

# THE CENTRAL WAQF\* COUNCIL RULES, 1998<sup>1</sup>

*In exercise of the powers conferred by sub-sections (1) and (2) of Section 12 of the Waqf Act, 1995 (43 of 1995), the Central Government hereby makes the following rules, namely :—*

**1. Short title and commencement.**—(1) These rules may be called the Central Waqf Council Rules, 1998.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.**—In these rules, unless the context otherwise requires,—

(a) "Act" means the Waqf Act, 1995 (43 of 1995);

(b) "Chairperson" means the Chairperson of the Council;

(c) "Council" means the Central Waqf Council established under Section 9 of the Act;

<sup>2</sup>[(ca) "employee" means an employee of the Council;]

(d) "Fund" means the Central Waqf Fund formed under sub-section (2) of Section 10 of the Act;

(e) "Member" means a member of the Council; and

(f) "Secretary" means the Secretary of the Council.

**3. Register of Members.**—(1) The Council shall maintain a roll of members indicating their name, occupation and address and every member shall sign the same.

(2) The member 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.

**4. Term of office, resignation and removal of members.**—(1) Save as otherwise provided in these rules, every members shall hold office for a term of <sup>3</sup>[three years from the date of constitution of the Council] and shall be eligible for re appointment.

<sup>4</sup>[Provided that if a member is appointed subsequent to the date of constitution of the Council, he shall hold office only for the remainder of the term, for which the Council has been constituted.]

(2) A member may resign his office by writing under his hand addressed to the Central Government and such resignation shall take effect from the date on which it is accepted by the Central Government or on the expiry of thirty days from the date of resignation, whichever is earlier.

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\* In these rules the word "Waqf" has been substituted for "Wakf" by Section 2 of the Central Wakf Council (Amendment) Rules, 2014 (w.e.f. 25.9.2014).

1. See G.S.R. 593, dated 30th September, 1998, published in the Gazette of India, Extra., Pt. II, Sec. 3(i), dated 30th September, 1998.

2. Ins. by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).

3. Subs. by G.S.R. 693 (E), dated 25th September, 2014 (w.e.f. 25.9.2014).

4. Ins. by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014).

(3) The Central Government may remove a Member from the Council if he—

- (a) becomes an undischarged insolvent;
- (b) is, in the opinion of the Central Government, unfit to continue in office by reason of infirmity of mind or body;
- (c) gets convicted and sentenced to imprisonment for an offence which in the opinion of the Central Government involves moral turpitude;
- (d) is without obtaining leave of absence from the Chairperson of the Council, absent from three consecutive meeting of the Council;
- (e) in the opinion of the Central Government, has so abused the position of member as to render that person's continuance in the office detrimental to the purposes of this Act.

<sup>1</sup>[(4) A member shall cease to be a member if he ceases to hold the office on the basis of which he was appointed as member under any of the sub-clauses specified under clause (b) of sub-section (2) of Section 9 of the Act.]

**5. Filling of casual vacancies.**—In the event of occurrence of any vacancy in the office of a member by reason of his death, resignation, removal or otherwise, the Central Government may appoint another person in his place and the person appointed to fill the vacancy shall hold office only for the remainder of the term for which the member in whose place he was so appointed.

**6. Committees of the Council.**—(1) The Council may appoint, from amongst its members, such number of Committees as the Council deems necessary but not exceeding four, and assign to them such functions, duties and powers as it may consider necessary for the purpose.

(2) The members of the Committee shall hold office for such period as may be specified by the Council.

(3) A member shall cease to be a member of a Committee if he ceases to be a member of the Council.

(4) The Committee of the Council may meet frequently depending upon the exigencies of work.

(5) The recommendations or decisions of the committee shall be placed before the Council or its approval :

Provided that when the Council is not holding its meetings the recommendations or decisions 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 :

Provided further that if the Committee is unable to meet for reasons beyond its control, the Secretary of the Council may submit the matter falling within purview of such Committee directly to the Chairperson for directions :

1. *Ins.* by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014).

