

**Frequently Asked Questions (FAQs)**  
**of**  
**Waqf Management System of India**  
**[WAMSI-FAQs v1.2]**



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

**Frequently Asked Questions (FAQs)**  
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**[WAMSI-FAQs v1.2]**

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## AMENDMENT LOG

Version No.	Date Released	Change Number	Brief Description	Section Change
1.0	January 27, 2011		WAMSI-FAQs v1.0	Initial Version
1.1	October 10, 2012		WAMSI-FAQs v1.1	Added more Frequently Asked Questions
1.2	October 19, 2012		WAMSI-FAQs v1.2	Added Q&A Sec. C & D: C2, D3

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## **A. WAMSI PROJECT PRE-REQUISITE FAQs**

### **Question A1: What is the first thing I should do after joining WAMSI Project?**

#### **Answer A1:**

##### **a) Understand WAMSI Project:**

To understand the WAMSI Project (**W**aqf **M**anagement **S**ystem of **I**ndia) in a broad manner, you need to go through **Waqf Project Website** <http://waqf.gov.in/> at least 2-3 times initially.

##### **b) Check your email:**

**Check your email as well as to arrange to see official CEO Email (ceo??@wakf.gov.in) at least two times a day (morning 11:00 AM & afternoon at 4:00 PM)**

##### **c) Understand the Data of your SWB:**

To understand the Data of your SWB, please have a full day exclusive brainstorming session with SWB Staff. This Brainstorming Session will be coordinated by SWB nominated Nodal Officer in-line with the guidelines issued by **NIC-PMU (Waqf), New Delhi** pertaining to various work flows/processes of WAMSI On-line System.

##### **d) Finalize the Format for generating Waqf ID:**

Waqf Estate (normally called as Waqf by Waqf Board Officials) treated as a container in WAMSI. Waqf Estate encapsulates the Immovable & Movable Waqf Properties Details along with the information like who is managing for which period, etc. Each Waqf Estate is represented by unique Waqf ID in WAMSI. Auqaf Register is being taken as base for generating unique Waqf IDs.

Waqf ID Consists of 8 Characters. The first 2 Characters comprise of the State Waqf Board abbreviation (e.g., MP for Madhya Pradesh Waqf Board) & remaining 6 Characters are the unique Auqaf Register Serial Number.

Various Scenarios for composing of Waqf IDs are:

**Scenario 1:** If for example 1893 is the Serial No. of an entry in an Auqaf Register of U.P. Sunni Waqf Board. If this is unique across all the entries of Auqaf Register then the 6 digits to be chosen here

would be 001893. In this scenario the Waqf ID generated for a particular Waqf Estate will be “UP001893”.

**Scenario 2:** Taking the above example, If separate Auqaf Registers are maintained for different Districts then a prefix code (say Census Code for District) can be used (e.g., 01 for Allahabad, 02 for Meerut etc.) adding with remaining 4 digits of Auqaf Register Serial No. In this scenario the Waqf ID generated for a particular Waqf Estate in Allahabad District with Auqaf Register Serial No. as 1893 will be “UP011893”.

**Scenario 3:** Corollary to Scenario 2 for those States/UTs who have lesser number of Districts, if separate Auqaf Registers are maintained for different Districts then a prefix code (say Transport Code for District) can be used (e.g. YN for Yamunanagar, PA for Panipat etc.) adding with remaining 4 digits of Auqaf Register Serial No. In this scenario the Waqf ID generated for a particular Waqf Estate in Yamunanagar District with Auqaf Register Serial No. as 1893 will be “HRYN1893”.

Please send across a list of Districts for the composition of Waqf ID. Please refer **Waqf Project Handbook for Technical Manpower** available on Project Website under “Download” for further details.

**NIC-PMU (Waqf), New Delhi** will guide you to decide on this very important aspect (i.e., **Waqf ID**) of Waqf Records Computerization. Once the Waqf ID Format is finalized, concerned State Waqf Board should follow it unscrupulously for all the records.

