

**SCHEME FOR COMPUTERIZATION OF RECORDS OF STATE WAKF  
BOARDS DURING 2009-2012**

**(XI FIVE YEAR PLAN PERIOD EFFECTIVE FROM THE YEAR 2009-10)**

**Government of India  
Ministry of Minority Affairs**

# **Scheme for computerization of records of the State Wakf Boards during 2009-2012**

## **1. Background**

The Joint Parliamentary on Wakf submitted its 9<sup>th</sup> report to Parliament on 23.10.2008. The Joint Parliamentary Committee on Wakf in its 9<sup>th</sup> Report recommended computerization of the records of State Wakf Boards at an estimated cost of Rs.25 Crore. The proposal was considered in the Ministry. The Prime Minister has approved the proposal and a token provision of Rs 10 Crore has also been made in BE 2009-10.

## **2. Objective**

The Wakf properties are spread out all over the country but even the basic survey of waqf properties have not been done in most States. There is hardly any development of waqf properties and a very substantial income that the waqf properties could have generated for the welfare schemes of the community are lost because of non-development and large scale encroachment of waqf properties. Therefore, to streamline record keeping, introduce transparency, and to computerize the various functions/processes of the Wakf Boards and to develop a single web based centralized application, Joint Parliamentary Committee on Waqf, in its Ninth Report, recommended computerization of the records of the State Waqf Boards and Central financial assistance to the these Boards.

The broad objectives of computerizing the records of the State Wakf Boards are:

- Properties Registration Management
- Muttawalli Returns Management
- Leasing of Properties Management
- Litigations Tracking Management
- Documents Archiving & Retrieval Management
- GIS of Wakf Properties
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, windows, girls marriages, scholarships, schools, hospitals, Dispensaries, Musafirkhanas, skill Development Centres etc.
- Loans Management for Dev. Of Urban Wakf properties
- Right to information Act compliance

### **3. The computerization aims to achieve phase-wise objectives as under:**

#### **Phase 1:**

- Ensuring proper survey and cross checking of Wakf data from various computer data bases maintained at the state level, such as by Revenue Departments etc.
- Improving office efficiency and preparation of timely reports on various administrative matters.
- Creation of a centralized and web-enabled data base for use by various stake holders.
- Properties Registration Management of Wakf Boards.
- Muttawalli Returns Management system.
- Leasing of Properties Management system.
- Litigations Tracking Management system.
- Documents Archiving & Retrieval Management system.

#### **Phase II: (after evaluation of Phase I & its success)**

- GIS of Wakf Properties to develop coordinates to prevent encroachment.
- Funds Management to Mosques, Durgah, Kabristan, Imams, Muazzins, widows, scholarships, schools, hospitals, Dispensaries, Musafirkhanas, Skill Development Centres etc.
- Loans Management for Dev. Of Urban Wakf properties.
- Right to information Act compliance.
- Ensuring timely detection of reports on encroachment of Wakf properties.
- Digitization of all the manual records, deeds and legal documents.
- Standardization and automation of Wakf registers.
- Implementation of a web based centralized application for Wakf Management.
- Any other subject deemed fit for computerization to enhance office efficiency.

#### **Phase III: (Better administration of Wakf Boards)**

- Computerisation of other peripheral activities of the State Wakf Boards (Pay and Accounts, Establishment, Administration, CR etc)



#### 4. Scope, Eligibility & Finance:

The scheme of computerization is uniformly to be applicable across all the 29 State Waqf Boards and any other Wakf Board like J&K, making a special request for funding subject to availability of funds. . The year project also encompasses a handholding support period of 2 years during 2010-11 and 2011-12 with minimal financial support to hire some computer personnel by Waqf Boards to stabilize the new system and train Waqf Board officials. In the BE 2009-10, an amount of Rs.10 Crores has been earmarked for this purpose. The year wise breakup during the rest of the Eleventh Plan Period is as under:

<u>Year</u>	<u>Amount (Rs. In lakh)</u>
(i) 2009-2010	Rs. 1000.00
(ii) 2010-2011	Rs. 0829.74
(iii) 2011-2012	Rs. 0454.52
Total:	<b>Rs. 2284.26</b>

#### 5. Implementing Agencies & their roles:

[i] A detailed summary of implementation roles of various stake holders is indicated below.

