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Government of India
Ministry of Minority Affairs
Waqf Division

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Dated the 16th Nov, 2021

To

The Secretary,
Central Waqf Council,
P-13 & 14, Sector-6, Pushp Vihar,
Opposite, Family Court, Saket,
New Delhi-110017

**Subject:- Revised Schemes guidelines of Qaumi Waqf Board Taraqqiati Scheme and
"Shahari Waqf Sampatti Vikas Yojana (SWSVY)-reg.**

I am directed to forward herewith copies of revised schemes guidelines of Qaumi Waqf Board Taraqqiati Scheme (QWBTS) and Shahari Waqf Sampatti Vikas Yojana (SWSVY) for wider circulation to all the State/UTs Govt. & State/UT Waqf Boards.

Encl.: As Above.

Yours Sincerely,



(S.P. Singh Teotia)

Deputy Secretary to the Government of India

Tel: 011-24364282

Copy to:

- i. PS to Hon'ble Minister (MA)
- ii. PSO to Secretary (MA)
- iii. PS to JS (Waqf)
- iv. Sr. Technical Director- with request to upload the schemes guidelines on the Ministry's website.

QAUMI WAQF BOARDS TARAQQIATI SCHEME (QWBTS)

(Effective from 1st April, 2021)



सत्यमेव जयते

**Government of India
Ministry of Minority Affairs**

November, 2021

QAUMI WAQF BOARDS TARAQQIATI SCHEME

1. Background

1.1 The Joint Parliamentary Committee (JPC) on Waqf in its 9th Report had recommended computerization of the records of State Waqf Boards at an estimated cost of Rs.25Crore. Accordingly, a Computerization Scheme was launched in December 2009. Another Scheme for Strengthening of State/UT Waqf Boards was also launched in 2013-2014. These schemes were merged into a single scheme in the name “Qaumi Waqf Boards Taraqqiati Scheme” (QWBTS) with effect from December 2017.

1.2 Impact and Evaluation Study for the Scheme of “Qaumi Waqf Boards Taraqqiati Scheme” and “Shahari Waqf Sampatti Vikas Yojana” was conducted by the Department of Management Studies of IIT Delhi in 2020. Based on the Report, the Scheme is to continue with these modified guidelines.

2. Components of the Scheme

- GIS Mapping of Waqf properties.
- Computerization of records of State/UT Waqf Boards.
- Digitization of Ownership Rights Establishing Documents.
- Support for the process of Mutation of un-mutated properties as Waqf.
- Strengthening the manpower support of State/UT Waqf Boards.
- Meeting a part of administrative cost of State/UT Waqf Boards.
- Strengthening of zonal/regional level offices of State/UT Waqf Boards.
- Capacity building of Mutawallis and Management Committees for implementing the provisions of the Waqf properties Lease Rules, 2014.
- Recognition to excellence in the management of Waqf Estates (i.e., Awards to Mutawallis / Management Committees of the Waqf Institutions/Estates).

3. Broad objectives are to strengthen and/or to ensure the following:

- Properties Registration Management.
- Management Committee/Muttawalli Change Management.
- Muttawalli/Management Committee Annual Returns Management.
- Leasing of Properties Management.
- Litigations Tracking Management.
- Litigation Module under WAMSI should be linked to LIMBS for proper monitoring and handling of the cases.
- Documents Archiving & Retrieval Management.
- Digitization of all the ownership records, deeds and legal documents.

- Standardization and automation of Waqf registers.
- Creation of web-enabled centralized database for the use of stakeholders.
- Implementation of web-based centralized software application (WAMSI Portal) for Waqf Management.
- GIS Mapping of Waqf properties using GPS Coordinates.
- Photography of Waqf properties to monitor physical changes.
- Ensuring timely detection of reports on encroachment of Waqf properties.
- Cross checking of Waqf data from various computer data base maintained at the state level, such as by State Revenue Departments etc.
- Improving office efficiency and preparation of timely reports on various administrative matters.
- More transparent and accountable administration.
- Improvement in income generation.
- Attaining self-sufficiency.
- Computerization of peripheral activities of the State/UT Waqf Boards (Central Registry, File Noting & Movements, Establishment, Administration, etc)
- Any other subject deemed fit for the computerization to enhance office efficiency.
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, widows, girls marriages, scholarships, schools, hospitals, Dispensaries, Musafir-khanas, Skill Development Centers, etc.
- Management for Development of Urban Waqf properties.
- Implementing the provisions of the Waqf properties Lease Rules, 2014,
- Compliance to various legal requirements such as Right to Information Act.

4. Scope:

4.1 The scheme is uniformly applicable across all the State/UT Waqf Boards. The Grants-in-Aid will be released to the eligible State/UT Waqf Boards.

4.2 All State/UT Waqf Boards shall set up their Centralized Computing Facility (CCF) and to enter data in Waqf Asset Management System of India (WAMSI) developed by NIC for web-based centralized data management pertaining to Waqf properties.

4.3 Funds will be released to CWC by the Government of India as Grants-in-Aid as per these guidelines under the Scheme.

4.4 State/UT Waqf Boards receiving grants from CWC shall be responsible for carrying out various activities under the Scheme. They shall ensure smooth functioning of CCF, verified data entry and genuine uploading of documents in WAMSI Portal; implementing the provisions of the Waqf properties Lease Rules, 2014; etc.

4.5 CWC may outsource some of the work to other agencies for speeding up the progress of computerization in consultation with the Ministry.

5. Components of the Scheme

5.1 GIS Mapping of Waqf Properties:

5.1.1 The Scheme intends to complete the GIS Survey of all original Waqf properties under each Waqf Estate and uploading of GPS Coordinates of all Vertices, Photographs from all distinct angles and related data entry work, pertaining to surveyed Waqf properties' present divisions in WAMSI Portal.

5.1.2 For GIS Survey, financial assistance for each original Waqf property shall be provided to State/UT Waqf Boards at a rate of Rs.550/- +GST per Waqf property/Auqaf based on categorization at the time of its registration. Selection of agencies to carry out this work for State/UT Waqf Boards may be undertaken in accordance with relevant provisions of General Financial Rules (GFR-2017) by the State/UT Waqf Boards. It may be undertaken by CWC for State/UT Waqf Boards which are not able to find suitable agencies if informed in writing.

