

Chapter – 1

Introduction

1.1 *Background of this Hand Book:*

The Right to Information Act, 2005 (22 of 2005) received the assent of the Hon'ble President of India on June 15, 2005 and came into force. This is an Act to provide for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

1.2 *Objective/purpose of this handbook :* To provide basic information to public.

1.3 *Intended users of this handbook :* Citizens of India.

1.4 *Organisation of the information in this handbook :* The handbook contains 17 Manuals providing basic information on the various aspects of the organisation.

1.5 *Definitions:*

1.6 *Contact person in case of somebody wants to get more information on topics covered in the handbook as well as other information also :*

1. **Shri Md. Afzalul Haque**, Central Public Information Officer, Central Waqf Bhawan P-13 & 14, Sector-6, Pushp Vihar, Opposite Family Court, Saket New Delhi-110017

(ii) **Shri Inam-ur-Rehman**, Assistant Public Information Officer, Central Waqf Bhawan P-13 & 14, Sector-6, Pushp Vihar, Opposite Family Court, Saket New Delhi-110017

1.7 *Procedure and fee structure for getting information not available in the handbook:*

Anyone desiring to obtain such information may submit the application on prescribed proforma given in this handbook with an IPO of Rs.10/- per application (Rs.50/- extra for seeking information in the form of CD) and submit the same to the Public Information Officer mentioned at (i) and (ii) and receive the acknowledgement from him. Separate applications may be submitted for seeking information on different subjects as information related to one subject should be sought on one application form.

Chapter 2 (Manual 1)

Particulars of Organizations, Functions and Duties

2.1 Objective/*purpose of the public authority.*

Advising Government of India, State Governments and State Waqf Boards on matters concerning the working of the State Waqf Boards and the due administration of Waqfs.

2.2. *Mission Statement of the public authority.*

Improving in the working of the Auqaf and Waqf Boards and to advise Governments/State Waqf Boards for law policy making accordingly.

2.3 *Brief history and context of its formation.*

The Central Waqf Council a Statutory Body came into existence in December, 1964 by amendment to the Waqf Act, 1954 i.e. by insertion of Chapter II (A) (Section 8A, B.C. & D.). Prior to the setting up of the Central Waqf Council there was Central Waqf Advisory Council. The status of the Central Waqf Council continues as such in terms of the Section 9 of Chapter III of the Waqf Act, 1995.

2.4 *Duties of the public authority.*

The main objective of the Central Waqf Council is to advise the Government of India on matters concerning the working of the Waqf Boards and the due administration of Auqaf in the country. Beside that the important issues affecting the community especially those pertaining to affairs like administration of Mosques, Dargahs and proper management of properties are also considered by the Council/its Committees. Whenever matters of general interest regarding management of Auqaf in States to be taken up at the level of the Central Government are generally referred to the Central Waqf Council.

2.5 *Main activities/functions of the public authority.*

The Council consists of Chairperson who is the Union Minister Incharge of Auqaf and such other members not exceeding 20 in numbers appointed by Government of India as stipulated in the Act. The Council meets to advice on various issues related to the Waqf affairs in the country and also participates in the development process by way of implementing the scheme for the development of Waqf properties and various educational programmes. The details are as under:

A) *SHAHRI WAQF SAMPATTI VIKAS YOJANA (Development Of Urban Waqf Properties)*

With a view to protect vacant Waqf land from encroachers and to develop it on commercial lines for generating more income in an order to widen the scope for welfare activities, Central Waqf Council has been implementing this scheme since 1974-75 with yearly grant-in-aid from the Central Government. Under the Scheme, loan is extended to various Waqf Institutions in the country for taking up economically viable buildings on the Waqf land such as commercial complex, marriage halls, hospitals, cold storage etc. For this, the Central Government has released a total grant-in-aid amounting to Rs.56 crores 77.66 lakhs only, since September 1974 to March, 2019 and in turn the Central Waqf Council has extended loan to 150 projects approved by the Council as well as by the Government of India. Out of these 150 projects, 88 projects have been completed and are yielding income. The loan amount is repaid to the Council by the loanee institutions in easy instalments forms a **Revolving Fund**, which is again utilized for giving loans up to Rs.75 lakhs to the Minor

Development Projects on Waqf properties. Under this Scheme, the Council had released a sum of Rs.8 crores 60.09 lakhs to 101 projects upto 31.3.2019 out of which 70 projects have been completed. Therefore, with the total grant-in-aid of Rs.56 crores 77.66 lakhs received by the Council, it has been able to get 158 projects completed.