Sl.No	Stakeholders	Roles
1.	Ministry of Minority Affairs	<ul style="list-style-type: none"><li>• Overseeing the entire project.</li><li>• Fund allocation/ Management.</li><li>• Implementation facilitator &amp; steering the project.</li><li>• Project Monitoring.</li><li>• Resource facilitation</li><li>• Constitution of Steering Committee and Project Management Unit as given below.</li></ul>

2.	State Governments	<ul style="list-style-type: none"> <li>• Setting up of State Level Committee for coordination with field departments for effective implementation of this computerization scheme with 2 representatives as experts from outside the Government and one from IT Department.</li> <li>• Providing access to other relevant databases in the State/UT.</li> <li>• Monitoring of progress at State level.</li> </ul>
3.	Central Wakf Council	<ul style="list-style-type: none"> <li>• Project management and monitoring under the overall guidance of the Steering Committee.</li> <li>• Implementation facilitator</li> <li>• Facilitator for training of the employees of the CWC &amp; State Wakf Boards on WAMSI in coordination with NIC.</li> <li>• Laisoning, networking and troubleshooting with state Wakf Boards and NIC.</li> <li>• Oversee the reconciliation of data.</li> <li>• Assisting MOMA in implementation of the Proejct.</li> </ul>
4.	State Wakf Boards	<ul style="list-style-type: none"> <li>• Incurring of expenditure as per rules/regulations and meeting implementation deadlines under the broad supervision of the State Coordination Committee.</li> <li>• Implementation of the applications at the state level.</li> <li>• Recruitment of ICT supports manpower.</li> <li>• Digitization of existing records. Providing space for</li> </ul>

		<p>server Room for project implementation</p> <ul style="list-style-type: none"> <li>• Procurement of hardware and facilitating installation as per instructions from NIC/MOMA.</li> <li>• Safe custody and handling of existing records</li> <li>• Reconciliation of data to build up a master inventory of all the Wakf properties.</li> <li>• Feeding data online on encroachments, mutawalli returns, income from properties, court cases and litigations.</li> <li>• Any other job as per advice of NIC/CWC/MOMA.</li> </ul>
5.	National Informatics Centre	<ul style="list-style-type: none"> <li>• Implementation of the project (WAMSI) on behalf of MOMA on a turnkey manner.</li> <li>• Tendering and other formalities as implementation agency.</li> <li>• Recruitment of ICT professionals wherever necessary.</li> <li>• Project management through PMC.</li> <li>• Arranging training for the employees of CWC and SWBs on WAMSI.</li> <li>• Extending technical advice to Waqf Boards &amp; CWC.</li> </ul>

## 6. Release of funds

Funds will be released to NIC or their nominee and to the State Wakf Boards directly for effective implementation. Utilisation Certificates will be routed through State Governments by the Wakf Boards concerned after due expenditure.

## 7. Responsibilities of the State Governments:

The grants in aid would be provided to such State Waqf Boards who undertake to fulfill the following conditions:

- i. Appointment of a full-time CEO;
- ii. Timely audit of the accounts of the Boards as well as regular audit of the accounts of Mutawalli are conducted by the auditors appointed by the Waqf Boards;
- iii. Proper maintenance of law suit register and regular tracking of cases of encroachments of waqf properties;
- iv. Periodical report of retrieval of properties from encroachment and unauthorized occupation on waqf properties to the CWC;
- v. Proper maintenance of waqf register and due preservation of document related to Waqf Deed and Gazette Notification of properties;
- vi. Time-bound survey of waqf properties and their entry in the relevant land records of revenue or local bodies;
- vii. Timely constitution of Waqf Board and framing of rules and regulations by the State Governments.
- viii. Assurance for effective participation in the computerization process.
- ix. To constitute a State level Coordination Committee for effective implementation under the Chairmanship of the Principal Secretary (Minority Welfare).