Provided also that all decisions taken by the Chairperson either on the recommendations of a Committee or otherwise shall be ratified forthwith by the Council.

**7. Secretary to the Council.**—<sup>1</sup>[(1) There shall be a Secretary to the Council, who shall be a Muslim.

(1-A) The Chairperson shall make appointment to the post of Secretary, which shall be equivalent to a Group A post of the Central Government, on such terms and conditions as may be determined by the Central Government.]

(2) The Secretary shall be the Chief Executive Officer of the Council and shall exercise powers of control, supervision and management over the office and <sup>2</sup>[employees] of the Council.

(3) 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 :

Provided that when 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.

(4) The Secretary shall ensure that all the records of the Council are properly maintained and kept in safe custody.

(5) The Secretary shall be responsible for the 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.

<sup>3</sup>[(6) The Secretary shall cause the annual statement of accounts duly audited by the auditor, to be placed before the Council for approval and adoption of the Council, together with his observations and replies of the Council thereto.]

**8. Meeting of the Council.**—(1) There shall ordinarily be <sup>4</sup>[four] meetings of the Council every year which may be increased to <sup>5</sup>[six], if necessary.

(2) An extraordinary meeting of the Council may be convened by the Secretary, if the Chairperson so desires, or if a requisition in that behalf is presented to the Chairperson by at least one third members of the Council and such requisition shall set out matters for consideration in the meeting.

(3) The date and venue of the meeting shall be such as may be decided by the Chairperson.

(4) An ordinary meeting of the Council may be called by giving not less than <sup>6</sup>[15 days] notice in writing and an extraordinary meeting by giving not less than one week's notice in writing :

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1. Subs. by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).
  2. Subs. by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).
  3. Ins. by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014).
  4. Subs. by G.S.R. 693(E), dated 25th September, 2014 for "two" (w.e.f. 25.9.2014).
  5. Subs. by G.S.R. 693(E), dated 25th September, 2014 for "five" (w.e.f. 25.9.2014).
  6. Subs. by G.S.R. 693(E), dated 25th September, 2014 for "one month's" (w.e.f. 25.9.2014).

Provided that an extraordinary meeting may be called by giving shorter notice if the urgency of the business to be transacted, so requires.

**9. Procedure at meeting.**—(1) 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 <sup>1</sup>[at least ten days in advance for the ordinary meeting and two days in advance for the extraordinary meeting].

(2) The quorum necessary for the transaction of business at a meeting of the Council shall be one-third of the total number of members.

(3) Where a meeting has been adjourned for lack of quorum, the business which would have been brought before the original meeting if there had been quorum present thereat, shall be brought before, and may be transacted at an adjourned meeting whether <sup>2</sup>[a quorum exists] or not.

<sup>3</sup>[(4) The Chairperson or in his absence, any member of the Council present, as is decided by the Council, shall preside over the meeting of the Council.]

(5) All matters brought before any meeting of the Council shall be decided by the majority of the votes of the members present and voting.

(6) The Chairperson or the <sup>4</sup>[member] presiding over a meeting shall have and exercise a second or a casting vote in all cases of equality of votes.

(7) It shall be open to any member to raise any matter not included in the agenda with permission of the Chairperson.

<sup>5</sup>[(8) The minutes of the meeting shall be recorded by the Secretary and circulated to the members, within a period of ten days after the approval of the Chairperson.]

(9) At the next meeting of the Council, the approved minutes of the previous meeting shall be read and confirmed.

**10. Invitees to the Council meeting.**—The Chairperson of the Council may invite any person or persons to attend any meeting of the Council but such persons shall have no right to vote.

**11. Travelling and daily allowances.**—(1) Every member, not being an officer of the Government, performing journeys to attend meeting of the Council or in connection with any work relating to the Council shall be entitled to travel, at his discretion, by air or by rail in first class or in second class AC coach wherever available.

1. *Ins.* by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014).

2. *Subs.* by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).

3. *Subs.* by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).

4. *Subs.* by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).

5. *Subs.* by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).