5.1.3 For assessing the quality of data collected during GPS Survey and verification of GIS Layouts generated by WAMSI Portal with the records of State Revenue Department in terms of location, shape & size and also with original records of Waqf Estate/ Property at the time of its registration, sufficient GIS-Digitization-Supervisors are needed at each State/UT Waqf Board where GPS Survey is ongoing or going to start soon, to complete GIS Mapping under the Scheme.

5.1.4 Similarly, two GIS-Digitization-Supervisors are also needed at CWC till GIS Mapping work is completed, for randomly checking the quality of GPS Survey being carried-out by different Agencies at State/UT Waqf Boards and to guide these agencies or deployed staff for remedial measures to be taken immediately.

5.1.5 Qualification (Graduate in Mathematics/ Science/ Geography/ Geology/ Environmental Sciences or Computer Applications or Diploma in Engineering), Experience (Minimum 3+ Years of Exposure in Spatial Data Management, Digital Image Processing and Interpretation. Experience in GIS Data handling/ Digitization Tools like Arc Info, Arc Editor, Arc View. Auto CAD MapInfo. Any of the above mentioned technology based projects working/ handling experience) and Remuneration (starting with Rs.20,000/-pm) are proposed for GIS-Digitization-Supervisors.

5.1.6 The remuneration to be paid to each continued person would be enhanced by 3% every year to mitigate the inflation and to compensate the domain knowledge acquired by virtue of experience due to implementation of the Scheme. Fresher would get the same starting remuneration in case new person is deployed for any reason.

5.1.7 Numbers of GIS-Digitization-Supervisor to be deployed at each State/UT Waqf Board may be decided by CWC based on quantum of pending work.

5.2 Up-to-date Data Entry Work in the WAMSI Portal:

5.2.1 Verified data entry work is to be taken-up immediately, when any transaction related to Mutawalli/ Management Committee Change, Annual Returns, Leasing, Litigation, took place on any division of the registered Waqf properties, in the related module of WAMSI Portal, so that actual and real-time information is reflected electronically to all the stakeholders. Steps to be followed by the deployed staff under Strengthening Manpower Support component are as follows:

- a. Collection of Data in the formats compatible with WAMSI Portal from various sections of State/UT Waqf Board and/or from Mutawalli/ Management Committee and/or from field visit/surveys, as and when any transaction took place pertaining to the original Waqf properties and/or their present divisions.
- b. Verify the collected Data for its authenticity and currency with the help of file(s) from which this data is culled-out,
- c. Do the data entry work in the relevant module of WAMSI Portal pertaining to the data collected in the manner as stated above.

5.3 Digitization of Ownership Rights Establishing Documents:

5.3.1 Collection of the Ownership Rights Establishing Documents (ORE Docs) for each Waqf Estate/ Property from the Mutawalli, State Revenue Departments after Mutation process or Local Bodies (if any) for pending Waqf Estates.

5.3.2 ORE Docs Scanning & Metadata Entry in WAMSI-BDU Utility for importing into WAMSI-DMS System by adhering to the guidelines for Arranging, Scanning, Watermarking, Multi-paging, Naming Convention, etc of ORE Docs published on National WAMSI Project Website by NIC-PMU (WAMSI) from time-to-time, under an overall guidance of State/UT Waqf Board's nominated Nodal Officer.

5.3.3 Since digitization is over in all the State/UT Waqf Boards in earlier years under the Scheme but Ownership or Record of Rights (RoR) Documents found or got issued from State Revenue Departments after Mutation Process is completed, used to keep coming from time-to-time, which needs to be part of BDU Folder of ORE Docs of concerned Waqf Estate.

5.3.4 Therefore, such residual ORE Docs should be digitized by the Assistant Programmer and/or DEO deployed at CCF of State/UT Waqf Boards under the Scheme, as and when ORE Docs are received.

5.4 Support for the Mutation as Waqf of un-mutated Waqf properties:

5.4.1 It is observed during the past decade of computerization that most of the litigations on Waqf properties are of title suits, where the dispute is whether the property is actually a Waqf or not. It is also confirmed during GPS Surveys too when Surveyors are not allowed to survey such litigated Waqf properties due to the same reason.

5.4.2 When the property is dedicated as Waqf by Waqif or found by Survey Commissioner, it is registered after following the due process of the concerned State/UT Waqf Board but that property is not automatically registered as Waqf in the records of State/UT Revenue Departments ("Waqf property under the supervision of concerned State/UT Waqf Board" in the Ownership Columns).

5.4.3 There is a standard procedure such as inviting objections from general public before any property is being transferred to a new name in every State Revenue Department when applied by an Applicant. In absence of apply and/or follow-up later by the concerned State/UT Waqf Board, most of the litigated Waqf properties are still in the name of their earlier owners. Moreover, it is also observed that descendents of earlier owners got involved themselves in such litigations.

5.4.4 This lacuna of non-mutation of Waqf properties (1) promotes encroachments, (2) promotes title disputes, (3) drained limited resources of State/UT Waqf Boards and (4) loosing many valuable & prime Waqf properties to the litigants.

5.4.5 Thus, it is imperative to support the process of getting the properties mutated in the name of "Waqf property under the supervision of concerned State/UT Waqf Board", which are still not in the name of "Waqf", to protect them as a part of mandate of "The Central Waqf Act, 1995".

5.4.6 Therefore, it is proposed to engage Retired Tehsildars as Mutation Officers and Retired Patwaris as Mutation Assistants, who have vast experience in such matters and who could take-up & expedite the process and to complete the process of mutation of un-mutated Waqf properties in every State/UT Waqf Board. Mutation Officers / Mutation Assistants could be reimbursed @ Rs.20,000/-pm for mutation of 40 cases. Further, Rs.300/- for each additional case if they achieved the target in a calendar month.

5.4.7 Progress under this component will be assessed and accordingly reimbursed with the copies of Mutation Application Receipts and Record of Rights (RoR) issued after mutation is completed and reflected in WAMSI Portal under "ORE Docs" Block of "Report Card of Waqf property".

