

PUNJAB WAQF BOARD REGULATIONS

CHAPTER – I

PRELIMINARY

1. **Short title and commencement-** (1) These Regulations may be called the Punjab Waqf Board Regulations, 2014

(2) They extend to the whole of Punjab Waqf Board.

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

2. **Definitions** - 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 (Jammah);

(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, 2014;

(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 portions of waqf alal-aulad as in reserved for charitable & pious 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.

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

(1) The Chief Executive Officer; and

(2) Casual employees/Adhoc-employee/or contract based employee

CHAPTER-II

CONDUCT OR MEETINGS OF THE BOARD AND THE COMMITTEES

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

4. **Meetings of the Board.-** The Board shall ordinarily meet once in a month or often, if necessary as may be decided by the Board, in 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 three days' notice along with 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 sufficient number of members, not being present at the meeting to constitute quorum, the meeting shall stand adjourned to such time of 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 or want of time or any other reasons, 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 a 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 an 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, present members and the Chief Executive Officer in the Minutes Book.

(10) Draft minutes of the meeting signed by the Chief Executive Officer, shall be circulated to the members of the Board or its Committee 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) Vote may be recorded by show of hand or by ballot at the discretion of the Chairperson, or 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)]

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 the meeting of the Board or its Committee, except with the special permission of the Chairperson if it is of urgent nature, provide 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 committee.

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 the 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, Chairperson shall put them to vote in such other as be may deem proper.

10. 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.

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 of 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 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.

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 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 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 or 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 any other member present with the permission of 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 particular 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 Committee to assist it, in smooth functioning of its affairs-

- (1) Finance Committee;
- (2) Property and Leasing Committee;
- (3) Education and Religious Affairs Committee;
- (4) Masjid, Qabristan and Imambara Committee;
- (5) Appointments Committee
- (6) Employees Grievance Redressal Committee.

21. Election of the Committee – Every Committee shall be elected by the Board for one year and shall have three members one of them shall be as woman out of which two shall be the

members 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 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.

23. 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.

24. Every Committee shall meet once in a month. Two members of the Committee shall form a quorum.

25. The Board may extend the term of any Committee by a resolution provide 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 the approval or the information of the Board as the case may be.

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

32. The Board may dissolve any Committee by a three fourth majority of the members present in a specify 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 functions 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 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 Committee 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 even of failure of mutawallies or Committees to submit them, return them for amendment or sanction them with or without modifications, provide 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 the resolution of the Committee;

(f) to enquire and consider the financial irregularities and pass final orders thereon, of 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 upto rupees one Lac in each case, provided funds can be found by re-appropriation or savings;

(iii) recurring expenditure upto 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 mutawallies 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 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 willful;

(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 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 Committee to manage have appointed are deposited in the registered Waqf Fund having A/C in schedule Bank.

36. Functions and powers of 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 concurrent of the Finance Committee;

(c) to ensure proper upkeep of records and title-deed 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 encroachment on waqf properties;

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

(f) to take steps for maintaining all buildings, including all mosques, khanqahs, dargahs and takias etc. under the control of 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 & 56

[Section 52-A]

(i) take steps to file FIRS against sellers, purchaser and encroachers of waqf properties by Estate Officer with police help or local authority's help at the spot and such action of Estate Officer shall be ratified by the Board (Section 52-A)

[Section 56]

(j) to take steps for the recovery of waqf properties leased between 01.01.2006 to 31.10.2013, 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 (Section 104-B):

(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 recover 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 mutawallies 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 the member of the Board.

37. Functions and powers of Education and Religious Affairs Committee- The functions and power 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 arrangement 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 and widow;

(f) to recommend for the appointment of Committees for religious educational institutions directly managed by the Board and see that high standard of education is being imparted in Arabic Madrasa.

(g) to provide competitive atmosphere in School & College under the management of Punjab Waqf Board.

38. Function 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 convenience for the religious performances are provide on adequate scale in all mosques;

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

(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 efficiency and punctually;

(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 equipments 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 property 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 for more than five members.

39. Functions and powers of Appointments Committee- The functions and powers of Appointments Committee shall be as follows-

(a) applications for every post shall be invited by advertising in Urdu, English & Punjabi Newspaper, having circulation in Punjab.

(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;

(d) promotion on every post shall be on the recommendation of the Appointment Committee on seniority-cum-merit-cum-fitness basis.

**CHAPATER-IV
MAINTENANCE OF REGISTER OF AUQAF**

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

40. 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 hundred;

(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 applications and the correctness of particular 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.

