

No. 2/2/2017-Waqf  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan ,  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated the 13<sup>th</sup> Oct, 2017

To

The Principal Secretary / Secretary,  
Minority Welfare Department,  
All State / UT Governments

**Subject: Revised guidelines of the Scheme of "Computerization of Records & Strengthening of State Waqf Boards".**

Sir,

I am directed to inform that it has been decided with the Approval of Competent Authority to continue the Scheme of Computerization of Records & Strengthening of State Waqf Boards during the period of 2017-2020. The Central Waqf Council has been designated the Implementing Agency. A copy of the revised guidelines of the Scheme is also enclosed.

2. The State / UT Govt. are requested to issue necessary directions to their State/UT Waqf Boards for implementation of the Scheme of Computerization of Records & Strengthening of State Waqf Boards in a time bound manner.

Yours faithfully,

End(s): As above

  
13/10/17  
(Pradeep Kumar)

Under Secretary to the Government of India  
Ph.: 011- 24364286

Copy to:

1. MD, NAWADCO, New Delhi
2. The Secretary, CWC, New Delhi
3. CEO, All State / UT Waqf Boards
4. DDG, NIC, CTGO Complex, New Delhi
5. PS to Minister (MA)
6. PSO to Secretary (MA)
7. PS to JS
8. Senior Technical Director (NIC), MoMA, He is requested to uploaded the Scheme guidelines on the website of this Ministry.

**Scheme of Computerization of Records and Strengthening  
of State Waqf Boards**

**( 2017-2020 )**



सत्यमेव जयते

**Government of India  
Ministry of Minority Affairs**

**October 2017**

# **Scheme of Computerization of Records and Strengthening of State Waqf Boards**

## **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.25 Crore. Accordingly, the scheme was formulated by the Ministry and was launched in December, 2009

1.2 JPC had also recommended for strengthening of the infrastructure and institutional capacity of the State Waqf Boards so that they can effectively administer and manage the waqf properties for the benefit of the muslim community. The Scheme for Strengthening of State Waqf Board was accordingly formulated and is being implemented from 2013-2014 onwards.

## **2. Need for modification in the existing schemes**

2.1 The implementation of both the above Schemes was reviewed with the State Governments and State Waqf Boards on 7.1.2017. Thereafter, both the Schemes were got evaluated through National Institute of Labour Economics Research & Development (NILERD), New Delhi. Among other recommendations, NILERD was of the view that both the above Schemes needs to be continued so that all the components of the schemes are completed.

2.2 Based on the feedback received from the States and findings of the evaluation study on both the Schemes, it has been decided to formulate a single modified umbrella Scheme of Computerization of Records and Strengthening of State Waqf Board. Under this umbrella scheme, both the existing schemes will have modified provisions so as to achieve the laid down objectives.

## **3. Components of the Umbrella Scheme**

The umbrella Scheme of Computerization of Records and Strengthening of State Waqf Boards will have two distinct components each

for the computerization of records as well as for the strengthening of State Waqf Boards. The objectives, provisions, financial assistance etc. of each component is described in the succeeding paras.

#### **4. Computerization of Records of State Waqf Boards**

##### **4.1. Objective**

4.1.1 The Waqf properties are spread out all over the country but even the basic survey of Waqf properties has not been completed in many States. There is hardly any development of Waqf properties and a very substantial income that the Waqf properties could have generated for the welfare schemes of the community are lost because of non development and large scale encroachment of Waqf properties. Therefore, to streamline record keeping, introduce transparency, and to computerize the various functions/processes of the Waqf Boards and to develop a single web based centralized application, Joint Parliamentary Committee on Waqf, in its Ninth Report, recommended computerization of the records of the State Waqf Boards and Central financial assistance to the these Boards.

