

Guide to apply Online for Haj-2016

A) To apply Online for Haj -2016, you need:

1. Computer with internet, printer, scanner/smart phone
2. A valid E-mail ID

B) The GUIDELINES for Haj-2016 are applicable for online applications also.

C) Scanned copy of the following will be required for applying online:

(i) Photograph

(ii) Documents:

(a) First & Last page of passport, Address proof (each applicant)

(b) Copy of cancelled cheque/Bank passbook, Bank pay-in-slip (Only for cover head)

Instead of scanner you can also use smartphone for scanning. You can use following apps for resizing the images as per the requirement.

URL : <https://play.google.com/store/apps/details?id=com.simplemobilephotoresizer&hl=en>

If scanned image size is large, use app to resize the same. For computer system download this apps : <http://adionsoft.net/fastimageresize/>

D) To complete online application follow the steps below:

Step 1:

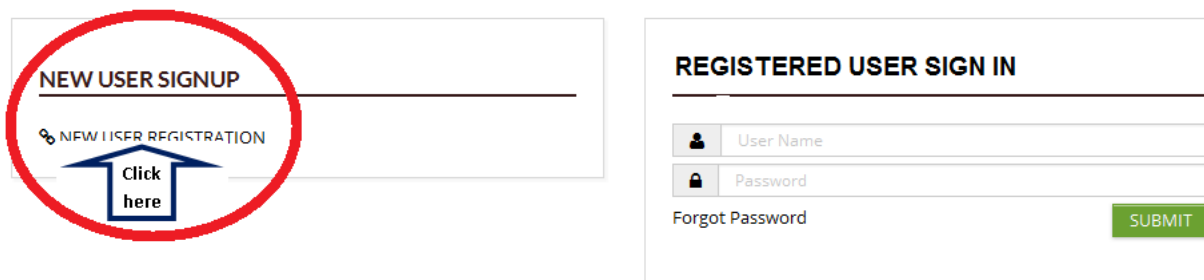
Registration for Online Application:

- i. Go to hajcommittee.gov.in and click on "Online Application"



ii. You will see the following screen. Click on “NEW USER SIGNUP”:

Read " [How to Fill Form\(Help\)](#)" before filling the form



IMPORTANT NOTES : For optimum performance use Latest Web browser.

- Microsoft Internet Explorer 8.0 or higher.
- Updated Mozilla Firefox, Apple Safari, and Google Chrome browsers.
- JavaScript must be enable.
- Do not Press F5 or Refresh Page Once you Submit the details.
- Best Resolution to View 1024 x 768.

iii. You will see the following screen. Fill all details and click “SUBMIT DETAIL” button:

NEW USER REGISTRATION

APPLICANT'S DETAIL

Your Registered Email id *	Mobile No.*
<input type="text"/>	<input type="text"/>
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Password*	Confirm Password*
<input type="text"/>	<input type="text"/>
State*	District*
<input type="text" value="CHOOSE STATE"/>	<input type="text" value="CHOOSE DISTRICT"/>

Security Code :

Yc8ht

Enter Security Code (Same as Above) :

I accept that the information furnished above is true and correct.

IMPORTANT NOTES : Security Code is not Case-sensitive.



iv. A pop up will appear "You are about submit Application. Are you sure". Click OK.

v. On successful submission of registration details, a confirmation message will appear on screen and system generated e-mail will be sent to e-mail id provided in the registration form.

- vi. Activate your user-id by clicking on system generated mail sent at your e-mail id.

Your account will not be activated until you have clicked on this activation link so do not forget this important step.

Step 2:

Sign-in:

Enter user-id and password for moving on online HAF.

Read " [How to Fill Form\(Help\)](#)" before filling the form

NEW USER SIGNUP

[NEW USER REGISTRATION](#)

REGISTERED USER SIGN IN

[Forgot Password](#)



Step 3:

Selection and verification of Category:

After sign-in the following actions are to be taken on the screens shown:

1. Select the appropriate category and click "NEXT" button:

ON-LINE HAJ APPLICATION FORM

SELECT APPROPRIATE CATEGORY

- Reserved - A (Age 70+)
- Reserved - B (Fourth Timer)
- Reserved - B (Fifth Timer)
- General



2. Select the number of Adults/ Infants and accommodation category from the drop down box and click “NEXT” button:

ON-LINE HAJ APPLICATION FORM

SELECT NUMBER OF ADULTS / INFANTS

No of Adults*
2

No of Infants*
0

Accommodation Category*
SELECT DESIRED CATEGORY
Select Desired Category
AZIZYA
GREEN

Details in Para 16 of Guidelines



3. Enter initial parameters of Cover Head as per passport on the following screen. Then click “NEXT” button:

COVER HEAD CO-PILGRIM 1

Pilgrim Details

COVER HEAD DETAILS (AS PER INTERNATIONAL PASSPORT)

First Name*	Gender* MALE	Date of Birth*
Passport Number*	Place of Issue*	Date of Issue*
Date of Expiry*		



The above mentioned fields are common for all categories. Additional fields as mentioned below are reserved categories.

