Frequently Asked Questions (FAQs)

On

Public Interface

Of

Waqf Management System of India
[WAMSI-Pub-FAQs v1.0]

Minorities Affairs Informatics Division
National Informatics Centre (HQ), Government of India
New Delhi

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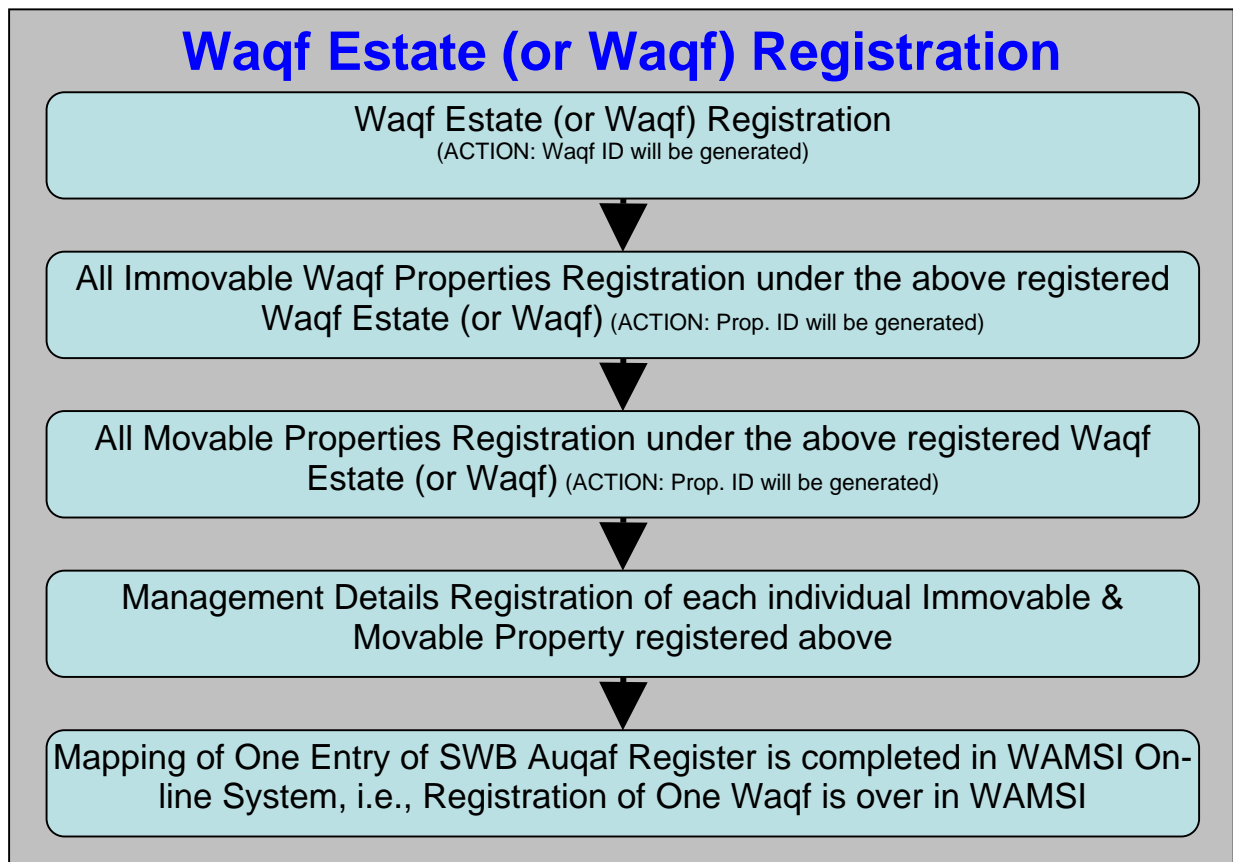Chairman (Project Management Committee) of WAMSI

AMENDMENT LOG

Version No.	Date Released	Change Number	Brief Description	Section Change
1.0	October 01, 2013		WAMSI-Pub-FAQs v1.0	Initial Version

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WAMSI On-line System Waqf Registration FAQs

Waqf Estate (or Waqf) Registration

> Waqf Estate (or Waqf) Registration
> (ACTION: Waqf ID will be generated)

⬇

> All Immovable Waqf Properties Registration under the above registered Waqf Estate (or Waqf) (ACTION: Prop. ID will be generated)

⬇

> All Movable Properties Registration under the above registered Waqf Estate (or Waqf) (ACTION: Prop. ID will be generated)

⬇

> Management Details Registration of each individual Immovable & Movable Property registered above

⬇

> Mapping of One Entry of SWB Auqaf Register is completed in WAMSI On-line System, i.e., Registration of One Waqf is over in WAMSI

Format of Waqf ID:

First 2 digits are State Abbreviations and rest 6 digits are Auqaf Register Serial No. with preceding Zeros. If there are several Auqaf Registers maintained by SWB as per District Names, then out of 6 digits, first 2 digits are set as District Census Code or District Transport Code and rest 4 digits are assigned to District Auqaf Register Serial No. with preceding Zeros.