The Loan shall be ordinarily repayable to Central Waqf Council in 16 half yearly instalments with the moratorium of 1 year after the final instalment of loan is disbursed.

The loanee concerned shall as a measure of mutual regard for the furtherance of the objectives of Waqfs in general, pay administrative processing cost to the Central Waqf Council @ 8 % of the loan amount before it is released.

B) EDUCATIONAL SCHEME

1. Coaching for the Muslim Students for competitive examinations for jobs which are based at graduation level in consultation with Jamia Millia Islamia, New Delhi, Jamia Hamdard, New Delhi and Aligarh Muslim University (AMU), Aligarh.
2. Training Programme for women for their empowerment through NGOs in the trades of (i) Tailoring and Knitting (ii) Food Processing (iii) Embroidery and (iv) Cloth Printing.

2.6 List of services being provided by the public authority with a brief write-up on them.

1. Takes up the issues of encroachment with the State Waqf Boards and State Government concerned. The office of the Council receives various complaints from all parts of the country regarding encroachment, mismanagement of the Waqf and takes up the issue with the concerned State Governments/State Waqf Boards.
2. Co-ordinates with the Central Government for implementation of the Waqf Act, 1995 and its provision in all respect. The Waqf Act, 1995 came into force on 1st January, 1996. The office of the Central Waqf Council monitors, co-ordinates and advises to the State Waqf Boards/State Governments to implement the Act and amended by Waqf (Amendment) Act, 2013 which is in force since 01.11.2013.
3. Discusses the issues related to the Waqfs in its general meeting and to advice the Government accordingly. The Council receives various issues related to the Waqf affairs, management of Dargah etc. and it examine the cases in its general meeting.
4. Provide timely advise to the State Waqf Boards for better management of Auqaf.
5. Issue directives to State Waqf Boards for the protection and retrieval of Auqaf.

2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable).

The organization is based in Delhi only and has no regional office anywhere in the country.

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Awareness and local initiative for the protection and development of Waqf properties.

2.9 Arrangements and methods made for seeking public participation/contribution.

The objective of the organization and its duties have been circulated and publicized by various mode throughout the country.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

The Action Taken Report (ATR) are mentioned by the Sub-Committees of the Council and if any grievance from the public, the case is looked by the concerned Committee for appropriate action.

2.11 *Address of the main office and other offices at different levels. (Please categorize the address district wise for facilitating the understanding by the user).*

Central Waqf Council

Central Waqf Bhawan,
P-13 & 14, Sector-6 ,
Pushp Vihar,
Opposite Family Court,
Saket New Delhi-110017
Fax: (011) 29562146,47

Website: **www.centralwaqfcouncil.gov.in**

E-mail: **secycwc.wakf@nic.in**

2.12 Morning hours of the office: 9.00 A.M. (*Monday to Friday*)

Closing hours of the office: 5.30 P.M.

Chapter – 3(Manual – 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization

Designation	Secretary, Central Waqf Council		
Powers	Administrative	1	The Secretary is the Chief Executive Officer of the Central Waqf Council who shall exercise powers of control, supervision and management over the office and staff of the Council.
		2	The Council shall, from time to time, and on the recommendation of the Secretary, create such posts as are necessary for the efficient performance of the functions of the Council.
		3	The Secretary shall make appointments to the posts in the category of Lower Division Clerk or its equivalent and below. As an appointing authority of the employees of the Council, he shall also be disciplinary authority and shall be competent to impose all kinds of punishments including dismissal as per the Central Government Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.
		4	The Secretary shall in respect of all the staff of the Council under his control and supervision, have the power to sanction (i) increment; (ii) leave; (iii) allowances and advances; admissible to the Government employees.
	Financial	1	The Secretary may sanction a recurring/nonrecurring expenditure upto Rs.50,000 (Fifty Thousand Only) / 1,00,000 (One Lakh Only) .
		2	The Secretary or in his absence an officer subordinate to him, if so authorized, may draw cheques for the sanctioned expenditure.
		3	The officer, so authorized by the Secretary, may supervise the maintenance of all registers in the Council's office and certify the entries made therein.
Duties	1	<p>The Secretary shall give effect to the decisions of, and carry out the instructions that may, from time to time, be given by the Council or the Chairperson:</p> <p>Provided that when the Council is in the process of reconstitution or unable to meet for reasons beyond its control, the Secretary may seek orders or approval of the Chairperson on an urgent matter:</p> <p>Provided further that all such orders or approval of the Chairperson shall be placed before the Council for its decision, as soon as the Council meets.</p>	
	2	The Secretary shall ensure that all the records of the Council are properly maintained.	
	3	The Secretary shall be responsible for presentation of the Annual Statement	

	of Accounts of the Council duly authenticated in the proper form to the Auditor appointed by the Central Government for this purpose.
4	The members of the Council shall intimate the change of his address, if any, to the Secretary of the Council who shall cause to make the entry in the roll of members.
5	<p>The recommendation or decisions of the Committee shall be placed before the Council for its approval:</p> <p>Provided that when the Council is not holding its meeting, the recommendation or decision shall be placed before the Chairperson by the Secretary of the Council and the Chairperson shall inform the Council of the recommendations or decisions taken in view thereof to the Council as soon as the Council meets:</p> <p>Provided further that if the Council is unable to meet for reasons beyond its control, the Secretary of the Council may submit the matter falling within the purview of such Committee directly to the Chairperson for directions:</p> <p>Provided also that all decisions taken by the Chairperson either on the recommendation of a Committee or otherwise shall be ratified forthwith by the Council.</p>
6	An agenda for every meeting of the Council shall be prepared by the Secretary with the approval of the Chairperson and shall be circulated to the members.
7	The minutes of the meeting shall be recorded by the Secretary and circulated to the members, as early as possible, after approval by the Chairperson.
8	The Secretary shall receive all payments to the fund and pass receipt on behalf of the Council.

Chapter – 3(Manual – 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization

1.

Designation		Development Officer, Central Waqf Council		
Powers		Administrative	1	Supervision of the staff working in the Development Section
		Financial		
			2	Supervision of the Development Fund
Duties	1	Section incharge of the Scheme for the Development of Urban Waqf Properties		
	2	Section incharge of the Educational Scheme		
	3	Section incharge of disbursement and recovery of loan		
	4	Section incharge of disbursement of Educational Grants		
	5	Maintenance of the Accounts of the Development Fund of the Council		

2.

Designation		Assistant Accounts Officer, Central Waqf Council		
Powers		Administrative	1	Supervision of the staff working in the Accounts Section
		Financial	1	Co-signatory in the Bank
Duties	1	Section incharge of the Scheme for the Development of Urban Waqf Properties		
	2	Section incharge of the Educational Scheme		
	3	Section incharge of disbursement and recovery of loan		
	4	Section incharge of disbursement of Educational Grants		
	5	Maintenance of the Accounts of the Development Fund of the Council		

3.

Designation		Assistant Law Officer, Central Waqf Council		
Powers		Administrative	1	Supervision of the staff working in the Legal Section
Duties	1	Legal Work		
	2	Advisory Work		
	3	Litigation Work		
	4	Implementation process		
	5	CPGRAM/Public Grievance		

Chapter – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1 :

Name/title of the document :	Central Waqf Council Rules, 1998	Type of the document	Rules
Brief Write-up on the Document			In exercise of the powers conferred by Sub-section (1) &(2) of Section 12 of the Waqf Act, 1995 (43 of 1995), the Central Government had made the rules entitled as above to facilitate the functions of the Central Waqf Council
From where one can get a copy of rules :			Rules are available on Central Waqf Council's Official Website: www.centralwaqfcouncil.gov.in

4.2 :

Name/title of the document :	Central Waqf Council Recruitment Rule	Type of the document	Rules
Brief Write-up on the Document			It Pertains to the recruitment of the employees of Central Waqf Council.
From where one can get a copy of rules :			Rules are available on Central Waqf Council's Official Website: www.centralwaqfcouncil.gov.in

Chapter – 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with, or representation by, members of the public in relation to the formulation of its policies or implementation thereof.