5.5 Strengthening Manpower Support to State/UT Waqf Boards:

5.5.1 Under this Component, Mutawalli Change Support Assistant, Mutawalli Returns Support Assistant, Leasing Support Assistant, and Litigation Tracking Support

Assistant, can be provided to the State/UT Waqf Boards to supplement their strength and to input the latest data in the relevant modules of WAMSI Portal when any transaction took place on their Waqf properties, so that actual and real-time information is reflected electronically to all the stakeholders.

5.5.2 The Role and Responsibilities of each Staff are annexed with these Guidelines.

5.5.3 Their performance would be assessed by monthly increments of online data ingestion in each Module of WAMSI Portal as reflected in WAMSI MPR published every month.

5.5.4 The Qualification, Experience, Conditions of Engagement and Remuneration to be paid to these staff for the various State/UT Waqf Boards shall be specified separately by CWC in consultation with the Ministry.

5.6 Training to Workforce:

5.6.1 Activities that the State/UT Waqf Boards have to undertake:

- Removal of the encroachment,
- Dispose-off the left-out properties on the Waqf property by unauthorized Occupant, and
- Fence the Waqf properties from which the encroachments have been removed, if needed.

5.6.2 These activities need specialized approach and the manpower engaged for the purpose may need to be trained in accordance with the law of land and procedure to be followed in that regard.

5.6.3 For providing training to all manpower including Mutawallis and Management Committees, CWC will prepare an Annual Plan well in advance and will circulate to the State/UT Waqf Boards. The training programme will be conducted in coordination with State/UT Waqf Boards in mutually agreed formats. The admissible expenditure on such training shall not be more than Rs1 lakh per annum for each State/UT Waqf Boards.

5.7 Meeting a part of Administrative Cost:

Stationary and ICT Consumables: An amount of Rs.1,00,000/- each for Waqf Boards having more than six thousand Waqf properties as on 31st March of preceding financial year and Rs.75,000/- each for other Waqf Boards is provisioned annually for Stationery and ICT Consumables to be used by CCF.

5.8 Strengthening Zonal Waqf Board Offices (ZWBO):

5.8.1 The Grants-in-Aid under this Component would be provided for strengthening Zonal Waqf Board Offices (ZWBO) for those State Waqf Boards who have to cater to a large number of Waqf properties spread over vast areas. Manpower hired for a ZWBO would be keeping in view the spread of the number of waqf properties to be administered by State Waqf Board.

5.8.2 One Zonal Waqf Officer and one Survey Assistant would be provided for each Zonal Office. Manpower for one zonal office would be provided in the State Waqf Board, where the number of Waqf properties is between 10,000 to 25,000 and for two zonal offices where it is more than 25,000. However, no manpower would be provided for zonal office where the number of waqf properties is less than 10,000.

5.8.3 The monthly financial liability would be Rs.25,000/-pm for the Zonal Waqf Officer and @ Rs20,000-30,000/-pm for the Survey Assistant.

5.8.4 The Zonal Waqf Officer will have expertise in legal matters; audit and accounts matter and the Survey Assistant will be responsible for all survey of waqf properties in the zone.

5.8.5 Their performance would be assessed by monthly increments of online data ingestion in relevant Module of WAMSI Portal as reflected in WAMSI MPR published every month.

5.8.6 The selection of the assigned staff for the Zonal Office would be the responsibility of CWC in consultation with the Waqf Boards and their monthly fee would be released by CWC to the concerned Waqf Boards.

5.8.7 Remuneration to be paid to each continued person would be enhanced by 3% every year to mitigate the inflation and to compensate the domain knowledge acquired by virtue of experience due to implementation of the Scheme. Fresher would get the starting remuneration in case new person is deployed for any reason.

5.9 Infrastructure Support at State/UT Waqf Boards:

5.9.1 The provision for maintenance of Centralized Computing Facility (CCF); e-Office Solution Software; Video Conferencing Facility, may be made under the Scheme, if not completed already, as per details given below.

5.9.2 Centralized Computing Facility (CCF): The provisions for procuring Six New Desktop Computers for Centralized Computing Facility (CCF) in Waqf Boards having more than 6,000 Waqf Properties as on 31.03.2021 can be made at a rate of Rs.3 lakh. Stock Register is to be made for all the infrastructure items procured/supplied starting from first version of the Scheme.

5.9.3 E-office Solution Software: e-Office Solution Software for better administration of the Waqf Boards at a rate of Rs.3 lakh per Waqf Board is provisioned. CWC would procure eOffice Solution and made system running for all the State/UT Waqf Board out of this provision.

5.9.4 Video Conference Facility: One time grant for setting up of Video Conference Facility in the Waqf Boards at a rate of Rs.4 lakh per Waqf Board, if not setup so far. For maintenance of VC facility, Rs.50,000/- will be provided to SWBs.

5.9.5 To manage and look after ICT Infrastructure provided under QWBTS for establishment and smooth running of CCF at each Waqf Board, an Assistant Programmer is to be deployed with the remuneration @ Rs.15,000-25000/-pm. Minimum Qualification of Assistant Programmer would be Bachelor's Degree in Computer Engineering, Computer Science & Applications, Information Technology or related field only with atleast One year of Experience in handling Computer Centre Management, System Management, Training and Supervision of Massive Data Entry Work.

5.9.6 The activities of Assistant Programmer would also include operations of WAMSI Portal Registration Module (Add/Edit Details of Waqf Estate, Properties, Management Change, Photographs, GPS Survey Data, etc. and to Collect, Scan the ORE Docs and then upload on WAMSI and DMS Systems, pertaining to old and newly registered Waqf Estates and their Properties).

5.9.7 Assistant Programmer would also give Training to operate all the Modules of WAMSI Portal (i.e., Registration, Management Change, Annual Returns, Leasing and Litigation Modules) by other deployed Staff under the Scheme or other Staff of State/UT Waqf Board for continuous hand-holding at Waqf Board level.