4.1.2 The broad objectives of computerizing the records of the State Waqf Boards are:

- Properties Registration Management
- Muttawalli Returns Management
- Leasing of Properties Management
- Litigations Tracking Management
- Documents Archiving & Retrieval Management
- GIS of Waqf Properties
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, widows, girls marriages, scholarships, schools, hospitals, Dispensaries, Musafirhanas, skill Development Centres etc.
- Management for Development of Urban Waqf properties
- Compliance of Right to information Act 2005.

##### **4.2 Phase-wise Objectives :**

The phase-wise objectives of computerization scheme are as

under:

**Phase-I: Data entry of waqf properties :**

- Cross checking of Waqf data from various computer data base maintained at the state level, such as by Revenue Departments etc.
- Improving office efficiency and preparation of timely reports on various administrative matters.
- Creation of a centralized and web-enabled data base for use by various stake holders.
- Properties Registration Management of Waqf Boards.
- Muttawalli Returns Management system.
- Leasing of Properties Management system.
- Litigations Tracking Management system.
- Documents Archiving & Retrieval Management system.

**Phase II: Better administration of Waqf Boards :**

- GIS of Waqf Properties to develop coordinates to prevent encroachment.
- Computerisation of other peripheral activities of the State Waqf Boards (Pay and Accounts, Establishment, Administration, CR etc)
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, widows, scholarships, schools, hospitals, Dispensaries, Musafirkhanas, Skill Development Centres etc.
- Loans Management for Development of Urban Waqf properties.
- Right to information Act compliance.
- Ensuring timely detection of reports on encroachment of Waqf properties.
- Digitization of all the manual records, deeds and legal documents.
- Standardization and automation of Waqf registers.

- Implementation of a web based centralized application for Waqf Management.
- Any other subject deemed fit for computerization to enhance office efficiency.

### **4.3 Scope, Eligibility & Finance:**

4.3.1 The scheme of computerization is uniformly applicable across all the 32 State Waqf Boards. The Grant-in -Aid was released to the State/UT Waqf Boards for setting up of Centralized Computing Facility (CCF). It also encompassed a handholding support for two years to hire some computer personnel by State/UT Waqf Boards.

4.3.2 Under the Scheme, NIC was provided assistance earlier for development of the software named Waqf Management System of India (WAMSI). NIC has already launched the web-portal named WAMSI consisting of four modules named Registration, Return, Leasing and Litigation modules. All the 32 Waqf Boards have set up their CCF and have started entering data in the four modules of the software 'WAMSI'.

4.3.3 As on 31.07.2017, entry of 3,12,196 of Waqf estates out of 3,32,919 Waqf estates have been entered in WAMSI on-line Registration Module. Entry of 20,897 waqf properties in WAMSI Return Module, 10,164 waqf properties in WAMSI Leasing Module, and 7,269 litigation cases in WAMSI Litigation Module have also been entered. Further, Pre-digitization work of 2,90,945 waqf properties has also been completed.

4.3.4 In spite of having released funds to all the SWBs for setting up of CCF and hand holding support, it has been noticed that the progress of the scheme is not satisfactory even after continuous review and monitoring by the Ministry. While about 94% work relating to registration of waqf properties has been completed, the work relating to remaining three modules has not progressed satisfactorily. With a view to ease the bottlenecks, it was decided during the last Plan period that funds will be released to CWC for completion of the balance work under Phase-I consisting of setting up of CCF and data entry in all the four modules. Accordingly, as per the provisions of the scheme implemented during the 12<sup>th</sup> Plan,

CWC had outsourced the work for speeding up the work in all the four modules.

#### **4.4. GIS mapping:**

4.4.1. The Waqf Act, 1995 has been amended and the Waqf (Amendment) Act 2013 has been implemented w.e.f. 1st November, 2013. Section 54 of the Waqf Act has provision for removal of encroachment from the waqf properties. The Chief Executive Officer of the Waqf Board has been empowered in removing encroachment from waqf properties by applying to the Waqf Tribunal for grant of order of eviction from the waqf properties. The State government is responsible for enforcement of order made under Section 54. After removal of the encroachment, the Chief Executive Officer would dispose of the property left on the waqf properties by unauthorized occupants. The Board may also need to fence the property from which the encroachments has been removed.