Formulation of Policy

5.1 As per the provision of Section 9(1), the Central Government establishes the Central Waqf Council for the purpose of advising it on the matters concerning the working of the Waqf Boards and the due administration of Auqaf, which under Section 9(2) consists of the following :

(a) The Union Minister Incharge of Waqf – *Ex-officio Chairperson*

(b) The following members to be appointed by the Central Government from amongst Muslims, namely

:

- (i) three persons to represent Muslim organizations having all India character and national importance;
- (ii) four persons of national eminence one each from the fields of administration or management, financial management, engineering or architecture and medicine.
- (iii) three Members of Parliament of whom two shall be from House of the Peoples and one from the Council of States;
- (iv) Chairpersons of three Boards by rotation;
- (v) two persons who have been Judges of Supreme Court or High Court;
- (vi) one advocate of national eminence;
- (vii) one person to represent the Mutawallis of the Waqfs having a gross annual income of rupees five lakhs and above;
- (viii) three persons who are eminent scholars in Muslim law.

The Council constituted under Section 9 is the competent body representing different sections of the Muslim community to advise the Government of India on the matters concerning the working of the Waqf Boards and due administration of Waqfs. Apart from the above, there is no provision to seek direct consultation/participation of public or representative for formulation of policies.

Implementation of Policies

5.2 There is no provision to seek consultation/participation of public or its representatives for implementation of the policies as the purpose of the Council is to advise the Government of India on the matters concerning the working of the Waqf Boards and due administration of Auqaf. Moreover, under Section 7 of the Central Waqf Council Rules, 1998, the Secretary to the Council, who is the Chief Executive Officer of the Council, gives effect to the decisions of and carries out the instructions that may, from time to time, be given by the Council or the Chairperson:

Provided that when the Council is in the process of reconstitution or unable to meet for reasons beyond its control, the Secretary may seek the orders or approval of the Chairperson on an urgent matter;

Provided further that all such orders or approval of the Chairperson shall be placed before the Council for its decision, as soon as the Council meets.

Chapter – 6 (Manual – 5)

Statement of the categories of documents which are held by it or under its control

Sl. No.	Category of the document	Name of the document	Procedure to obtain the document	Held by
1.		Minutes of the meetings of the Central Waqf Council and its Committees	By submission of application on prescribed format	Shri Inam-Ur-Rehman, Assistant Accounts Officer
2.		Gazette Notification related to Council	-do-	-do-
3.		Documents/information related to staff of the Council	-do-	-do-
4.		Documents related to loan disbursed under the Scheme for the Development of Urban Waqf Properties and its recoveries	-do-	Shri Md. Khurshid Warsi, Development Officer
5.		Documents related to the scholarship and grants released under the Educational Programme of the Council	-do-	Shri Md. Khurshid Warsi, Development Officer

Chapter – 7 (Manual – 6)

A statement of Board, Council Committees and other bodies constituted as its part

7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the Affiliated Body.

Central Waqf Council under the aegis of Ministry of Minority Affairs, **Central Waqf Council, Central Waqf Bhawan, P-13 & 14 ,Pushp Vihar, Sector-6, Opposite Family Court ,Saket 110 017**

Type of Affiliated Body (Board, Council, Committees, Other Bodies): **Statutory**

Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

The Central Waqf Council a Statutory body came into existence in December, 1964 by amendment to the Waqf Act, 1954 i.e. by insertion of Chapter II(A) (Section 8A, B. C. & D.). Prior to the setting up of the Central Waqf Council there was a Central Waqf Advisory Council. The status of the Central Waqf Council continues as such in terms of the Section 9 of Chapter III of the Waqf Act, 1995. The main objective of the Central Waqf Council is to advise the Government of India on matters concerning the working of Waqf Boards and the due administration of Waqfs in the country. Beside that the important issues affecting the community especially those pertaining to religious matters/Islamic affairs like administration of Mosques, Dargahs and proper management of properties are also considered by the Council/its Committees. Whenever matters of general interest regarding management of Auqaf in States to be taken up at the level of the Central Government are generally referred to the Central Waqf Council. Besides its advisory role it also participates in the development process by way of implementing the scheme for the development of Waqf properties and various educational programmes.

