.
19. In NCNT Category, there will not be any requirement of kitchen in the buildings.
20. (i) In Azizia & other areas in same category, availability of one proper kitchen (having a minimum area of 40 sq. ft.) per floor is an essential requirement for the building to be hired for the pilgrims.  
(ii) Under no circumstances should the kitchen to pilgrim ratio exceed 1:30.  
(iii) It should be ensured that buildings are hired by maintaining the kitchen to pilgrim ratio at 1:30.
21. (i) It should be ensured that the average toilet to pilgrim ratio in a building does not exceed 1:12.  
(ii) Every bathroom should have a geyser.

22. (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 will be given preference having larger capacity, more & bigger lifts, better toilet- pilgrim ratio & better overall conditions of buildings.
23. (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) The agreement must be 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.
- (iii) 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