

Last Modified: 27-01-11

FAQs

Frequently Asked Questions for WAMSI



Project Management Unit (Waqf)
National Informatics Centre (HQ), NEW DELHI-110003
Phone # 011-24305348
E-Mail: nicpmu@wakf.gov.in

FAQs

- Q: [How to log into WAMSI](#)
- Q: [What is Waqf Estate in WAMSI](#)
- Q: [Define Waqf ID](#)
- Q: [What are the various Scenarios for Composition of Waqf ID](#)
- Q: [What to do in case of wrong Data Entry](#)
- Q: [How to capture Property information from SWB documents & map this information into WAMSI registration field to carry out Waqf Estate Registration of WAMSI or What is the process to register a Waqf Estate in WAMSI](#)
- Q: [How to access Reports/Data entered into WAMSI](#)
- Q: [Can multiple file upload facility is there in WAMSI](#)
- Q: [What to do in case of any Error generated or Waqf ID /other IDs not generated in WAMSI](#)
- Q: [What to do if Taluk/Tehsil or Village/locality does not found in drop down list](#)
- Q: [What to do if Area is available in Non-Standard Units of Measurement such as Bigha, Biswa etc.](#)
- Q: [What is Pre-Digitization Work](#)
- Q: [What are the Fields in the Metadata Sheet which is to be pasted on the Folders](#)
- Q: [Who is going to scan the properties Documents](#)

Question: How to log into WAMSI?

Answer: NIC-PMU (Waqf) will provide a Username & Password for each Module of WAMSI. There are Different Usernames & passwords for Data Entry into each Module of WAMSI. There is separate Login Username & Password for Administrator.

Question: What is Waqf Estate in WAMSI?

Answer: Waqf Estate acts as a container which encapsulates Immovable & Movable Properties along with the information of Property Management based on single auqaf register serial no. maintained by SWBs.

Question: Define Waqf ID?

Answer: Waqf ID Consists of 8 Characters. The first 2 characters comprise of the state abbreviation (e.g. MP for Madhya Pradesh) & remaining 6 characters are the Unique Aukaf Register Serial Number. SWB should follow uniformity while composing Waqf ID

Question: What are the various Scenarios for Composition of Waqf ID?

Answer: Various Scenarios for composing Waqf ID are:

Scenario 1: If for e.g.1893 is the Auqaf Register sr no., an Entry of U.P. Sunni Waqf Board. If this is unique across the entire Entries then the 6 digits to be chosen are 001893. In this scenario the Waqf ID generated for a particular Waqf Estate with Auqaf Register serial no 1893 will be UP001893

Scenario 2: Taking the above example, If separate Auqaf Register is maintained for different districts then a prefix code can be used (e.g. 01 for Allahabad, 02 for Meerut etc.) adding with remaining 4 digits of serial no. In this scenario the Waqf ID generated for a particular Waqf Estate with Auqaf Register serial no 1893 in Allahabad district will be UP011893

Scenario 3: Corollary to Scenario 2 for those States/UTs who have lesser number of Districts , if separate Auqaf Register is maintained for different districts in Haryana (say) then a prefix code can be used (e.g. YN for Yamunanagar, PA for Panipat etc.) adding with remaining 4 digits of serial no. In this scenario the Waqf ID generated for a particular Waqf Estate with Auqaf Register serial no 1893 in Yamunanagar district will be HRYN1893

Question: What to do in case of wrong Data Entry?

Answer: In case of wrong Data Entry Username & Password for Edit Module of WAMSI will be provided to Assistant Developers deployed at SWBs. DEO has not been given the rights to edit the Records in WAMSI

Question: How to capture Property information from SWB documents & map this information into WAMSI registration field to carry out Waqf Estate Registration of WAMSI or What is the process to register a Waqf Estate in WAMSI?

Answer: Most of the Registers maintained by SWBs carry the following information: Auqaf no, Waqf Name, Waqf Type, Registration Date, Scheme of Administration, Property details, Property address, Property Managed by, Mutawalli name, Mutawalli address, Other Details, Income & Expenditure. Here one entry under the above headings will serve as the basis of registering one Waqf Estate. Below are the steps the

DEO has to follow while mapping a single entry of SWBs register to a complete one Waqf Estate Registration.

Step 1: The DEO will fill in the details of **Waqf Estate Registration Form** by capturing the details from the entries/records based on Auqaf serial register no. After submitting the form the system will generate a Waqf ID (as explained above).