Role of the Affiliated Body (Advisory/Managing/Executive/Others): Advisory

Structure and Member Composition: Chairperson and 20 members

Head of the Body: Union Minister, Ministry of Minority Affairs (in charge of Auqaf)

Address of main office and its Branches:

Central Waqf Council, Central Waqf Bhawan ,P-13 & 14, Pushp Vihar, Sector-6, Opposite Family Court ,Saket 110 017

Frequency of Meetings:

Ordinarily 2 meetings in a year, which may increase to 5, if necessary.

Can public participate in the meetings ?: No

Are minutes of the meetings prepared ?: Yes

Chapter – 8 (Manual – 7)

The names, designations and other particulars of the Public

Information Officers

Name of the Public Authority :

Assistant Public Information Officers :

Sr. No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Shri Inam-ur-Rehman	Assistant Accounts Officer	011	29562146		29562137	secycwc.wakf@nic.in	P-13 & 14, Sector-6, Pushp Vihar, Opposite Family Court, Saket, New Delhi-110017

Appellate Authority :

Sr. No	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Dr. S. A. S. Naqvi	Secretary, Central Waqf Council	011	29562146		29562137	secycwc.wakf@nic.in	P-13 & 14, Sector-6, Pushp Vihar, Opposite-Family Court, Saket, New Delhi-110017

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1 *What is the procedure followed to take a decision for various matters ? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc. can be made).*

The business of the Central Waqf Council is carried out through the Sub-Committees appointed from amongst the member of the Central Waqf Council. The Sub-Committees are the competent authority to take decision on various matters and recommend to the Council. The Scheme for the Development of Urban Waqf Properties is implemented by CWC in accordance with the guideline of “Shahari Waqf Sampatti Vikas Yojana”.

9.2 *What are the documented procedures/laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves ?*

To arrive at a particular decision for any matter, the related case is considered by the concerned Sub-Committee (Waqf Development Committees) for recommending the projects for loan, Education & Women Welfare Committee for recommending the cases for educational grants, Planning & Advisory Committee for deciding and recommending the budget and the policy matters and then it is referred to the meeting of the Central Waqf Council/Chairperson for approval.

9.3 *What are the arrangements to communicate the decision to the public ?*

By way of correspondence the decision are communicated to the concerned.

9.4 *Who are the officers at various levels whose opinions are sought for the process of decision making?*

The Sub-Committees are the competent body for giving opinion on various issues. However, the Secretary of the Central Waqf Council and the Development Officer processing the education and development projects to be considered in the office of the Central Waqf Council. The Assistant Accounts Officer and Assistant Law Officer may also put forward their respective opinion.

9.5 *Who is the final authority that vets the decision?*

The Central Waqf Council is the final authority that vets the decision on the issues related to the functioning of the Council.

9.6 *Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.*

<i>Sl.No.1</i>	
Subject on the which the decision is to be taken.	<i>Loan for the development of Urban Waqf Properties.</i> To recommend the economically viable projects on the Waqf land for the loan under the above Scheme and also to recommend the instalments for the ongoing projects.
Guideline / Direction, if any	<i>Guideline of the Scheme of Shahari Waqf Sampatti Vikas Yojana</i> which is available in the Council office as well as in the offices of the State Waqf Boards. It may also be down loaded from the website of the Council.