41. Su-moto 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;

42. 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 waqif.

[Section (79)]

43. Books to be kept in the office of the Board- 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, 2014;

- (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 Committee, offices 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 110(2)(h)]

44. 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 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 1st April each year;

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

45. 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 Load 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 properties 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 and book keeping 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 Waqf Council.

CHAPTER-V TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS AND EMPLOYEES OF THE BOARD

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

46. Qualification for appointment- (1) No person shall be eligible for appointment in group A service, unless he is a graduate and possesses, administrative experience for at least five years and is conversant with land record and revenue laws. For technical posts, the qualifications shall be diploma in Engineering for Junior Engineer and degree in Engineering in Assistant Engineer. For group B and group C posts, the minimum qualifications shall be graduate. For group D posts, minimum qualification shall be 10th class pass provided that the Board may prescribe such other qualifications for recruitment to specified categories of the post as it may deem fit. Knowledge of Urdu & Arabi shall be as essential qualification for all posts.

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

47. Working hours- The working hours of the employees of the Board shall be the same as fixed for the employees of the Government, unless opted otherwise by the Board.

48. Appointment of the employees of the Board. – Appointments to the posts under the Board shall be made by the authorities specified hereinafter.

49. Appointing authorities- (1) The following shall be Appointing Authorities for each post-

Posts	Appointing Authorities
Group A B and C	Chairperson with the approval of the Board

Group D Chief Executive Officer

- (2) All the posts under the Board shall be classified as group A, group B, group C and group D.
(3) The scales of pay of the employees of the Board shall be as follows:

Group A	(designation to be mentioned)	pay scale of the employees of the Board will be as per Punjab Govt. pattern and Board will fix the same at the time of initial appointment.
Group B	(designation to be mentioned)	
Group C	(designation to be mentioned)	
Group D	(designation to be mentioned)	

(4) All the appointments, postings and transfers of the employees of the Board shall be on the recommendations of the Appointments Committee.

(5) An employee of the Board shall not remain on one post for more than three years. He may, however, be transferred earlier by the competent authority.

50. Probation.- Appointment to all the posts shall be subject to probation or/trial for a period of one year which may be extended further by the appointed authority at his discretion. If no extension is made, the employee shall be deemed to have been confirmed after the expiry or the probation period.

51. Termination of probation- The appointing authority may, before the expiry of the period of probation, terminate the probation of the any person and discharge him from services if he is a direct recruit, after giving him one months' notice or one month's pay in lieu of notice. In case of promotion on probation, the appointing authority may revert him to his permanent post under the Board. If any leave is granted, the period of notice and leave shall run concurrently.

52. Disqualification for appointment- Any person who has been convicted of an offence involving moral turpitude or who has been dismissed from the service of the Central Government, State Government or any local authority or any person who has been declared medically unfit, or who has concealed material particulars at the time of appointment shall be disqualified for appointment under the Board.

53. Medical Certificate- (1) Every person appointed for the first time to a post under the Board, shall furnish a certificate of health fitness to the Chief Executive Officer. The medical certificate shall be in the following form and it shall be attached to the first bill submitted for the pay of person concerned:

"I hereby certify that I have examined Mr/Ms.
..... s/o, d/o, w/o r/o
..... whose signature is attested
below, a candidate for employment as under
Punjab Waqf Board and have not discovered that he/she has any disease, (communicable
or otherwise), constitutional weakness or body infirmity, except I
do not consider that the infirmity is disqualification for the said employment.

- (2) The certificate shall be issued by the Civil Surgeon of the district or the Medical Superintendent of Government Hospital.

54. Security- (1) The Board may demand such security as it considers necessary from any of its employees but the amount of security so demanded shall not exceed the amount of case likely to be handled by the employee.

(2) The rules laid down in the General Financial Rules of the Government shall be followed mutatis mutandis in matter relating to security deposit. For this purpose the expression ' State

Government' or Head of Department' wherever it occurs in the said rules, shall mean the "Board" and expression "Government servant' wherever it occurs shall mean the 'employee of the Board'.

55. Date of retirement- (1) The date of retirement of an employee of the Board shall be the date on which he attains the age of 60 years. He may be retained in service after the said date, in exceptional circumstances with the sanction three fourth members of the Board in the interest of waqf, provided that he is medically fit but shall not retained in service after the age of 65 years.

(2) No extension shall be granted for more than one year at a time. The medical fitness , as aforesaid , shall be certified before such extension.

