

Waqf ID**										
SN	STATE/UT WAQF BOARD									
1	Waqf Classification** (√)			Sunni	Shia					
2	Waqf Type** (√)			Use	Fisabi-lillah	Allal-Aulad	In case of Use, Waqif Detail not Required			
3	Waqf Scheme (Description of Scheme of Administration of Waqf)									
4	Waqf Estate Name**									
5	Auqaf Register Sr.No. (6 chars)			Regn. Date		Waqf Exist Date				
6	Waqf Gazetted** (Y/N) <input type="checkbox"/>			Gazette No.	Date of Publication		Page No.			
7	Waqif UID-Name*									
8	Waqif Father/Husb.'s UID-Name*									
9	Waqif Address* (with City & District)									
10	Management of Waqf** (√)			Waqf Board	Administrator	Mutawalli	Managing Committee (MC)			
				Period	From	To				
11	Mutawalli/Administrator UID-Name*									
12	Mut/Adm Father/Husb.'s UID-Name									
13	Mutawalli/Administrator Address* (with City & District)									
14	MC President UID-Name* Address (with City & District)									
15	MC Secretary UID-Name* Address (with City & District)									
16	MC Member's UID-Names									
17	Management Approval Details			File No.	Approval Date		Expiry Date			
18	Movable Properties Details (Name, Type, Location, etc for each Property)									
19	Immovable Property Details (Imv. Property # 1)									
	(i) Property Name**									
	(ii) Land Type**			(Plot / Shop / Agriculture Land / Mosque /Graveyard/_____)						
	(iii) Property Boundaries (E, W, N, S)									
	(iv) Area with Unit*			Area	Unit		Sqm/Sqkm/Acres/_____			
	Fill given below fields if this is a RURAL Property					Fill given below fields if this is a URBAN Property				
	District/City** -					District/City** -				
	Sub-District** -					Sub-District** -				
	Village-PO** -					Town** -				
	Khata No. -					Ward No./Municipal Area -				
Khasra/Khewat No. -					Road/Lane No. & Name -					
Amsom/Door/Plot No. -					House No./Plot No. -					
Lease/Patta No. -					Nearest Milestone -					
20	Property Current Status*(√)			Encroached	Under Litigation	Alienated	Free Title (Non Encumbered)			
21	Estimated Value as on Date			Value	Rs.	As on Date				
22	Field Survey Details with Date									

(DH Signature with Date)
Name: _____

(Verifier/SWB Nodal Officer Signature with Stamp & Date)

Note: Additional Sheet(s) for more Immovable Properties (Details from SN.19 to 22 for each property) AND Additional Sheet(s) for more Movable Properties (Details as per SN. 18)

19	Immovable Property Details					
	(i) Property Name**					
	(ii) Land Type**		(Plot / Shop / Agriculture Land / Mosque /Graveyard/_____)			
	(iii) Property Boundaries (E, W, N, S)					
	(iv) Area with Unit*		Area		Unit	Sqm/Sqkm/Acres/_____
	Fill given below fields if this is a RURAL Property			Fill given below fields if this is a URBAN Property		
	District/City** -			District/City** -		
	Sub-District** -			Sub-District** -		
	Village-PO** -			Town** -		
	Khata No. -			Ward No./Municipal Area -		
Khasra/Khewat No. -			Road/Lane No. & Name -			
Amsom/Door/Plot No. -			House No./Plot No. -			
Lease/Patta No. -			Nearest Milestone -			
20	Property Current Status*(√)	Encroached	Under Litigation	Alienated	Free Title (Non Encumbered)	
21	Estimated Value on Date	Value	Rs.	As on Date		
22	Field Survey Details with Date					

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	(i) Property Name**					
	(ii) Land Type**		(Plot / Shop / Agriculture Land / Mosque /Graveyard/_____)			
	(iii) Property Boundaries (E, W, N, S)					
	(iv) Area with Unit*		Area		Unit	Sqm/Sqkm/Acres/_____
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	District/City** -			District/City** -		
	Sub-District** -			Sub-District** -		
	Village-PO** -			Town** -		
	Khata No. -			Ward No./Municipal Area -		
Khasra/Khewat No. -			Road/Lane No. & Name -			
Amsom/Door/Plot No. -			House No./Plot No. -			
Lease/Patta No. -			Nearest Milestone -			
20	Property Current Status*(√)	Encroached	Under Litigation	Alienated	Free Title (Non Encumbered)	
21	Estimated Value as on Date	Value	Rs.	As on Date		
22	Field Survey Details with Date					

(DH Signature with Date)

Name:_____

(Verifier/SWB Nodal Officer Signature with Stamp & Date)

INSTRUCTIONS FOR FILLING-UP METADATA FORM

This duly filled-in Metadata Form (manually) will also supplement/help in entering the Data in WAMSI On-line System Registration Module (WAMSI-Regn.) apart from its usage in WAMSI Document Management System (WAMSI-DMS) through its Bulk Data Updation (BDU) Utility.

- All the Fields marked with * are Mandatory. However if the User doesn't have the required information he can write 'Information not Available' in the mandatory field, but the missing data have to be edited in WAMSI On-line System afterward to have an updated Waqf Database.
- All the Fields marked with ** are Mandatory. User cannot skip these fields.
- Collect maximum Information from the Actual Waqf Properties Sites/ Properties Documents/ Mutawalli's possession in order to prepare up-to-date inventory of Waqf in the Board.
- Use additional sheets if there is more than one Waqf Property in a Waqf (i.e., Waqf Estate). Fill Information from S.No.19 to S.No.22 (in case of Immovable Properties) and S.No.18 (in case of Movable Property).

How to write Waqf ID?

First 2 digits are State Abbreviations and rest 6 digits are Auqaf Register Serial Nos with preceding Zeros. If there are several Auqaf Registers maintained in the State Waqf as per their Districts, then out of 6 digits, first 2 digits may be set as District Census Code or District Transport Code and 4 digits are District Auqaf Register Serial Nos with preceding Zeros.

What is Waqf Scheme?

Description of Scheme of Administration of Waqf Property(ies) given by Waqif or Objectives or Purpose of Waqf.

UID-Name*:

UID here refers to 12 digit Aadhaar No. of the person concerned, presently not mandatory. **Name*** is the Name of the Person which is mandatory.