Process of Execution	The Scheme for the Development of Urban Waqf Properties is implemented through the State Waqf Boards. The applicant Mutawallis are required to submit the proposal on the prescribed application proforma alongwith the enclosures as mentioned in the Terms and Conditions to the respective State Waqf Boards. The Board pass the resolution for approval of the scheme for the loan from Central Waqf Council. For its projects the SWB shall obtain the sanction of the State Govt. under section 75 and constitute a Project Development Committee(PDC) with the approval of the State Government. For the projects of waqf institutions, PDC will be appointed with the approval of SWB with intimation to the CWC. Thereafter the proposal is forwarded to the Central Waqf Council where the Committee namely Waqf Development Committee examines the case and recommends it for release of loan in instalments. Similarly to release the subsequent instalments to any project the State Waqf Board forwards its recommendation to the Central Waqf Council. Accordingly, Waqf Development Committee recommends the next instalment for the ongoing projects.
<i>S.No.2</i>	
Subject on the which the decision is to be taken.	<p><i>Grant for Educational Programmes:</i></p> <p>The grant is given for :</p> <ul style="list-style-type: none"> i.) Coaching for the Muslim Students for competitive examinations for jobs which are based at graduation level in consultation with Jamia Millia Islamia, New Delhi, Jamia Hamdard, New Delhi and Aligarh Muslim University (AMU),Aligarh. ii.) Training Programme for women for their empowerment through NGOs in the trades of (i) Tailoring and Knitting (ii) Food Processing (iii) Embroidery and (iv) Cloth Printing.
Designation of the officers involved in decision making	The Development Officer processes the above schemes and submit to the Secretary, CWC for approval for placing before the concerned Committee of the Council.
Contact information of above mentioned officers	Development Officer, Central Waqf Council.
If not satisfied by the decision, where and how to appeal	The Chairperson/Central Waqf Council may be appealed.

Chapter – 10 (Manual – 9)

Directory of Officers and Employees

10.1 Please provide information district wise in following format

Sr. No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Dr. S. A. S. Naqvi	Secretary, Central Waqf Council	011	29562146		29562137	secycwc.wakf@nic.in	P-13 & 14, Pushp Vihar, Sector-6, Opposite-Family Court,Saket ,New Delhi-110017
2.	Shri Inam-ur-Rahman	Assistant Accounts Officer	011	29562146		29562137	-do-	N-1, Taj Enclave, Link Road, Geeta Colony, Delhi-110031
3.	Shri Afzalul Haque	Assistant Law Officer	011	29562146		29562137	-do-	R-358,Gali No:3, Joga Bai,Ext., Jamia Nagar, Okhla, New Delhi-110025
4.	Shri Mohd. Khurshid Warsi	Development Officer	011	29562146		29562137	-do-	N-106, 1 st Floor, Abul Fazal Enclave, Jamia Nagar, Okhla New Delhi-110025
5.	Shri Naushad Zafar	Stenographer	011	29562146		29562137	-do-	147A, C-II, Mayur Vihar, Phase –III, Delhi – 110092
6.	Syed Mohammad Obed,	Accountant	011	29562146		29562137	-do-	H-39/B, 4 th Floor, Abul Fazal Enclave, Jamia Nagar, Okhla, New Delhi – 110025
7.	Shri Javed Abbas	UDC	011	29562146		29562137	-do-	K-149,Rani Garden, Post Gandhi Nagar, Delhi – 110 031
8.	Shri Mohd Aslam Khan	Accounts Clerk	011	29562146		29562137	-do-	G-107A, GDA LIG Flats, Sector-12, Pratap Vihar, Ghaziabad-201009 (UP)
9.	Shri Mohd. Bakar	Accounts Clerk	011	29562146		29562137	-do-	C/o. Shri Naseem Akhtar, D-21/5, Okhla Vihar, Jamia Nagar, New Delhi-110025
10.	Smt. Noor-us-Sabah	Accounts Clerk	011	29562146		29562137	-do-	C-301, Taj Enclave, Link Road, Geeta Colony, Delhi-110031
11.	Shri Mohd. Shafique	LDC	011	29562146		29562137	-do-	H.No.31, J. Extension, Gali No.8, Near Jain Mandir, Laxmi Nagar, Delhi-110092
12.	Shri Asjad Hussain	LDC	011	29562146		29562137	-do-	F-155/3, IIIrd Floor, Shaheen Bagh, Jamia Nagar, Okhla, New Delhi – 110 025
13.	Smt. Rehana Sultan	LDC	011	29562146		29562137	-do-	W/o. Shri Mohammad Shaheen Akhter, Quarter No.449, Sector-2, Sadiq Nagar, New

