

MANIPUR



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OFFICE OF THE  
WAQF BOARD, MANIPUR  
MINUTHONG HAFIZ HATTA, IMPHAL

**NOTIFICATION**

Imphal, the 23rd February, 2024

**F.No.1/10/96 – WBM Pt (II):** In exercise of the powers conferred by section 110 of the Waqf Act, 1995 (Act 43 of 1995), and in line with the Central Waqf Regulations, 2014 of the Central Waqf Council, the Waqf Board, Manipur, with the previous sanction of the State Government, hereby makes the following regulations, namely:-

**MANIPUR WAQF REGULATIONS, 2024**

**CHAPTER – I**  
**(Preliminary)**

**1. Short title and commencement.** — (1) These regulations may be called the Manipur Waqf Board Regulations, 2024.

(2) They shall extend to the whole of the State of Manipur.

(3) These regulations shall come into force from the date of their publication in the Official Gazette.

**2. Definitions.** — (1) In these regulations, unless the context otherwise requires: -

- (a) "Act" means the Waqf Act, 1995 (Act 43 of 1995);
- (b) "Chairperson" means the Chairperson of the Board elected under sub-section 8 (eight) of section 14 of the Act;
- (c) "Chairperson of the Committee" means Chairperson of the Committee appointed by the Board;
- (d) "form" means a form of appended to these regulations;
- (e) "Government" mean the Government of Manipur;
- (f) "masjid" includes any Idgah or any other place where the prayers are or have been held by Muslims in congregation (Jamaat);
- (g) "new item of expenditure" means any expenditure not provided in the budget and being incurred for the first time;
- (h) "rules" means the Manipur Waqf (General) Rules, 2007;
- (i) "qabristan" includes takia, khangah, dargah, peerkhana and karbala;
- (j) "subordinate waqf" means waqf under the management of mutawalli or the Committee, registered with the Board and includes such portion of waqf alal-aulad as is reserved for charitable purpose.

(2) Words and expressions used in these regulations and not defined, but defined in the Act or in the rules shall have the meanings respectively assigned to them in the Act or in the rules.

**3. Application.** — These Regulations shall apply to all officers and employees of the Board except, -

- (1) The Chief Executive Officer; and
- (2) Casual Employees.

## **CHAPTER – II**

### **CONDUCT OF THE MEETINGS OF THE BOARD AND THE COMMITTEES**

#### **[Section 17/110(2)(a)]**

**4. Meetings of the Board.** — (1) The Board shall meet ordinarily every two months or often, if necessary, as may be decided by the Board, at the office of the Board or at any other place, on such date and time as may be fixed by the Chairperson.

(2) An extraordinary meeting of the Board may be held whenever called for by the Chairperson on his own initiative or on the requisition in writing of not less than two members specifying the purpose for which the meeting is to be held:

Provided that at such extraordinary meeting, the business for which the meeting has been convened, shall alone be considered.

(3) At least seven days' notice along with the agenda for ordinary meetings and three days' notice along with the agenda for emergency meeting of the Board or its Committees shall be given to the members.

(4) Four members of the Board shall form the quorum at any meeting of the Board. In the event of a sufficient number of members not being present at the meeting to constitute quorum, the meeting shall stand adjourned to such time or date as may be fixed by the Chairperson. No quorum shall be necessary at such adjourned meeting.

(5) Matters in the agenda, which could not be taken up at a meeting for want of time or any other reason, shall stand adjourned to the next meeting.

(6) Urgent matters may be decided by circulation among all members of the Board provided, however, that no such decision shall be taken unless the majority of the members agree. The Board at its next meeting shall ratify all such decisions.

#### **[Section 110(2)(k)]**

(7) The Chief Executive Officer or any other officer authorized by him, or the Board shall authenticate any order or decision of the Board.

(8) A minute book shall be maintained for the meeting of the Board for recording the proceedings of the meeting. Protest and dissent shall also be recorded in the minutes.

(9) After confirmation, the minutes shall be signed by the Chairperson and the Chief Executive Officer in the Minutes Book.

(10) Draft minutes of the meetings signed by the Chief Executive Officer, shall be circulated to the members of the Board or its Committees and shall be subject to confirmation in its next meeting.

(11) Notwithstanding anything contained in the foregoing regulations, the Chief Executive Officer may place before the Board any subject which he feels is of urgent or of important nature, though not included in the list of subjects/ agenda. The Board may take into consideration the same and pass appropriate resolution.

**5. Recording of votes.** — (1) Votes may be recorded by show of hands or by ballot at the discretion of the Chairperson.

(2) The decision in the meeting shall be by majority and in case of tie, the Chairperson shall have a casting vote.

**[Section 110(2)(b)]**

**6. Transaction of business at the meeting.** — No business other than what was included in the agenda, issued for the meeting shall be transacted at a meeting of the Board or its Committees, except with the special permission of the Chairperson if it is of urgent nature, provided that at a special meeting, only such business shall be transacted as is included in the agenda.

**7. Form of motion.** — Unless allowed otherwise by the Chairperson, every motion shall be in the form of a resolution which must be seconded before it is considered by the Board or its Committees.

**8. Proposal of motion by another member.** — A motion standing in the name of a member who is absent from the meeting may be proposed on his behalf by any other member with permission of the Chairperson.

**9. Amendment in motion.** — Any member present may move an amendment in a motion. When two or more amendments are proposed, the Chairperson shall put them to vote in such order as he may deem proper.

**10. Decision of the Chairperson on amendments in motion to be final.** — The Chairperson shall decide whether an amendment is in order or not and his decision shall be final.

**11. Amendment to be seconded.** — An amendment shall be duly seconded before it is considered by the Board.

**12. Motion for adjournment of meeting etc.** — A motion for adjournment of a meeting or for closure of the meeting may be made at any time in the course of a meeting with the permission of the Chairperson.

**13. Consequence of carrying of a motion of adjournment.** — If a motion for adjournment is carried, such discussion shall be postponed to the next meeting. If a motion for closure is carried, the substantive proposal or the amendment thereto, as the case may be shall, subject to the right of the mover to reply, be immediately put to vote.

**14. Point of order.** — Any member may, at any time in the course of discussion, call the attention of the Chairperson to a point of order.

**15. Raising a point of order by one member in the course of speech by another.** — If a point of order is raised by one member in the course of speech by another, the speaker shall forthwith resume his seat until the Chairperson, whose decision shall be final, has given his ruling.

**16. Chairperson to maintain order at meeting.** — The Chairperson shall maintain order at the meeting of the Board or its Committees. If a member fails to comply with the order of the Chairperson, he may, with the approval of the majority of the members present, debar him from attending the rest of the meeting.

**17. Moving of proposal relating to formal vote of thanks, etc.** — Proposal relating to formal vote of thanks, messages of congratulations or condolences, and other matters of like nature may be moved without notice from the Chair or by a member present with the permission of the Chairperson.

**CHAPTER - III**  
**COMMITTEES**

**18. Appointment of Committees.** — The Board may constitute Managing Committee of a Waqf, consisting of five members and subject to such conditions and restrictions as it may deem fit.

**19.** The Board may constitute an Area Waqf Committee, to watch the interest of auqaf in that area consisting of five members and subject to such conditions and restrictions as it may deem fit.