## **8. Administrative Expenses**

As the magnitude of data to be entered and processed would be enormous and the scheme gets implemented over the years, there would be a need to engage qualified skilled personnel right from the beginning to ensure that the data based computerized systems are operational. Qualified skilled personnel possessing requisite expertise to operate computer programme designed for this purpose, enter, process, analyse, monitor, retrieve and transfer data should be engaged on contract basis as per need. Data provided by the States/Union Territories will be maintained and managed by the Ministry with personnel of similar expertise to be engaged on contract basis.

A provision not exceeding 2% of the total budget (one percent out of 2% is for MoMA) will be made to meet the administrative and allied costs viz/. expenditure of the States/Union Territories and the Ministry for office equipments including computers and accessories, furniture, printing of application forms, advertisements, engagement of personnel, etc. This provision will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies engaged by the Ministry of



Minority Affairs, Government of India and the State Governments/Union Territory Administrations.

## **9. Evaluation, Inspection & Monitoring:**

The project will be evaluated/inspected/monitored by MoMA officers and monitored by the Steering Committee at Ministry level, which will be headed by a Joint Secretary. The technical implementation and monitoring will be done by the Project Committee. The Following will be the composition:

## **10. Steering Committee**

### **Composition of Steering Committee:**

**Chairperson-** Joint Secretary Concerned.

**Members-** DDG, NIC  
Director (Wakf)  
Secretary, Central Wakf Council  
Technical Director, NIC  
CEO, Kerala Wakf Board  
CEO, West Bengal Wakf Board  
CEO, Delhi Wakf Board.

The Chairperson of the Committee can co opt members or have special invitees in the interest of implementation of the project. The Under Secretary in charge of Wakf will be the convener of the Committee.

### **Composition of Project Management Committee:**

**Chairperson:** DDG, NIC

**Executive Chairperson:** DDG's Nominee

**Members** CEO, Haryana Board of Wakfs.  
CEO, Karnataka Board of Wakfs.  
Technical Director, NIC  
Technical Director, NIC  
Under Secretary, MoMA.  
Representative of CWC- Convenor

The Chairperson of the Committee can co opt members or have special invitees in the interest of implementation of the project.

**APPLICATION FORM TO BE SUBMITTED BY THE STATE WAKF BOARD FOR  
RELEASE OF GRANT-IN-AID FOR COMPUTERIZATION OF THE RECORDS OF  
THE STATE WAKF BOARDS**

- 1) Name and address of the State Wakf Board .....
- 2) Name of the Chief Executive Officer with contact number and FAX number & E-mail. ....
- 3) Whether Mutawalli form of Wakf is prevalent in the State/UT? .....
- 4) Total number of registered Wakfs as on 25.11.2009 .....
- 5) Details of hardware and software available with the Wakf Board (Status Report) .....
- 6) The total number of employees of Wakf Board with name & designation who need training in computer operations.....
- 7) Number of computers currently available with the Board? .....
- 8) Whether internet and E-mail facility is available? .....
- 9) Whether Board has a small server room and computer room with AC? .....
- 10) Whether LAN facility is available within the Board premises? .....
- 11) Email ID of all Officers/Officials available? .....
- 12) Status note on present state of computerization? .....

Signature.....  
Name of the Chief Executive

Officer.....