(2) Every such member shall be entitled to the following travelling and daily allowances, namely :—

*Travelling Allowance :*

(a) By Air

(i) <sup>1</sup>[One standard air fare (Economy Class)];

(ii) <sup>2</sup>[\* \* \*]

(b) By Rail

(i) First Class/II A.C. Coach rail fare, as the case may be;

(ii) <sup>3</sup>[\* \* \*]

Note I.—In case of air journeys involving overnight halt (either due to non-availability of connective service or due to the cancellation of connective service) at intermediary stations, for which the Airlines does not provide, at its expense, any facility for boarding or lodging to the touring member, he shall be entitled in respect of such overnight halt, one-half of the daily allowance admissible to him <sup>4</sup>[\* \* \*].

II. While performing journeys by air, he shall purchase return ticket, wherever it is available, when it is expected that the return journey can be performed before the expiry of the period for which the return ticket is available.

<sup>5</sup>[III. In respect of journeys by road from residence to the airport or railway station and from these points to the place where a meeting of the Council is being held, the claims for travelling allowance by the members of Central Waqf Council shall be regulated in accordance with the such rules as are admissible to the Joint Secretary to the Government of India.]

*Daily allowance :*

<sup>6</sup>[(a) For each day of the meeting, the claims for dearness allowance by the members of Central Waqf Council shall be regulated in accordance with the such rules as are admissible to the Joint Secretary to the Government of India.]

(b) In addition to the daily allowance for the days of the meeting, he shall be entitled to full day allowance for the day preceding and the day following the day of the meeting if—

(i) he arrives in the forenoon of the day immediately preceding the day of the meeting or on an earlier day;

(ii) he departs in the afternoon of the day following the day of the meeting or on a later day :

Provided that he shall be entitled to only one-half of the daily allowance for the day preceding the day of the meeting and the day following the day of the meeting if—

(i) he arrives in the afternoon of the day preceding the day of the meeting; or

1. Subs. by G.S.R. 693(E), dated 25th September, 2014 for "(i) One standard air fare" (w.e.f. 25.9.2014).
2. Sub-clause (ii) omitted by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014). Prior to its omission sub-clause (ii) read as under :—  
"(ii) Incidental expenses subject to a maximum of rupees fifty."
3. Sub-clause (ii) omitted by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014). Prior to its omission sub-clause (ii) read as under :—  
"(ii) Incidental expenses subject to a maximum of rupees fifty."
4. Certain words omitted by G.S.R. 693(E), dated 25th September, 2014 (w.e.f. 25.9.2014).
5. Subs. by G.S.R. 532(E), dated 2nd July, 2015 (w.e.f. 3.7.2015).
6. Subs. by G.S.R. 532(E), dated 2nd July, 2015 (w.e.f. 3.7.2015).

(ii) he departs in the forenoon of the day following the day of the meeting.

(3) When a person attends any meetings of the Council or its Committee as an invitee, he may be paid travelling allowance and daily allowance at the rates admissible to a member of the Council.

(4) A claim of the member travelling by his own transport shall be restricted to rail fare by II Class AC coach by the shortest route.

(5) Notwithstanding anything contained in sub-rules (1), (2) and (3), if a member of the Council, is a Member of Parliament, or a State Legislature, he shall not be entitled to any remuneration other than the allowances, defined in Clause (a) of Section 2 of the Parliament (Prevention of Disqualification) Act, 1959 (10 of 1959), or, as the case may be, other than the allowances, if any, which a member of the Legislature of the State may, under any law for the time being in force in the State relating to the prevention of disqualification for Membership of the State Legislature, receive without incurring such disqualification.

**12. Travelling and daily allowances to members who are officers of Government.**—(1) Every member, being an officer of the Government, shall be entitled to such travelling allowance and daily allowance as are admissible under the rules applicable to him for journeys performed on official duty.

(2) Where any travelling or daily allowance is paid to a member being an officer of the Government, the Council shall make necessary arrangements for the reimbursement of the amount so paid to the authority employing such officer.

**<sup>1</sup>13. Recruitment and service conditions of Secretary and employees of the Council.**—(1) The Council shall, from time to time, recommend for the creation of such posts to the Central Government for approval as are necessary for the efficient performance of the functions of the Council.