								Delhi – 49
14.	Shri Anzar Hasan	DR	011	29562146		29562137	-do-	House No. E – 238/3, 2 nd Floor, Gali Number 16,Ratiya Marg, Sangam Vihar, New Delhi–80
15.	Shri Ghouse Basha	Driver-cum-D.R.	011	29562146		29562137	-do-	H.No.,H-258,3rd floor(right side), Jaitpur Extension- II,Badarpur,N.D.-44
16.	Shri Ayyub Ahmad	Driver-cum-D.R.	011	29562146		29562137	-do-	A1/52, Nehru Market, Badarpur,New Delhi
17.	Shri Mohd. Farman	MTS	011	29562146		29562137	-do-	C/o Maulana Shakeel Ahmed, Rehmani Masjid Madarsa, Sarai Peepalthala, D – Block,Bhadola, Azadpur,Delhi – 110 033
18.	Shri Md. Aqil Khan	MTS	011	29562146		29562137	-do-	H.No.251, Gali No.13, Bhagirathi Vihar, Delhi 94

Chapter – 12 (Manual – 11)

12.1. Please provide information about the details of the budget for different activities under difference schemes in the given format.

Year 2017-2018

(Rupees in lakhs)

Sr. No.	Name of the scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released/dischursed (no. of instalments)	Actual expenditure during the last year	Responsible officer for the quality and the complete execution of the work
1.	Shahari Waqf Sampatti Vikas Yojana (Development of Urban Waqf Properties)	To finance the economically viable projects on Waqf land	1974-75	N.A.		Nil	Nil		The Project Development Committee. The loan under this scheme is disbursed through State Waqf Boards to the Project Development Committee approved by the State Government in case of each project.
2.	Educational schemes	Grants for Coaching and Training Programme	1979-80	N.A.		Nil	Nil	Nil	

Chapter – 13 (Manual – 12)

Manner of Execution of Subsidiary Programme

This is not applicable in the case of Central Waqf Council, an advisory body constituted by the Government of India under the provisions of the Waqf Act, 1995, to advise it on the matters concerning the working of Waqf Boards and the due administration of Auqaf in the country.

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, Permits or

Authorization Granted by It

This is not applicable in the case of Central Waqf Council, an advisory body constituted by the Government of India under the provisions of the Waqf Act, 1995, to advise it on the matters concerning the working of Waqf Boards and the due administration of Auqaf in the country.

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15.1 *Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.*

- (1) Under Shahari Waqf Sampatti Vikas Yojana (Development of Urban Waqf Properties) loan is released through the State Waqf Board for the construction of commercially viable buildings on Waqf land on the basis of guideline of the scheme. For this purpose the Ministry of Minority Affairs releases Grant-in-Aid annually. The guideline of the scheme is available in a printed format entitled as Shahari Waqf Sampatti Vikas Yojana (Development of Urban Waqf Properties) in the office of the Central Waqf Council as well as on the website **www.centralwaqfcouncil.gov.in**

- (2) Under the *Educational Scheme* of the Central Waqf Council, it provides grant for the following programmes:
 - i.) Coaching for the Muslim Students for competitive examinations for jobs which are based at graduation level in consultation with Jamia Millia Islamia, New Delhi, Jamia Hamdard, New Delhi and Aligarh Muslim University (AMU), Aligarh.
 - ii.) Training Programme for women for their empowerment through NGOs in the trades of (i) Tailoring and Knitting (ii) Food Processing (iii) Embroidery and (iv) Cloth Printing.

Chapter – 16 (Manual – 15)

Information Available in an Electronic Format

16.1 Please provide the details of information related to various Schemes which are available in the Electronic Format

	Details of information/Schemes available in Electronic Format		i. Website of the Central Waqf Council which can be visited on www.centralwaqfcouncil.gov.in contains the following : Brief introduction of the Central Waqf Council and its Schemes with data related to Development and Education schemes in a tabulated form
			ii Names and addresses (with telephone and fax numbers) of the Chairperson and Members of the Central Waqf Council including its Secretary; Chairpersons and Chief Executive Officers of State Waqf Boards; Secretaries Incharge of waqf in the State Governments.
			iii The following Application Forms : a. Application form for the Loan for the Development of Urban Waqf Properties including Agreement Papers etc. b. Guideline of Shahari Waqf Sampatti Vikas Yojana (Development of Urban Waqf Properties) alongwith its Annexures i.e. the forms required for it c. List of completed projects (both Major and Minor) under the Scheme for the Development of Urban Waqf Properties in a tabulated form providing details of the estimated cost, loan released by the Council, income from the property before commencement of the project and income from the property after the completion of the project