Under this Waqf Estate there may be Immovable Properties or Movable properties. The DEO will register these properties under this Waqf Estate

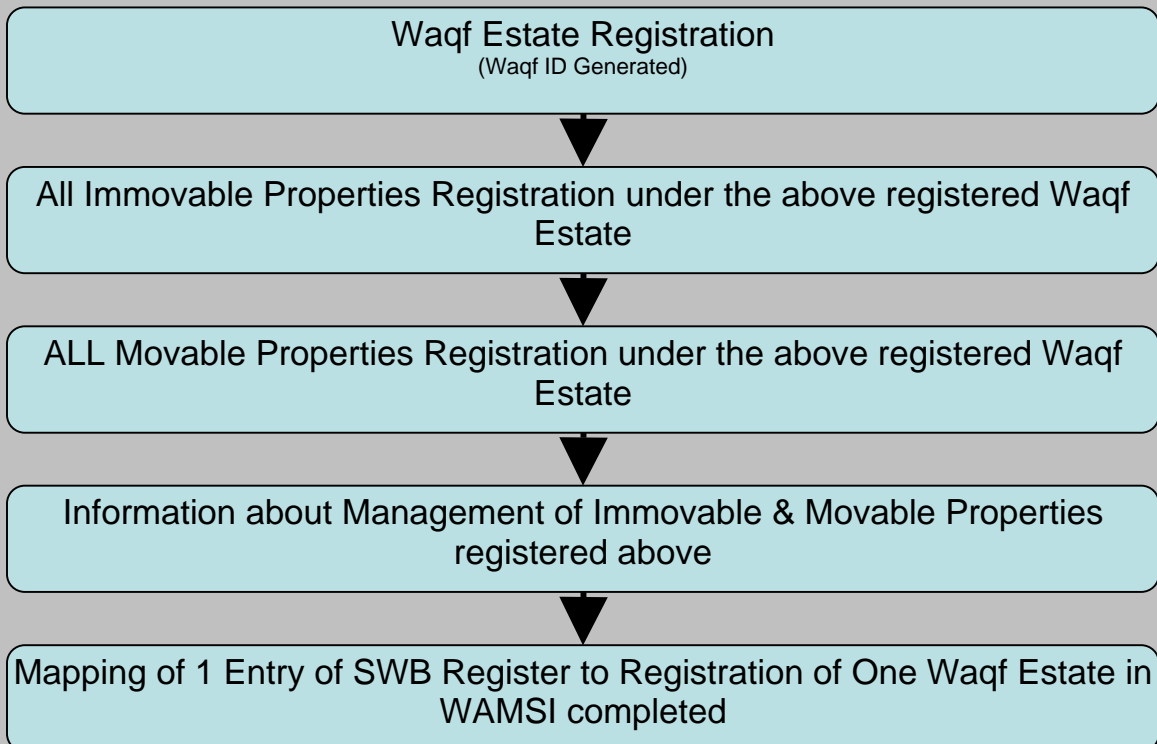
Step 2: The DEO will fill in the Immovable Property information in **Immovable Waqf Property Details Form** for the Waqf Estate which is registered in Step 1

Step 3: The DEO will fill in the Movable Property information in **Movable Waqf Property Details Form** for the Waqf Estate which is registered in Step 1

Step 4: The DEO will have to enter the Property Management Information in **Waqf Property Management Details of WAMSI** (To specify whether the Immovable/Movable property is managed by Mutawalli/MC/WB) for the Waqf Estate Properties which are registered in Step 2 & Step 3

The above Steps capture a single Record/Entry from a register maintained by SWBs. Based on this single entry; a Waqf Estate Registration gets completed in WAMSI.

Waqf Estate Registration Process



Question: How to access Reports/Data entered into WAMSI?

Answer: Reports/Data Entered by DEO can be accessed in the “Report Drop down Menu” with DEO login

Question: Can multiple file upload facility is there in WAMSI?

Answer: Yes, But User can't upload Multiple Images

Question: What to do in case of any Error generated or Waqf ID /other IDs not generated in WAMSI?

Answer: Please check your Browser, should be Internet Explorer 6.0 & above. In case of Error generated or ID not generated User is requested to take the print screen of the Error & immediately send it to nicpmu@wakf.gov.in

Question: What to do if Taluk/Tehsil or Village/locality does not found in drop down list?

Answer: In that Case user has to select 'Other' from the drop down list & manually type the concerned Name missing in the drop down list

Question: What to do if Area is available in Non-Standard Units of Measurement such as Bigha, Biswa etc.?

Answer: In order to select Non-Standard Units of Measurement User has to select 'Non-Standard' from the drop down menu. On selecting a new drop down will be reflected which will contain the Non-Standard Units.

FAQs related to Digitization Work

Question: What is Pre-Digitization Work?

Answer: Pre-Digitization Work consists of below two activities.

☞ Arrangement Properties Documents arranged in separate folder

Every SWB maintains a Auqaf Register in which every Waqf Property is serially entered. So, all the archival documents pertaining to each 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

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

Every SWB has to carry Pre-Digitization work simultaneously

Question: What are the Fields in the Metadata Sheet which is to be pasted on the Folders?

Answer: Metadata Sheet consists of 30 fields. User can click on the following URL to know the fields: http://wakf.gov.in/wamsidocs/metadata_format.html

Question: Who is going to Scan the properties Documents ?

Answer: In order to scan the Properties Documents NICS I Empanelled Scanning Agency will visit the SWBs and scan the documents along with Data Entry in 'Bulk Data Updation Utility'. The visit will take place only when the above two activities be completed by SWB Staff for all Waqf Properties entered in Auqaf Register.