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COMPOSITION OF COMMITTEE ON PAPERS LAID ON THE TABLE

(2017-2018)

Shri Chandrakant Khaire

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Chairperson

MEMBERS

2. Shri Dushyant Chautala
3. Shrimati Veena Devi
4. Shri P.C. Gaddigoudar
5. Shri Laxman Giluwa
6. Shri Choudhury Mohan Jatua
7. Shrimati Mausam Noor
8. Shri Bheemrao B. Patil
9. Shri Sanjaykaka Ramchandra Patil
10. Shri Bishnupada Ray
11. Shri Midhun Reddy
12. Shri Uday Pratap Singh
13. Shri Virendra Singh
14. Shri P.R. Sundaram
15. Shri Manohar Untwal

SECRETARIAT

1. Dr. Preeti Srivastava - Joint Secretary
2. Smt. Rita Jailkhani - Director
3. Smt. Maya Lingi - Additional Director
4. Shri K.P. Kashyap - Executive Assistant

INTRODUCTION

I, Chairperson of the Committee on Papers Laid on the Table of the House (2016-17), having been authorized by the Committee to present this Report on their behalf, present this Sixteenth Report in respect of delay in laying of the Annual Reports together with Audited Accounts of the Haj Committee of India, Mumbai.

2. In terms of the recommendation of the Committee on Papers Laid on the Table contained in its First Report, Second Report (5th Lok Sabha) and Second Report (6th Lok Sabha) presented to the House on 08 March 1976, 12 May 1976 and 22 December 1977 respectively, the Annual Report and Audited Accounts of the Organisation/Company are required to laid on the Table of the House within nine months of the closure of Accounting Year.

3. The Committee considered the matter of delays in laying of the Annual Reports and Audited Accounts of the Haj Committee of India, Mumbai and took oral evidence of the representatives of the Ministry of Minority Affairs at their sitting held on 22 March, 2017.

4. The Committee considered and adopted this Report at their sitting held on 01 November, 2017.

5. The Committee wish to express their thanks to the officers of the Ministry of Minority Affairs for furnishing the written replies, other material/information and for placing their views in the matter before the Committee.

6. The Observations / Recommendations of the Committee have been printed in bold letters at the end of the Report.

New Delhi
30 November, 2017
09 Agrahayana, 1939 (Saka)

Chandrakant B. Khaire
Chairperson
Committee on Papers Laid on the Table

DRAFT REPORT

Delay in laying of the Annual Reports and Audited Accounts of the Haj Committee of India

Haj Committee of India (HCOI) is a statutory body, constituted under the Haj Committee Act, 2002 (No.35 of 2002). A brief historical background of the Committee provided by Ministry of Minority Affairs shows its evolution from a local body to a national one. The Haj Committee, Bombay came into existence in the year 1927. Subsequently, the Port Haj Committees Act, 1932 was enacted, to establish Committees in the Principal Ports of Pilgrim Traffic, to assist the Muslim Pilgrims to Haj, at Calcutta and Bombay. It was followed by the Haj Committee Act, 1959 (No.51 of 1959), which established Central Haj Committee in the Port of Bombay for assisting Muslim Pilgrims for Pilgrimage to Saudi Arabia, Syria, Iraq, Iran and Jordan and for matters connected therewith. Until 30th September, 2016, HCOI was under the administrative control of the Ministry of External Affairs, Government of India. With effect from 1st October, 2016, HCOI stands transferred from Ministry of External Affairs to Ministry of Minority Affairs.

2. As per Rule 212(3) of General Financial Rule (GFR), the Annual Reports and Audited Accounts of the Autonomous organisations are required to be laid on the Table of the House within nine months of the closing of the Accounting year.