4.4.2 During the years 2017-2020, the scheme intends to complete GIS mapping of 50% of all the Waqf properties and also, all the remaining data entry work in the all four modules of WAMSI online portal.

4.4.3 The GIS mapping of the Waqf properties would help in identification and removal of encroachment from these properties. Therefore, GIS Mapping of all the Waqf Properties is required to be done.

4.4.4 For implementation of the above provisions, the Waqf Boards will need financial support. Therefore, it has been proposed that for GIS mapping, financial assistance @ Rs. 550/- each Waqf property will be provided to SWBs. Selection of agencies to carry out this work for SWBs will be done by CWC in cases where the concerned SWBs are not able to find a suitable agency within the State. For approximately 5.63 lakhs Waqf properties spread all over India, total expenditure towards GIS mapping would be Rs.31.00 crore. It is felt that GIS mapping of such large number of waqf properties cannot be completed in the three years period 2017-2020. As such, the projected expenditure of Rs. 31.00 crore is proposed to be spent over a period of five years i.e during 2017-2018 to 2021-2022. For the years during 2017-18 to 2019-2020, it is intended to cover GIS mapping of 10%, 20% and 20% waqf

properties respectively each year at the total cost of Rs. 15.39 Crore. It will be the prerogative of the SWBs to decide the GIS mapping work of waqf properties as per their priorities but the GIS work should be fairly spread in urban as well as rural area. The remaining work of 50% of GIS mapping of waqf properties involving expenditure of Rs.15.50 Cr would be completed during the years 2020-2021 and 2021-2022.

#### 4.5. Entry in the WAMSI Portal:

4.5.1 The following activities which are pending, would be completed by 31.03.2020:

- a) Data entry in WAMASI on line system and documents scanning & Metadata Entry for importing into WAMASI DMS System by adhering to the guidelines issued by NIC-PMU (Waqf) from time to time, under the overall guidance of State Waqf Board nominated Nodal Officer.
- b) Collection of Waqf Properties Data on the formats compatible with WAMASI on line system from fields; and
- c) Collection of the ownership establishing documents for each Waqf Estates from the Mutawalli, if any.

4.5.2 The module wise work to be completed is given below:-

1.	Registration module	=	As per actual available with the SWBs
2.	Return Module	=	As per actual available with the SWBs
3.	Leasing module	=	As per actual available with the SWBs
4.	Litigation module	=	As per actual available with the SWBs
5.	Documents archiving & Retrieval	=	As per actual available with the SWBs



4.5.3. The tentative targets fixed for completion of the remaining work in all the above modules will be as below :

Activity	Tentative Target date of completion
i) Data Entry in WAMSI Registration modules	July, 2018
ii) Data Entry in WAMSI Leasing module	June, 2019
iii) Data Entry in WAMSI Return module	Dec, 2019
iv) Data Entry in WAMSI Litigation module	Dec, 2019
For this purpose, ERP solution for office automation will be provided by CWC to all SWBs by March 2020. For GIS mapping, all the SWBs are required to complete the work relating to 50% Waqf properties consisting collection of GIS coordinates and uploading all the data on the WAMSI online portal by March 2020.	