5.9.8 DEO with remuneration of Rs.10,000/-pm is also required to assist Assistant Programmer in discharging his/her duties as an overall in-charge of computerization in the State/UT Waqf Board for QWBTS. Minimum Qualification of DEO would be 10+2 with Computer Certificate/Diploma covering MS-Office Suite Training and having working knowledge of Computers and Good Typing Speed.

5.9.9 Their performance would be assessed by monthly increments of online data ingestion in Registration Module of WAMSI Portal as reflected in WAMSI MPR published every month.

5.9.10 Remuneration to be paid to each continued person would be enhanced by 3% every year to mitigate the inflation and to compensate the domain knowledge acquired by virtue of experience due to implementation of the Scheme. Fresher would get the starting remuneration in case new person is deployed for any reason.

5.10 Procedure for manpower engagement:

The manpower to be engaged under the Scheme at all levels should be by selecting a professional agency through competitive bidding (QCBS method) in terms of GFR 2017 and Manual of Procurement of Consultancy Services, 2017 issued by Ministry of Finance, Govt. of India. The incumbents should be relevant domain experts having necessary qualifications and experience in the subject matter.

6. Project Management Unit:

6.1 The Project Management Unit (PMU) shall consist of Two Senior Consultants/Associates @ Rs.60000-70000/-p.m. and Two Junior Consultants/Associates @ Rs.45000-60000/-p.m with administrative funds from CWC to assist monitoring of the Scheme by MoMA. While one Senior Consultant/Associate and one Junior Consultant/Associate shall function from MoMA and the remaining staff shall work from CWC.

6.2 Remuneration to be paid to each person would be enhanced by 3% every year to mitigate the inflation and to compensate the domain knowledge acquired by virtue of experience due to implementation of the Scheme. Fresher would get the starting remuneration in case new person is deployed for any reason.

6.3 A provision of Rs.18 lakh shall be available for the PMU set up in the Ministry for expenditure on its day-to-day activities including augmenting infrastructure needs, trainings, incentives, tours and local travels, meetings and other miscellaneous activities to be incurred by CWC in consultation with the Ministry.

7. Management Information System (MIS):

7.1 The management of the quality of the programme requires information to be constantly assessed and built upon. This can be ensured only through regular tracking and follow up. Thus maintenance of MIS as per formats and standards prescribed by the Ministry will have to be produced by the CWC/Waqf Boards.

7.2 As part of MIS, CWC will develop a portal for data entry of monthly expenditure and progress report covering all components and objectives for which Grants are released under the Scheme. It will ensure that each of the Board make requisite entry in the portal before it sends its Grants-in-Aid proposal to CWC. It will also take efforts to take the proposals with online feedbacks. The reports against funds released and achievements made shall be made available in public domain.

7.3 Use of Information Communication Technology (ICT) platform for hosting and delivering of Project services like Financial Management System (FMS), Decision Support Systems (DSS) for the CWC/Waqf Board will be created to maintain Scheme information and meet all applicable reporting requirements. The regularity and quality of entry of information may be prescribed by the Ministry.

8. Training and Capacity building:

8.1 Each Waqf Board will ensure a strong legal, accounting and administrative wing. Existing personnel in the Boards should be sent for orientation/training courses to help them acquaint themselves with the latest developments in their areas of work especially in relation to the Waqf Act, 1995 and the Waqf Properties Lease Rules, 2014.

8.2 There should be regular regional workshops each year to share the implementing strategy and best practices by the Waqf Boards. At least six Regional Conferences shall be organized by CWC in the first three quarters of every year with due representation from all stake holders and public representatives of the region and representatives of CWC and Ministry. During the last quarter, a National Conference of all Waqf Boards should be held represented by selected teams from the Regional Conferences to share their experiences. This should be represented by national level stakeholders and eminent public representatives.

9. Annual Award of Excellence:

9.1 There will be a provision of Annual Award for selected Mutawalis / Management Committees of the Waqf institutions in order to give recognition to excellence in management of Waqf Institutions and encourage Mutawallis / Management Committees to adopt best practices in computerization of their operations contributing towards improvement in functioning of the Waqf institution.

9.2 There will be a total of 12 awards for the Waqf institutions. All Waqf Boards will be divided into Four Zones. There will be three awards for each zone. Each zone in turn, will be given at three awards at three grades. First award will carry a cash component of Rs.1.00 Lakh, the second award will carry Rs.75,000/- and third award Rs.50,000/-. A citation and a suitable memento will also be given to each awardee.

9.3 An institution or Mutawalli once selected for the award will not be eligible for another award for next 5years.

9.4. Eligibility criteria: A Waqf institution shall be eligible for consideration under the scheme provided the institution has been in existence and registered with the relevant Waqf Board for the last five years as on 1st January of the year for which the award is to be given. The institution should have been registered on the WAMSI portal. The institution should have been paying share of Waqf revenue to State Waqf Board continuously in the preceding three years. The institution should also have a regular auditing of the accounts duly submitted to the concerned Waqf Board in all five years.

9.5. Eligible Waqf institutions shall submit their applications for a specific year in prescribed proforma along with all required documents to the concerned Waqf Board as per a timeline to be declared by CWC. The Waqf Board, under the signature of the

CEO, will forward the same to the CWC by a specified date duly certifying the authenticity of the information provided by the applicant institution pertaining to the relevant year.

9.6 A Waqf Board will be allowed to recommend not more than three applications on the basis of a pre-decided criteria including physical interaction with the applicant institutions.

9.7 A Mutawalis Award Screening Committee will appraise the applications for the awards and make suitable recommendations to the Ministry of Minority Affairs. The constitution of the Committee shall be as under:

1. DS/Director (Waqf) – Chairman
2. Representative of Secretary, CWC – Member
3. Representative of HoD, NIC - Member
4. Under Secretary, Admn / Finance –Member
5. Under Secretary (Waqf) – Member Secretary

9.8. The Mutawalis Award Screening Committee shall scrutinize applications on the following criteria:

9.8.1 Total income from Waqf Properties during last 3 years.

9.8.2 Percentage increase in income of property year wise.

9.8.3 Annual income from the Waqf properties relative to the value of the Waqf property as per prevailing market rates (circle rate notified by the District Administration/State Government)

9.8.4 Extent of compliance of Lease Rules by the Mutawalli/Management Committee while leasing Waqf Properties/buildings indicating number of properties/buildings leased out and total rental income.