3. In term of recommendations of the Committee on Papers Laid on the Table contained in Paras 1.16 and 3.5 of its First Report (5th Lok Sabha), Paras 4.16 and 4.18 of Second Reports of 5th Lok Sabha and Paras 1.12 and 3.6 to 3.8 of Second Report of 6th Lok Sabha presented to the House on 08.03.1976, 12.05.1976 and 22.12.1977 respectively, the Annual Report and Audited Accounts together alongwith Review Statement of the Institutes/Organisations (Statutory/Autonomous Organisation, Public Undertakings, corporations, Joint ventures, Societies etc.) are required to be laid within 09 months of the close of the respective Accounting Year. To comply with this requirement proper time schedule should be laid down for compilation of Annual Report and Accounts and their auditing. The Committee felt that normally a period of 3 months would be sufficient for compilation of accounts and their submission to audit; the next 6 months might be given for auditing of accounts; printing of the Report and sending it to Government for laying. If for any reason, the Annual Reports and Audited Accounts of the Institutes could not be laid within the prescribed period of 9 months, the Ministry concerned should lay a Statement within 30 days of the expiry of the said period or as

soon as the House meets whichever is later, explaining the reasons as to why the documents could not be laid in time.

4. The Committee note that the Audited Accounts for the years 2013-14; 2014-15 and 2015-16 were laid on the table of the House on 02.03.2016; 14.12.2016 and 12.04.2017 respectively with delays ranging from 3½ month to 14 months. In regard to Annual Report the requisite information was sought from the Ministry of Minority Affairs (Haj Division). In their written reply (O.M. No. 8/8/2017- Haj dated 21.03.2017 have stated that as per the provision in the Rule 28(1) of the Haj Committee Rules, 2002 the Administrative Report should be laid within three months from the close of financial year. Accordingly, the Annual Reports of the Haj Committee of India were also laid on the table of the House for the years 2013-14; 2014-15 and 2015-16 on 10.12.2014; 13.08.2015 and 14.12.2016 respectively with delays ranging from 1½ months to 5½ months. The details have been given at Annexure-I.

5. In its written submission, it has been reported that the HCOI is not funded by the Government of India. It is a self sustaining organization and does not receive any grant from the Government. Further it is submitted by HCOI that the audit of accounts of the Haj Committee of India is being conducted by the Comptroller & Auditor General of India. Its Audited Accounts are laid on the Table of the House under Section 34(4) of the Haj Committee Act, 2002 and Rule 27(5) of Haj Committee Rules, 2002.

6. The chronological sequence in respect of finalization of Annual Reports and Audited Accounts of the HCOI for the years 2013-2014 to 2015-2016 as submitted by the HCOI are given at Annexure-II.

7. Regarding the reasons for delay in laying the Annual Reports and Audited Accounts of HCOI, the HCOI in its written note submitted as under:-

"The accounts for the FY 2013-14 were finalized on 8th August, 2014. The meeting of the Standing Committee on Finance of HCOI was held on 7th November, 2014 in which the accounts were approved. Subsequently, in the meeting of Haj Committee held on 5th December, 2014 the accounts for FY 2013-14 were approved and later sent to audit. The meetings could not be held earlier due to peak Haj season. For the accounts of financial years 2014-15 & 2015-16, there was no delay so far as actual audit is concerned. Delay in laying the accounts for financial year 2014-15 before the Parliament occurred due to transfer of Haj affairs from the Ministry of External Affairs to Ministry of Minority Affairs with effect from 1st October, 2016. The document for the year 2015-16 is proposed to be laid in the ongoing session of the Parliament."

8. As regard the latest position regarding finalization of the Annual Reports and Audited Accounts of the Organization for the year 2015-16, HCOI in its written replies stated as under:-

"The accounts for the FY 2015-16 were prepared on 30.06.2016 and have been duly audited by the C&AG in Sept/Oct, 2016 and the final Separate Audit Report has been sent to the Secretary, MEA on 23.12.2016 with a copy of HCOI. The documents is proposed to be laid in the ongoing session of the Parliament."

9. On the specific query as to how the work of translation of documents in Hindi Version and subsequent printing thereof will be managed, HCOI in its written replies stated as under:-

"Presently, there are no facilities in Haj Committee of India for typing of the documents in Hindi language. In the absence of posts of Typist (Hindi) and Translator, Haj Committee of India arranges Hindi translation through outsourcing. HCOI has proposed for creation of posts for such job, which is under examination of the Ministry"

10. Regarding the status of computerization of Accounts to facilitate speedy and timely compilation of Accounts of the HCOI, HCOI in its written note submitted as under:-

"The accounts of Haj Committee of India are being maintained in Tally Software Package."