(2) The Chairperson shall make appointments to the posts of the Council, which shall be equivalent to Group A and Group B posts of the Central Government, on such terms and conditions as may be determined by the Central Government.

(3) The Secretary shall make appointments to the posts of the Council, which shall be equivalent to Group C posts of the Central Government, on such terms and conditions as may be determined by the Central Government.

(4) The appointing authority of the employees of the Council shall be the disciplinary authority and shall be competent to impose all kinds of punishments including dismissal as per the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(5) In case of disciplinary proceedings against the employees of the Council, where the disciplinary authority is the Chairperson, the Council shall be the appellate authority and where the disciplinary authority is the Secretary, the Chairperson shall be the appellate authority.

1. Subs. by G.S.R. 240 (E), dated 22th March, 2012 (w.e.f. 22.3.2012).

(6) Except as otherwise provided by the Central Government, the scales of pay and terms and conditions of service of the various posts of the Council shall be the same as are applicable to the officers and other employees of the equivalent rank holding posts with corresponding scales of pay under the Central Government.]

**14. Control of the Fund.**—(1) The Secretary shall receive all payments to the fund and pass receipts on behalf of the Council.

(2) All monies received by the Council shall be deposited in the name and with the approval of the Council in the State Bank of India or any other nationalised bank as per instructions and guidelines of the Ministry of Finance issued in this regard from time to time :

Provided that for the purpose of disbursement of salary to the staff of the Council, an account of the Council shall also be opened in a branch of a nationalised bank in the vicinity of the Council's office.

**15. Power to sanction expenditure by Chairperson and Secretary.**—<sup>1</sup>[(1) Subject to the provisions made in the budget in this regard and the instructions of the Government of India relating thereto,—

(a) The Chairperson may sanction a recurring expenditure up to Rs. <sup>2</sup>[Rs. 1,00,000 (Rupees One lakh)] and a non-recurring expenditure up to Rs. <sup>3</sup>[Rs. 5,00,000 (Rupees Five lakhs)] per annum in each case.

(b) The Secretary may sanction a recurring expenditure up to <sup>4</sup>[Rs. 50,000 (Rupees fifty thousand)] and a non-recurring expenditure up to <sup>5</sup>[Rs. 1,00,000 (Rupees One lakh)] per annum in each case.

<sup>6</sup>[**Note.**—Any expenditure exceeding the limits specified in clause (a) or clause (b) shall be sanctioned by the Central Waqf Council and in case of urgency, the Chairperson may sanction the same which shall be brought before the Council for ratification post facto.]

(2) The Secretary or in his absence an officer subordinate to him, if so authorised, may draw cheques for the sanctioned expenditure.

(3) The officer, so authorised by the Secretary, may supervise the maintenance of all registers in the Council's office and certify the entries made therein.

1. Subs. by G.S.R. 693(E), dated 25 September, 2014 (w.e.f. 25.9.2014). Prior to its substitution sub-rules (1) read as under :-

(1) Subject to the provisions made in the budget in this regard—

(a) The Chairperson may sanction a recurring expenditure up Rs. 10,000 (Rupees ten thousand only) and a non-recurring expenditure of Rs. 50,000 (Rupees fifty thousand only) on an item per annum.

(b) The Secretary may sanction a recurring expenditure up to Rs. 4,000 (Four thousand rupees only) and a non-recurring expenditure up to Rs. 8,000 (Eight thousand rupees only) on an item per annum.

2. Subs. by G.S.R. 532(E), dated 2nd July, 2015 for "50,000 (Rupees fifty thousand only)" (w.e.f. 3.7.2015).

3. Subs. by G.S.R. 532(E), dated 2nd July, 2015 for "2,00,000 (Rupees two lakhs only)" (w.e.f. 3.7.2015).

4. Subs. by G.S.R. 532(E), dated 2nd July, 2015 for "20,000 (Rupees twenty thousand only)" (w.e.f. 3.7.2015).

5. Subs. by G.S.R. 532(E), dated 2nd July, 2015 for "40,000 (Rupees fourty thousand only)" (w.e.f. 3.7.2015).

6. Ins. by G.S.R. 532 (E), dated 2nd July, 2015 (w.e.f. 3.7.2015).

16. **Annual Statement of Accounts.**—The Council shall maintain accounts and other records and cause its books of accounts to be balanced on the last working day of the month of March in each financial year and the annual statement of accounts shall be as set out in the Form appended to these rules.