**[Section 18/ 110(2)(c)]**

**20.** The Board may constitute the following Committees to assist it, in smooth function of its affairs —

- (1) Finance Committee;
- (2) Property and Leasing Committee;
- (3) Education and Religious Affairs Committee;
- (4) Masjid and Qabristan Committee;
- (5) Appointments Committee; and
- (6) Such Committee(s) as determined by the Board.

**21. Election of the Committee.** — (1) Every Committee shall be elected by the Board for one year and shall have no less than three members and not more than seven members, out of which at least two shall be members of the Board, and further at least, one member of the Committee shall be a woman.

(2) One of the members of the Finance Committee shall be an expert in finance and one of the members of the Property and Leasing Committee shall be an engineer or architect.

**22. Chairperson of the Committee.** — Every Committee shall have a Chairperson who, in the absence of the Chairperson of the Board, shall preside over the meetings. The Chairperson of the Committee shall be appointed by the Board.

**23.** The Chairperson of the Board shall be an ex-officio member and the Chief Executive Officer shall be the Member Secretary of every Committee. When the Chairperson of the Board attends any meeting of any Committee and whenever he is so present, he shall preside over the meeting.

**24.** Every Committee shall meet once a month. Two-thirds of the members of the Committee shall form a quorum.

**25.** The Board may extend the term of any Committee by a resolution provided that extension shall be given for a specified period only which shall not exceed one year at a time.

**26.** Vacancy in each Committee by death, resignation, or removal of a member, shall be filled by election of another person who shall fill such vacancy for the un-expired portion of the original or extended term of the Committee.

**27.** The Chief Executive Officer, in consultation with the Chairperson of the Committee, shall prepare the agenda and convene the meeting of the Committee.

28. The minutes shall be signed by the Chief Executive Officer and shall be subject to confirmation of the Committee at its next meeting, when the same shall be signed by the Chairperson of the Committee and shall be effective from the date of confirmation.

29. Approval of the minutes of the Committee in its next meeting shall not be required if the same are approved by the Board before the next meeting of the Committee.

30. The minutes shall be forwarded to the Board at its next meeting for approval or the information of the Board, as the case may be.

31. The Board shall, if it does not approve any resolution of the Committee, return with its recommendations, or pass a fresh resolution.

32. The Board may dissolve any Committee by a three-fourths majority of the members present in a specially convened meeting for each Committee.

33. In addition to the powers and functions conferred on each Committee, it shall be open to the Board to delegate, by a special resolution, additional powers, and function for specified period when such course appears expedient for the proper conduct of business.

34. Till the Committees are constituted, the Board shall discharge their functions.

**35. The Function and powers of the Finance Committee.** — The following shall be the functions and powers of the Finance Committee —

(a) to examine the budget of auqaf and submit it to the Board after making such modifications and with such observations as it may consider necessary;

(b) to examine the budgets of auqaf for which Committees have been appointed by the Board, where these budgets have been prepared, received from mutawallis or Committees or have been prepared by the Chief Executive Officer in the event of failure of mutawallis or Committees to submit them, return them for amendment or sanction them with or without modifications, provided that the modifications shall not be inconsistent with the wishes of the waqif, if they can be ascertained;

(c) to examine the budgets of auqaf directly administered by the Board and submit them to the Board with such modifications and observations as it may consider necessary;

(d) to lay down programme for the submission, examination, and sanction of all budgets, consistent with the provisions of the Act and the Rules;

(e) to examine the accounts of auqaf directly administered by the Board and the Waqf Fund at such intervals as may be determined by a resolution of the Committee;

(f) to enquire and consider the financial irregularities and pass final orders thereon, or if it thinks fit, report to the Board with its observations;

(g) to consider proposals for new items of expenditure, whether included or not in the budget, reject them or sanction them if within its own powers and in the case of items beyond its powers, to submit them to the Board with its observation;

(h) to re-appropriate funds from one head of a budget to another, subject to such restrictions, if any, as may be imposed by a resolution of the Board.

(i) to sanction new items of expenditure —

- (i) in the case of items included in the budget, full powers subject to the limits of provisions made in the budget;
- (ii) for non-recurring items not included in the budget up to rupees one lac in each case, provided funds can be found by re-appropriation or savings;
- (iii) recurring expenditure up to rupees fifty thousand per annum provided additional funds can be found by re-appropriation or from savings;

(j) to obtain, if necessary, during the currency of the financial year, revised budget estimates for the Waqf Fund or the auqaf directly administered by the Board and take such action thereon as it considers necessary;

(k) to obtain, at its discretion, revised budget estimates during the currency of the year from any waqf or take such other action thereon as it considers necessary;

(l) to call for examination of the budgets of the waqf-alal-aulad properties from its mutawallis where any portion of its income is specified for charitable purpose;

(m) to consider the proposal for the creation of new posts or alterations in the scales of pay of the existing posts in the Board and forward its recommendations to the Board;

(n) to consider proposals for the improvement of the income of auqaf directly administered by the Board and to implement them;

(o) to institute inquiries, wherever it thinks fit, into the financial administration of a registered waqf and waqf-alal-aulad, to issue necessary orders on the reports received as a result of such inquiries, or to submit them with its observations to the Board;

(p) to sanction payment, out of Waqf Fund, land revenue, cess, rent, rates or taxes due to the Government or to a local authority from a registered waqf, whose mutawalli refuses or fails to pay and also to recover the same with 15% damages, in case the failure or refusal of a mutawalli is wilful;

(q) to create Waqf Fund from the savings of registered auqaf and see that the savings of such auqaf applied for education and industrial purposes for the benefit of Muslims of the area. Subject to delegation made to a member, the Chief Executive Officer, or any other officer of the Board, to consider report of the auditors on the accounts of subordinate auqaf and waqf-alal-aulad and pass necessary orders thereon:

Provided that the Committee shall obtain and forward with its observations, a report containing general appreciation of the working of the auqaf during the year with special reference to their financial administration—

- (i) to see and ensure that savings of all auqaf which are registered or for which Committees to manage have been appointed, are deposited in the registered Waqf Fund.

**36. Functions and Powers of the Property and Leasing Committee.** — The following shall be functions and powers of the Property and Leasing Committee. —

(a) to see that the shops, houses, flats, lands etc. in respect of auqaf directly administered by the Board are leased out to the best advantages of the auqaf;

(b) to consider schemes for improving the value of property by all legitimate means and to implement them, with the concurrence of the Finance Committee;

(c) to ensure proper upkeep of records and title deeds of lands and buildings vested in the Board;

(d) to see that proper and effective steps are taken to guard waqf properties and where necessary, direct the Chief Executive Officer to move to the Tribunal for the removal of encroachments on waqf properties;

(e) to consider and propose to the Board schemes for conversion of any property belonging to auqaf into properties of different kinds;

(f) to take steps for maintaining all buildings, including all mosques, khanqahs, dargahs and takias etc. under the control of the Board or connected auqaf in proper state of repairs;

(g) to prepare plans and estimates for repairs and new construction, consider such estimates, sanction, modify, or reject them, subject to the provisions of the budget;

**[Section 52]**

(h) take steps to recover properties transferred in contravention of sections 51 and 56;

**[Section 52-A]**

(i) take steps to file FIRs against sellers, purchaser, and encroachers of waqf properties;

**[Section 56]**

(j) to take steps for the recovery of waqf properties leased where three years have elapsed from the date of leasing and not renewed;

**[Section 104-B]**

(k) identify and prepare a list and initiate steps for the recovery of waqf properties occupied by the Government agencies or get market rent fixed through the Tribunal/ mutual consent;

(l) to consider estimates of repairs of buildings as well as new constructions and to arrange for the supervision of auqaf, sanction, modify or reject them, subject to the provision in the budget of the waqf concerned;

(m) to consider generally whether properties are being used to the best advantage of the waqf concerned and to report to the Board;

(n) to take steps wherever necessary to trace out the waqf properties and suggest means for their restoration and recovery of lost properties;

(o) to arrange for the supervision of auqaf and repair or new construction thereof and to ensure that they are properly and economically executed;

(p) to ensure that the mutawallis lease out waqf properties with the approval of the Board;

(q) to appoint Zonal Committees to assist the Property and Leasing Committee in its functions. The Zonal Committees shall not be of more than five members out of which at least one shall be a member of the Board.