(3) Notwithstanding anything contained in these Regulations, the appointing authority shall, if it is of the opinion that it is in the interest of auqaf so to do, have the absolute right to retire an employee of the Board reasons be recorded separately and by giving him notice or not less than three months in writing or three months' pay and allowances in lieu of such notice-

(a) if he is, in group A or group B or post in a substantive, permanent or temporary capacity, after he has attained the age of 60 years;

(b) in any other case, after he has attained the age of 60 years.

56. 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 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.

57. Character roll.- In addition to service book, character roll shall be maintained by the Chief Executive Officer. Character roll shall be maintained in such form as may be specified by the Board in which censure, other punishments and commendation shall be communicated to him within six months. It shall contain a yearly report on the work of 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.

58. Promotion and efficiency- (a) all promotions to higher grade or ranks shall be on the recommendation of Appointment Committee, on the basis of merit-cum-seniority-cum-fitness;

(b) there shall no bar for reverting an employee from a higher post to which he may have been promoted on an officiating or trial basis, if he is not found up to the mark;

(c) annual or periodical increments in pay scales shall not be allowed as a matter of course and normally an employee against whom there has been an adverse report during a year shall not he allowed his increments until he earns a good report.

59. Advance increment- The Board, may in exceptional circumstances, grant increment in advance to an employee in consideration of his special qualifications, experience and conduct.

60. Seniority- The relative seniority of employees in any grade shall be determined according to the dates of continuous appointment to the grade. Employees promoted on the same date shall keep the position inter se which they held in the lower grades from which they were promoted. Seniority of persons recruited directly shall be determined according to the order of merit indicated at the time of selection for appointment.

61. Reduction of establishment- When a post is abolished, the junior most employee in the grade shall be discharged or reverted to the next below.

62. Order for abolition of posts- (a) an order for abolition of a post or for reduction of the post of an employee shall not be brought into operation in the case of a permanent employee before the expiry of three months after the notice has been given to the employee affected and in other cases before the expiry of one month after the service of notice;

(b) in the case of an employee on leave, the order shall not be brought into operation before the leave expires, but the leave and the period of notice shall run concurrently.

63. Casual Leave- Eight days' casual leave in a calendar year or as determined by the Board shall be admissible to the employees of the Board

64. Earned Leave- The employees of the Board shall be governed by the leave rules applicable to the employees of the Punjab Government, as amended from time to time.

65. Maternity Leave-

66. Paternity Leave-

67. 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.

68. Suspension- (1) The appointing authority maybe 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, extended the period of suspension for a further period a 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 subject to him co-operation with Inquiry Officer appointed by the Board to enquire the charges framed against him.

(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 compulsory retired consequent to such conviction.

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

69. 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 promotions;
- (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.

70. Procedure for imposing major penalty-(1) No order imposing any of the major penalties, specified in clause (b) of sub-regulation (1) of regulation 68 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 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 his 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.

71. Procedure for imposing minor penalty- No order imposing any of the minor penalties specified in clause (a) of sub-regulation (1) of regulation 68 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.

72. 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.

73. 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.

74. 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 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 68

(3) An appeal of suspension;

(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 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.

75. 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.

76. 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 74; 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 74 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 fact and the reasons thereof.

77. 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 75 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 75 and thereupon such appeal shall be transmitted to that authority by the person withholding the appeal and the relevant record.

78. 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 67 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 non compliance 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.

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

80. Service conditions of imam, muezzins, caretakers, khadims and mujawirs shall be as follows- (1) Provisions of regulations 47 to 80 shall not apply to imam, muezzins, caretakers, khadims and mujawirs.

(2) The vacancies for the posts of imam, 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 Alim, Hafiz and Nazira or its equivalent from a reputed Islamic Educational Institutions. The candidate shall have to appear before the Appointment Committee for this purpose. A panel of two names for each post shall be drawn by the Appointment Committee and set to the Board, which shall select one out of two names for each post, recommended by the Appointment Committee.

(3) The remuneration, be paid to Imams, Muezzins, caretaker etc. as per fixed by the Punjab Waqf Board.

(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 imams 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 licence fee as determined by the Board.

(6) The imam or muezzin shall not start a Madarsa 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 complied 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 to 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 an Imam, Muezzins, Caretakers, Khadims and Mujawars attain the age of 60 years.

81. 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 of any other person, any gift or substantial value, unreasonable gratuity or reward from a person no related to him;

(d) no employee of the Board shall is prohibited from having pecuniary relations with any mutawalli or with staff or establishment of any waqf or other institutions;

(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 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 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 an employee of the Board of 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, 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 of 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.