4.5.4 With a view to facilitate SWBs to complete the data entry work in the WAMSI module as per target schedule indicated above, the following manpower has been proposed for carrying out Data entry in all the four modules of WAMSI portal during the period 2017-2020:

- (a) 4 Asstt Programmers @ 15000 per month for 3 SWBs which are having more than 50,000 Waqf Properties as on 31.7.2017 ;
- (b) 3 Asstt Programmers @ 15000 per month for 9 SWBs which are having more than 20000 & less than 50,000 Waqf Properties as on 31.7.2017;
- (c ) 2 Asstt Programmers@ 15000 per month for 2 SWBs which are having more than 6000 & less than 20,000 Waqf Properties as on 31.7.2017
- (d) 1 Asstt Programmer @ 15000 per month for 18 SWBs which are having less than 6,000 Waqf Properties as on 31.7.2017

4.5.5 Provision for monitoring of scheme by setting up of Project Management Unit; maintenance of Centralized Computing Facility in SWBs; ERP solution software; video conferencing facility and WAMSI software maintenance by NIC etc has been made in the scheme as per details given

below :

- (a) Provision of Rs. 181.90 Lakhs for three years has been made for WAMSI Software maintenance, enhancement and technical support and the funds will be released for this purpose to NIC by CWC;
- (b) Maintenance of Centralized Computing Facility (CCF) in 32 SWBs @ Rs. 3 Lac per year for 14 SWBs having more than 6000 Waqf Properties as on 31.7.2017 ; and @ Rs. 2Lac per year for 18 SWBs having less than 6000 Waqf Properties as on 31.7.2017. Funds will be released in instalments for maintenance of CCF by CWC after scrutinizing the detailed proposal submitted by SWBs.
- (c) One time grant for ERP Solution Software for better administration of 32 SWBs @ Rs.3 Lac per Waqf Board would be provided to CWC . For this purpose, funds would be provided to CWC for 10, 10 and 12 SWBs in financial years 2017-2018, 2018-2019 and 2019-2020 respectively;
- (d) One time grant for setting up of Video Conference facility in 32 SWBs @ Rs. 4 lakh per Waqf Board . Funds would be provided to 10, 10 and 12 SWBs in financial years 2017-2018, 2018-2019 and 2019-2020 respectively. For monitoring the scheme on monthly basis, funds of Rs.10.00 lakh for setting up of Central Video Conference Facility would be released to CWC during 2017-2018.

4.5.6 With a view to provide flexibility to SWBs to meet expenditure on various components of this Scheme as per their actual requirement, SWBs with prior approval of CWC would be at liberty to divert the funds sanctioned for specific component to any other components if SWBs are of the view that funds for that particular component is not required.

4.5.7 In order to encourage the Muttawalis/Management Committees to adopt best practices in computerization of their operations, provision of cash award, momento and citation to 10-12 best performing entities every year has also been made. The detailed criteria for evaluation and selection will be devised in due course. The assessment of SWBs will be done by CWC and the expenditure in this regard will be met by CWC from the administrative expenses being provided under para 10 of the scheme.

4.5.8 For monitoring the progress of data entry in WAMSI Portal, CWC will set up a Project Management Unit (PMU) having one Senior Associate @ 35000/- p.m. and one Junior Associate @ of Rs. 25000/-p.m. That unit will be stationed

in MoMA. The remuneration to be paid to each person would be enhanced by 5% every year to mitigate the inflation.

#### **4.6. Release of funds**

The Central Waqf Council will be the Nodal Agency for implementation of computerization scheme who has been entrusted under the Waqf Act, 1995 to monitor the functioning of the State Waqf Boards. Funds under the Scheme would be released to the Central Waqf Council by the MoMA which, in turn, would release the funds to SWBs/NIC in two instalments etc. after following due procedure and guidelines under GFRs. The Utilization Certificate will be forwarded by the Central Waqf Council to the Ministry of Minority Affairs after obtaining these UCs from SWBs in the format provided in the GFR.

### **5. Strengthening of State Waqf Boards**

#### **5.1. Objective**

The primary responsibility of administration of auqaf vests with the State Governments. The assistance to the State Governments for strengthening their Waqf Boards should result in a more transparent and accountable administration and management of their waqf properties and allow improvement in income generation and attaining self-sufficiency. Further, such funds should be provided subject to certain conditions that will ensure that the functioning and institutional capacity of the State Waqf Boards improve their income generation and become self-sufficient. Improvement in their capabilities will facilitate enhancement in their income that will reduce, and over the period of time, eliminate their dependence on outside financial support.