9.8.5 Extent of usage of IT in its functioning:- Details such as data entered in registration module, leasing module, Mutawalli assessment return module and litigation module to be furnished.

9.8.6 Other innovative use of IT tools for management of the institution and for enhancing income of the Waqf institution;

9.8.7 Details of the initiatives taken up by the management committee to enhance the income of Waqf during last 3 years.

9.8.8 Number, area and value as per notified circle rate of the State/dist. Revenue authorities of the properties cleared of encroachment year wise in the last three years.

9.8.9 Infrastructure development by way of self efforts/loan for commercial/social purpose;

9.8.10 Amount spent on Welfare activities as percentage of total income of the Waqf institution;

9.8.11 Any additional properties acquired out of the income of the Waqf fund with prior sanction of the State Waqf Board;

9.8.12 Innovative efforts made for prevention of Future encroachment on Waqf property.

9.8.13 Other suitable parameters that is decided for screening of the applications

9.9 The recommendations of the Mutawalis Award Screening Committee shall be placed before the Minister of Minority Affairs. The awards shall be announced by the Ministry as per the approval of the Minister of Minority Affairs.

9.10 The distribution of the Awards shall be made in public function preferably in a meeting of Social Audit Team to be decided by the concerned Waqf Board in consultation with CWC.

10. Information, Education and Communication:

10.1 An Annual Strategy for media and publicity of the Scheme shall be formulated by CWC and approved by the Ministry/**Steering Committee** for year-long campaign. This would include print and electronic media publications, press conferences and meeting with people representatives. CWC shall coordinate with Panchayati Raj Institutions and other local bodies for information sharing on their platform.

10.2 All the stakeholders including functionaries may be provided with requisite exposure through field visits, meetings, seminars, workshops and trainings etc. in order to generate effective awareness of field realities and latest methodology for implementation of the Scheme. Awareness in the public can be generated through media briefings at local level in the field for better awareness of the Scheme and its effective implementation.

10.3 The entire activities and progress shall be summarized and learning shall be shared in **Annual Conference** involving selected Waqf Boards from all regions and other stake holders. Annual awards and recognitions can be made during such Annual Conference.

11. Release of funds

11.1 The grants-in-aid would be provided to the Waqf Boards who fulfill the following conditions:

- i. It should be a legally constituted Waqf Board;
- ii. Have a full-time CEO in position;
- iii. Availability of up-to-date audit of the accounts of the Waqf Board by auditor(s) appointed under requisite authority;
- iv. Up-to-date independent audit of the accounts of Grants in aid provided by the Ministry through a qualified Chartered Accountant duly appointed by the Waqf Board for the purpose; and
- v. Have a time-bound plan drawn up and approved, to ensure that survey of all waqf properties and registration of the properties so surveyed with the land revenue or local authorities are completed.

11.2 The Central Waqf Council, which is entrusted to monitor the functioning of the State Waqf Boards under the Waqf Act, 1995, will be the Nodal Agency for implementation of the scheme. Funds as grant in aid under the Scheme would be released to the Central Waqf Council by MoMA which, in turn, would release the funds to Waqf Boards/NIC/NICSI/other agencies after following due procedure and guidelines duly adhering to the provisions of other statutory Rules/regulations / instructions and applicable provisions of GFRs.

11.3 All the Waqf Boards shall make their Annual Plan under the Scheme clearly indicating activities, expenditure and physical outcome expected under each component of the Scheme and submit the same to CWC in a specified format preferably through the Scheme portal. CWC in turn will evaluate the Plans as per eligibility of each Board and make a consolidated Plan including its own activities to be put up to Ministry in the month of April every year for the release of Grant in aid during that financial year. The Annual Plan submitted by CWC shall be screened and approved by Ministry for a realistic value for each of the Waqf Boards depending on the availability of budget provisions for the Scheme and priorities of the Government. 50% of the approved amount of the Annual Plan shall be released to CWC as first installment of Grants under the Scheme on completion of the documents required for release of grants in aid including Audit Report for the grants released earlier, if any.

11.4 CWC will re-assess the unapproved part of the Plan and send a proposal including 50% of the remaining part of the approved Plan and the newly assessed Plans of Waqf Boards, if any, for release of 2nd and final installment of Grants under the Scheme for the year in the Month of November each year for consideration by Ministry.

The proposal shall be screened and approved by the Ministry for release of 2nd and final installment of Grants.

11.5 The Waqf Boards shall submit Monthly Expenditure Report (MER) against each of the components for which the grants have been released under the Scheme to CWC in the next month and upload the data on the Scheme portal.

11.6 The proposal for grant in aid by Waqf Boards shall be accompanied with the following documents:

1. Proposal in the specified format.
2. A component wise expenditure report for the previous year grants including the physical achievements
3. A certificate by CEO to the effect that
 - i. The Board has scrupulously followed the Scheme Guidelines for the activities and expenditure undertaken under the Scheme.
 - ii. Funds have not been taken from any other sources for the same purpose for which grants have been / are being released under the Scheme.
 - iii. No deviation of funds has been done for purpose other than for which it has been released.
 - iv. Internal Audit of the accounts of Grants have been carried out by the Waqf Board.
 - v. Independent audit of the scheme activities have been done as required under GFR and have been accepted by the Board and no audit is pending for the previous years.

4. Audited Statement of Accounts and Auditor's Report of an authorized Chartered Accountant for the previous year for the account of the Scheme. In case the accounts have not been audited/finalised till the date of proposal, a provisional statement of accounts shall be attached. In that case, the finalized Audited Statements for the previous-to-previous year shall be included with the proposal with the undertaking that the final Audited Statement of Accounts shall be produced before the proposal for the release of next installment is made to the CWC.