17. **Powers of the Secretary in respect of staff and contingent expenditure.**—(1) 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 as admissible to the Government employees.

<sup>1</sup>[(2) The Secretary shall have the power to sanction expenditure up to Rs. 10,000 (Rupees ten thousand only) for arranging refreshment such as high tea, lunch, dinner, etc., for members and invitees of the Council or its Committees during the meetings.]

<sup>2</sup>[\* \* \*]

## APPENDIX

### FORM

(See Rule 16)

## CENTRAL WAQF COUNCIL

### NEW DELHI

#### Receipt and Payment Account for the Year ending on 31st March.....

<i>Receipts</i>	<i>Amount (Rs.)</i>	<i>Payments</i>	<i>Amount (Rs.)</i>
1	2	3	4
<b>Part I Waqf Account :</b>		<b>Establishment Expenditure:</b>	
Opening Balance		Salary and Allowances	
Cash in hand		Travelling Allowance	
Cash in Bank		Leave Travel Concession	
Cash in Bank (General Investment Account)		Overtime Allowance	
Grants-in-aid from Government of India		Honorarium	
Loans from Government of India			
Loans and Advances from other sources			

1. Subs. by G.S.R. 693 (E), dated 25th September, 2014 (w.e.f. 25.9.2014). Prior to its substitution sub-rules (21) read as under:—

"(2) The Secretary shall have the power to sanction,—

- (i) expenditure up to Rs. 2000 (two thousand rupees only) for repairs of furniture, typewriter, bicycle, clock, water-cooler, electric heater, which are on the stock register of the Council office and an expenditure up to Rs. 500 (five hundred rupees only) if any of the aforesaid article needs servicing;
- (ii) expenditure up to Rs. 2000 (two thousand rupees only) for arranging, entertainment such as dinner, lunch or at home for members and invitees of the Council or its Committees."

2. Rules 18 and 19 omitted by G.S.R. 240(E), dated 22th March, 2012 (w.e.f. 22.3.2012).



1	2	3	4
Donations		Bonus	
Benefactions		Contributory Provident Fund (Employer's Contribution and Interest thereon)	
Contribution (1%) from State Waqf Boards		Travelling Allowance and Daily Allowance to Members :	
		(a) Central Waqf Council	
		(b) Planning and Advisory Committee	
		(c) Waqf Development Committee	
		(d) Monitoring Committee	
		(e) Education and Women Welfare Committee	
Dividend on Investment (including interest on Savings Bank Account)			
		Rent, Rates and Taxes :	
		Rent of Office	
		Rent of Secretary's Residence	
Encashment of Fixed Deposit Receipts			
Recoveries of Advances :			
Festival Advance			
House Building Advance		Other Contingencies and Office Expenses :	
Motor Car/Scooter Advance		Printing and Stationery	
Cycle Advance		Postage and Telegram Telephone	
Leave Travel Concession/Travelling Allowance Advance			
Temporary Advances (to be specified)		Books and periodicals	
Other Receipts :		Conveyance Charges	
Central Government Health Scheme Contribution Recovery of Rent		Liveries	
Miscellaneous Receipts		Bank Charges	
Sale proceed of obsolete assets		Maintenance and Repairs Entertainment/Hospitality	
		Legal Expenses	
		Audit Fee	
		Advertisement	

