

KARNATAKA STATE BOARD OF AUQAF

Manual under Right to Information Act, 2005

Under Sec.4(1) b of the subject to the provisions of this Act, All citizens shall have the right to information about an organization that serves for the welfare of the people. The manual is to benefit people as envisaged in the Act.

INTRODUCTION

CONSTITUTION OF THE BOARD:-

The Government of Karnataka by virtue of the powers vested in it under section 9(1) of the Waqf Act, 1954 constituted Karnataka State Board of Auqaf. The Board shall be a body corporate having perpetual succession and a common seal with power to acquire and hold property and to transfer any such property subject to such conditions and restrictions as may prescribed and shall by the said name sue and be sued. (see 13 (3) of Waqf Act 1995.

ELECTED REPRESENTATIVE OF THE BOARD - Delete

NAME OF CHAIRMAN/MEMBERS DESIGNATION.

COMPOSITION OF BOARD :-

- 1) Term of Office 5 years as per Section (15) of the Waqf Act 1995.
- 2) Committees to the Board as per Sec. (18) of Waqf Act 1995 (Amended 2013) Provided that it shall not be necessary for the members. A such committees to be members of the Board.

Staff Pattern:

Following is the Staff pattern of the Karnataka State Board of Wakfs, Bangalore.

Sl. No.	Designation	No. of Posts
1.	Chief Executive Officer	01
2.	Addl. Chief Executive Officer,	01
3.	Chief Law Officer	01
4.	Chief Accounts Officer	01
5.	Estate Officer	01

6.	Asst. Secretary Admin,	02
7.	Legal Advisor	01
8.	Presenting Officer	01
9.	Asst. Secretary Finance	01
10.	Divisional Waqf Officer	04
11.	Public Relation Officer	01
12.	Asst. Engineer	01
13.	Asst. Estate Officer	01
14.	Waqf Officer	31
15.	Manager	05
16.	Accounts Superintendent	01
17.	Audit superintendent	01
18.	Junior Engineer	01
19.	Legal Assistant	10
20.	Survey Supervisor	01
21.	First Division Assistant /WI	60
22.	Auditor	30
23.	Stenographers	05
24.	Surveyor	20
25.	System Maintenance Executive	04
26.	Second Division Assistant	55
27.	Data Entry Operator/Typist	44
28.	Drivers	09
29.	Group-D	59
30.	Lift Operator	02
	Total	355

District Waqf Advisory Committee Offices are situated in all the 30 Districts, they are constituted by the Board by nominating Chairman & members.

THE FUNCTIONS OF THE BOARD:

As per section 32 of the Wakf Act, 1995, the general Superintendence of all Wakfs in the State vests with the Board. It is the duty of the Board to exercise its power under Wakf Act, 1995 to ensure that the Wakfs under its superintendence are properly maintained controlled & administered and the income thereof is duly utilized for the purpose for which such Wakfs are created. Further the Board shall act in conformity with the directions of the Wakfs, the purposes of the Wakf and usage or custom of the Wakf sanctioned by the school of Muslim law to which the Waqf belongs. The Board is governed by Regulation issued vide Notification No.MWD/14/WES/2008, dated:10-05-2011 with powers and functions of the Chief Executive Officer.

There shall be a Chief Executive Officer of the Board who shall be a Muslim and shall be appointed by the State Government in consultation with the Board by issuing a notification in the Official Gazette.

The duties and powers of Chief Executive Officer are mentioned its 25 of the Waqf Act 1995 and Karnataka Waqf Rules 1997 and directions of the Board.

The Chief Executive Officer shall investigate the nature and extent of Wakfs and its properties calling whenever necessary an inventory of Wakf properties finances of the Board and matters pertaining to Waqf institutions.

The Chief Executive Officer may exercise his powers for the over all control, maintenance and superintendence of Wakfs. The Chief Executive Officer is the Second Appellate authority as per Notification dated 20-08-2013.

TO STREAMLINE ADMINISTRATION THE SPECIFICATION OF WORK ALLOCTED

TO THE OFFICERS OF THE BOARD.

	Name of the Officer		Work allocation
I	Addl. Chief Executive Officer	1]	Proposals relating to Registration and approval of Bye-laws, Managing Committees management situated in the State.
		2]	PP Cases & cases under Section 54 of the Waqf Act 1995.

		3]	Any other work assigned by the Chief Executive Officer or the Board from time to time.
		4]	First Appellate Authority
II	Asst. Secretary (Adm.),	1]	To take decision on all matters pertaining to relating to Administration, development computerization & survey work. In the State.
		2]	Public Information Officer.
III	Chief Accounts Officer	1]	Preparation of Budget estimate of the Board.
		2]	Release of Grants received from Government to Waqf institution
		3]	Release of Grants to NIS
		4]	All other financial matters
		5]	Over all supervision of Accounts.
IV	Asst. Secretary(Finance)	1)	To Sign all the cheques relating to financial transaction of the Board.
		2)	To sign GIA proforma Bills & approval of files.
		3)	Maintaining of collection of Waqf Contribution.
		4)	To sign regular Salary bills and contingency bills.
		5)	To looking administration files relating to vehicle maintenance.
		6)	Audit, Budget and Accounts of Waqf institution.
		7)	Supervision of Special grants for Development of Waqf institution.
		8)	Records and Stores.
		9)	Matters pertaining to Central Waqf Council & Recovery of loan.
		6]	Computer Section