**e) WAMSI On-line System basic Functionality Training:**

WAMSI On-line System basic functionality Training will be provided to you over phone by NIC-PMU (Waqf), New Delhi, when you join SWB. Please stick to the Time Schedule of the Training.

For training, your CCF Broad Internet Phone, which must be in CCF Room, will be used for Training. Please ensure with the help of CEO-SWB to have STD Facility on this phone.

**f) Practice WAMSI On-line System Post-Training:**

Post-Training you will be provided with Test Username & Password for test data entry into WAMSI On-line Registration Module for practice for two days.

Once the data entered by you seems to be in-order, you will be provided with your specific SWB Usernames & Passwords for actual data entry. In case of wrong Data Entry, a different set of Username & Password for editing the records will be provided to ADs because DEOs have not been provided the rights to edit the Records in WAMSI. Deleting of Records in WAMSI is only possible through Administrator of WAMSI at State Waqf Board level with mandatory filling-up of deleting reasons. All these communications will be done on emails & phones. So, always check your email at least twice a day.

In case of login difficulties, immediately call NIC-PMU (Waqf), New Delhi on Help Desk Phone: 011-24305348.

In case of WAMSI On-line System Doubts: please refer your email with Subject as WAMSI: Module Name Doubts, SWB Name

**For Example:** If West Bengal Waqf Board has some doubt in WAMSI On-line Registration Module, then subject of the Email should be written as WAMSI: Registration Module Doubts: West Bengal WB

### **Question A2: What is the use of Metadata Sheets?**

#### **Answer A2:**

##### **1. Use of Metadata Sheets in WAMSI Digitization Module:**

Metadata Sheets must be filled-in manually, by the SWB Staff legibly, as per the Standard Format available on Project Website, with the instructions followed scrupulously. Waqf ID must be carefully filled-in as per the guidelines.

For each Waqf (or Waqf Estate in WAMSI), only one Metadata Sheet must be filled-in and must be kept-in/ paste-on/ print-on the Physical Folder containing Waqf Properties' Ownership establishing Documents for a particular Waqf Estate. Please read Good Practices for Pre-Digitization Work available on Project Website for supervising the work being undertaken by SWB Staff.

Please keep in mind, one Waqf Estate may contain one or more Immovable and/or Movable Waqf Properties.

Filled-up Metadata Sheets will be used to create indexes for Document retrieving in WAMSI-DMS (Documents Management System). Metadata Sheet Data will be keyed-in into WAMSI-BDU

(Bulk Data Uploading) along with scanned Documents as per Good Practices for Scanning Work, which will be further imported into WAMSI-DMS.

For the time being, WAMSI-DMS will be made Off-line, at the premises of SWB. One exclusive PC will be used for this purpose out of the total PCs purchased from Gol Grants.