**37. Functions and powers of Education and Religious Affairs Committee. —** The functions and powers of Education and Religious Affairs Committee shall be as under—

(a) to explore and consider such means as may help in promoting ethical, religious, and technical education, subject to the budget provision and to place its recommendations before the Board for its approval;

(b) to provide scholarship and free education for deserving students with the approval of the Board;

(c) to chalk out suitable educational programme for disabled and blind persons and to make necessary arrangements for the same;

(d) to explore all such ways and means as may be helpful for developing the fund for educational requirements;

(e) to provide necessary assistance for orphans, widows, and/ or destitute/ divorced women;

(f) to recommend the appointment of Committees for religious educational institutions directly managed by the Board and to see that quality education is being imparted to Madrasas including Modernization of Madrasas and to make necessary arrangements for the same;

(g) to provide a competitive atmosphere in educational institutions, including hostels, directly managed by the Board;

(h) to recommend such schemes to the Board, as it may deem appropriate and necessary.

**38. Functions and powers of Masjid and Qabristan Committee. —** The functions and powers of Masjid and Qabristan Committee shall be as follows—

(a) to ensure that all requisite conveniences for the religious performances are provided on adequate scale in all mosques;

(b) to take necessary steps to ensure high standard of cleanliness in all mosques and qabristans;

(c) to take all steps to preserve and improve the attractiveness of mosques;

(d) to see that all Imams, muezzins, and other employees of the Board, connected with the mosques are performing their duties efficiently and punctually and also, to recommend to the Board for increasing or decreasing the remunerations of imams, and muezzins from time to time on the basis of performance and finances of the Board;

(e) to sanction expenditure subject to budget provision, to provide such conveniences as mussallas, lighting equipment, protection against sun and rain, hot water, other movable equipment for mosques etc. and also sanction expenditure, ensuring high standard of cleanliness in all the mosques and qabristans and see that the graves are properly maintained and proper arrangements for burying the dead bodies are made;

(f) to ensure that no pakki grave is made in a qabristan in view of shortage of space;

(g) to consider and suggest to Property and Leasing Committee, alterations to make mosques more attractive;

(h) to see that the mosques and qabristans are used only for the purposes authorized by Muslim law;

(i) to take steps for improving the surroundings and for necessary repairs of mosques and qabristans, wherever it is possible to do so;

(j) to appoint provisional committees of the areas to work under its supervision;

Provided that in each such provisional committee at least one member shall be a member of the Board and such provisional committee shall not be of more than five members.

**39. Functions and powers of Appointments Committee.** — (1) The functions and powers of Appointments Committee shall be as follows —

(a) applications for every post shall be invited by advertising in Urdu, English & Manipuri Newspapers, having circulation in Manipur;

(b) for every post, two names shall be recommended by the Appointments Committee, out of which one name shall be selected by the Board;

(c) knowledge of Urdu shall be essential qualification for every post for which a written test shall be conducted;

(2) The functions and powers of the Appointments Committee shall apply to appointment of Imams, muezzins, caretakers, khadims and mujawirs only.

**40. Functions and powers of any such other Committees of the Board.** — (1) The Board may constitute such other Committee or Committees as it may deem necessary, for contingent matters which is not suitable to any of the above Committees, and for a specific time period to be determined by the Board;

(2) All such Committees shall function under the direct control and supervision of the Board and abide by such directions as the Board may issue from time to time.

(3) The proceedings of all such Committees shall be subject to the approval of the Board.

(4) Save as otherwise provided in these regulations, the provision applicable to the conduct of the business of the meeting of the Board shall mutatis mutandis apply to the conduct of business of these Committees.

#### CHAPTER-IV

#### MAINTENANCE OF REGISTER OF AUQAF [Section 37/110 (2) (g)]

**41. Application for registration of auqaf.** — (1) An application for registration of auqaf shall be in Form I and shall be filed in the office of the Chief Executive Officer, who shall supply on demand, to the mutawallis of auqaf such form of application on payment of rupees ten;

(2) On receipt of an application for registration, the Chief Executive Officer may, before registration of auqaf, make such enquiries as he considers necessary in respect of the genuineness and validity of the application and the correctness of particulars mentioned therein and when the application is made by any person other than the person, administering the waqf property, the Chief Executive Officer shall hear him if he desires to be heard. When

the Chief Executive Officer finds that there are discrepancies in the application for registration and the correctness of any particular mentioned therein, and the facts as ascertained as a result of inquiry, he shall place the matter before the Board; obtain its orders and the particulars shall be registered.

**42. Suo-motu registration.** — The Chief Executive Officer, on receipt of information that any waqf is not registered with the Board, may require an officer of the Board to conduct local inquiry and on the report of the officer, if he is of the opinion that it is a waqf, to be registered under the Act, he shall issue notice to the person who is administering the waqf, to show cause as to why the said waqf should not be registered. The Chief Executive Officer shall consider the objections, if any, and pass an appropriate order.

**43. The register of auqaf.** — The register of auqaf shall show in the remarks column the past and present position of the waqf, and utilization of its income as per the wishes of the waqf.

**[Section (79)]**

**44. Books to be kept in the office of the Board.** — The following books and registers shall be kept in the office of the Board—

- (a) Register of Auqaf in the form prescribed under the Rules;
- (b) Waqf Property Register;
- (c) Waqf Fund Register;
- (d) Loan Register;
- (e) Minutes Book of the meetings of the Board and its Committees;
- (f) Register showing the list of members of the Board and its Committees, officers, and staff, including imams, muezzins, caretakers, mujawirs and khadims;
- (g) Account Books consisting of cash book, ledger and other registers as approved by the Board;
- (h) Mad-e-Amanat Register.

**[Section 44/110 (2) (h)]**

**45. Annual budget estimates of registered auqaf.** — (1) The mutawallis and the committees appointed for the management of auqaf shall prepare the budget in the form approved by the Board and shall submit them before 15<sup>th</sup> February every year;

(2) No mutawalli or Committee appointed to manage the waqf shall be allowed to keep more than twenty-five thousand rupees in his/ its custody and the amounts exceeding twenty-five thousand rupees shall be deposited in the Bank;

(3) The financial year of the Board shall commence from 1<sup>st</sup> April of each year;

(4) All money of the Board shall be deposited in such scheduled bank as may be approved by the Board for this purpose.