#### **5.2. Scope, Eligibility & Finance**

5.2.1 The scheme would consist of three components. Under **Component-I**, funds would be provided to State Waqf Boards for meeting the administrative costs of their establishments. Under **Component-II**, funds would be provided to build capacities of Mutawalli and Management Committees for implementing the provisions of the Waqf properties Lease Rules, 2014; purchasing of Account Software, Stationery / Consumables and to the Survey Commissioner to facilitate survey of waqf properties. Under

**Component-III**, funds would be provided for strengthening of zonal/regional level offices keeping in view the number of waqf properties in the State.

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

- a) Have a legally constituted Waqf Board;
- b) Have a CEO in position;
- c) Ensure up-to-date conduct of audit of the accounts of the Board by auditor(s) appointed under authority;
- d) Ensure up-to-date audit of the accounts of GIA provided by the Ministry; and
- e) 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.

5.2.3 To ensure that items (c) to (e) above are met, there is a felt-need that the cost of the establishments of the State Waqf Boards needs to be partly provided by the Central Government. Each State Waqf Board will require 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.

### **5.3. Components of the proposed scheme :**

The three components of the proposed Scheme shall be as follows:

#### **5.3.1 Component- I:**

Under Component-I, the total support from the Government to each of the 15 Boards having more than six thousand and above waqf properties as on 31.7.2017, will be Rs.16.50 Lakh per year. For 16 smaller State Waqf Boards with less than six thousand waqf properties as on 31.7.2017, the assistance from the Government will be Rs.9.60

Lakh per year. Under this Component, Office-cum-Legal Assistant @ Rs.30,000/- each p.m. and Accountant @ Rs.30,000/- each p.m. have been fixed and a Legal Support Officer @ Rs. 40,000/- p.m. has been fixed to be provided to the SWBs to supplement their strength. The remuneration to be paid to each person would be enhanced by 5% every year to mitigate inflation. The basis of remuneration to be paid to these staff for the various Waqf Boards is given at **Annexure-I**.

### **5.3.2 Component -II**

5.3.2.1 The Waqf Act, 1995 has been amended and the Waqf (Amendment) Act, 2013 has been implemented w.e.f. 1st November, 2013. Section 54 of the Waqf Act has provision for removal of encroachment from the waqf properties. The Chief Executive Officer of the Waqf Board has been empowered in removing encroachment from waqf properties by applying to the Waqf Tribunal for grant of order of eviction from the waqf properties. The State government is responsible for enforcement of order made under Section 54. After removal of the encroachment, the Chief Executive Officer would dispose of the property left on the waqf properties by unauthorized occupants. The Board may also need to fence the property from which the encroachments has been removed.

5.3.2.2 Further, the Central Govt. has notified the Waqf properties Lease Rules, 2014. Mutawallis and Management Committees have to adopt and implement these rules for their respective properties. In order to build capacities of such mutawalli and Management Committees, it is proposed to provide assistance @ Rs. 2.00 lakh per annum for each SWBs to CWC. This assistance will be available only for 20 SWBs having one thousand or more waqf properties as on 31.7.2017. For providing training to Mutawallis and Management Committees, CWC will prepare an Annual Plan well in advance and will circulate to the SWBs. The training programme will be conducted in coordination with SWBs in mutually agreed formats.

5.3.2.3 Further, to ensure that survey of Waqf properties is conducted smoothly, it is proposed to provide financial assistance @ Rs. 3.00 lakh and Rs. 2.00 lakh per annum each to SWBs, having more than/less than six thousand waqf properties as on 31.7.2017

respectively, which in turn will provide the allocated funds to the Survey Commissioner to facilitate expeditious completion of work relating to survey of waqf properties.