11. As regards Internal auditing mechanism to ensure timely compilation of Accounts of the HCOI and also to minimize audit queries at the time of auditing, HCOI in its written note, stated as under:-

"The internal audit of the accounts of Haj Committee of India is being conducted by the Internal Audit Wing of the Ministry "

12. Regarding the mechanism in place in the Ministry to monitor the progress of work and the remedial measures taken to ensure timely laying of the documents, HCOI in its written reply stated as under :-

"The Ministry proposes to prepare a calendar for preparation, finalization and laying of the Audited Reports of Haj Committee of India on the Table of the House to ensure timely laying of the documents."

"The accounts for the financial years 2014-15 and 2015-16 were prepared as per schedule and have been duly audited by the C&AG in time."

13. The Committee took evidence of the representatives of the Ministry of Minority Affairs and HCOI on this issue on 22 March, 2017.

14. Elaborating further the reasons for delay in laying of the Annual Reports and Audited Accounts of the HCOI, the representative the Ministry during the oral evidence stated as under:

"We have taken over the charge of the Haj operations only on the 1st of October, 2016. Before that it was with the Ministry of External Affairs."

The representative of the Ministry further stated as under:

"We are ready to do that. There was some delay caused because the notice went to the wrong Ministry. It went to the Ministry of External Affairs and we found out this only recently. So we are going to complete the exercise and we will fulfil the requirement within this Parliament Session"

Observations/Recommendations

15. The Committee note that the Audited Accounts of the Haj Committee for years 2013-14; 2014-15 and 2015-16 were laid on the Table of the House on 12.04.2017; 02.03.2016 and 14.12.2016 respectively with delays ranging from 3½ month to 14 months. The Committee also note that as per the provision in the Rule 8(1) of the Haj Committee Rules, 2002 the Administrative Report are to be laid within three months from the close of Financial Year; which were also delayed ranging from 1½ months to 5½ months.

16. The Committee was informed that the work related to laying of the Audited Accounts for the year 2014-15 had been finished on time but delay in laying the accounts before the Parliament occurred due to transfer of Haj Committee of India from the Ministry of External Affairs to the Ministry of Minority Affairs. The Committee noted that transfer of HCOI from the Ministry of External Affairs was w.e.f. 01/10/2016, whereas, these documents were required to be laid before by 31/12/2015 (i.e. within 09 months of the close of the respective Accounting year). The Annual Report and Audited Accounts for the year 2014-15 were laid in Winter Session, 2016 with delays of 11½ months. The Committee also note that the Haj Committee of India had submitted their Accounts for the year 2015-16 to the C&AG on time. But the C&AG had sent separate Audit Report and Accounts of the HCOI by mistake to the Ministry of External Affairs on 20.12.2016. A copy was sent to HCOI on 23.12.2016, by that time Winter Session of Parliament for the year 2016 had already been adjourned on 16.12.2016. Further HCOI sent the documents to the Ministry of Minority Affairs on 23.03.2017. The Ministry of Minority Affairs presented the documents for the year 2015-16 on 12.04.2017 in the Budget session of the year 2017 with delays of 3½ months. The Committee feel that had the Ministry/HCOI taken proactive measure, the report could have been laid within stipulated time period.

17. The Committee also note that in absence of typist and translator in Haj Committee of India the work related to translation of document has been out sourced by HCOI. The

Committee further note that HCOI has proposed for creation of posts for Hindi translation job, which is under the examination of the Ministry. The committee feel that creation of post for Hindi translation work are under the control of the Ministry concerned. Therefore the Ministry should taken up the issue on priority basis in order to facilitate the Hindi translation work in HCOI.

18. The Committee impress upon the Ministry to be careful in future to avoid such delays. If for any reasons, it is not possible to lay the Annual Reports and Audited Accounts of the Institutes on the Table of the House within the stipulated time; a statement explaining the reasons as to why the requisite documents could not be laid within prescribed period should be laid strictly within 30 days.

New Delhi
01 November, 2017
10 Kartika, 1939 (Saka)

Chandrakant Khaire
Chairperson
Committee on Papers Laid On the Table

Annexure-I
vide para 03 of the Report

**Statement showing the dates of laying of the Annual Reports and
Audited Accounts of the Haj Committee of India, Mumbai.**

Year	Date by which Annual Reports were required to be laid	Date of laying of Annual Reports	Extent of delay	Date by which Audited Accounts were required to be laid	Date of laying of Audited Accounts	Extent of delay
2013-14	10.06.2014	10.12.2014	5½ Months	31.12.2014	02.03.2016	14 months
2014-15	10.06.2015	13.08.2015	1½ Months	31.12.2015	14.12.2016	11½ months
2015-16	10.06.2016	14.12.2016	5½ Months	31.12.2016	12.04.2017	3½ months

Annexure-II
vide para 05 of the Report

**The chronological sequence in respect of finalization of Annual Reports and Audited Accounts
of the Haj Committee of India for the years from 2013-14 to 2015-16**

S. No	Questions	2013-14	2014-15	2015-16
1	The date on which the organization approached the audit authorized to appoint the auditors for auditing the accounts Date of their appointment Time taken in Appointment after closure of F/Y	- 26.11.2014 07 M 26 days	- 28.08.2015 04 M 28 days	- 05.08.2016 04 M 05 days
2	The date of compilation of annual accounts of the Organization. Time Taken after appointment of auditors	08.08.2014 -	30.06.2015 -	30.06.2016 -
3	The date on which the annual accounts were submitted to auditors for auditing. Time taken after appt. of auditors....	26.11.2014 -	28.08.2015 -	05.08.2016 -
4	The date and duration for auditing the annual accounts of the Organization by the auditors.	01.01.2015 to 13.02.2015 (43 days)	05.10.2015 to 29.10.2015 (25 days)	21.09.2016 to 07.10.2016 (17 days)
5	The date of queries raised by auditors during auditing of annual accounts.	During the audit period, as at '4' above.		
6	The date on which the replies to the audit queries was furnished to the auditors.	During the audit period, as at '4' above.		
7	The date on which Draft Audit Report was issued by Audit Authorities. Time taken after receipt of Annual Accounts	01.04.2015 04 M 06 days	04.11.2015 03 M 06 days	21.10.2016 07 M 26 days
8	The date on which the Final Audit Report received by the Organization. Time taken after receipt of Annual Accounts	31.07.2015 04 Months	23.12.2015 01 M 20 days	23.12.2016 02 M 02 days
9	The date of finalization of annual reports.	16.06.2014	03.06.2015	04.07.2016

10	The date on which documents were got approved from the Competent Authority. Time taken after finalization of Annual Report	22.06.2014 06 days	08.06.2015 05 days	16.07.2016 12 days
11	The date on which documents were taken up for translation and printing and the time taken for completing the task. (k) The date on which documents were taken up for translation & printing and the time taken for completing the task; (i) Translated work completed/Time taken after finalization (ii) Printed work completed/Time taken after translation	16.11.2015 to 23.11.2015 07 days	07.01.2016 to 14.01.2016 07 days	-
		Administrative Report		
		25.07.2014	22.07.2015	24.08.2016
		The delay in finalization of the report was due to convening of HCol's meeting and subsequent Hindi translation.		
12	The date on which documents were sent to the Ministry for being laid in House. Time taken after printing	24.11.2015 01 day	15.01.2016 01 day	23.03.2017 -
13	The date of laying of the documents on the Table of the House. Time taken by the Ministry after receipt of the Annual Report and Audited Account	Audited Report		
		02.03.2016	14.12.2016	12.04.2017
		Administrative Report		
		10.12.2014	13.08.2015	14.12.2016
		03 M 08 days	10 M 29 days	19 days

**THE EXTRACTS OF THE MINUTES OF SITTING OF THE COMMITTEE ON PAPERS LAID
ON THE TABLE HELD ON 22 MARCH, 2017**

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The Committee sat on Wednesday, 22 March, 2017 from 15:30 hrs to 16:30 hrs.
in Committee Room 'C', Parliament House Annexe, New Delhi.

