

# Nominations for Awards of Excellence in Management of Waqf Institutions - 2018

The Ministry of Minority Affairs invites nominations from Mutawallis / Management Committees of Waqf Institutions for Awards of Excellence in Management of Waqf Institutions based on financial performance, innovative practices, use of technology etc.

A total of 12 awards will be given consisting of a cash component of ₹1,00,000, ₹75,000/- and ₹50,000/- along with a citation and a memento.

A Mutawalli / Waqf institution shall be eligible as per the eligibility criteria, and other terms & conditions defined in the Scheme available at [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) / [www.centralwaqfcouncil.gov.in](http://www.centralwaqfcouncil.gov.in).

The Mutawallis / Management Committees are required to submit their nominations in the prescribed form by **15th July 2018** to the respective State Waqf Boards. In turn, the State Waqf Board, after scrutinizing and certifying the authenticity of all the details in the prescribed form, shall recommend not more than three applications as per prescribed procedure. Nominations received beyond the stipulated date or those which are incomplete or made in any format other than the prescribed format may not be entertained.

The prescribed proforma and other details of the Award Scheme may be downloaded from the website : [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)

Under Secretary (Waqf)

For more details Helpline No. - 1800-11-2001, visit our website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in)



Ministry of Minority Affairs

**Government of India**

सत्यमेव जयते

# वक्फ संस्थाओं के उत्कृष्ट प्रबंधन के लिए पुरस्कार हेतु नामांकन-2018

अल्पसंख्यक कार्य मंत्रालय वित्तीय उपयोग, इनोवेटिव क्रियाकलापों, तकनीकी प्रयोग आदि के आधार पर वक्फ संस्थाओं के उत्कृष्ट प्रबंधन के लिए पुरस्कार हेतु वक्फ संस्थाओं के मुतावलियों/ प्रबंधन कमेटी से नामांकन आमंत्रित करता है।

₹1,00,000, ₹75,000/- या ₹50,000/- की नकद राशि और प्रशस्ति पत्र एवं स्मृति चिन्ह के साथ कुल 12 पुरस्कार प्रदान किये जायेंगे।

मुतावली/वक्फ संस्था वेबसाइट [www.minorityaffairs.gov.in/](http://www.minorityaffairs.gov.in/) [www.centralwaqfcouncil.gov.in](http://www.centralwaqfcouncil.gov.in) पर उपलब्ध योजना में परिभाषित योग्यता मानदण्डों और अन्य नियम व शर्तों के अनुरूप पात्र माने जायेंगे।

मुतावली/प्रबंधन कमेटी को अपना नामांकन निर्धारित प्रारूप में संबंधित राज्य वक्फ बोर्ड में **15 जुलाई, 2018** तक प्रस्तुत करना होगा। उसके बाद राज्य वक्फ बोर्ड निर्धारित प्रपत्र में दिये गये सभी विवरणों की छानबीन और सत्यता प्रमाणित करने के बाद निर्धारित प्रक्रिया के अनुसार अधिकतम तीन आवेदनों की अनुशंसा करेगा। नियत तिथि के बाद या अधूरे या निर्धारित प्रारूप के अतिरिक्त अन्य प्रारूप में प्राप्त नामांकनों को स्वीकार नहीं किया जायेगा।

पुरस्कार योजना का निर्धारित प्रारूप और अन्य विवरण वेबसाइट [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) से डाउनलोड किया जा सकता है।

अवर सचिव (वक्फ)

अधिक जानकारी के लिए हेल्पलाइन नं. - 1800-11-2001 पर सम्पर्क करें, हमारी वेबसाइट [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) देखें।



सत्यमेव जयते

अल्पसंख्यक कार्य मंत्रालय  
**भारत सरकार**



# وقف اداروں کے انتظام میں امتیازی انعامات کے لئے نامزدگیاں - 2018

وزارت برائے اقلیتی امور مالی کارکردگی، جدید طرز عمل اور ٹکنالوجی کے استعمال کی بنیاد پر وقف اداروں کے انتظام میں امتیازی انعامات کے لیے متولیوں/وقف اداروں کی کمیٹیوں سے نامزدگیاں طلب کرتی ہے۔

روپے 1,00,000/-، 75,000/- روپے یا 50,000/- روپے کی نقد رقم اور حوالہ جاتی سند و تذکار کے ساتھ مجموعی طور پر 12 انعامات دئے جائیں گے۔

