

## Metadata Fields for Documents Management System (DMS)

**Waqf Board Name:** \_\_\_\_\_

1. **Waqf\_ID (8-Digits Code):**  
(first 2 digits are State Abbreviations and rest 6 digits are Auqaf Register Serial Nos with preceding Zeros. If there are several Auqaf Registers 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.)
2. **Waqf Classification: Sunni/Shia**
3. **Waqf Type: Fi-sabi-lilha/Custom/Use/Allal-Aulad**
4. **Waqf Scheme:**  
(Description of Scheme of Administration of Waqf Property(ies) given by Waqif)
5. **Waqf Name:**
6. **Waqf Regn.No.:**
7. **Waqf Regn.Date:**
8. **Waqf Existance Date:**
9. **Waqf Gazetted: Yes/No**
10. **Waqf Gazette Details:**  
(Gazette No., Date of Publication, Page No., Sr. No., etc., )
11. **Waqif Name:**
12. **Waqif Father/Husband's Name:**
13. **Waqif Address:**
14. **Waqif City:**
15. **Waqif District:**
16. **Management of Waqf:**  
(MW:Mutawalli, MC:Management Committee, BD:Waqf Board)
17. **Mutawalli Name:**
18. **Mutawalli Father/Husband's Name:**
19. **Mutawalli Address:**
20. **Mutawalli City:**
21. **Mutawalli District:**
22. **MC President Name:**
23. **MC President Address:**
24. **MC Members Name:**
25. **MC File No:**
26. **MC Approval Date:**
27. **MC Expiry Date:**
28. **Immovable Properties Details:** (Property Names, their locations, areas, boundaries, etc)
29. **Movable Properties Details:** (Property Names, their locations, valuation, etc)
30. **Remarks:** (Encroached/Alienated/UnderLitigation/Non-encumbered)