**46. The accounts of the Board shall be kept in the following manner.** — (a) The register of Waqf Fund shall show complete account of the fund of the Board;

(b) the daily cash book shall contain daily receipts and disbursement as per proper vouchers of receipts;

(c) the account books shall show daily deposits in the bank;

(d) the Loan Register shall show advances and their recoveries;

(e) the Mad-e-Amanat Register shall show the name of waqf, and the amount received from each mutawalli or Committee;

(f) the Waqf Property and Leasing Register shall show amount of income and expenditure of properties directly administered by the Board;

(g) the amount of the waqf shall be entered in the account books in accordance with the accepted rules of bookkeeping and accountancy;

(h) all accounts of the Board shall be audited every year by the Chartered Accountant, approved by the Board and the audit report shall be submitted to the Board positively within one month from the date of its receipt, and a copy thereof shall be sent to the Government and the Central Waqf Council.

#### CHAPTER-V

#### TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS AND EMPLOYEES OF THE BOARD

[Section 24(2)/110(2)(e)]

47. The recruitment, appointment, and service conditions of officers and employees of the Board shall be such as may be determined by the Government from time to time;

(2) Establishment Register in Form - VII shall be maintained having details of all employees of the Board.

48. **Working hours and holidays.** — (1) The working hours of the employees of the Board shall be the same as fixed for the employees of the Government.

(2) The Office of the Board shall remain closed on all the days declared by the Government as holidays.

(3) Notwithstanding anything contained in sub-regulations, the Chief Executive Officer or in his absence, the Executive Officer may subject to overall control and guidance of the Chairperson, detail any Officer or an employee of the Board for duty beyond working hours or on holiday in the interest of the Board.

49. **Appointments of the employees of the Board.** — Appointments to the posts under the Board shall be made by the authorities specified hereinafter.

50. **Appointing authorities.** — (1) Appointing Authorities for each post shall be as determined by the Government from time to time.

(2) All the posts under the Board shall be classified as group A, group B, group C and group D. Classification of posts as Group A, B, C or D shall be as specified by the Government from time to time.

(3) All such allowances and benefits as applicable to the employees of the Government such as dearness allowance, leave allowance, travel allowance, defined contribution pension benefits such as National Pension Scheme, death-cum-retirement benefits, etc. shall also be applicable to the officers and employees of the Board, in accordance with the rules and orders of the Government, as amended from time to time.

(4) The fixation of the pay and annual increment of the Officers and employees of the Board in their respective scales of pay shall be done in accordance with the rules and orders applicable to Government services.

**51. Service Book.** — (a) a service book shall be maintained in the form prescribed by the Government for its employees, for every employee of the Board. The service book shall be the record of the service of the employee;

(b) the Chief Executive Officer shall be responsible for the correct and up to date maintenance of the service book. He shall record an annual certificate of verification in the service book of the employees as early as possible after the end of every year.

**52. Character roll.** — In addition to the service book, the Chief Executive Officer shall maintain character roll. Character roll shall be maintained in such form as may be specified by the Board in which censures, other punishments and commendations shall be entered. Adverse remarks against any employee, if any, shall be communicated to him within six months. It shall contain a yearly report on the work of the employee concerned. Every year in the month of April the Chief Executive Officer shall enter his report on the work of each employee under him for the preceding year. The report shall be forwarded to the Chairperson who will record his comments, with his signature and date. The reports of all the employees with the comments of the Chairperson shall then be kept by the Chief Executive Officer in safe custody.

**53. Promotion.** — Promotion shall be in accordance with the recruitment rules framed by the Board, with prior approval of the Government.

**54. Seniority.** — Seniority shall be in accordance with the Government service rules.

**55. Earned leave, Casual leave, Paternity leave, Maternity leave, etc.** — The employees of the Board shall be governed by the leave rules applicable to the employees of the Government, as amended from time to time.

**56. Disciplinary Authority.** — (1) The Chairperson shall be the disciplinary authority in the case of group A, B and C employees.

(2) The Chief Executive Officer shall be the disciplinary authority in the case of group D employees.

**57. Suspension.** — (1) The appointing authority may by general or special order, place an employee of the Board under suspension for a period of six months—

- (a) where disciplinary proceeding against him is contemplated or is pending;
- (b) where in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of auqaf; or
- (c) where a case against him in respect of any criminal offence is under investigation, inquiry, or trial.
- (d) the Board may, for reasons to be recorded, extend the period of suspension for a further period of six months.

(2) During suspension, an employee shall be entitled to subsistence allowance at 50% of the average monthly pay earned by him during the twelve months immediately preceding the month in which he is suspended.

(3) After six months, the payment of subsistence allowance may be reviewed by the Board.

(4) An employee of the Board shall be deemed to have been placed under suspension by an order of the appointing authority—

- (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours;
- (b) with effect from the date of his conviction, if he is not dismissed or compulsorily retired consequent to such conviction.

(5) Disciplinary proceedings in the case of a suspended employee shall be completed within six months.

**58. Penalties.** — (1) The following penalties may for good and sufficient reasons be imposed on an employee of the Board, namely —

**(a) Minor**

- (i) censure;
- (ii) withholding of increments and promotion;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of order;

**(b) Major**

- (i) reduction to a lower class of post or to lower time scale or to lower stage in a time scale;
- (ii) compulsory retirement of an employee in permanent employment;
- (iii) removal from the service of the Board;
- (iv) dismissal from the service of the Board.

(2) The following shall not amount to a penalty within the meaning of this regulation—

- (a) non-promotion, whether in a substantive or an officiating capacity of an employee, after consideration of his case, to a service, class, or post for promotion on which he is eligible;
- (b) reversion to a lower service, class, or post of an employee, officiating in a higher service, class, or post on the ground that he is considered, after trial to be unsuitable for such higher service, class, or post on administrative grounds unconnected with the conduct.

**59. Procedure for imposing major penalty.** — (1) No order imposing any of the major penalties, specified in clause (b) of sub-regulation (1) of regulation 58 shall be passed against an employee of the Board (other than an order based on facts which have led to his detention for more than 48 hours or conviction by criminal court), unless he has been informed in writing of the grounds on which action is proposed to be taken and has been afforded an opportunity of defending himself. The grounds, on which action is proposed to be taken, shall be reduced to definite charge or charges which shall be communicated to the person charged, together with a statement of allegations on which each charge is based and any other circumstances proposed to be taken into consideration in passing orders on the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires, or if the authority concerned so directs, an inquiry shall be held. At that inquiry, oral evidence shall be heard and recorded as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine witnesses, to give evidence in person and to have such witnesses called as he may wish, provided that the inquiring officer may, for sufficient reasons to be recorded, refuse to call a witness. The proceedings shall contain a record of the evidence, a statement of the

findings and the grounds thereof. The disciplinary authority shall consider the record of the inquiry, record its findings on each charge and pass appropriate order thereon.

(2) These Regulations shall not apply where the person concerned has absconded, or where for other reasons it is impracticable to communicate with him. All or any of the provisions of this regulation may, in exceptional cases for sufficient reasons to be recorded, be waived off by the Board, where there is difficulty to observe exactly the requirements of these Regulations without doing injustice to the person charged.

**60. Procedure for imposing minor penalty.** — No order imposing any of the minor penalties specified in clause (a) of sub-regulation (1) of regulation 58 shall be passed except after the employee is informed in writing of the proposal to take action against him and of the allegation on which action is proposed to be taken and given an opportunity to make a representation.

**61. Termination of services.** — Services of an employee can be terminated—

- (a) in the case of an employee appointed on probation during or at the end of the period of probation, in accordance with the terms of his appointment;
- (b) in the case of a person appointed otherwise than under a contract to hold a temporary appointment, on the expiration of the period for which he was appointed; and
- (c) in the case of a person employed under an agreement in accordance with the terms of such agreement.

**62. Pay and allowances on re-instatement.** — (1) When an employee who has been dismissed, removed, or suspended, is reinstated, he may be allowed the difference between full pay with allowances and the subsistence grant, at the discretion of the Disciplinary Authority. In such a case the period of absence from duty shall be treated as a period spent on duty for all purposes.

(2) The pay and allowances of an employee who is removed or dismissed from service shall cease from the date of removal or dismissal. Leave shall not be granted to an employee when the authority competent under these Regulations to impose the penalty has decided to dismiss, remove, or compulsorily retire him from the service of the Board.

**63. Appeal.** — (1) An appeal in the case of group A, B and C employees shall lie to the Board and that of group D employees shall be to the Chairperson.

(2) An employee may appeal to the appellate authority from an order by any subordinate authority imposing any of the penalties mentioned in regulation 58.

(3) An appeal shall also lie against—

- (a) an order of suspension;
- (b) an order reverting an employee to a lower class or post, officiating in a higher class or post otherwise than as a penalty; and
- (c) an order determining the pay and allowances for the period of suspension to be paid to an employee on his reinstatement or determining whether or not such period shall be treated as a period spent on duty for any purpose.

**64. Forms and contents of appeal.** — (1) An appeal shall be preferred within one month of the date on which the appellant was informed of the order appealed against.

(2) It shall contain all material statements and arguments relied on by the appellant and shall contain no disrespectful or improper language and shall be complete in itself.

(3) Every such appeal shall be submitted through the Chief Executive Officer or through the authority from whose order the appeal is preferred.

**65. Withholding of appeal.** — (1) The authority which made the order appealed against may withhold an appeal if—

- (a) It is an appeal against an order from which no appeal lies; or
- (b) It does not comply with any of the provisions of regulation 64; or
- (c) It is a repetition of an appeal already decided and no new facts or circumstances are adduced;

Provided that an appeal withheld on the ground that it does not comply with the provisions of sub-regulations (2) or (3) of regulation 64 shall be returned to the appellant and if resubmitted within one month thereof after compliance with the said provisions, shall not be withheld.

(2) Where an appeal is withheld, the appellant shall be informed of the facts and the reasons thereof.

**66. Transmission of appeal.** — (1) The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under regulation 65 and thereupon such appeal shall be transmitted to that authority together with the comments thereon with the relevant record.

(2) The authority to which the appeal lies may direct transmission to it of any appeal withheld under regulation 65 and thereupon such appeal shall be transmitted to that authority by the person withholding the appeal and the relevant record.

**67. Consideration of appeal.** — (1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of regulation 57 and having regard to the circumstances of the case the order of suspension is justified or not. He may confirm or revoke the order.

(2) In the case of other appeals, the appellate authority shall consider—

- (a) whether the procedure prescribed in these Regulations has been complied with, and if not, whether such noncompliance has resulted in failure of justice; and
- (b) whether the penalty imposed is excessive, adequate or inadequate and after such consideration, pass such order as it thinks proper.

**68. Implementation of order in appeal.** — The authority which made the order appealed against, shall give effect to the order passed by the appellate authority.

**69. Service conditions of imams, muezzins, caretakers, khadims and mujawirs shall be as follows.** — (1) Provisions of regulations from 47 to 68 shall not apply to imams, muezzins, caretakers, khadims, and mujawirs.

(2) The vacancies for the posts of imams, muezzins, caretakers, khadims and mujawirs shall be filled up by inviting applications. The qualifications for the posts of imams and muezzins shall be a certificate of Aalim, Hafiz or Nazira or its equivalent from a reputed Islamic Educational Institution. The candidate shall have to appear before the Appointments

Committee for this purpose. A panel of two names for each post shall be drawn by the Appointments Committee and sent to the Board, which shall select one out of two names for each post recommended by the Appointments Committee.

(3) The remuneration to be paid to Imams, Muezzins, caretaker, etc. may be fixed by the Board, on the recommendations of the Masjid and Qabristan Committee.

(4) The Imams and the muezzins may be allotted a Hujra at the discretion of the Board for their residence in the mosque where such Hujra exists.

(5) The Imam or muezzin shall not allow any person to stay in the Hujra. The Imam or the muezzin occupying the rooms/areas in excess of the Hujra attached to the mosque, shall be liable to pay license fee as determined by the Board.

(6) The Imam or muezzin shall not start a Madrassa in the mosque.

(7) The Imam or muezzin shall not make any construction in the mosque without the prior permission of the Board.

(8) The transfer of Imams and muezzins shall be at the discretion of the Board and shall be completed within seven days.

(9) The duty hours of the Imams and the muezzins by their very nature, are part-time. I.e., leading five-time prayers and upkeep of the mosque. However, this may be varied from time to time, as determined by the Board in consultation with the local persons (Muqtadis) where the mosque is situated.

(10) A person to be appointed as caretaker, khadim or mujawir shall be "Bashara," be regular in the observance of Roza and Namaz, be acquainted with "Fateha and Durood" and be physically fit to maintain the Dargah; or as determined by the Board.

(11) The Imams, muezzins, khadims, mujawirs and caretakers shall not be entitled for regularization in service or parity in pay with other employees of the Board.

(12) Breach of any condition of sub-regulation (5), (6), (7) and (8) shall be construed as misconduct entailing termination of their services without notice forthwith.

(13) Register containing particulars of imams, muezzins, khadims, caretakers and mujawirs shall be maintained in Form - VIII.

(14) The age of retirement of Imams, muezzins, caretakers, khadims and mujawirs shall be at the age of 60 years.

**70. Conduct and other conditions of the Board employees.** — (1) The following shall be the norms and standards for the conduct of the employees of the Board in public interest—

(a) Every employee of the Board shall at all times maintain absolute integrity and devotion to duty;

(b) no employee of the Board shall, except with the previous sanction of the Board, permit his son, daughter, wife, husband or dependent to accept employment with any waqf with which he has official dealing or with any other institution having official dealings with the Board;

(c) save as otherwise provided in these Regulations, no employee of the Board shall, except with its previous sanction, accept or permit any member of his family to accept directly

or indirectly on his behalf or on behalf of any other person, any gift of substantial value, unreasonable gratuity or reward from a person not related to him;

(d) no employee of the Board shall directly or indirectly engage in the business of money lending;

(e) an employee of the Board is prohibited from having pecuniary relations with any mutawalli or with staff or establishment of any waqf or other institution;

(f) except with the previous sanction of the Board, no land belonging to any waqf may be granted on lease to any employee of the Board, whether in permanent or temporary employment;

(g) no employee of the Board shall acquire any immovable property anywhere in India by purchase or gift without the previous sanction of the Board;

(h) except with the previous sanction of the Board, an employee of the Board shall not purchase any movable property for a value exceeding rupees ten thousand;

(i) every employee of the Board, shall make to the Board, through proper channel, a declaration of all immovable properties which may, from time to time be held or acquired by him or his wife or by any member of his family, living with him or in any way dependent upon him;

(j) if in any disciplinary inquiry against an employee of the Board or charges of corruption, it is proved that the employee of the Board or any person on his behalf is in possession, or has, at any time during the period of office of such employee, been in possession for which such employee cannot satisfactorily account, of pecuniary resources or property disproportionate to his known source of income then on such proof it shall be presumed, unless the contrary is proved, that such employee of the Board is guilty of misconduct;

(k) no employee of the Board shall serve or accept paid employment in any company or firm or other institution or act as an agent, whether paid by salary or commission to any insurance company or society etc.:

Provided that sitting fees accepted by an employee of the Board who is elected or nominated to the Board of Directors or Committee of a Co-operative Society, etc. shall not be treated as remuneration for the purpose of this clause.

(l) no employee of the Board shall, except with the previous sanction of the Board, engage directly or indirectly in any trade or business or undertake any employment provided that an employee of the Board may, without such sanction, undertake honorary work of charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the Board;

(m) employee of the Board shall avoid habitual indebtedness;

(n) no employee of the Board shall, except in accordance with the special or general order of the Board, communicate directly or indirectly any official document or information to any employee of the Board not authorized to receive the same or to any non-official person or to any Trust;

(o) no employee of the Board shall, by any utterance, writing or otherwise discuss or criticize in public or at any meeting or association or body, any policy pursued, or action taken by the Board nor shall in any manner participate in such discussion or criticism;

(p) no employee of the Board shall give evidence before a Public Committee, except with the previous sanction of the Board;

(q) except with the previous sanction of the Board, no employee of the Board shall offer himself as a candidate for election to local authorities or other institutions;

(r) no employee of the Board shall, except with the previous sanction of the Board, have recourse to any court or the press for the vindication of his official acts or character from defamatory attacks. Nothing in this rule shall derogate from the right of an employee of the Board to vindicate for his private acts or character;

(s) when an employee of the Board is suspended, he must give his address to the head of his office. He must also give his address to the officer, if any, holding an inquiry into his conduct. He must obey all orders to attend any inquiry into his conduct and if he fails to do so, the inquiry may be held in his absence;

(t) if any question arises as to the interpretation of these Regulations, the decision of the Board shall be final;

(u) except as expressly provided for in these Regulations, the provisions of CCS (CCA) Rules shall, mutatis mutandis, apply to the employees of the Board;

(v) where any officer or employee, of the Board is found guilty of any negligence or breach of Rules, Regulations or orders in consequence of which pecuniary loss has been caused to the Board, the Chief Executive Officer may, in addition to any other punishment to which he is liable with respect to such negligence or breach, may order that the whole or any portion of the loss, shall be made good by such officer or employee;

(w) no officer or employee of the Board who is convicted of an offence involving moral turpitude shall be retained in the service of the Board.

#### CHAPTER-VI

#### POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE BOARD

**71. Chairperson to be Chief Administrative Officer.** — The Chairperson shall be the Chief Administrative Officer of the Board and shall be responsible for the proper functioning of the machinery set up by the Act.

**72. Chairperson to preside over the meetings.** — The Chairperson shall preside over all the meetings of the Board and Committees appointed by the Board when he is present.

**73. General supervision over the Chief Executive Officer.** — The Chairperson shall direct the Chief Executive Officer in the discharge of his duties and shall exercise general supervision over the execution of the decisions and the orders of the Board.

**74. Fixation of date and time of meetings.** — The Chairperson shall fix a date and time for ordinary meetings of the Board at his own instance or on special request from at least two members of the Board for an urgent meeting if such contingency arises.

**75. Maintenance of order and discipline.** — The Chairperson shall see that the order and discipline in the meetings of the Board and the Committees in which he is present are maintained.

**76. Powers to spend money in case of emergency.** — The Chairperson shall have power to spend up to rupees one lakh in case of emergency which shall be subject to approval by the Board in its next meeting.

**77. Power to order inquiry.** — The Chairperson shall have power to order an inquiry in respect of any matter connected with the administration of any waqf under the Board and for that purpose he may, by general or special order, authorize the Chief Executive Officer or any member of the Board or its officers or employees to enter into such property or office for inquiry and the findings of such inquiry shall be placed by the Chairperson at the meeting of the Board.

**78. Power to nominate a member of the Board to discharge functions of Chairperson.** — The Chairperson shall have power to nominate the senior most member of the Board to discharge his duty during his absence.

## CHAPTER-VII

### POWERS AND FUNCTIONS OF THE CHIEF EXECUTIVE OFFICER

#### [Section 23]

**79. Control of Chairperson.** — The Chief Executive Officer shall work under the general supervision and control of the Chairperson.

**80. Responsible for safe custody of records etc.** — The Chief Executive Officer shall be responsible for safe custody of all records and the movable property of the Board.

**81. Responsible for executing decision of the Board etc.** — The Chief Executive Officer shall be responsible for execution of decisions of the Board and its Committees.

**82. Responsible for taking necessary measures.** — The Chief Executive Officer shall be responsible for taking all necessary measures in respect of all waqf buildings in general and the mosques in particular and except where otherwise required by any provision of the Act, the Rules, or the Regulations, he shall be the principal correspondent on behalf of the Board.

**83. Responsible for pointing out financial irregularities.** — The Chief Executive Officer shall be responsible for bringing all financial irregularities to the notice of the Finance Committee and the Board as early as they occur.

**84. Examination of budget.** — Subject to such instructions as may be issued by the Board and the Finance Committee, he shall examine the budgets of all registered auqaf whose income exceeds five thousand rupees per annum, return them for amendment or sanction them with or without any modification, provided that the modifications shall not be inconsistent with the wishes of the waqf so far as such wishes can be ascertained.

**85. Preparation of budgets of certain auqaf.** — (a) The Chief Executive Officer shall prepare the budget of auqaf whose mutawallis fail to submit their budgets, subject to such restrictions as may be imposed by the Board;

(b) the Chief Executive Officer shall prepare the budget of auqaf directly administered by the Board and submit the same to the Finance Committee or the Board.

**86. Consideration of auditor's report on auqaf.** — The Chief Executive Officer shall consider the auditor's report on auqaf with income exceeding five thousand rupees per

annum and issue necessary orders thereon unless there is any important question of principle or difficulty which requires the orders of the Finance Committee or the Board.

**87. Maintenance of register of different classes of auqaf.** — The Chief Executive Officer shall be responsible for preparing and maintaining a register containing full information relating to the nature, extent, income, if any, and objects and beneficiaries of different classes of auqaf.

**88. Publication of annual statement of accounts.** — Subject to such instructions as may be given by the Finance Committee, the Chief Executive Officer may publish the annual statement of accounts in one Urdu newspaper in the State.

**89. Preparation of annual report on working of auqaf.** — Under the directions of Chairperson, the Chief Executive Officer shall prepare an annual report on the working of all auqaf of the Board, and its Committees and submit it to the Board, provided that a separate report shall be prepared and submitted for the auqaf directly administered by the Board.

**90. Power to pass the bills.** — Subject to such restrictions as may be imposed by the Finance Committee, the Chief Executive Officer shall have the power to pass all bills.

**91. Calling of reports etc. from mutawallis.** — The Chief Executive Officer shall have the power to call reports, returns, budgets and other documents from the mutawallis of registered auqaf.