11.7 The proposal of Waqf Boards shall be consolidated by CWC and in the similar way a consolidated statement of proposal under the Scheme shall be made to Ministry

by CWC. The proposal for Grants-in-Aid by CWC to Ministry shall be accompanied with the following documents:

1. Consolidated Proposal under the Scheme including the activities of Waqf Boards and CWC.
2. A consolidated component wise expenditure report for the previous year grants including the physical achievements
3. A certificate by Secretary, CWC to the effect that
 - i. CWC has scrupulously followed the Scheme Guidelines for the activities and expenditure undertaken under the Scheme.
 - ii. Further funds have not been released to the defaulting Waqf Boards and this proposal does not include the proposals of defaulting Boards.
 - iii. Funds have not been taken from any other sources for the same purpose for which grants have been / are being released under the Scheme.
 - iv. No deviation of funds has been done/reported for purpose other than for which it has been released.
 - v. Audit of the accounts of the Grants provided under the Scheme have been done as required under GFR and have been accepted by CWC and no audit is pending for the previous years.
4. Audited Statement of Accounts and Auditor's Report of an authorized Chartered Accountant for the previous year for the account of the Scheme. In case the accounts have not been audited/finalised till the date of proposal, a provisional statement of accounts shall be attached. In that case, the finalized Audited Statements for the previous-to-previous year shall be included with the proposal with the undertaking that the final Audited Statement of Accounts shall be produced before the proposal for the release of next installment is made to the Ministry.
5. Utilization Certificate as per the provisions under GFR.

12. IMPLEMENTING AGENCIES & THEIR ROLES

A detailed summary of implementation roles of various stakeholders is indicated below:

S. No.	Stakeholders	Roles
1.	Ministry of Minority Affairs	<ol style="list-style-type: none"> 1. Overseeing the entire project. 2. Fund allocation and release to CWC. 3. Implementation facilitator & steering the project monitoring. 4. Constitution of Steering Committee as per composition indicated at para 16.3.
2.	State Governments	<ol style="list-style-type: none"> 1. Setting up of State Level Committee for coordination with field departments for effective implementation of this computerization scheme with 2 representatives as experts from outside the Government and one from IT Department. 2. Constitution of Waqf Board and appointment of full time CEO. 3. Providing access to other relevant databases in the State/UT. 4. Monitoring of progress at State level.
3.	Central Waqf Council	<ol style="list-style-type: none"> 1. Releasing of funds to the State/UT Waqf Boards/NIC/NICSI etc for completion of the remaining work. 2. Evaluation of the Scheme 3. Tendering and other formalities as implementation agency. 4. Project management and monitoring under the overall guidance of the Steering Committee. 5. Implementation facilitator 6. Facilitator for training of the employees of the CWC, State/UT Waqf Boards 7. Coordination with NIC. 8. Liaisoning, networking and troubleshooting with MoMA, State/ UT Waqf Boards and NIC. 9. Oversee the reconciliation of data. 10. Reporting Ministry on implementation of the project as per requirement of the Scheme. 11. Any other residual work that may arise, with the approval of Ministry.

4.	State /UT Waqf Boards	<ol style="list-style-type: none"> 1. Incurring of expenditure as per rules/regulations and meeting implementation deadlines under the broad supervision of the State Level Coordination Committee. 2. Implementation of the applications at the state level. 3. Digitization of existing records. Providing space for server Room for project implementation. 4. Procurement of hardware and facilitating installation as per instructions from NIC/MoMA/CWC. 5. Safe custody and handling of existing records 6. Facilitating in reconciliation of data to build up a master inventory of all the Waqf properties. 7. Facilitating on feeding of data online on registration, leasing, litigation, mutawalli returns, income from properties. 8. Internal Audit and Regular Independent Audit of the Scheme funds and activities 9. Any other job as per advice of MoMA/NIC/CWC.
5.	National Informatics Centre (NIC)	<ol style="list-style-type: none"> 1. Implementation of National WAMSI Project on behalf of MoMA. 2. Assisting recruitment of ICT professionals wherever necessary. 3. Project management through PMC 4. Arranging training for employees of MoMA, CWC, Waqf Boards and Agencies on WAMSI. 5. Extending technical advice to MoMA, CWC, State Waqf Boards and Agencies.

13. Responsibilities of the State Governments

The followings are the responsibilities of the State Governments: -

- (i) Appointment of a full-time CEO;
- (ii) Timely audit of the accounts of the Boards as well as regular audit of the accounts of Mutawallis are conducted by the auditors appointed by the Waqf Boards;
- (iii) Proper maintenance of law suit register and regular tracking of cases of encroachments of waqf properties;

- (iv) Periodical report of retrieval of properties from encroachment and unauthorized occupation on waqf properties to the CWC;
- (v) Proper maintenance of waqf register and due preservation of document related to Waqf Deed and Gazette Notification of properties;
- (vi) Appointment of Survey Commissioner and time-bound survey of waqf properties and their entry in the relevant land records of revenue or local bodies;
- (vii) Timely constitution of Waqf Board and framing of rules and regulations by the State Governments.
- (viii) Assurance for effective participation in the computerization process.
- (ix) To constitute a State Level Coordination Committee for effective implementation under the Chairmanship of the Principal Secretary (Minority Welfare). Principal Secretary may delegate its role to any other officer of the State Government to ensure that timely meeting of SLCC is convened.

14. Administrative Expenses

10% of total budget outlay of the scheme shall be earmarked as Administrative Expenses. As CWC would be the implementing agency, 8% out of 10% earmarked as Administrative Expenses in the scheme would be for administrative and allied cost for use by the CWC. The balance 2% would be used by the Ministry for expenditure to be incurred in connection with research, monitoring and evaluation of the scheme. The CWC will conduct regular workshops, training camps and review meetings at the regional and national level. This provision to CWC will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies.

15. Annual Audit of the Scheme

15.1 CWC shall develop mechanism for internal audit of the scheme including funds received as Grants in aid, expenditure incurred, activities undertaken and the progress made in terms of physical and financial progress.

15.2 There shall be separate account for the grant in aid received by CWC under the Scheme and the same shall be maintained as per the extent provisions of the Government in this regard. These shall always be open to check by the Government of India or by the Comptroller and Auditor General of India at their discretion.

15.3 All transactions under the Scheme including expenditure, transferring of funds, loans and advances, settlement of advances etc. shall be incurred using Expenditure, Advance and Transfer (EAT) Module of Public Financial Management System (PFMS).