(1) 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 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 criticise 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 Punjab Civil Services Rules shall, mutatis mutandis, apply to the employee 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 consequences 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

POWER AND FUNCTIONS OF THE CHAIRPERSON OF THE BOARD

82. Chairperson to the Chief Administrative Officer- The Chairperson shall be the Chief Administrative Officer of the Board and shall be responsible for the property functioning of the machinery set up by the Act.

83. 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.

84. 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.

85. 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.

86. 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.

87. Powers to spend money in case of emergency- The Chairperson shall have power to spend into rupees two lac in case of emergency which shall be subject to approval by the Board in its next meeting.

88. Powers 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 employee 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.

89. 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 FFOCER

[Section 23]

90. Control of Chairperson- The Chief Executive Officer shall work under the general supervision and control of the Chairperson.

91. 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.

92. 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.

93. 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 provisions of the Act, the Rules or the Regulations, he shall be the principal correspondent on behalf of the Board.

94. 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 occur.

95. 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 register auqaf whose income exceeds five thousand rupees per annum, 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 as far as such wishes can be ascertained.

96. 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 a may be imposed by the Board;

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

97. 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 principle or difficulty which requires the orders of the Finance Committee or the Board.

98. 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 classes of auqaf.

99. 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 news paper in the State.

100. 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.

101. 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.

102. 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.

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

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

105. 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 concurrent of the member of the State Bar Council, legal practitioner to act for the Board on such fee as approved by the Board of Chairperson.

106. 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.

107. 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.

108. Authentication of the order of the Board- The Chief Executive Officer or any officer authorized by him, shall authenticate order and decisions of the Board.

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

109. Allowance of Chairperson and members- (1) Chairperson and every member of the Board whether local or outstation shall be entitled for a daily allowance of rupees one thousand.

(2) Chairperson and members from outstation 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.

(3) Persons travelling by their own car shall be entitled to a road mileage or rupees ten per kilometer or as per State Govt. rules in place of train or bus fare.

110. 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 authorised by him or the Board in this behalf.

2) The Board shall sue and be used 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 outside.

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

BY ORDER AND THE NAME OF
THE PUNJAB WAQF BOARD

(Name Mohd. Izhar Alam)

Chairperson

PUNJAB WAQF BOARD
FORM-I
(Section 36)

APPLICATION FOR REGISTRTION OF WAQF
UNDER SECTION 36 OF THE WAQF ACT, 1995

To

The Chief Executive Officer

.....
.....
.....

Sir,

I s/o, w/o..... resident of
..... being mutawalli of waqf/beneficiary/person interest 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 the 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 realization of the income from waqf properties-
 - (a) in case of immovable properties, cost annually incurrent 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 case of income from fixed contributions in lumpsum such as (i) regular allowance paid by a trust fund or (ii) when the entries waqf property has been let out; and
 - (d) 1% in case of case 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 case 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 no 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 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-II
[Section 110(2) (1)]

APPLICATION FOR INSPECTION

To

The Chief Executive Officer

.....
.....
.....

Sir,

1. Name of the applicant..... s/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 fromto 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

FROM NO. III GENERAL

APPLICATION FOR COPY

To

The Chief Executive Officer

.....
.....
.....

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 application 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 recipient of the copy:..... Dated:.....

PUNJAB WAQF BOARD
[Section 110(2) (1)]
FROM NO. VI GENERAL

GENERAL APPLICATION FORM

To

The Chief Executive Officer

.....
.....
.....

Name of the applicant..... s/o,
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
[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	Remarks
							Favour	Against		
1	2	3	4	5	6	7	8	9	10	11

**PUNJAB WAQF BOARD
FORM NO. VI
[regulation 44(6)]
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 tem	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
[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 services		Remarks
									Pay	From	To		Date	Cause	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**PUNJAB WAQF BOARD
FORM NO. VIII
[regulation 79(13)]
REGISTER OF IMAMS, MUEZZINS, KHADIMS, CARETAKERS AND MUJAWIRS**

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 services		Remarks
								Pay	From	To		Date	Cause	
1	2	3	4	6	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 & Distt.)

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

Note:- The Punjab Waqf Board is following “Punjab Wakf Regulations, 1966” and “Punjab Waqf Rules, 1964 (with Amendment upto 1983”.

Now Rules and Regulations are being prepared in the light of Waqf Amendment, 2013 are under process.