

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

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

Dated: 09th Dec , 2019

To

1. Principal Secretary for Minority Welfare,
All State /UT Governments
2. Chairman, All State /UT WBs

Subject: Nomination for Awards of Excellence in Management of Waqf Institutions, 2019

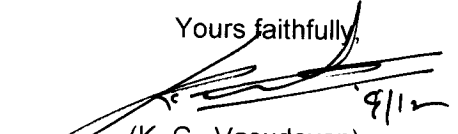
Sir,

As you may be aware, Qaumi Waqf board Tarraqqiati Scheme launched by the Ministry October, 2017 has many modified/new provisions so as to achieve the laid down objectives. The above mentioned Awards are also part of the Scheme which provides for giving of cash award every year to the Mutawalli/Management Committees for achieving excellence in management if waqf institutions based on financial performance, innovative practice, use of technology etc.

2. Accordingly, the Ministry of Minority Affairs has invited nominations through newspapers for award of Excellence in Management if Waqf Institutions-2019 vide enclosed copies of advertisements. The last date of receipt of applications from Mutawallis/Waqf Institutions by the respective State Waqf Boards is **31st Dec, 2019**. After scrutinizing applications, SWB shall recommend the proposals to the Central Waqf Council. All the other details of the award scheme may be downloaded from the website i.e. minorityaffairs.gov.in. A copy of the Awards Scheme is enclosed for ready reference.

3. It is requested that the award Scheme may please be given wide publicity and brought to the notice of all concerned for submission of the proposals well in time to the SWBs for further scrutiny and onward transmission.

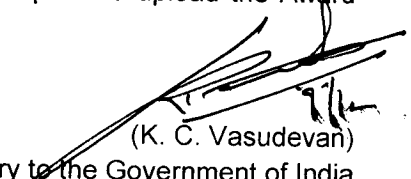
Yours faithfully,


(K. C. Vasudevan)

Under Secretary to the Government of India

Copy to:

1. The CEO, All State/ UT Waqf Boards
2. The Secretary, Central Waqf Council, New Delhi with a request to further follow up with concerned States /UTs.
3. The Sr. Technical Director, NIC, MoMA with a request to upload the Award Scheme on the Ministry's website.


(K. C. Vasudevan)

Under Secretary to the Government of India

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

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

1. A total of 12 awards will be given. All Waqf Boards will be divided into Four zones. Three awards will be given in each zone. The awards in each zone will be given at three levels. First level award will carry a cash component of Rs. 1.00 Lac, second level of Rs. 75,000/- and third level Rs. 50,000/- a citation and a suitable memento will also be given to each awardee.
2. The awards will be given once in a year.
3. An institution or Mutawalli once given the award will not be eligible for another award for 10 years. However, applicant institutions not given the award may be eligible to be considered in the subsequent years for a maximum of three attempts in a block of ten years counted from the award year.
4. Eligibility criteria: a Waqf institution shall be eligible for consideration under the scheme provided the institution has been in existence and registered with the relevant Waqf Board for the last five years as on 1st January of the year for which the award is to be given. The institution should have been registered in the WAMS portal. The institution should have been paying share of Waqf revenue to State Waqf Board continuously in the preceding three years. The institution should also have a regular auditing of the accounts duly submitted to the concerned Waqf Board in all five years.
5. Eligible Waqf institutions shall submit their applications in prescribed proforma alongwith all required documents to the concerned State Waqf Boards. The concerned SWB under the signature of the CEO will forward the same to the CWC by the due date certifying authenticity of the information provided by the applicant institution.
6. A State Waqf Board will be allowed to recommend not more

than three applications on the basis of a pre-decided criteria including physical interaction with the applicant institutions. A consolidated proposal of the nominations complete in all respects will be sent by the SWB by the due date only once in a year.

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

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

- I. Total income from Waqf Properties during last 3 years.
- II. Percentage increase in income of property year wise.
- III. Annual income from the Waqf properties relative to the value of the Waqf property as per prevailing market rate(circle rate notified by the District Administration/State Government).
- IV. Extent of compliance of Lease Rules by the Mutawalli / Management Committee while leasing Waqf Properties / buildings indicating number of properties/buildings leased out and total rental income.
- V. Extent of usage of IT in its functioning:- Details such as data entered in registration module, leasing module, Mutawalli assessment return module and litigation module to be furnished.
- VI. Other innovative use of IT tools for management of the institution and for enhancing income of the Waqf institution;
- VII. Details of the initiatives taken up by the management committee to enhance the income of Waqf during last 3 years.
- VIII. Number, area and value as per notified circle rate of the State/distt. revenue authorities of the properties cleared of encroachment year wise in the last three years.
- IX. infrastructure development by way of self efforts/loan for commercial/social purpose;

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

**Proforma For Nominations for Awards of Excellence in Management of Waqf Institutions-2019
(To be submitted through State Waqf Board)**

State-

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

S. No.	Particular	Enclosure No.	Remarks of CEO
I.	Total income from Waqf Properties during last 3 years. (Enclose copies of statement of accounts submitted to Board under section 46) Year Income 2015-16 2016-17 2017-18		
II.	Percentage increase in income of waqf year wise. 2015-16 2016-17 2017-18		
III.	Annual income from the Waqf properties relative to the value of the Waqf property as per prevailing market rate (circle rate notified by the District Administration/State Government). (i) Upto 3% (ii) Above 3% to 5% (lii) Above 5%		

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

VII.	<p>Number, area and value as per notified circle rate of the State/Distt. Revenue authorities of the properties cleared of encroachment year wise in the last three years.</p> <p>2015-16 2016-17 2017-18</p>																		
VIII.	<p>infrastructure development by way of self efforts/loan for commercial/social purpose;</p> <p>2015-16 2016-17 2017-18</p> <p>Present status of loan availed from CWC if any</p>																		
IX.	<p>Amount spent on Welfare activities as percentage of total income of the Waqf institution;</p> <table border="1" data-bbox="268 913 816 1070"> <thead> <tr> <th>Year</th> <th>Total Income</th> <th>Amount spent on welfare activities</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td></td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> </tr> </tbody> </table>	Year	Total Income	Amount spent on welfare activities	2015-16			2016-17			2017-18								
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X.	<p>Any additional properties acquired out of the income of the Waqf fund with sanction of the State Waqf Board;</p> <p>Details of the properties acquired and decision of the Board</p>																		
XI.	<p>Whether statutory contribution of 7% was paid by the Mutawalli/ Management Committee regularly, if so the detail for last 3 years and amount paid for each year and arrear if any.</p> <table border="1" data-bbox="268 1529 816 1720"> <thead> <tr> <th>Year</th> <th>net annual income</th> <th>7% amount paid</th> <th>balance if any</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	net annual income	7% amount paid	balance if any	2015-16				2016-17				2017-18					
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XII.	<p>Whether accounts of the waqf were audited during the last five years (if so, enclose copies of the audit report).</p> <p>Year Status(Audited/Not audited)</p> <p>2013-14 2014-15 2015-16 2016-17 2017-18</p>		
XIII.	<p>Any other innovative use of IT tools for Management of the Waqf Institutions and for enhancing income (enclose / upload detailed write up max 300 words).</p>		
XIV.	<p>Innovative efforts made for prevention of future encroachment on Warqf property (enclose / upload detailed write up max 300 words).</p>		

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

Signature of Mutawalli/Management Committee

Date-

Place

Remarks of CEO