Census 2011 Geographic Area Codes:

As per the recommendations of the MDDS Committee a new coding pattern for various geographical entities has been devised. The Location Code Directory has been provided with unique codes on All India basis, which can be used for various e-Governance purposes. The coding convention used is as follows:

1. The State code of 2 digits within India has been used similar to the one used in earlier census.

2. The District code of 3 digits continuous code within India has been given.
3. The Sub-district code of 5 digits continuous code within India has been used.
4. The Village code of 6 digits has been used continuous code within India.

Range of 000001-799999 have been kept for Villages. The Census Towns and OGs which are treated as urban for census purpose, have also been included in the Rural Directory.

The Town codes (only statutory Towns) have been numbered within India. The Town code range is 800001 – 899999.

For the new codes following are the provisions laid down by the MDDS committee for E-Governance:

Addition Cases: In case of addition of new Villages/Towns/Sub-DTs/DTs, the new geographical entity shall be added at the end with an incremental code for that geographical entity.

Merger Cases: In case of merger, the original code of merging geographical units shall be frozen and a new single incremental code shall be given to the merged unit at the end of the corresponding geographical entity.

Split Cases: In case of split cases the original single code shall be frozen and new individual incremental codes shall be provided at the end of the corresponding geographical entity.

WAMSI On-line System Annual Return Filing FAQs

In WAMSI, Annual Return Filing is mandatory for all the Waqf Properties managed by any Manager including State Waqf Board, except those defined as non-assessable during Registration process like purely Graveyard, purely Mosque, etc.

If any Waqf Estate (Graveyard, Mosque, etc) is having attached Waqf Property(ies)) like Rooms, Shops, etc, which could generate Income then they all must be entered as separate Waqf Property(ies) under its Waqf Estate).

Work Flow of WAMSI Annual Return Filing is as follows:

1. Total Income is the Sum of Incomes from all Sources for a particular Waqf Property during the Financial Year under consideration without any deduction whatsoever.

2. Total Expenditure is the Sum of all Expenditures admissible under Wakf Act, 1995 incurred on a particular Waqf Property during the Financial Year under consideration.

3. Next, SWB have to mention the Contribution (%) applicable to that particular Waqf Property (decided by CEO, maximum being 7% as per Wakf Act, 1995). System automatically calculates and shows the Contribution Due (Rs.) in the next Field. Internally, System will keep track of CWC Contribution out of this total Contribution (i.e., 1/7th of SWB). Contribution is applicable only to those Waqf Estates (Waqf) whose Net Annual Income is greater than or equal to Rs.5,000/= as per the central Wakf Act, 1995.

4. Against the Calculated Contribution, SWB have to enter Contribution Receipt(s). Balance Amount (i.e., Difference between DUE and RECEIPTS) will be carried-out in the next Financial Year and will be adjusted in future Receipts.

In WAMSI System, Annual Return is to be filed for individual Waqf Property within the Waqf Estate but the current practice in various Waqf Boards, is to assess the accounts on the basis of Waqf Estates and not Waqf Property-wise. So, Waqf Boards must evolve a working methodology, to first assess the accounts of Waqf Estate manually and then (if contribution is applicable to a particular Waqf Estate) proportionally distribute the Incomes and Expenditures while filing annual return in WAMSI of each Income generating Waqf Property within that particular Waqf Estate. This methodology should be continued till Managers (i.e., Mutawallis, Management Committees,

Administrators, Waqf Boards, etc) submits their Annual Returns Waqf Property-wise. Therefore, State Waqf Boards have to continuously impress-upon the Managers to comply this very important aspect while Filing Annual Returns of Waqf Properties.

This is very essential as per the prime requirement of WAMSI to monitor the revenue trends of individual Waqf Properties over a period of time compared to similar property nearby so that appropriate remedial action could be taken to enhance the revenue for running welfare schemes for needy persons as intended by Waqif of Waqf Properties.

WAMSI On-line System Leasing Module FAQs

Lease Module is applicable only to those Waqf Properties which are directly managed by the Waqf Board during a certain period.

So, for all other Waqf Properties managed by other Managers (such as Mutawalli, Management Committee and Administrator), Leasing Details are NOT required in WAMSI On-line System. These managers will keep this information with them but Annual Returns have to be filed in SWB for all such Waqf Properties.

WAMSI DMS Off-line System FAQs

Digitization FAQs

Pre-Digitization Work consists of below two activities:

Properties Documents arranged in separate folders
Every SWB maintains a Auqaf Register in which every Waqf Property is serially entered. So, all the archival documents pertaining to each Waqf Property like Waqf Deed, Record of Right, Gazette Notification, Registration Form etc, needs to be put in Separate Physical Folder. All such Physical Folders should be arranged in Auqaf Register Serial No. wise.

Metadata pasted on folder
Standard Metadata Format is to be filled with the information culled-out from the Archival Documents available in each Physical Folder. This filled-in format sheet should be pasted on the cover of each Physical Folder.

For any suggestion to improve the content of this Document, please write to:

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