15.4 The accounts of the Scheme shall be audited annually for each financial year by an authorized auditor / Chartered Accountant to ensure proper utilization of funds, assess physical and financial progress and adherence to the Scheme Guidelines. The assets created out of the Grants in aid received under the Scheme should be maintained in register as per the provisions of GFR.

15.6 The Audited Statement of Accounts along with Auditors Report for the Scheme for each financial year shall be provided to the Ministry of Minority Affairs after the close of the financial year.

16. Monitoring and Evaluation

16.1 The Joint Secretary dealing with waqf matters, MoMA would be the Nodal Officer In-charge of the scheme. The Scheme would be executed by the Waqf Boards under the supervision of the State Government concerned. The Scheme would be monitored by Ministry of Minority Affairs and CWC from Centre and the State/ UT Governments at State / UT Level.

16.2 The CWC will furnish monthly / quarterly progress report (MPR/QPR) to the Ministry of Minority Affairs about the progress of the scheme on all its components. It will also be ensured through portal of the Scheme. The progress report shall also be available in public domain of the portal.

16.3 The scheme will be monitored by a **Steering Committee** at Ministry level, which will be headed by the Joint Secretary. The following will be the composition of the Steering Committee:

Chairperson	1. Joint Secretary concerned
Members	2. Director / DS (Waqf), MoMA 3. Secretary, CWC 4. to 7. CEO, four Waqf Boards to be selected by MoMA 8. HoD, NIC
Convener	9. Under Secretary (Waqf), MoMA

[Note: The representatives of the Waqf Boards will be rotated from time to time.]

16.4 The **Steering Committee** shall hold at least two meetings annually and give its findings on the progress of the Scheme, suggest any changes in the strategy of implementation or policy imperatives. It shall also focus on the regional issues and suggest special measures that can be undertaken to strengthen the scheme in achievement of its objectives. The Steering Committee shall also cause to be undertaken the evaluation of the Scheme at various level. Regular inspections of the projects and work under the Scheme shall be carried over or caused to be carried over by the Steering Committee. It shall also suggest overall IEC strategy for the Scheme.

16.5 Technical implementation will be done by the Project Management Committee. The composition of the Project Management Committee will be as under:

Chairperson Executive Chairperson	1. HoD, NIC HoD's Nominee
Members	2. CEO, one State Waqf Board 3. CEO, one State Board of Auqaf 4. Technical Officer, NIC 5. Under Secretary, MoMA.
Convener	6. Representative of CWC

16.6 The Chairperson of the Committees can co-opt members or have special invitees in the interest of implementation of the scheme. The representatives of the Waqf/Auqaf Boards will be rotated from time to time.

16.7 Besides above, Secretary (CWC) will constitute a monitoring committee in CWC itself who will constantly supervise the implementation work, meet at least once in a month and send monthly report to the Ministry on progress of the Scheme.

17. Social Audit of the Scheme

17.1 In order to ensure the social performance of the Scheme it is proposed to involve all the stakeholders including the beneficiaries, the people's representatives of the region, the local government, the eminent social/community activists and bodies, and any other person of body in social audit of the Scheme at the level of each Waqf Board. It would focus on the overall benefits to the society through implementation of the scheme, bring about transparency in implementation in the field and open a platform for communication between the Government and the Community for improvement in the Scheme.

17.2 Every Waqf Board shall constitute a **Social Audit team** consisting of representatives from stakeholders including People's Representatives of the area, Local Government, officials at Panchayat, block and district level, relevant eminent persons

from the region, press and electronic media and others as stated above and convene at least one meeting of the team to inform the team about the Scheme objectives and methodology, discuss the social impact of the scheme and its implementation process and machinery and get feedback from the team. The Social Audit Team may also take up the matters pertaining to Shahri Waqf Sampatti Vikash Yojna (SWSVY). The report on social audit team meetings shall be submitted to CWC before the release of 2nd installment of grants to the Waqf Boards.

18. Total budget outlay:

Total requirement of funds of both the components of the Scheme will be as below:-

Scheme	Expenditure estimate					TOTAL
	2021-22	2022-23	2023-24	2024-25	2025-26	
Amount in Rs. lakh						
QWBTS	1400.00	1800.00	1800.00	1000.00	1000.00	7000.00

ROLES AND RESPONSIBILITIES OF DEPLOYED STAFF UNDER QWBTS

Assistant Programmer	<ul style="list-style-type: none"> a. Look-after and maintaining the ICT Infrastructure provided in CCF under QWBTS for the Waqf Board. b. Training to the Staff in operating all the Modules of WAMSI On-line System (i.e., Registration, Return, Leasing and Litigation Modules). c. WAMSI On-line System Registration Module – Add/Edit Details of Waqf Estate, Property, Management Change, Photographs, GPS Survey Data, etc., pertaining to old and newly registered Waqf Estates and their Properties. d. Scanning of ORE Docs of newly registered Waqf Estates as well as newly found ORE Docs of old Waqf Estates.
DEO	<ul style="list-style-type: none"> a. Assist Assistant Programmer in day-to-day activities such as: b. WAMSI On-line System Registration Module – Add/Edit Details of Waqf Estate, Property, Management Change, Photographs, GPS Survey Data, etc., pertaining to old and newly registered Waqf Estates and their Properties. c. Scanning of ORE Docs of newly registered Waqf Estates as well as newly found ORE Docs of old cases.
Mutawalli Change Support Assistant	<ul style="list-style-type: none"> a. WAMSI On-line System Annual Return Module – Add/Edit of Mutawallis /Management Committees Details. b. How to cull-out information from Mutawalli Change /Management Committee Constitution Orders Files? <ul style="list-style-type: none"> - for Adding new Mutawalli /Management Committee in WAMSI Online System’s Registration Module against the Waqf/Property. c. Generating Letters for expiring and expired Management Committees. d. Follow-up with expiring and expired Management Committees for data gaps. e. Generating Daily/Weekly/Monthly MIS Reports. f. Generating Alerts for urgent cases and take feedbacks.