متولی/وقف ادارہ ویب سائٹ [www.minorityaffairs.gov.in/](http://www.minorityaffairs.gov.in/) [www.centralwaqfcouncil.gov.in](http://www.centralwaqfcouncil.gov.in) پر دستیاب اسکیم میں وضاحت کی گئی اہلیت، معیار اور دیگر شرائط و ضوابط کے مطابق اہل قرار پائے گا۔

متولیوں/انتظامیہ کمیٹیوں کو اپنی نامزدگیاں مقرر کردہ فارم میں متعلقہ ریاستی وقف بورڈ میں 15 جولائی 2018 تک لازماً جمع کرنی ہوں گی۔ اس کے بعد ریاستی وقف بورڈ تمام تفصیلات کی جانچ پڑتال اور تصدیق کے بعد تجویز کردہ طریقہ کار کے مطابق مقرر کردہ فارم میں زیادہ سے زیادہ تین درخواستوں کی سفارش کرے گا۔ مقررہ تاریخ کے بعد یا نامکمل یا مقرر کردہ فارمیٹ کے علاوہ کسی اور فارمیٹ میں موصول نامزدگیوں کو قبول نہیں کیا جائے گا۔

انعامی اسکیم کے مقرر کردہ پرو فارمہ اور دیگر تفصیلات ویب سائٹ [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) سے ڈاؤن لوڈ کی جاسکتی ہے۔

انڈر سکرٹری (وقف)

مزید تفصیلات کے لئے ہیلپ لائن نمبر 1800-11-2001 سے رابطہ کریں یا ہماری ویب سائٹ [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in) ملاحظہ کریں۔



स्वयंसेवा जयते

وزارت برائے اقلیتی امور  
حکومت ہند

SIZE : 16x18 CM

**Award of Excellence in Management of Waqf Institutions**  
**Awards for Mutawalli/Management Committee of Waqf Institutions**

The newly launched scheme of Computerization of Records and Strengthening of State Waqf Boards(SWBs) also known as Qaumi Waqf Board Taraqqiati Scheme has introduced a new component of awards for Mutawalli/Management Committees of Waqf properties in order to give recognition to excellence in management of Waqf Institutions and encourage Mutawalli/Management Committees based on financial performance, innovative practices, use of technology and to adopt best practices in computerization of their operations etc. contributing towards improvement in functioning of the Waqf institution. The scheme will have the following provisions:-

1. A total of 12 awards will be given. All Waqf Boards will be divided into Four zones. Three awards will be given in each zone. The awards in each zone will be given at three levels. First level award will carry a cash component of Rs. 1.00 Lac, second level of Rs. 75,000/- and third level Rs. 50,000/- a citation and a suitable memento will also be given to each awardee.
2. The awards will be given once in a year.
3. An institution or Mutawalli once given the award will not be eligible for another award for 10 years. However, applicant institutions not given the award may be eligible to be considered in the subsequent years for a maximum of three attempts in a block of ten years counted from the award year.
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 details of the institution should have been entered in 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.
5. Eligible Waqf institutions shall submit their applications in prescribed proforma along with all required documents to the concerned State Waqf Boards. The concerned SWB under the signature of the CEO will forward the same to the CWC by the due date certifying authenticity of the information provided by the applicant

institution.

6. A State 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. A consolidated proposal of the nominations complete in all respects will be sent by the SWB by the due date only once in a year.

7. A committee headed by an Officer not below the rank of a Director/DS the Ministry and consisting of Officers from CWC and the Ministry of Minority Affairs will appraise the applications for awards and make suitable recommendations.

8. The committee of Officers in the Ministry of Minority Affairs shall scrutinize applications on the following criteria:-

- I. Total income from Waqf Properties during last 3 years.
- II. Percentage increase in income of property year wise.
- III. Annual income from the Waqf properties relative to the value of the Waqf property as per prevailing market rate(circle rate notified by the District Administration/State Government).
- IV. 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.
- V. 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.
- VI. Other innovative use of IT tools for management of the institution and for enhancing income of the Waqf institution;
- VII. Details of the initiatives taken up by the management committee to enhance the income of Waqf during last 3 years.
- VIII. Number, area and value as per notified circle rate of the State/distt. revenue authorities of the properties cleared of encroachment year wise in the last three years.