**92. Maintenance of accounts.** — The Chief Executive Officer shall be responsible for the proper maintenance of the accounts of the Board.

**93. Expenditure of money with proper sanction.** — The Chief Executive Officer shall be responsible for ensuring that every money is expended with proper sanction.

**94. Proper representation of Board in suits etc.** — The Chief Executive Officer shall be responsible for ensuring proper representation of the Board in all suits, appeals and other proceedings, instituted by or against the Board and may for this purpose appoint, with the concurrence of the member of the State Bar Council, legal practitioners to act for the Board on such fee as approved by the Board or the Chairperson.

**95. Execution of work.** — The Chief Executive Officer shall take such action as may be desired by the Property and Leasing Committee for the execution of works.

**96. Incurring expenditure of miscellaneous nature.** — The Chief Executive Officer shall exercise powers of incurring expenditure of miscellaneous nature subject to such limits as may be imposed by a resolution of the Board.

**97. Authentication of the order of the Board.** — The Chief Executive Officer or any officer authorized by him, shall authenticate orders and decisions of the Board.

**[Section 77(4)(d)/110(2)(d)]**

**98. Allowances of Chairperson and members.** — (1) The members of the Board may undertake tours outside the headquarters with the prior approval of the Chairperson. The Tour Programme should specify, in details, the purpose of the visit and on return from official tours, the members shall submit report to the Chairperson on the work done during the tour and the Chairperson shall send it to the Chief Executive Officer for placing it before the Board at its next meeting.

(2) Chairperson and other members of the Board shall draw Travelling Allowances and other Allowances at such rate as admissible to the Class-I Officers of the State Govt. Other staff in the administrative section like the Chief Executive Officer and other subordinate staff shall draw their TA/ DA at the rates admissible to analogous posts of the Government.

(3) The Chairperson and members of the Board shall be paid a sitting allowance of rupees one thousand only per day for attending such meeting of the Board or any Committee.

(4) Other members of any Committee constituted under these regulations shall be paid a sitting allowance of rupees five hundred only per day for attending the meeting of the Committee.

(5) The sitting allowances as specified in sub-regulation (3) and (4) above may be revised by the Board from time to time, subject to the prior approval of the Government.

**99. Miscellaneous: —** (1) The Board shall have a common seal which shall be in the custody of the Chief Executive Officer, or any other person duly authorized by him or the Board in this behalf;

(2) The Board shall sue and be sued by its Chief Executive Officer, or any other person duly authorized by him or the Board in this behalf;

(3) All correspondence by or with the Board shall be in the name of the Chief Executive Officer.

(4) Except the Chairperson and the Chief Executive Officer, no member or an official of the Board shall communicate with the Press or any outsider;

(5) The Chairperson, members, Chief Executive Officer, and other officials of the Board shall observe secrecy in matters whose disclosure may be prejudicial to the interest of the Board or any waqf.

(6) The Chairperson shall approve the replies and notes to be submitted to the Government in connection with the proceedings of the Parliament or the State Legislature including Parliamentary/ Assembly questions.

By Orders etc.,

MD. ABDUL NASIR  
Chairperson  
Waqf board, Manipur

**WAQF BOARD, MANIPUR****Form - I****(Section 36)****APPLICATION FOR REGISTRATION OF WAQFS****Under Section 36 of the Waqf act, 1995**

To,

The Chief Executive Officer,

Waqf Board Manipur

Sir,

I ..... s/o, w/o ..... resident of  
 ..... being the mutawalli of waqf/  
 beneficiary/ person interested in the waqf properties which have been described below, do  
 hereby apply for the registration of the said waqf under section 36 of the Waqf Act 1995.

**PART - I****(Details of the waqf property)**

1.	Name/Nature of the Waqf (Capital Letter)	..... .....
2.	Objective of the Waqf & type of Waqf (Fisabilillah/ Custom/ Use/ Aial-Aulad)	1. .... 2. ....
3.	Year of creation of the Waqf	.....
4.	Place where the Waqf situated	.....
	(a) State	.....
	(b) City	.....
	(c) District	.....
	(d) No. & Name of the Village	.....
	(e) Post Office	.....
	(f) Police Station	.....
	(g) Patta No.	.....

	(h) Dag No.	.....
	(i) Area in Acres/ Hectares (specify unit)	.....
	(j) Ward No/ Municipal area	.....
	(k) Road name/ Road No.	.....
	(l) Lane name/ Lane No.	.....
	(m) House No./ Plot No.	.....
	(n) Nearest Milestone	.....
	(o) Urban/ Rural	.....
5.	Boundaries	
	(a) North	.....
	(b) South	.....
	(c) East	.....
	(d) West	.....
6.	Description of any other properties belonging to the Waqfs.	.....
7.	Value of the Waqf (Copy of the Patta Certificate/ Deeds/ Valuation)	..... Certificate from concerned authority in respect of the Waqf to be enclosed.

**PART-II**  
**(Administration)**

1.	How the Waqf is Administered	.....
2.	Name, father's name and address of the Mutawalli.	..... .....
3.	Name, fathers name, address of the Office bearer of the waqf if administered by a Committee (if	..... .....

	necessary, particulars may be given in a separate sheet to be marked as particulars of Office bearers).	
4.	The Rules of succession to the Office of the Mutawalli under the Waqf Deed duly countersigned by the Local MLA or Pradhan or member of the Zila Parishad to be enclosed).	
5.	The scheme/ rules of the administration of the Waqf by the Managing committee (copy of the Rules to be enclosed).	

**(PART-III)**  
**(Income & Expenditure)**

1.	Annual Income derived from (1 <sup>st</sup> April to next 31 <sup>st</sup> March)	
	(a) Contribution	.....
	(b) Donation	.....
	(c) Nazars	.....
	(d) Offerings	.....
	(e) Rents	.....
	(f) Sale proceeds of properties and other belongings	.....
	(g) Grants from the Waqf Board Manipur	.....
	(h) Grants from the Central/ State Government	.....
	(i) Grants from Central Waqf Council, New Delhi	.....
	(j) Other Misc. Income	.....
		<b>Total:</b> .....

2.	Annual Expenditure Incurred on:	
	(a) Realization of Income of the Waqf	.....
	(b) Payment of salaries to the Mutawalli	.....

(c) Payment of salaries to Imam/ Muezzin/ Khadim/ other staffs.	.....
(d) Religious purposes	.....
(e) Payment of land revenue rate and taxes/rents etc.	.....
Any other expenditure for maintenance of the Waqf	.....
	<b>Total:</b> .....

**Verification:** I solemnly declare that the above statement is true to my knowledge and that I have no conceal anything.

Date & Place :

Signature of applicant :

Full name of the applicant :

Seal :

**N.B.** — A copy of the Waqf Deed should be annexed with every such application where no deed was drawn up at the time of the creation of the waqf, the applicant should write a brief history and full particulars of the origin, nature and object of the waqf and of all other necessary facts to his knowledge.

(Verification reports of the concerned Revenue Officer not below the rank of Sub-Deputy Collector)

I, ..... Sub-Deputy Collector of ..... have verified the particulars given in the application form of Registration of the Waqf viz ..... (Name of the Waqf seeking registration) with reference to the relevant land records and found to be correct. The proposal for registration deserves consideration.