5.3.2.4 Further, an amount of Rs. 1.00 lakh each for SWBs having more than six thousand waqf properties as on 31.7.2017 and Rs.75,000/- each for remaining SWBs has been proposed to be provided annually for stationery/ consumables.

### **5.3.3 Component -III**

5.3.3.1 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. 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. The monthly financial liability would be Rs. 27,000/-p.m. for the Zonal Waqf Officer and Rs. 20,000/ - p.m for the Survey Assistant. The Zonal Waqf Officer will have expertise in legal matters; audit and accounts matters and the Survey Assistant will be responsible for all survey of waqf properties in the zone. The expenditure for each zonal office would thus be Rs. 47,000/- per month. The selection of the assigned staff for the Zonal Office would be the responsibility of CWC in consultation with the SWBs and their monthly fee would be released by CWC to the concerned SWBs. The remuneration to be paid to each person would be enhanced by 5% every year to mitigate inflation.

5.3.3.2 The SWBs are located in the States/UTs of the country. They are responsible for the administration of the waqf properties. The zonal offices where the Staff is to be provided is to be decided by the SWBs concerned based on their requirement.

5.3.3.3 The State/UT Waqf Boards would take the personnel provided under Components I and III on contract basis/as per practice prevailing in the respective State/UT. Further, the SWBs can take more personnel at their discretion through the outsourced agency while not exceeding the above allocation.

5.3.3.4 Keeping in view that the objective of the scheme is to improve the income generation of SWBs so that they become self-reliant, it is imperative that waqf properties are well managed. Since the Mutawallis /Management Committees do play a significant role in enhancing the income of waqf properties, the best performer Mutawallis/Management Committees deserves to be encouraged. As such, about 10-12 best performing Mutawallis/Management Committees from different regions of the country, based on their financial performance, innovative practices, use of technology etc will be selected. The detailed criteria for evaluation and selection will be devised in due course. For this purpose, provision of Rs.5.00 lakh per year has been made in the scheme.

#### **5.4. Release of funds**

While the total quantum of the assistance to all State Waqf Boards has been calculated, it would be up to the State Government and the Board to avail themselves of this assistance through efficient management of resources and the willingness of the State Government to act as an interested stake-holder in the process and meeting the conditions. Central Waqf Council (CWC) would be the Implementing agency. State/ U'T Waqf Boards will formulate the proposal seeking assistance under the scheme and send to CWC through State/ U'T Governments. The State/ UT Waqf Board is also to furnish an undertaking that SWB fulfill all the conditions provided in para 5.2.2 above. Funds under the Scheme would be released to State/ UT Waqf Boards by CWC following due procedure and guidelines. Utilization certificates will have to be furnished by the concerned SWB to the CWC. Further assistance will be released to only those Boards who have furnished their utilization certificates. The State Government will also put in place a monitoring mechanism and inspection system. The State Waqf Boards will have to furnish the proposal for release of Grants-in-aid pertaining to their Waqf Boards as per application at **Annexure-II** . The State Waqf Boards are also required to furnish their status report through Principal Secretary / Secretary as per **Annexure - III**.

## 6. 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	<ul style="list-style-type: none"> <li>• Overseeing the entire project.</li> <li>• Fund allocation and release to CWC.</li> <li>• Implementation facilitator &amp; steering the project monitoring.</li> <li>• Constitution of Steering Committee as per composition indicated at para 9.3.</li> </ul>
2.	State Governments	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Providing access to other relevant databases in the State/UT.</li> <li>• Monitoring of progress at State level.</li> </ul>
3.	Central Waqf Council	<ul style="list-style-type: none"> <li>• Releasing of funds to the State/UT Waqf Boards/NIC etc for completion of the remaining work.</li> <li>• Evaluation of the Scheme</li> <li>• Tendering and other formalities as implementation agency.</li> <li>• Project management and monitoring under the overall guidance of the Steering Committee.</li> <li>• Implementation facilitator</li> <li>• Facilitator for training of the</li> </ul>