- IX. infrastructure development by way of self efforts/loan for commercial/social purpose;
- X. Amount spent on Welfare activities as percentage of total income of the Waqf institution;
- XI. Any additional properties acquired out of the income of the Waqf fund with prior sanction of the State Waqf Board;
- XII. Innovative efforts made for prevention of future encroachment on Waqf property.
- XIII. Any other suitable parameters that is decided for screening of the applications.

**Proforma For Nominations for Awards of Excellence in Management of Waqf Institutions-2018  
(To be submitted through State Waqf Board)**

**State-**

Name and complete address of Waqf Institution Registration No. and date of registration	
Name of Mutawalli / Management Committee (Contact detail of Mutawalli/Management Committee including Aadhar no.)	
Waqf ID	
Property ID	

S. No.	Particular	Enclosure No.	Remarks of CEO
I.	Total income from Waqf Properties during last 3 years. (Enclose copies of statement of accounts submitted to Board under section 46)  Year Income 2014-15 2015-16 2016-17		
II.	Percentage increase in income of waqf year wise.  2014-15 2015-16 2016-17		
III.	Annual income from the Waqf properties relative to the value of the Waqf property as per prevailing market rate (circle rate notified by the District Administration/State Government).  (i) Upto 3% (ii) Above 3% to 5% (iii) Above 5%		

IV.	<p>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.</p> <p>Year No. of properties / Buildings Income</p> <p>2014-15 2015-16 2016-17</p>		
V.	<p>Extent of usage of IT in functioning:- Details such as data entered in (1)registration module(2) leasing module (3) Mutawalli assessment return module and (4) litigation module of WAMSI Portal to be furnished.</p> <p>Module Year(2015-16) No. of Data entered</p> <p>Data entered in 1 module Data entered in 2 module Data entered in 3 module Data entered in 4 module</p> <p>Module Year(2016-17) No. of Data entered</p> <p>Data entered in 1 module Data entered in 2 module Data entered in 3 module Data entered in 4 module</p> <p>Module Year (2017-18) No. of Data entered</p> <p>Data entered in 1 module Data entered in 2 module Data entered in 3 module Data entered in 4 module</p>		
VI.	<p>Details of the initiatives taken up by the management committee to enhance the income of Waqf during last 3 years.</p> <p>2014-15 2015-16 2016-17</p>		



VII.	<p>Number, area and value as per notified circle rate of the State/Distt. Revenue authorities of the properties cleared of encroachment year wise in the last three years.</p> <p>2014-15 2015-16 2016-17</p>		
VIII.	<p>infrastructure development by way of self efforts/loan for commercial/social purpose;</p> <p>2014-15 2015-16 2016-17</p> <p>Present status of loan availed from CWC if any</p>		
IX.	<p>Amount spent on Welfare activities as percentage of total income of the Waqf institution;</p> <p>Year      Total Income      Amount spent on welfare activities</p> <p>2014-15 2015-16 2016-17</p>		
X.	<p>Any additional properties acquired out of the income of the Waqf fund with sanction of the State Waqf Board;</p> <p>Details of the properties acquired and decision of the Board</p>		
XI.	<p>Whether statutory contribution of 7% was paid by the Mutawalli/ Management Committee regularly, if so the detail for last 3 years and amount paid for each year and arrear if any.</p> <p>Year    net annual income    7% amount    paid balance if any</p> <p>2014-15 2015-16 2016-17</p>		

XII.	<p>Whether accounts of the waqf were audited during the last five years (if so, enclose copies of the audit report).</p> <p>Year                      Status(Audited/Not audited)</p> <p>2012-13 2013-14 2014-15 2015-16 2016-17</p>		
XIII.	<p>Any other innovative use of IT tools for Management of the Waqf Institutions and for enhancing income (enclose / upload detailed write up max 300 words).</p>		
XIV.	<p>Innovative efforts made for prevention of future encroachment on Warqf property (enclose / upload detailed write up max 300 words).</p>		

- Note: 1. No column should be left blank.  
2. All the information provided must be supported by the self certified documents.  
3. If no supporting documents/endorsement of CEO is enclosed, it will be treated as no information provided.  
4. All the documents should be attested by the CEO while forwarding it to CWC.  
5. Separate sheet may be used if necessary.

Signature of Mutawalli/Management Committee

Date-

Place

Remarks of CEO