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

- 17.1 Means, methods or facilities available to the public which are adopted by the Department for dissemination of information such as
- (i) Through newspapers : As and when required
 - (ii) Exhibition : As and when organized by the Ministry
 - (iii) Notice board : Regularly
 - (iv) System of issuing of copies : On receipt of application in of documents except for those prescribed format with I.P.O. forbidden of Rs.10 in favour of Central Waqf Council.
 - (v) Printed manual available : On various Schemes of the Council as well as about the general information related to the Council.
 - (vi) Website of the Council **www.centralwaqfcouncil.gov.in**
 - (vii) Seminars and Conferences.

Chapter – 18 (Manual – 17)

Other useful information

18.1 Frequently asked questions and their answers by public:

Generally, questions are asked about various schemes of the Central Waqf Council. The Council office provides necessary information which are in the printed form. In case of telephonic query, the information is provided over telephone.

18.2 Related to seeking information:

- (a) A specimen copy of filled application form is enclosed at Annexure-I. Separate application is required for seeking information on each subject.
- (b) Fee: A Indian Postal Order of Rs.10 (Rupees ten only) in favour of Central Waqf Council is to be deposited for seeking information. The fee would be separately charged for seeking information on different subject.
- (c) How to write a precise information request: It may be seen at Annexure-I in the filled in specimen application form.
- (d) Right of the citizen in case of denial of information and procedure to appeal: Anybody denied information may appeal to the appellate authority of the Council.

18.3 With relation to training imparted to public by public authority:

Not applicable.

18.4 With relation to certificate, no objection etc. issued by the public authority not included in Manual 13:

Not applicable.

18.5 With relation to registration process:

Not applicable.

18.6 With relation to collection of tax by public authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.):

Not applicable.

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc.

Not applicable.

18.8 Details of any other public services provided by the public authority:

Nil

Specimen

(Annexure - I of Manual – 17)

CENTRAL WAQF COUNCIL

(CONSTITUTED BY GOVERNMENT OF INDIA UNDER WAQF ACT, 1995)

P-13 & 14 , ,Pushp Vihar, Sector-6, Opposite Family Court ,Saket 110 017

Sl.No. 13

Format to seek information

1. Name of the applicant

(in capital letters)

2. Permanent Address:

3. Present Residential Address:

Telephone No. with STD Code.....E-mail.....

4. Brief description of the document relating to which information is required:

5. Mode in which information is / are required

(i) Hard copy / Photocopy of the documents *Hard copy*

(ii) Soft Copy, i.e. CD / Floppy

6. IPO of Rs.10.00 (*Rupees Ten only*) datedof the *Bank of*..... in favour of Central Waqf Council enclosed as prescribed fee for the above.

In case information is required in soft copy i.e. CD / Floppy, Rs.50/- may be added in the fee paid through Demand Draft and it will be collected by the applicant from Central Waqf Council office in person between 3 P.M. to 5 P.M. on the given date.

Date:

Signature of the Applicant

Place: New Delhi

Name:

ACKNOWLEDGMENT

Received request dated.....from Shri..... on..... for supply of information under the provisions of RTI Act, 2005. The information will be supplied on..... by the Asstt: Public Relations Officer.

Signature of the Asstt. Public Information Officer/
Central Waqf Council

FOR OFFICE USE ONLY

1. Date on which Application is received :Dy No.

Date.

2. Date by which information is required :

3. Date on which information is supplied : Despatch No.
Date:

4. Mode of furnishing the information : Hard Copy / Soft copy

5. Brief description of the Information supplied:

6. Name (*in capital letters*) and signature : Signature: of the person receiving the information

Name:

Date: