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Director of Lotteries, Punjab and Notices, etc.

PUNJAB WAQF REGULATIONS, 2019

CHAPTER-I

PRELIMINARY

The 29th August, 2019

No. Waqf-60/Pb/Regulations/2019.-

1. Short title and commencement.—

- (1) These Regulations may be called the Punjab Waqf Regulations, 2019.
- (2) They extend to the whole of Punjab.
- (3) They shall come into force from the date of publication in the Official Gazette.

2. Definitions.—

- (1) In these Regulations, unless the context otherwise requires,—
 - a. “Chairperson of the Committee” means Chairperson of the Committee appointed by the Board;
 - b. “form” means the form appended to these Regulations;
 - c. “masjid” includes idgah or any other place where the prayers are or have been held by Muslims in congregation (Jamaat);
 - d. “new item of expenditure” means any expenditure not provided in the budget and being incurred for the first time;
 - e. “rules” means the Punjab Waqf Rules, 2018;
 - f. “qabristan” includes takia, khanqah, dargah, peerkhana and karbala;
 - g. “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 and not defined in these Regulations but defined in the Act or the Rules shall have the same meaning as is respectively assigned to them in the Act or the Rules.

CHAPTER-II**CONDUCT OF MEETINGS OF THE BOARD AND THE COMMITTEES**

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

3. Meetings of the Board.—

- (1) The Board shall ordinarily meet once in a month 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 extra ordinary 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 extra ordinary meeting the business for which meeting has been convened, shall alone be considered.

- (3) At least seven days' notice along with agenda for ordinary meeting and 48 hours notice along with agenda for emergency meeting of the Board or its Committees shall be given to the members.
- (4) Two-third existing members of the Board shall form the quorum at any meeting of the Board. In the event of 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 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 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 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.

4. Recording of votes— (1) Votes shall be recorded by show of hands. Provided that, the votes shall be recorded by ballot if desired by not less than thirty percent of the members present in the meeting.

- (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)]

5. **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 in case the matter is of urgent nature, provided that at a special meeting only such business shall be transacted as is included in the agenda.
6. **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.
7. **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 the permission of the Chairperson.
8. **Amendment in motion**— Any member present may move an amendment in a motion. When two or more amendments are proposed, Chairperson shall put them to vote in such order as he may deem proper.
9. **Decision of 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.
10. **Amendment to be seconded**— An amendment shall be duly seconded before it is considered by the Board.
11. **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.
12. **Consequence of carrying of a motion of adjournment**— If a motion for adjournment is carried, such discussion shall stand 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.
13. **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.
14. **Raising of 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 a speech another, the speaker shall forthwith resume his seat until the Chairperson, whose decision shall be final, has given his ruling.
15. **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 members present, debar him from attending the rest of the meeting.
16. **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 any member present with the permission of Chairperson.

CHAPER-III**COMMITTEES****17. Appointment of Committees—**

17(1) The Board may constitute a Committee specified in sub-regulation (2), consisting of Three Members which may be extended to five and subject to such conditions and restrictions as it may deem fit, from the names suggested by the Chairperson of the Board in consultation with the Chief Executive Officer.

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

17(2) The Board may constitute the following Committees to assist it, in smooth functioning of its affairs—

- (1) Finance Committee;

- (2) Property and Leasing Committee;
- (3) Education and Religious Affairs Committee;
- (4) Masajid, Dargah, Khangah and Qabristan Committee;
- (5) Appointments Committee.
- (6) Construction Committee
- (7) Purchase Committee

18. Constitution of the Committee.— Every Committee shall be nominated by the Board for one year and shall have at least three members but no more than five members, one of them shall be a woman, out of which one shall be the member of the Board. One of the members of the Finance Committee shall be an expert in finances and one of the members of the Property and Leasing Committee, Purchase Committee and Construction committee shall be an engineer.

19. 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.

20. The Chairperson of the Board shall be ex-officio member of every Committee and the Chief Executive Officer shall be the Secretary of each Committee.

Provided that the CEO may authorize any other officer of the board to attend the meeting of the committee on his behalf.

21. Every Committee may meet once in a month, but must meet once every three months. Two members of the Committee shall form a quorum.

22. 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.

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

24. The Chief Executive Officer or any other officer authorized by him, in consultation with the Chairperson of the Committee, shall prepare the agenda and convene the meeting of the Committee.

25. 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.

26. The minutes shall be forwarded to the Board at its next meeting for the information of the Board.

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

28. The Board may dissolve any Committee by a three fourth majority of the members present in a specially convened meeting.

29. 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 functions for specified period when such course appears expedient for the proper conduct of business.

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

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

Activities requiring concurrence or approval from Board

- 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, directly administered by the Board and submit them to the Board with such modifications and observations as it may consider necessary;
- c. to enquire and consider the financial irregularities and report the same to the Board with its observations for passing final orders thereon.
- d. 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, provided that the revised shall be subject to approval of the Board;
- e. 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;
- f. to consider loan applicants and the terms to give loans to registered auqaf out of the fund created from the savings of the registered auqaf and recommend the same to the Board;

Activities that do not require concurrence/approval from Board

- g. to examine the budgets of auqaf for which Committees have been appointed by the Board, where these budgets have been prepared, received from mutawallies or Committees or have been prepared by the Chief Executive Officer in the event of failure of mutawallies 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;
- h. to lay down programme for the submission, examination and sanction of all budgets, consistent with the provisions of the Act and the Rules;
- i. 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;
- j. 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;
- k. 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.
- l. 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 five lakh in each case, provided funds can be found by re-appropriation or savings;
 - iii. recurring expenditure up to rupees one lakh per annum provided additional funds can be found by re-appropriation or from savings;

- m. 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;
- n. to call for examination of the budgets of the waqf-alal-aulad properties from its mutawallies where any portion of its income is specified for charitable purpose;
- o. to consider proposals for the improvement of the income of auqaf directly administered by the Board and to implement them;
- p. 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 inquiries or to submit them with its observations to the Board;
- q. 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;
- r. to create Waqf Fund from the savings of registered auqaf and see that the savings of such auqaf applied for education, religious, charitable or any other purpose for the benefit of Muslims of the area.
- s. 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.

- t. 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.

32. Functions and powers of Property and Leasing Committee.— The following shall be functions and powers of the Property and Leasing Committee,—

Activities requiring concurrence or approval from Board

- a. to consider and propose to the Board schemes for conversion of any property belonging to auqaf into properties of different kinds;

Activities that do not require concurrence or approval from Board

- b. 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;
- c. to consider schemes for improving the value of property by all legitimate means and to implement them, with the concurrence of the Finance Committee;
- d. to ensure proper upkeep of records and title-deeds of lands and buildings vested in the Board;
- e. 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;

[Section 52]

- f. to take steps to recover properties transferred in contravention of sections 51 and 56.

[Section 52-A]

- g. to take steps to file initiate appropriate criminal prosecution against sellers, purchaser and encroachers of waqf properties

[Section 56]

- h. to take steps for the recovery of waqf properties leased where the lease period has expired.

[Section 104-B]

- i. to 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;
- j. to consider generally whether properties are being used to the best advantage of the waqf concerned and to report to the Board;
- k. to take steps wherever necessary to trace out the waqf properties and suggest means for their restoration and recovery of lost properties;
- l. to arrange for the supervision of auqaf and repair or new construction thereof and to ensure that they are properly and economically executed;
- m. to ensure that the mutawallies lease out waqf properties with the approval of the Board;

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

Activities requiring concurrence or approval from Board

- 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 recommend to board appropriate policies for providing scholarship and free education for deserving students;

Activities that do not require concurrence or approval from Board

- c. to recommend to the board suitable names for the appointment as members of Committee for religious educational institutions directly managed by the Board and see that high standard of education is being imparted in Arabic Madarsas.
- d. to chalk out suitable educational programme for disabled and blind persons and to make necessary arrangements for the same;
- e. to explore all such ways and means as may be helpful for developing the fund for educational requirements;
- f. to provide necessary assistance for orphans and widows as per the policies of the Board;

- 34. Functions and powers of Masajid, Dargah, Khangah 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, Dargahs, Khangahs;

- b. to take necessary steps to ensure high standard of cleanliness in all mosques, Dargahs, Khangahs and qabristans;
- c. to take all steps to preserve and improve the attractiveness of mosques;
- d. to see that all imams, muezzins, Khadims, caretakers and other employees of the Board, connected with the mosques are performing their duties efficiently and punctually;
- e. to recommend sanctioning expenditure subject to budget provision, to provide such conveniences as mussallas, lighting equipment, protection against sun and rain, hot water, other movable equipments for mosques etc.
- f. to recommend sanctioning expenditure for ensuring high standard of cleanliness in all the mosques, Dargahs, Khangahs and qabristans and see that the graves are properly maintained and proper arrangements for burying the dead bodies are made;
- g. to ensure that no pakki grave is made in a qabristan in view of shortage of space;
- h. to consider and suggest to Construction Committee, alterations to be made to mosques, Dargahs, Khangahs to make them more attractive and convenient for users;
- i. to see that the mosques, Dargahs, Khangahs and qabristans are used only for the purposes authorised by Muslim law;
- j. to take steps for improving the surroundings and for necessary repairs of mosques, Dargahs, Khangahs and qabristans, wherever it is possible to do so;
- k. to appoint committees of the mosques, Dargahs, Khangahs, Qabristans to work under its supervision.
- l. to take special measures for protection and maintenance of the Masjids, Tombs and other structures of historical and heritage significance.
- m. Funds required for the above acts shall be sought through the finance committee and shall be subject to the limits of budgetary provision made by the board.

35. Functions and powers of Appointments Committee.— The functions and powers of Appointments Committee shall be as follows—

Activities requiring concurrence or approval from Board

- a. May prepare a proposal for creation of new posts or alteration in pay scales or other terms and conditions, allowances and emoluments of the existing staff. Provided any such proposal involving financial implications shall be routed to Board through the Finance committee.

Activities that do not require concurrence or approval from Board

- b. all recruitments shall be done under the supervision of Appointments committee.
- c. direct recruitment for Group A posts shall be done through appointments committee only after approval from the Government.
- d. applications for every post shall be invited by advertising in at least two Newspapers, having circulation in Punjab or across country.
- e. knowledge of Urdu shall be essential qualification for every post for which passing an urdu test conducted by the Board shall be mandatory.
- f. promotion on every post shall be done on the recommendation of the Appointments Committee on **seniority-cum-merit-cum-fitness basis.**

36. Function and Powers of Construction Committee:

- a. 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;
- b. 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.
- c. 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;

37. Function and Powers of Purchase Committee: *Shall be*

- a. to purchase required items for the Board after calling competitive quotations/tenders where the value of the item exceeds 2 Lacs rupees.
- b. to recommend for payment of the amount incurred on the purchase of the items where the value of the amount exceeds Rs. 2 Lacs.

CHAPTER-IV**MAINTENANCE OF REGISTER OF AUQAF**

[Section 37/110 (2) (g)]

38. 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 mutawallies 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.

39. 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 appropriate order.**40. The register of auqaf—** The register of auqaf shall show in the remarks column the past and present position of the waqf, and utilisation of its income as per the wishes of the waqif.

[Section (79)]

41. Books to be kept in the office of the Board.— The following books and registers shall be kept in the office of the Board— (1) Register of Auqaf in the form prescribed under the Punjab Waqf Rules, 2018;

- (2) Waqf Property Register;
- (3) Waqf Fund Register;

- (4) Loan Register;
- (5) Minutes Book of the meetings of the Board and its Committees;
- (6) Register showing the list of members of the Board and its Committees, officers and staff, including imams, muezzins. Caretakers, mujawirs and khadims;
- (7) Account Books consisting of cash book, ledger and other registers as approved by the Board;
- (8) Mad-e-Amanat Register.

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

- 42. Annual budget estimates of registered auqaf.**— (1) The mutawallies 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 15th February every year;
- (2) No mutawalli or Committee appointed to manage the waqf shall be allowed to keep more than five thousand rupees in his/its custody and the amounts exceeding five thousand rupees shall be deposited in the Bank;
 - (3) The financial year of the Board shall commence from 1st April each year;
 - (4) All moneys of the Board shall be deposited in such scheduled banks as may be approved by the Board for this purpose.
- 43. 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 book keeping and accountancy;
 - (h) all accounts of the Board shall be audited every year by the Chartered Accountant empanelled with CAG, 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

POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE BOARD

- 44. 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.
- 45. 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.

46. **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.
47. **Fixation of date and time of meetings.**— The Chairperson shall fix 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.
48. **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.
49. **Powers to spend money in case of emergency**— The Chairperson shall have power to spend up to rupees 5 lakh in case of emergency which shall be subject to approval by the Board in its next meeting.
50. **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.
51. **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-VI

POWERS AND FUNCTIONS OF THE CHIEF EXECUTIVE OFFICER

[Section 23]

52. **Control of Chairperson**— The Chief Executive Officer shall work under the general supervision and control of the Chairperson.
53. **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.
54. **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.
55. **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.
56. **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.
57. **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 waqif so far as such wishes can be ascertained.

58. Preparation of budgets of certain auqaf.—

- (a) The Chief Executive Officer shall prepare the budget of auqaf whose mutawallies 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.

59. 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.

60. 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.

61. 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.

62. 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 the annual report.

63. 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.

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

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

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

67. 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.

68. 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.

69. 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.

70. 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(d)/110(2)(d)]

71. Allowances of Chairperson and members.—

- (1) Chairperson of the board, if not a member of legislative assembly or the official member, shall be entitled to such fee & allowances as the Board may fix in consultation with the Government.
- (2) Every member of the Board whether local or outstation shall be entitled for a daily allowance of rupees one thousand for each meeting. Prior approval of Chairperson shall be mandatory for all meetings/visits except the Board meeting.
- (3) Chairperson and members from outstation shall be entitled to perform journey from the place of residence to the place of meeting by rail in first class or second class AC coach or by bus, whichever is available.
- (4) Persons travelling by their own car or by taxi shall be entitled to a road mileage of rupees twelve per kilometer. Provided that the board may revise the rates as and when it deems appropriate.
- (5) The Boarding and lodging charges applicable to the members of the Board on their out station visits shall be as has been prescribed by Government of Punjab for “Group A” officers with Grade pay of 6600.

72. 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 official of the Board shall observe secrecy in those matters whose disclosure may be prejudicial to the interest of the Board or any waqf.

BY ORDER AND THE NAME OF

PUNJAB WAQF BOARD
(NAME: JUNAID RAZA KHAN)
Chairperson.

PUNJAB WAQF BOARD**FORM-I****(Section 36)****APPLICATION FOR REGISTRATION OF WAQF UNDER SECTION 36 OF THE WAQF ACT, 1995**

To,

The Chief Executive Officer,

.....

.....

.....

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.

1. Description of waqf properties—
 - (a) List of property and its description with estimated value.
 - (b) Municipal number, if within municipal limits.
 - (c) Khatian and khasra number.
 - (d) Area leased out to tenant.
 - (e) Area of land under self possession.
 - (f) Encumbrances and allowances, if any, and persons, bodies or institutions in actual physical possession of the same.
2. Gross annual income from such properties.
3. The amount of land revenue, cesses, and rates and taxes payable annually in respect of waqf properties.
4. Estimate of expenses annually incurred in the realisation of the income from waqf properties—
 - (a) in case of immovable properties, cost annually incurred to a maximum of 12.5% of the gross income;
 - (b) 1% in the case of income from securities, debentures share dividends, etc.;
 - (c) 1% in the case of income from fixed contributions in lumpsum such as (i) regular allowance paid by a trust fund or (ii) when the entire waqf property has been let out; and
 - (d) 1% in case of the cash value of crops which do not require the employment of a collection staff.
5. List of expenditure directed by the waqif or according to waqf deed or usage or customs for—
 - (a) salary of mutawalli and allowances to individuals;
 - (b) expenses for charitable purposes;
 - (c) expenses for religious purposes;
 - (d) expenses for other purposes;

6. A correct statement of the accumulated income out of the waqf properties in cash or kind.
7. The rule of succession to the office of mutawalli under the waqf properties.
8. The manner in which the waqf is administered at present, that is, whether under a scheme settled by a court of law or by a popularly constituted Committee.
9. Name of waqif
10. Name of mutawalli(s) with present addresses.
11. Year and date of the waqf deed.
12. List of papers submitted.

VERIFICATION

I solemnly declare that the above statement is true to my knowledge and that I have not concealed anything.

Signature:

Address:

.....

.....

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.

PUNJAB WAQF BOARD

FORM NO. II

[Section 110(2) (l)]

APPLICATION FOR INSPECTION

To

The Chief Executive Officer,

.....

.....

- 1. Name of the applicant..... s/o,w/oresident 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 inspection was made:

Dated:

Signature of applicant.....

after inspection made:.....

Dated.....

PUNJAB WAQF BOARD
FORM NO. III
GENERAL APPLICATION FOR COPY

To

The Chief Executive Officer,

.....

.....

.....

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 is required i.e. whether it is required for private use or for filing in some court etc.:
.....

Dated:.....

Number of application in the copying register:

Copying fee received with application

Order passed:

Signature of Chief Executive Office

Dated

Signature of copyist

Dated.....

Singnature of recipient of the copy

Dated:.....

PUNJAB WAQF BOARD

[Section 110(2) (1)]

FORM NO. IV

GENERAL APPLICATION FORM

To

The Chief Executive Officer,

.....

.....

.....

Name of the applicant..... son of

address of residence

Connected property:..... Location:.....

Sir,

The above humble petitioner submits as under—

- 1.
- 2.
- 3.

(Signature of applicant)

Dated:.....

PUNJAB WAQF BOARD**FORM NO. V****MINUTE BOOK OF THE MEETING OF THE BOARD AND THE COMMITTEES**

Date:

Name of Members Present:

Resolution No.	Name of Mover & Seconder	Details of Resolution	Amendment Moved Name & Details	Substance Of Discussion	Result of the Motion (In Favour or Against)	Form of Resolution adopted and carried	Remarks
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1	2	3	4	5	6	7	8
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PUNJAB WAQF BOARD**FORM NO. VI****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

PUNJAB WAQF BOARD
FORM NO. VII
ESTABLISHMENT REGISTER

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

PUNJAB WAQF BOARD

FORMNO. VIII

REGISTER OF IMAMS, MUEZZINS, KHADIMS, CARETAKERS AND MUJAWIRS

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

PUNJAB WAQF BOARD**FORM NO. IX****INSPECTION BOOK**

Name of waqf

Place of location.....

(Village, Tehsil and District)

Date and time of visit Official making the visit or inspection	Name and designation of officer or other	Remarks and suggestions
1	2	3