Category Reserved – A (Age 70+) additional fields are check box for companion and drop down box for companion relationship.

Category Reserved – B (Fourth/Fifth Timer) Additional fields for previous years cover & passport numbers.

4. Enter the initial details of co-pilgrims, on the following screen and click “NEXT” button:

PILGRIM'S INITIAL PARAMETERS

Sr.No	First Name	Passport No.	Gender	Date of Birth	Place of Issue	Date of Issue	Date of Expiry	Action
1	MAHAMMADSIDDIK	J5132212	Male	05-01-1998	AHMEDABAD	14-04-2010	18-03-2020	Edit

COVER HEAD: **CO-PILGRIM 1**

Pilgrim Details

CO-PILGRIM 1 DETAILS (AS PER INTERNATIONAL PASSPORT)

First Name*

Gender*

Date of Birth*

Passport Number*

Place of Issue*

Date of Issue*

Date of Expiry*




(This step will be repeated as per number of co-pilgrims.)

5. The details filled in the previous steps will appear on the following Dashboard. If you need to change any details click “Edit” against each line. After verifying the details click the ‘CONFIRM DETAILS’ button.

PILGRIM'S INITIAL PARAMETERS (RESERVED - B (FOURTH TIMER))

Sr.No	First Name	Passport No.	Gender	Date of Birth	Place of Issue	Date of Issue	Date of Expiry	Action
1	MAHAMMADSIDDIK	J5132212	Male	05-01-1998	AHMEDABAD	14-04-2010	18-03-2020	Edit
2	SABANABIBI	J5132211	Female	15-03-1974	AHMEDABAD	15-04-2010	14-04-2020	Edit



You will get the alert message “Are you sure?”. If you click ‘OK’, details will be saved and NO CHANGES WILL BE ALLOWED SUBSEQUENTLY. If you click ‘Cancel’ you can go back and make corrections.

Once you submit parameter detail, You are not allowed to modify it. Are you sure?

PILGRIM'S INITIAL PARAMETER

Sr.No	First Name	Passport No.	Gender	Date of Birth	Place of Issue	Date of Issue	Date of Expiry	Action
1	MAHAMMADSIDDIK	J5132212	Male	05-01-1998	AHMEDABAD	14-04-2010	18-03-2020	EDIT
2	SABANABIIBI	J5132211	Female	15-03-1974	AHMEDABAD	15-04-2010	14-04-2020	EDIT

OK Cancel

→ CONFIRM DETAILS

Step 4:

Entry of Applicants' personal details:

If the initial details filled in Step 3 are as per the category opted for, remaining details need to be filled in the screen below. The fields marked with * are compulsory.

COVER HEAD DETAIL

RESERVED - B (FOURTH TIMER) GIVEN COVER NUMBERS OF LAST 3 YEARS

Year 2012 Cover No.

GJF-5940-2-0

Year 2013 Cover No.

GJF-248-2-0

Year 2014 Cover No.

GJR-485-2-0

APPLICANT'S DETAILS (AS PER INTERNATIONAL PASSPORT)

No of Adult Selected

2

No of Infant Selected

0

Desired Category

B

Accommodation Category

AZIZYA

Passport Number

J5132212

Place of Issue

AHMEDABAD

Date of Issue

14-04-2010

Date of Expiry

18-03-2020

Surname

MEVATI

Given Name*

MAHAMMADSIDDIK

Father's Name*

SATTARBHAI

Mother's Name*

MEHMUDABIBI

Spouse's Name

SABANABIBI

Date of Birth*

05-01-1998

Place of Birth*

DAHOD

Gender*

MALE

Marital Status*

SELECT

Occupation*

OTHER

Edu. Qualification*

PRIMARY

Blood Group*

SELECT BLOODGROUP

PRESENT RESIDENTIAL ADDRESS

Address line 1*

DALAL FALIYU

Address line 2

MOTA GHANCHIWADA

State*

CHOOSE STATE

District*

CHOOSE DISTRICT

Embarkation Point

Pincode*

389151

Mobile No.*

9427057086

Email Id

DETAILS OF NOMINEE OF APPLICANT

First Name*

MEYATI SHABBIRBHAI

Father's / Husband's Name*

Relationship*

CHOOSE RELATIONSHIP

Address line 1*

DALAL FALIYU

Address line 2

MOTA GHANCHIWADA

State*

GUJARAT

District*

CHOOSE DISTRICT

Pincode*

389151

Mobile No*

9428697345

BANK ACCOUNT DETAILS OF COVER HEAD

Name of the Bank*

Name of Branch*

Branch Code*

Account No*

IFSC Code*

Language opted for Haj Guide :

CHOOSE GUIDE LANGUAGE

Choose Guide Language

- English
- Hindi
- Urdu
- Tamil
- Telugu
- Gujarati
- Bangali
- Assami
- Malayalam
- Karnada
- Manipuri

Are you NBI*

Yes

No

Opting JHOFA Meeqat (Only for Shia Pilgrims)

Yes

No

Are you a permissible Repeater (Mehram / Companion of Age 70+ applicant)

Yes

No

Do you want to perform ADAHI (QURBANI) through IDE*

Yes

No



SUBMIT DETAILS

After completing the form above, click 'Submit Details' button.

Above steps are to be repeated on the subsequent Screens for each co-pilgrim.

After entering details of all pilgrims, click 'SUBMIT DETAILS'. You will get the alert message 'you are about to submit Application, Are you sure?' If you click OK, the details will be saved and can not be modified/edited subsequently. All filled details can be previewed to verify their correctness, before submitting.

Step 4:

Upload Photograph and Documents:

1. After submission of details of all pilgrims in previous steps, the Final Steps window will appear as shown below. Upload the Photo and documents, after selecting one pilgrim at a time from the drop-down menu. Then press “UPLOAD DOCUMENTS” button. In the preview window verify that all documents are uploaded properly. Otherwise upload again.

The screenshot shows the 'FINAL STEPS' sidebar on the left with buttons for 'Cover Head', 'Co-Pilgrim 1', 'Upload Documents' (highlighted in blue), and 'Payment Detail'. The main content area is titled 'UPLOAD DOCUMENTS' and includes a 'Note' section with five instructions: i. All Document should be in **JPG** Format only. ii. Passport Size Photo should not be greater than **50KB**. iii. Passport First & Last Page images Size should not be greater than **500KB**. iv. Bank Details (Cheque / Passbook) is compulsory only for **Coverhead**. v. All Other Document Size should not be greater than **500KB**. Below the note is a 'Select Pilgrim' dropdown menu with 'CHOOSE PILGRIM' selected. There are four 'Browse...' buttons for 'Passport Size Photo', 'Passport First Page', 'Passport Last Page', and 'Bank Details (Cheque / Passbook)', each followed by 'No file selected.'. A blue callout bubble points to the 'Bank Details' button with the text 'For Cover Head only'. A large blue arrow points from the 'Bank Details' area to a green 'UPLOAD DOCUMENT' button with a right-pointing arrow.

Step 5:

Payment Details:

1. After uploading the documents, the following Payment Details screen will appear. Select payment option Offline Payment if processing fee paid in Bank. Else select Online Payment.

The screenshot shows the 'FINAL STEPS' sidebar on the left with buttons for 'Cover Head', 'Co-Pilgrim 1', 'Upload Documents', and 'Payment Detail' (highlighted in blue). The main content area is titled 'ON-LINE HAJ APPLICATION FORM' and has a 'Payment Detail' section. Under 'Payment Option', there are two radio buttons: 'Offline Payment' (which is selected) and 'Online Payment'. A large blue arrow points upwards to the 'Offline Payment' radio button.

2. For Offline Payment following screen will appear. Fill the details and click “SUBMIT DETAIL” button.

Payment Detail

Payment Option Offline Payment Online Payment

Online Payment is not Active

Please Select Offline Payment

No of Cash Receipt

1

Bank PaySlip

Browse... Image1207103701.jpg

Payment Details

Receipt Details

Cash Receipt Number 1:

Transaction Id*	06535888	Receipt Date (ddmmyyy)*	19/02/2016
Issuing Bank*	SBI	Issuing Branch/Code*	0265888
Receipt Amount*	500		



3. After submitting payment detail you will see the final confirmation screen shown as below.

FINAL STEPS

- Cover Head
- Co-Pilgrim 1
- Upload Documents
- Payment Detail

ON-LINE HAJ APPLICATION FORM

Payment Details are

Sr.No	Transaction Id	Transaction Date	Issue Bank	Transaction Type	Issue Branch	Amount
1	2356888	01-01-1970	sbi	Offline	265888	500

FINAL SUBMISSION

Click FINAL SUBMISSION

4. Click 'FINAL SUBMISSION'. You will get the following alert message. Click Ok

FINAL STEPS

- Cover Head
- Co-Pilgrim 1
- Upload Documents
- Payment Detail

ON-LINE HAJ APP

Payment Details are

Sr.No	Transaction Id	Transaction Date	Issue Bank	Transaction Type	Issue Branch	Amount
1	2356888	01-01-1970	sbi	Offline	265888	500

Your Form Submission is completed!
Prevent this page from creating additional dialogs.

Click OK

5. Finally the following window will open. A unique system generated **Group ID Number** will be displayed which indicates successful completion of online submission.



6. Click “Download PDF” button and print the completed HAF.
7. Signatures must be put at the indicated places on the HAF print out.
8. Submit signed copies of HAF with all enclosures to respective State Haj Committee on or before **8th February, 2016.**

NOTE THAT THE ONLINE HAF WILL BE CONSIDERED ONLY IF SIGNED PRINT OUTS OF HAF AND ENCLOSURES ARE RECEIVED IN THE STATE HAJ COMMITTEES BY THE SPECIFIED DATE.