		<p>employees of the CWC &amp; State/UT Waqf Boards on WAMSI in coordination with NIC.</p> <ul style="list-style-type: none"> <li>• Liaisoning, networking and troubleshooting with MoMA, State/UT Waqf Boards and NIC.</li> <li>• Oversee the reconciliation of data.</li> <li>• Reporting MoMA on implementation of the project on quarterly basis.</li> </ul>
4.	State /UT Waqf Boards	<ul style="list-style-type: none"> <li>• Incurring of expenditure as per rules/regulations and meeting implementation deadlines under the broad supervision of the State Coordination Committee.</li> <li>• Implementation of the applications at the state level.</li> <li>• Digitization of existing records. Providing space for server Room for project implementation</li> <li>• Procurement of hardware and facilitating installation as per instructions from NIC/MOMA/CWC.</li> <li>• Safe custody and handling of existing records</li> <li>• Facilitating in reconciliation of data to build up a master inventory of all the Waqf properties.</li> <li>• Facilitating on feeding of data online on registration, leasing, litigation, mutawalli returns, income from properties.</li> <li>• Any other job as per advice of MoMA/NIC/CWC.</li> </ul>
5.	National Informatics Centre (NIC)	<ul style="list-style-type: none"> <li>• Implementation of the project (WAMSI) on behalf of MOMA on a turnkey manner.</li> <li>• Assisting recruitment of ICT professionals wherever necessary.</li> </ul>

		<ul style="list-style-type: none"> <li>• Project management through PMC</li> <li>• Arranging training for the employees of CWC and SWBs on WAMSI.</li> <li>• Extending technical advice to MoMA, Waqf Boards &amp; CWC.</li> </ul>
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## 7. Responsibilities of the State Governments

The following 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 Mutawalli 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.

## **8. Administrative Expenses**

10% of total budget outlay of the umbrella scheme has been earmarked as Administrative Expenses. As CWC would be the implementing agency, 9% out of 10% earmarked as Administrative Expenses in the scheme would be for administrative and allied cost for use by the CWC. The balance 1% would be used by the Ministry for hiring of outsourced staff to process the various works under the scheme as well as expenditure incurred in connection with monitoring of the scheme. The CWC will be required to conduct regular workshops, training camps and review meetings at the regional and national level. The CWC shall finalize an annual plan with the approval of the Ministry. This provision to CWC will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies.

## **9. Evaluation, Inspection & Monitoring**

9.1 The Joint Secretary dealing with waqf matters, MoMA would be the Nodal Officer In-charge of the umbrella scheme. The Scheme would be executed by the SWBs under the supervision of the State Government concerned. The Scheme would be monitored by Ministry of Minority Affairs and CWC at Centre and the State/ U'T Governments at State / UT Level.

9.2 The CWC will furnish monthly progress report to the Ministry of Minority affairs about the progress of the scheme.

9.3 The scheme will be evaluated/inspected/monitored by the Steering Committee at Ministry level, which will be headed by a Joint Secretary. The following will be the composition of the Steering Committee:

Chairperson	Joint Secretary concerned
Members	Director / DS (Waqf) , MoMA Secretary, CWC CEO, Karnataka Board of Auqaf CEO, Haryana Waqf Board CEO, Maharashtra Waqf Board CEO, Andhra Pradesh Waqf Board
Convener	Under Secretary (Waqf), MoMA

The representatives of the SWBs will be rotated from time to time.

9.4 The technical implementation and monitoring will be done by the Project Committee. The composition of the Project Management Committee will be as under

Chairperson:	DDG, NIC
Executive Chairperson:	DDG's Nominee
Members	CEO, Haryana State Waqf Board. CEO, Karnataka Board of Auqaf. Technical Director, NIC Under Secretary, MoMA.
Convener	Representative of CWC

9.5 The Chairperson of the Committee can co opt members or have special invitees in the interest of implementation of the scheme. The representatives of the SWBs will be rotated from time to time. 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 computerization work.