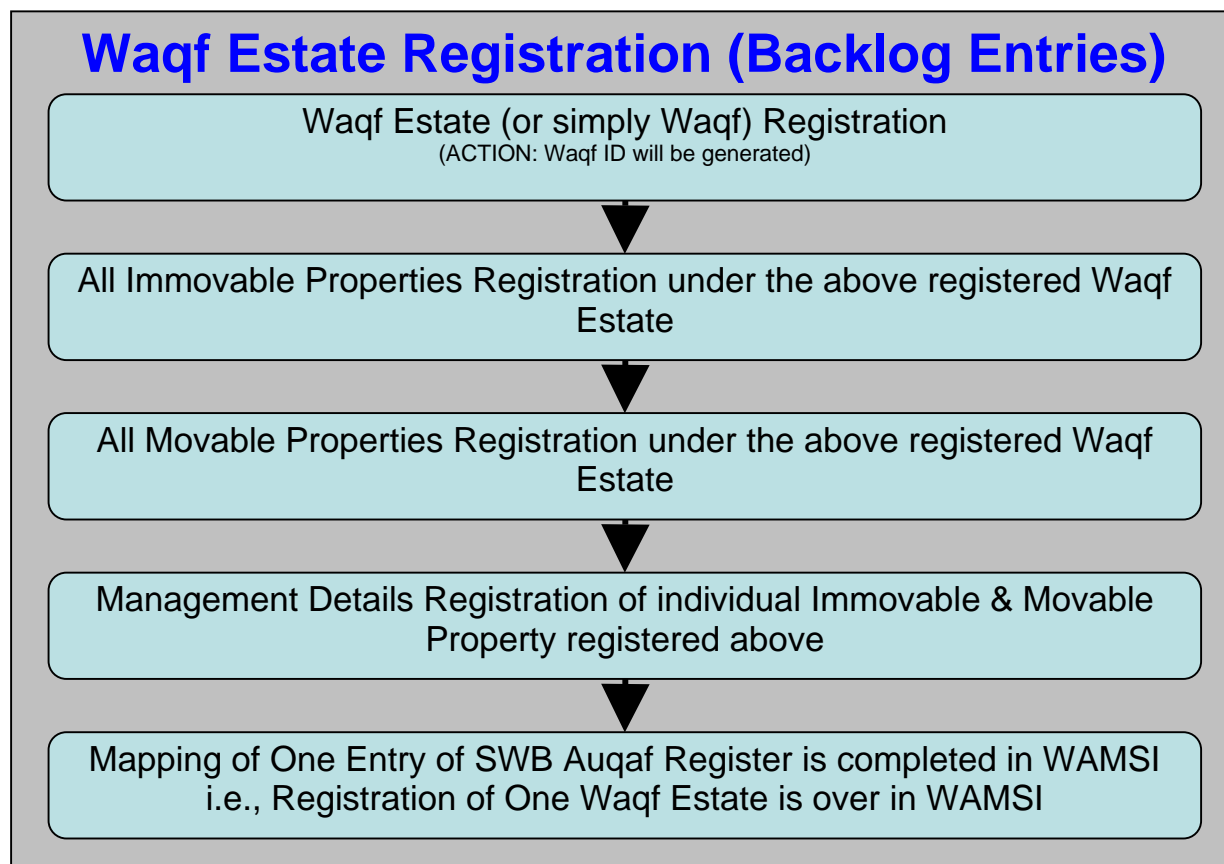
## **2. Use of Metadata Sheets in WAMSI Registration Module:**

The same Metadata Sheets will be used for making Data Entry in WAMSI On-line Registration Module by Technical Manpower. That is why; detailed information about each Waqf Properties must be filled-in to enable the WAMSI On-line Registration Module to work properly.

## **3. Use of Metadata Sheets in verifying the Records entered by the Data Entry Operators:**

As the Metadata Sheets are filled-up by the SWB Staff (domain knowledge peoples), so these will be used to verify the data entered into WAMSI by Data Entry Operator to know whether the errors are due to human factor or the data is actually erroneous.



**B. WAMSI On-line System Registration Module FAQs**

**Question B1: What has to be filled if there are more than one Auqaf Sr. No. assigned to the same Waqf Estate?**

**Answer B1:**

If a Waqf having more than one Registration Numbers (i.e., Auqaf Register Serial Nos.) with corresponding Registration Dates then SWB needs to treat them as different Waqf Estates. Therefore, one Registration Number would correspond to only one Waqf Estate and for each Waqf Estate, WAMSI On-line System will automatically generate one Waqf ID.

**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 may be set as District Census Code or District Transport Code and rest 4 digits may be assigned to District Auqaf Register Serial No. with preceding Zeros.

**Question B2: What has to be filled in the fields "Waqf Documents submitted" & "Waqf Documents to be submitted" and how to attach those documents?**

**Answer B2:**

**Waqf Documents submitted:**

Enter the Names of the Documents, which were submitted by the applicant at the time of submitting the application form for the registration of Waqf Estate.