PRESENT

Shri Chandrakant Khaire - **Chairperson**

MEMBERS

2. Shri Dushyant Chautala
3. Smt. Veena Devi
4. Shri P.C. Gaddigoudar
5. Shri Choudhury Mohan Jatua
6. Shri Bheemrao B. Patil
7. Shri Sanjay Kaka Patil
8. Shri Manohar Untwal

SECRETARIAT

1. Shri U.B.S. Negi - Joint Secretary
2. Smt. Rita Jaiikhani - Director
3. Smt. Maya Lingi - Additional Director

REPRESENTATIVES OF THE MINISTRY OF MINORITY AFFAIRS

1. Shri Ameising Luikham Secretary
2. Shri J. Alam Joint Secretary

REPRESENTATIVES OF THE HAJ COMMITTEE OF INDIA, MUMBAI

1. Shri Md. Noor Rahman Sheikh Consul General, CGI, Jeddah, KSA
2. Shri Ataur Rahman CEO, Mumbai

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At the outset, the Hon'ble Chairperson welcomed the Members to the sitting of the Committee.

2. The Committee then called the representatives of the Ministry of Minority Affairs and the Haj Committee of India (HCoI), Mumbai.

3. The Chairperson welcomed the representatives of the Ministry and the HCoI to the sitting of the Committee and explained the purpose of convening the meeting. The Chairperson also explained to the witnesses the provisions of Direction 58 of Directions issued by the Speaker, Lok Sabha regarding confidentiality of the proceedings.

4. The representatives of the Ministry apprised the Committee during the evidence that they have taken over the charge of the Haj operations only on the 1st of October, 2016. Before that it was under the Ministry of External Affairs. Thereafter, the representatives of the Ministry and HCoI made a power-point presentation before the Committee covering genesis, work, marketing, operation, public policy and strategy etc. of the HCoI.

5. The representative of the Ministry submitted that they are ready to table the Report within this current Session and reasons for delay, as the notice went to the wrong Ministry instead of the Ministry of Minority Affairs and it was sent to the Ministry of External Affairs. Further the representatives assured the Committee that they would complete the exercise and fulfil the requirement to lay the documents within this Session.

6. Thereafter, the Hon'ble Chairperson thanked the representatives of the Ministry and the Haj Committee of India for the useful discussion and requested to respond to the queries raised by the Members - in connection with examination of the subject.

The witnesses then withdrew.

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7. A copy of the verbatim proceedings of the sitting of the Committee has been kept on record.

The Committee then adjourned.

**EXTRACTS OF THE MINUTES OF THE T SITTING OF THE
COMMITTEE ON PAPERS LAID ON THE TABLE HELD ON 01 NOVEMBER, 2017**

The Committee sat on Wednesday, 01 November, 2017 from 15:00 hrs to 15:45 hrs. in Committee Room 003', Parliament House Annexe Extension Building, New Delhi.

PRESENT

Shri Chandrakant Khaire - Chairperson

MEMBERS

2. Shri P.C. Gaddigoudar
3. Shri Choudhary Mohan Jatua
4. Shri Sanjay Kaka Patil
6. Shri Uday Pratap Singh
7. Shri Virendra Singh
8. Shri Manohar Untwal

SECRETARIAT

1. Smt. Rita Jailkhani - Director
2. Smt. Maya Lingi - Additional Director

2. At the outset, Chairperson welcomed the Members to the sitting of the Committee.
3. Thereafter, the Committee took up for consideration the draft Sixteenth Report regarding delay in laying of the Annual Reports and Audited Accounts of the Haj Committee of India, Mumbai
4. After deliberations, the Committee adopted the Reports without modifications.
5. The Committee authorized the Hon'ble Chairperson to present the same to the Parliament.

The Committee then adjourned.