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**Annexure-I**

[Refer Para:5.3.1]

**Details of Expenditure in respect of Salary to be Paid:-****Component-I**

Sl. No	Name of the Post	Monthly Salary
1.	Legal Support Officer	40,000
2.	Office-cum-Legal Assistant	30,000
3.	Accountant	30,000

**Under Component I, the requirement of Fund & Manpower has been determined as under:-**

Sl. No	SWBs having more than 6,000 Waqf Properties				SWBs having less than 6,000 Waqf Properties		
	Name of the Post	No. of Posts	No. of SWBS.	Salary in Rs.	No. of Posts	No. of SWBS.	Salary in Rs.
1.	Legal Support Officer	Big SWBs (2)	15 swbs	80,000	—	—	—
2.	Office-cum-Legal Assistant	-		-	1	16swbs	30,000
3.	Accountant	1		30,000	1		30,000
<b>Total</b>		<b>3</b>	<b>15</b>	<b>1,10,000</b>	<b>2</b>	<b>16</b>	<b>60,000</b>

**ANNEXURE-II**

**[Refer Para 5.4]**

**APPLICATION FORM TO BE SUBMITTED BY THE STATE/ UT WAQF BOARD FOR  
RELEASE OF GRANTS-IN-AID**

1. Name and address of the State / UT Waqf Boards.....
2. Name of the Chief Executive Officer with Contact number, Fax number & E-mail Id.....
3. Whether Mutwalli form of Waqf is prevalent in the State/ UT.....
4. Whether Regional/ Zonal office is established (No. of staff).....
5. Total number of registered auqaf (property) as on 31.03.2017.....
6. Total number of properties entered in WAMS!.....
7. Details of hardware and software available with the Waqf Board (status report).....
8. Total number of employees with the Waqf Board with name & designation who need training in computer operations.....
9. Number of computers currently available with the Board.....
10. Whether facility of Internet and E-mail is available.....
11. Whether board has a small server room and computer room with AC.....
12. Whether LAN facility is available within the Board premises.....
13. E-mail Id of all Officers/ Officials available.....
14. Status note on present state of computerization.....

**Signature**  
**Name of Chief Executive Officer**  
**State Waqf Board**

Note: use separate sheet, if required.

ANNEXURE-III

[Refer Para 5.4]

**STATUS REPORT TO BE PROVIDED BY THE PRINCIPAL SECRETARY/ SECRETARY/  
CHIEF EXECUTIVE OFFICER**

1. Name of the Principal Secretary looking after the Waqf Board with TEL No. & E-mail Id.....
2. Whether full time CEO has been appointed.....
3. If timely audit of annual accounts of Board being undertaken.....
4. If so, up to which year, audit is completed.....
5. Whether time bound survey of Waqf property being done through appointment of Survey Commissioner under Section 4 of the Waqf Act 1995.....
6. If so, when was the last Survey Commissioner of auqaf appointed.....
7. Average annual Income of the Waqf Board during the last 3 years (Fig. in Lakh)  
(2014-2015)  
(2015-2016)  
(2016-2017)
8. Grants-In-Aid received and Utilization Certificate pending for the last 3 years as on 31.03.2017 (Fig. in Lakh)

	GIA Received	UCs Submitted	UCs Pending
(2014-2015)			
(2015-2016)			
(2016-2017)			
9. Consent of the State Government to forward the Utilization certificate after utilization of the funds by end of April of the next financial year.....
10. Whether State Level coordination committee has been constituted for effective implementation of this scheme.....

Signature  
Principal Secretary/ Secretary  
Department of State Government

Signature  
Chief Executive Officer  
State Waqf Board

Note: Use separate sheet, if required.