1	2	3	4
<b>Other Recoveries :</b>		Other	Miscellaneous
Recovery of Contributory Provident Fund Subscription		Expenditure	
Recovery of Contributory Provident Fund Advance		Non-recurring :	
Income Tax		Furniture and Fixture	
		Office Machinery and Equip-ment (Including typewriters, duplicators, computer, etc.)	
General Provident Fund		Land and Building	
Central Government Employees		Vehicles	
Group Insurance Scheme (C.G.E.G.I.S.)			
Security Deposits		<b>Loans and Advances :</b>	
		House Building Advance	
		Festival Advance	
		Scooter Advance	
		Cycle Advance	
		Travelling Allowance/Leave	
		Travel Concession	
		Advance to staff	
		Travelling Allowance/Daily Allowance to Secretary and Staff	
		Temporary Advances	
		<b>Investment :</b>	
		Loans to State Waqf Boards	
		Amount of repaid loans	
		Transferred to Revolving Fund	
		Donations	
		<b>Other Payments :</b>	
		Contributory Provident Fund subscription	
		Contributory Provident Fund—	
		Refund of loans	
		Income Tax	
		General Provident Fund recoveries	
		Security Deposits	
		<b>Closing Balance :</b>	
		Cash in Hand	
		Cash at Bank	
		Cash at Bank (General Investment Account)	

	1	2	3	4
<b>Total (Part I)</b>				
<b>Part II—Revolving Fund:</b>				
Opening Balance :			Loans to State Waqf Boards for development and other schemes	
Cash in hand			Investment in Fixed Deposits	
Cash at Bank			Other Payments	
Repayment of loans transferred to Revolving Fund			<b>Closing Balance :</b>	
Encashment of Fixed Deposit Receipts			Cash in hand	
Other Receipts			Cash at Bank	
<b>Total (Part II)</b>				
<b>Part III—Education Fund :</b>				
Opening Balance :			Payment of scholarship for Technical Education	
Cash in hand			<i>Ad hoc</i> assistance to students	
Cash in Bank			50% matching grant to vocational institutions	
6% donation from Loanee Waqfs			Grants for Reading Room/Library Scheme	
Other donations for education schemes			Expenditure on other educational schemes	
Dividend on investments (Interest on Fixed Deposit Receipts)			Investment in Fixed Deposits	
Encashment of Fixed Deposit Receipts			Other payments	
Refund by students			<b>Closing Balance :</b>	
Refund of scholarship by State Waqf Boards			Cash in hand	
Refund of grants given under Career Guidance Scheme/Reading Rooms/ Library			Cash at Bank	
Recovery of <i>ad hoc</i> grants from students				
Miscellaneous Receipts				
<b>Total (Part III)</b>				
<b>Total Part I</b>				
<b>Total Part II</b>				
<b>Total Part III</b>				
<b>Grand TOTAL</b>				

## CENTRAL WAQF COUNCIL

## NEW DELHI

Receipt and Payment Account for the Year ending on 31st March.....

## Contributory Provident Fund

<i>Receipts</i>	<i>Amount (Rs.)</i>	<i>Payments</i>	<i>Amount (Rs.)</i>
1	2	3	4
Opening Balance			
Cash in hand			
Cash at Bank			
Employees subscription to Contributory Provident Fund		Advance to Staff	
Refund of Advances		Final withdrawals	
Employer's contribution and interest thereon		Final payment	
Interest received on investment		Investment	
Deficit to interest account on Provident Fund Account met by Council		Surplus, interest transferred to Council's Account	
Investment matured		Closing Balance :	
		Cash in hand	
		Cash in Bank	
<b>TOTAL</b>			

## CENTRAL WAQF COUNCIL

## NEW DELHI

Income and Expenditure Account for the Year ending on 31st March

<i>Expenditure</i>	<i>Amount (Rs.)</i>	<i>Income</i>	<i>Amount (Rs.)</i>
1	2	3	4
<b>ESTABLISHMENT :</b>			
Salary and Allowances		1% Contribution from State Waqf Boards	
Travelling Allowances			
Leave Travel Concession		Government Grant/Loan	
Over Time Allowance			
Bonus		Donations	
Contributory Provident Fund—		Benefaction	
Employer's Contribution and interest thereon			
Honorarium to Staff			