**Waqf Documents to be submitted:**

Enter the Names of the Documents, which were asked to submit at the time of registration of Waqf Estate (minus the names of already submitted Documents).

These documents need not to be attached here in this Form.

**Question B3: What Date has to be filled-up if the Survey is carried-out in more than one day?**

**Answer B3:**

The Date on which Survey got completed or its Report is written.

**Question B4: How old Waqf Property Management details should be entered in WAMSI?**

**Answer B4:**

You can start with earliest Management Details (Management Committee/ Mutawalli/ Administrator/ SWB) provided you have all other intervening periods Management Details till the latest one. Entering information in Property Management Details in Registration Module as much as possible in order to know how the property revenue is faring during different managements.

**Question B5: Is there a way to save data entry time during Management Details of each Waqf Property if there are more than one Waqf Property under one Waqf Estate and all are managed by the same Management?**

**Answer B5:**

All the information related to last entered Management Details will come automatically in the Form if you select the Management after clicking on the Management History link provided on the Form. You can edit this information accordingly as per your need.

**Question B6: How to view the Records entered in WAMSI?**

**Answer B6:**

In WAMSI On-line System, Reports Menu Item is also included. According to the privileges assigned to different kind of users (DEOs, ADs and CEO), users can view the Reports of different Modules.

**Question B7: What should I do if Name is mentioned but Father Name is not mentioned?**

**Answer B7:**

Since Father Name is mandatory in the WAMSI Registration Module Form, So, you have to write N.A.

**Question B8: What shall I do if more than one Mutawalli's Names are there?**

**Answer B8:**

If there are more than one Mutawalli's, you can write the Names separated with comma (,).

**Question B9: What is Census 2011 Area Code?**

**Answer B9:**

**Census Area Code 2011:**

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.

## C. WAMSI On-line System Return Filing Module FAQs

### Question C1: Why Financial Years show automatically?

#### Answer C1:

In Returns Filing Module, from which financial year you have started entering the income and expenditure details for a Waqf Property then it will update automatically in sequential order the financial years while data entry.

### Question C2: How WAMSI Annual Return Filing is different from SWB existing process of Annual Return?

#### Answer C2:

In WAMSI, Annual Return Filing is mandatory for all the Waqf Properties managed by any Manager including 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, user have to mention the Contribution (%) applicable to that particular Waqf Property (decided by SWB, maximum being 7% as per Wakf Act, 1995). Internally System will keep track of CWC Contribution out of this total Contribution (i.e., 1/7th of SWB) and therefore, you need not to worry at this point of time.
4. System will automatically calculate the Contribution Due (Rs.) in the next Field. Contribution is only applicable to those Waqf Estates

(Waqf) whose Net Annual Income is greater than or equal to Rs.5,000/= as per The Wakf Act, 1995. But in WAMSI Annual Return is to be filed for individual Waqf Property within that Waqf Estate.

5. Against that Calculated Contribution, you have to enter Contribution Receipt(s) from the Menu. 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.

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.

**D. WAMSI On-line System Leasing Module FAQs****Question D1: What is Area leased out as per site Plan?****Answer D1:**

Area leased out shows the area along with the Unit of Measurement of the Property, which is entered as separate Waqf Property in the WAMSI Registration Module.

**Question D2: What is Date of Execution of Lease Deed?****Answer D2:**

When the Lease Document is signed.

**Question D3: On which Waqf Properties, Leasing Details are to be entered?****Answer D3:**

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 (viz., 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 for every such Waqf Property.