Date:

Signature of the Sub-Deputy Collector:

Seal:

### **LAND VALUATION CERTIFICATE**

This is to certify that having an area of ..... hectares/ acres of Ingkhol Class (Residential area)/ covered by C.S. Dag No. .... under Patta no. .... of Village No. .... is found recorded in the name of ..... as per patta copy produced.

The value of the said Patta Land may be estimated at Rs..... (Rupees ..... ) approximately according to the local market rate fluctuation from time to time.

Date:

Signature of SDO/ SDC/ Sub-Registrar:

Seal:

**WAQF DEED**

One  
passport  
photo of  
wakif

I/ We, ..... S/o ..... and residence of ..... P.O. .... PS ..... District ..... do hereby declare that the entire land having an area of ..... hectare/ acre covered by C.S. Dag No. .... under Patta No. .... (Old) ..... (New) of village No. .... was dedicated in the year ..... by my/ our father ..... during his lifetime for the purpose of construction of the ..... (name of the Waqf). Accordingly, with my/ our consent the said patta land was mutated in the name of the said Masjid/ Madrassa/ Qabristan / Idgahs/ Maktab/ Trust & Others. We do not have any objection to the transfer of the said patta land in the name of the Masjid/ Madrassa/ Qabristan / Idgahs/ Maktab/ Trust & Others mentioned above.

I/ We appoint ..... S/o ..... and residence of ..... as the 1<sup>st</sup> Mutawalli of the ..... aforementioned. In case of expiry or removal/ resignation of the 1<sup>st</sup> Mutawalli from the Mutawalliship of the waqf property,

S/o ..... and residence of ..... shall be the 2<sup>nd</sup> Mutawalli and successor to the Office of the Mutawalli. I/ We, the management of the said ..... to the management of Committee formed by the Muhallah. Appointment of the 3<sup>rd</sup> Mutawalli and subsequent successors as and when required is vested to the Management Committee.

The management of the ..... shall be bound by the provision of the Central/State Act of Waqf or any other Rules or Orders made thereunder.

**SCHEDULE OF THE LAND**

1. Patta land .....
2. Area .....
3. Boundary
  - a) North .....
  - b) South .....
  - c) East .....
  - d) West .....

Signature of the Wakif  
(Full name)

**Witness:**

**Signature and Date: -**

**Designation: -**

**Seal: -**

**Note:** Separate sheets required to describe the details of the property should be enclosed describing in detail all assets of the Waqf (other than land), such as securities, deposits in bank, shares in companies, business, and loans to others, etc. The applicant should write a brief history and a details description of all necessary facts to the best of his knowledge.

OFFICE OF THE  
WAQF BOARD, MANIPUR  
(Constituted by Government of Manipur under the Waqf Act:1995)  
Minuthong Hafiz Hatta, Imphal Manipur.

**CERTIFICATE OF REGISTRATION**

NO. ....

I certify that the ..... of  
..... P.O ..... P.S  
..... District ..... was registered under Section 36 (1) of the  
Central Waqf Act, 1995 on the .....

Given under my hand and seal at Imphal, this ..... day of ..... of the  
year .....

Checked by.....

(.....)

The Chief Executive Officer

With seal

**WAQF BOARD, MANIPUR**

**Form - II**

[Section 110(2)(1)]

**APPLICATION FOR INSPECTION**

To

The Chief Executive Officer,

Waqf Board, Manipur.

Sir,

1. Name of the applicant..... s/o, d/o,  
w/o..... resident of.....  
..... description of file, the record of which is to be  
inspected .....
2. Name of tenant, if any .....
3. Name of parties, if any .....
4. Description of the paper which is ..... required for  
inspection .....
5. Purpose for inspection.....

(Signature of applicant)

Dated: .....

Order passed on the application: .....

Time of inspection ..... from ..... to ..... viz.  
..... Hours.

Inspection fee paid: .....

Signature of official with designation in whose presence was made: .....

Dated: .....

Signature of applicant .....

after inspection made: .....

Dated .....

**WAQF BOARD MANIPUR****Form - III****GENERAL APPLICATION FOR COPY**

To

The Chief Executive Officer

Waqf Board, Manipur.

Sir,

1. Name of the applicant..... S/o,  
w/o..... Resident of  
..... description of file etc. from which the  
copy is required.....
2. Description of property including location.....
3. Name of tenant, if any.....
4. Name of parties, if any.....
5. Nature of the case.....
6. Name and description of the Gazette or record of which copy is required:.....
7. Purpose for which copy of required i.e., whether it is required for private use or for filing  
in some court etc.....

Dated:.....

Number of applications in the copying register.....

Copying fee received in the copying register.....

Order passed.....

Signature of Chief Executive Officer.....

Dated:.....

Signature of copyist.....

Dated.....

Signature of the recipient of the copy:..... Dated.....

**WAQF BOARD, MANIPUR**

**FORM - IV**  
**[Section 110(2)(1)]**

**GENERAL APPLICATION FORM**

To

The Chief Executive Officer  
Waqf board Manipur.

Name of the Applicant ..... S/o, .....  
of residence..... Connected  
property: ..... Location: .....

Sir,

The above humble petitioner submits as under:

- 1. ....
- 2. ....
- 3. ....

(Signature of applicant)

Dated: .....

**WAQF BOARD, MANIPUR**

**FORM - V**  
[Regulation 4(8)]

**MINUTES BOOK OF THE MEETING OF THE BOARD AND THE COMMITTEE**

Date	Name of members present	Resolution	Name of mover	Name of seconder	Amendment moved	Substance of discussion held	Result of motion		Form of resolution adopted and carried	Remark
							Favour	Against		
1	2	3	4	5	6	7	8	9	10	11

**WAQF BOARD, MANIPUR**

**FORM - VI**  
[Regulation 44(f)]

**REGISTER SHOWING LIST OF MEMBERS OF THE BOARD**

Date	Name of Members	Full address	Mobile No.	No. and date of notification	Date of commencement of term	Term of allotment	Date of completion of term	Termination		Remarks
								Date	Cause	
1	2	3	4	5	6	7	8	9	10	11

**WAQF BOARD, MANIPUR**

**FORM - VII**  
[Regulation 47(2)]

**ESTABLISHMENT REGISTER**

S. No	Name of Official	Father's / Husband's name	Residence	Date of birth	Mobile No.	Educational Qualification	Date of appointment	Name of post	Post held			Date of attaining superannuation	Termination of service		Remarks
									Pay	From	To		Date	Cause	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**WAQF BOARD, MANIPUR**

**FORM - VIII**

[Regulation 79(13)]

**REGISTER OF IMAMS, MUEZZINS, KHADIMS, CARETAKERS AND MAJAWIRS**

S. No	Name of Official	Father's / Husband's name	Residence	Date of birth	Educational Qualification	Date of appointment	Name of post	Post held			Date of attaining superannuation	Termination of service		Remarks
								Pay	From	To		Date	Cause	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**WAQF BOARD, MANIPUR  
FORM - IX**

**INSPECTION BOOK**

Name of waqf.....

Place of location.....

(Village, Tehsil & District.)

Date and time of visit	Name and designation of officer making the visit of inspection	Remark and suggestions
1	2	3

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**MOHD. YASSER AHMED KHAN**  
Chief Executive Officer  
WAQF Board, Manipur

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