N.B:- Under Central Grant, the Wakf Board can purchase 5 Computers, one UPS for each of the Computers, DG set, Printers/Scanners, Air Conditioners, furniture, site preparations etc. as per specification of NIC and at DGS&D rates. **Manpower hiring cost for First Year consisting of 2 Manpower within the capacity of Asst. Developer and Data Entry Operator at the rate of Rs.15000/month and Rs.10000/month stationed in Wakf Boards in States /UTs. Waqf Board Hired Manpower Handholding cost for Second Year and Third Year @ Rs.12 Lakhs per year per State Waqf Board (for 29 SWBs + Jammu & Kashmir)**

towards contract Personnel, Computers stationeries etc. (To be released to Wakf Boards, under intimation to the State/UT Government).

**STATUS REPORT TO BE PROVIDED BY THE PRINCIPAL SECRETARY/SECRETARY**

- 1) Name of the Principal Secretary looking after the Wakf Board with TEL. No., FAX No. & E-mail ID .....
- 2) Whether full time CEO has been appointed? .....
- 3) If timely audit of accounts of Board being undertaken.....
- 4) if so, up to which year, audit is completed? .....
- 5) Whether time bound survey of wakf properties being done through appointment of Survey Commissioner under Section 4 of the Wakf Act, 1995?.....
- 6) If so, when was the last Survey Commissioner of wakf appointed? .....
- 7) Average annual income of the Wakf Board during the last 3 years  
(2006-06) .....  
(2007-08) .....  
(2008-09) .....  
& Average of 3 years .....
- 8) Whether the Detailed Project Report of the scheme displayed in the websites (www.minorityaffairs.gov.in) of Ministry of Minority Affairs has been gone through? .....
- 9) Consent of the State government to forward the Utilization Certificates after utilization of funds by end of the April of the next financial year:
- 10) Whether State level Coordination Committee has been constituted for effective implementation of this computerization scheme with 2 representatives as experts from outside the Government and one from IT Department. ....

(Signature)  
Secretary/ Principal Secretary  
Department of  
State Government of.....

(Signature)  
Chief Executive Officer  
State Wakf Baord of .....

**Zone wise list of State Wakf Boards for Training Purpose:**

**A. Eastern Zone**

1. Bihar- Sunni Wakf Board
2. Bihar- Shia Wakf Board
3. West Bengal
4. Assam
5. Meghalaya
6. Manipur
7. Tripura
8. Orissa
9. Andaman & Nicobar Islands
10. Chattisgarh

**B. Western Zone**

11. Maharashtra
12. Rajasthan
13. Gujrat
14. Madhya Pradesh
15. Dadra & Nagar Haveli

**C. Southern Zone:-**

16. Kerala
17. Karnataka
18. Tamilnadu
19. Andhra Pradesh
20. Pudicherry.
21. Lakshdweep

**D. Northern Zone:-**

22. Uttrakhand
23. Himachal Pradesh
24. Uttar Pradesh- Sunni Central Wakf Board
25. Uttar Pradesh – Shia Wakf Board
26. Haryana
27. Punjab
28. Chandigarh
29. Delhi

**LIST OF STATE WAQF BOARDS**

Sl. No.	Name
1.	Andhra Pradesh
2.	Assam
3.	Andaman & Nicobar Islands
4.	<u>Bihar</u>
5.	Shia Waqf Board Sunni Waqf Board
6.	Chhattisgarh
7.	Chandigarh
8.	Dadra and Nagar Haveli
9.	Delhi
10.	Gujarat
11.	Haryana
12.	Himachal Pradesh
13.	Karnataka
14.	Kerala
15.	Lakshadweep
16..	Madhya Pradesh
17.	Maharashtra

18.	Manipur
19.	Meghalaya
20.	Orissa
21.	Pudicherry
22.	Punjab
23.	Rajasthan
24.	Tamil Nadu
25.	Tripura
	<u>Uttar Pradesh</u>
26.	Shia Waqf Board
27.	Sunni Waqf Board
28.	Uttarakhand
29.	West Bengal
30.	J&K (Not covered under the Wakf Act,1995)