## **E. WAMSI On-line System Litigation Tracking module FAQs**

### **Question E1: What is Original Petition in Litigation Module Internal Cases?**

#### **Answer E1:**

##### **Original Petition in Litigation Module:**

Original Petition (O.P.) in Litigation Module Internal Cases filed by a Private party or his counsel under specific provisions of the Waqf Act by affixing sufficient stamps as required for filing a petition before the Court. In the O.P. cases, Board is not made as party and persons other than Board are respondents and hence column must be provided for entering respondent's name in reported matters. Also column must be provided for showing the Waqf Act provision under which such petitions are filed. And a copy of a specimen petition is attached as Attachment No.1

### **Question E2: What is Enquiry Proceedings in Litigation Module Internal Cases?**

#### **Answer E2:**

##### **Enquiry Proceedings in Litigation Module:**

When any complaint is received in the Board regarding any Waqf, enquiry will be conducted by deputing an officer of the Board and on getting report, if it is found that there is serious dispute regarding the matter which is to be resolved by the Board then the matter will be placed before the Board for a decision after issuing notice to all the parties involved in it.

### **Question E3: What is Assessment Appeals in Litigation Module Internal Cases?**

#### **Answer E3:**

##### **Assessment Appeals:**

These are appeals filed under Section 72(8) of the Waqf Act against the Order of Assessment passed by the CEO of the Board. In the Assessment Appeals the respondent is always the CEO of the Board. Sufficient column must be provided for entering the name of the Advocate for the Appellant.



**Question E4: What is Enquiry by CEO in Litigation Module Internal Cases?**

**Answer E4:**

**1. In case of Alienation:**

In matters relating to alienation the CEO conducts enquiry under Section 51 of the Waqf Act, on getting a complaint or information regarding alienation. On completion of Enquiry a report regarding the same is prepared and the matter will be placed before the Board along with a Board Note. Then Board decides the further action to be taken. If the Board is satisfied and decides to recover the property, finding that the same is a Waqf Property, orders will be issued directing the person to whom property is unauthorized alienated to hand over the same to the Waqf within a stipulated period and if the same is not complied with the matter will be referred to the concerned District Collector for recovering the same under Section 52 of the Waqf Act.

**2. In case of Encroachment:**

In matters relating to encroachment under Section 54 of Waqf Act, CEO conducts enquiry and orders are passed. If order of eviction is passed then a specific time frame will be stipulated within which the encroacher has to remove encroachment and if he/she fails to remove encroachment the matter will be referred to Concerned Sub Divisional Magistrate for removing the same.

**3. In case of RTI Appeals:**

RTI appeals against orders passed by the State Public Information Officer of the Board are filed before the Chief Executive Officer. There must be provisions for handling applications and appeals under the Right to Information Act.

**Question E5: If Manager came to Waqf Board with a complain that anyone has encroached the Waqf Property, then what should be entered as Petitioner Name:- Manager Name or SWB Name?**

**Answer E5:**

In that Case you will enter **SWB Name** as Petitioner Name.

## **F. WAMSI DMS System FAQs**

### **Question F1: What is Pre-Digitization Work?**

**Answer F1:** 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 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 out Pre-Digitization work simultaneously

### **Question F2: Who is going to Scan the Waqf Property Documents?**

**Answer F2:** In order to scan the Properties Documents NICS/ Empanelled Scanning Agency will visit the SWB and scan the documents along with Data Entry in 'Bulk Data Updation Utility'. The visit will take place only when the Pre-Digitization is completely done by SWB Staff for all Waqf Properties entered in Auqaf Register.

**G. WAMSI General Questions**

**Question G1: What should I do if Entry Form is not shown completely on the screen?**

**Answer G1:**

Please set the following after right click on the desktop.

Display Properties -> Settings -> 1162 X 864 Pixels.

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

**Project Management Unit (Waqf)  
National Informatics Centre (HQRS),  
A3B4 Bay, 3<sup>rd</sup> Floor, A-Block, CGO Complex,  
Lodhi Road, New Delhi-110003 (India)  
Email: [nicpmu@wakf.gov.in](mailto:nicpmu@wakf.gov.in), Telephone: 91-11-24305348**