<p>Mutawalli Returns Support Assistant</p>	<ul style="list-style-type: none"> a. WAMSI On-line System Annual Return Module – Add/Edit: b. How to cull-out information from Assessment Orders of Accounts submitted by Mutawalli and Contribution Receipts? <ul style="list-style-type: none"> o for Adding Annual Return & Contribution Receipts in WAMSI Online System’s Return Module against the Waqf/Property. c. Generating Letters for pending Annual Returns from Mutawallis/ Management Committees. d. Follow-up with Mutawallis/ Management Committees for data gaps. e. Generating Daily/Weekly/Monthly MIS Reports. f. Generating Alerts for urgent cases and take feedbacks.
<p>Leasing Assistant Support</p>	<ul style="list-style-type: none"> a. WAMSI On-line System Leasing Module (Direct Management) – Add/Edit: b. How to cull-out information from Leasing Documents and Rent Receipts paid by Lessees pertaining to Leased Properties directly managed by the Waqf Board? <ul style="list-style-type: none"> - for Adding Lease Details and Rent Receipts in WAMSI Online System’s Leasing Module against Direct Leased Property. c. How to cull-out information from Settled Leases, Renewed Leases, Abruptly Closed Leases, Extension of Leases, etc <ul style="list-style-type: none"> o for Adding Lease Closure Details in WAMSI Online System’s Leasing Module against Direct Leased Property. d. Generating Letters for expiring and expired Leases. e. Follow-up with expiring and expired Leases for data gaps. f. Generating Daily/Weekly/Monthly MIS Reports. g. Generating Alerts for urgent cases and take feedbacks.

**Litigation Tracking
Support Assistant**

- a. WAMSI On-line System Litigation Module – Add/Edit: Status Updates
- b. Maintaining Waqf Board Legal Cases Physical Register/Excel Sheet Year-wise (i.e., SWB Case Diary), for both Internal Litigation Cases and External Litigation Cases separately, having unique Serial No for each Litigation Case with current Status of the Case (Open or Close); Outcome (For Open Cases - Not Applicable or Blank, For Close Cases WIN/LOST/NOT KNOWN) and Remarks (Decided for Appeal, etc).
- c. Additional Column Entry for WAMSI Litigation ID assigned for each case after its Data Entry in WAMSI On-line System by him/her.
- d. He/She will coordinate with Advocates hired by Waqf Board to get the Current/present Status and update it on WAMSI on-line System immediately without fail.
- e. Updating of Case Status on daily basis for the litigated properties either internally or in External Courts.
- f. For this purpose, Date-wise Entries of each Hearing and Order/ Judgment passed is to be maintained. Uploading of Documents as PDF Formats.
- g. Generating Daily/Weekly/Monthly MIS Reports.
- h. Generating Alerts for urgent cases and take feedbacks.
- i. Cumulative Summary in Numbers such as Total Old Cases, Total Newly Added Cases, Grand Total Cases, Total Decided Case, Total Opened Case (Next Year Opening Balance), Total Closed Cases, Total WIN Outcome Case, Total LOST Outcome Cases, Total NOT KNOWN Outcome Cases, etc at the end of each Year (as on 31st December).
- j. SWB Diary and WAMSI Numbers should be tallied as on 31st December. No deviation is allowed.

<p>GIS-Digitization-Supervisor</p>	<ol style="list-style-type: none"> a. Verifying the Layout generated by WAMSI GIS System vis-à-vis Layouts of Revenue Records and Waqf Registration Documents after uploading of GPS Survey Data by GPS Survey Agencies/Field Staff of Waqf Board. b. Verification should be done in terms of Location, Shape and Size of present Divisions of Waqf Properties under each Waqf Estate. c. Verifying the Photographs and their Geo-locations on WAMSI on-line System after uploading them, whether they belongs to same GIS Map Location or not. d. Resolve any issue pertaining to defining of Waqf Properties' Divisions in consultation with CWC immediately, so that GPS Survey Work is not stuck or hampered. e. Monitor the targets of GIS Mapping set by CWC on monthly basis and provide reasons for not achieving the targets in that month. f. Follow-up with GPS Survey Agency if there is shortfall. g. Generating Daily/Weekly/Monthly MIS Reports. h. Generating Alerts for urgent cases and take feedbacks. i. Reporting the Status to CEO-SWB/Secy-CWC/NIC-PMU/MoMA.
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<p>Zonal Waqf Officer</p>	<ul style="list-style-type: none"> a. Over-all Supervision of activities performed by all the deployed staff of all the categories under QWBTS Scheme and report to CWC/NIC/MoMA from time-to-time or as per instructions issued therein. b. He/she has to keep watch on Up-to-date Status reflected in WAMSI on-line System for Registration, Mutawalli Change, Annual Return, Leasing and Litigation Modules and report to CWC every month if deployed concerned Staff is not doing its duty if the Current Status is not reflected in WAMSI. c. Achieve the targets of GPS Mapping set by CWC on monthly basis and provide reasons for not achieving the targets in that month. d. Verifying the Layout generated by WAMSI GIS System vis-à-vis earlier Layouts drawn by Survey Assistant after uploading of GPS Survey Data. e. Verifying the Photographs and their Geo-locations on WAMSI on-line System after uploading them, whether they belongs to the same GIS Map Location or not.
<p>Survey Assistant</p>	<ul style="list-style-type: none"> a. Make Layouts as per scale mentioning present divisions (as per CWC Guidelines) of each non-contiguous plot mentioned in the Original Waqf Registration Documents/Deed for adding/modifying/deleting Waqf Properties under each Waqf Estate for GPS Survey either by GPS Survey Agency or by Waqf Board Staff. Keeping in mind that not an square inch of original area is left out without GPS Surveyed/GIS Mapped. b. Resolve any issue pertaining to defining of Waqf Property Divisions in consultation with CWC immediately, so that GPS Survey Work is not stuck or hampered. c. Verifying the Layout generated by WAMSI GIS System vis-à-vis earlier Layouts drawn by him/her after uploading of GPS Survey Data. d. Verifying the Photographs and their Geo-locations on WAMSI on-line System after uploading them, whether they belongs to same GIS Map Location or not.