1	2	3	4
<b>TRAVELLING ALLOWANCE/DAILY ALLOWANCE TO COUNCIL'S MEMBERS, ETC.</b>			
Central Waqf Council			
Planning and Advisory Committee			
Waqf Development Committee			
Education and Women Welfare Committee		Dividend on investments	
Monitoring Committee		Part I	
<b>OFFICE CONTINGENCIES :</b>		Part II	
Printing and Stationery		Part III	
Rent, Rates and Taxes		Recovery of Central Government Health Scheme Contribution	
Telephone			
Postage and Telegram			
Liveries		Recovery of Rent	
Wages		Miscellaneous Income	
Conveyance charges		Less : Non-recurring expenses	
Maintenance and Repairs :		(Capital nature)	
(a) Building		Furniture and Fixture	
(b) Office Equipments		Office Machinery and Equipment (including typewriters, duplicators and computers)	
Journals and Periodicals			
Bank Charges			
Entertainment Expenses			
Legal Charges			
Audit Fee		Library Books	
Advertisements		Vehicles	
Other Expenditure		Excess of expenditure over income	
Part I			
Part II			
Part III			
<b>SURPLUS TRANSFERRED TO WAQF FUND</b>			
Excess of Income over Expenditure)			
<b>Total</b>			

**CENTRAL WAQF COUNCIL  
NEW DELHI**

**Balance Sheet as on 31st March.....**

<i>Liability</i>	<i>Amount (Rs.)</i>	<i>Assets</i>	<i>Amount (Rs.)</i>
1	2	3	4
<b>Part I—Waqf Fund</b>			
Capital Fund—As per last Balance Sheet (Equal to Assets)		<b>Fixed Assets :</b>	
Addition during the year		Land and Building—As per last Balance Sheet	
Written off during the year		Addition during the year	
Reserve and Surplus :		Furniture and Fixture—As per last Balance Sheet	
Excess of Income over Expenditure		Addition during one year	
As per last Balance Sheet		Machinery and Equipments—As per last Balance Sheet	
Add during the year		Adding during the year	
		Less : Written off	
Less deficit during the year		Vehicles : As per last Balance Sheet Addition during the year	
		Less : Written off	
		Loans and Advances to State Waqf Boards :	
Grants utilised for Development Loan		As per last Balance Sheet paid during the year	
As per last Balance Sheet		Recovered during the year	
Paid during the year			
Less recovered during the year		Investment Waqf Fund Account :	
Security/Earnest Money Deposit		As per Balance Sheet	
Current Liabilities :		Deposit during the year	
Contributory Provident Fund (Contra)		Encashed during the year	
Balance as per last Balance sheet			
Add Subscription during the year		Loans and Advances :	
Add Employer's Contribution		Travelling Allowance/Leave Travel Concession	
		—As per last Balance Sheet	
Add Dividend (interest) allowed during the year		Addition	
		Adjusted	
		House Building Advance	
		Motor Car/Scooter	

1	2	3	4
		Advance	
		Cycle Advance	
		Festival Advance	
		Flood Advance	
		Other Advances	
		Security paid	
		Sundry Debtors :	
		Advance to Suppliers	
		Advance to Central Public Works Department, etc.	
		Contributory Provident Fund Investment	
		Advance to staff	
		Closing Balance	
		Closing Balance :	
		Cash in hand/Bank (General Investment Account)	
		Cash at Bank	
		Cash in hand	
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<b>TOTAL</b>			
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<b>Part II—Revolving Fund</b>			
Balance as per last Balance Sheet		Investment as per last Balance Sheet	
Add during the year		Add during the year	
Less Loans paid during the year		Less Encashment	
Add Dividend on investment		Loans and Advances to Waqf Boards, etc.	
		Closing Balance :	
		Cash in hand	
		Cash at Bank	
<b>Part III—Education Fund</b>			
Balance as per Last Balance Sheet		Investments :	
Add 6% Donation		As per last Balance Sheet	
Add Other Donation		Add during the year	
Add Dividend on Investments		Less encashed during the year Advance to Students	
Less payments made during the year		Advance to Others	
		Closing Balance :	
		Cash in hand	
		Cash at Bank	
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<b>Total</b>			
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