

MANIPUR



GAZETTE

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 393 Imphal, Tuesday, January 22, 2008 (Magha 2, 1929)

**GOVERNMENT OF MANIPUR
SECRETARIAT: WELFARE OF MINORITIES & OTHER BACKWARD
CLASSES DEPARTMENT**

**NOTIFICATION
Imphal, the 11th January, 2008**

No. 21/13/2000-MOBC: In exercise of the powers conferred by section 109 of the Wakf Act, 1995 (43 of 1995), the Government of Manipur hereby makes and publish the following Rules, namely:-

THE MANIPUR WAKF (GENERAL) RULES, 2007

**CHAPTER - I
(Preliminary)**

1. Short title, Preliminary & Comments:-
 - (1) The rules may be called the Manipur Wakf (General) Rules, 2007.
 - (2) They shall come into force with effect from the date of publication in the Official Gazette.
2. Definitions: -
 - (1) In these rules unless the context otherwise requires:
 - (a) "Act" means the Wakf Act, 1995(Central Act No. 43 of 1995);
 - (b) "Authorized representative" means a power duly authorized to act for and on behalf of a person as his attorney by duly executed power of attorney or in the case of a legal practitioner by executing of a "Vakalatnama";

- (c) "Board" means The Wakf Board, Manipur established under sub-section (1) of section 13;
- (d) "Chairperson" means the Chairperson of the Board elected under sub-section (8) of section 14;
- (e) "Chief Executive Officer" means Chief Executive Officer of the Board appointed under sub-section (1) of section 23;
- (f) "Form" means a form appended to these rules;
- (g) "Government" means the Government of Manipur;
- (h) "Survey Commissioner" means the Survey Commissioner of Wakfs appointed under sub-section (1) of Section 4 and includes any Additional or Assistant Survey Commissioner of Wakfs under sub-section (2) of section 4;
- (i) "State" means the State of Manipur;
- (j) "Rules" means the Manipur Wakf (General) Rules, 2007;
- (k) "Section" means the section of the Act;
- (l) "Tribunal" means the Wakf Tribunal constituted under sub-section (1) of section 83 of the Act;
- (m) "Wakf Premises" means;
 - (i) any premises dedicated by a person professing Islam orally or by an instrument in writing and used for any purpose recognized by Muslim law for religious, pious or charitable purposes;
 - (ii) Premises notified as wakf property in Official Gazette; and
 - (iii) Premises treated as wakf premises by user.
- (n) "wakf property" means wakf premises as defined in clause (m) of this sub-rule and shall include movable wakf property.

(2) Words and expressions used and not defined in these rules but defined in the Act shall have the same meanings respectively assigned to them in the Act.

Mubarak!

CHAPTER - II

Survey of Wakfs and publication of list of Wakfs

3. Appointment of Survey Commissioners and their functions: -

- (1) The Government may under sub-section (1) of section 4 appoint:-
- (a) An Officer of the State Government not below the rank of Secretary to the Government as Survey Commissioner of Wakfs;
 - (b) An Officer of the State Government not below the rank of Joint Secretary working in the District Level as Additional Survey Commissioners of Wakfs and for each District;
 - (c) An Officer of the State Government not below the rank of Sub-Divisional Officer of a Revenue Sub-Division as Assistant Survey Commissioner for each Revenue Sub-division, for the State for the purpose of making a survey of wakfs existing in the State.

(2) All Additional and Assistant Survey Commissioners shall be assisted by ;

- (i) Tahsildar/Sub-Deputy Collector of the Tahsil/Circle;
- (ii) Survey & Settlement Officers;
- (iii) Assistant Survey & Settlement Officers.

4. Other particulars to be contained in the report of the Survey Commissioners:-

The report of the Survey Commissioner shall, in addition to the particulars referred to in clauses (a) to (e) of sub-section (3) of section 4, contain the following particulars in respect of each wakf, namely :-

- (i) the details of immovable property showing the location, village or town where situated, the dag and patta numbers, the area and classification and estimated value thereof;
- (ii) description of the movable property with estimated value of each class of each property including investment and their particulars;
- (iii) encumbrances, if any, on the properties mentioned in clause (i) and (ii);
- (iv) the manner in which the wakf is administered at present, that is, whether under a scheme settled by a court of law or by a registered document or established custom or usage;
- (v) title deeds pertaining to the wakf property and name of the person or persons in possession thereof,
- (vi) the name and address of the Mutawalli, if any;
- (vii) date of creation of wakf (as ascertained from the wakf deed or any other record);

- (viii) particulars of litigation, if any concerning the wakf property;
- (ix) the nature of expenditure incurred by the wakf; and
- (x) any other particulars which the Survey Commissioner deems appropriate to be included in the report.

5. Particulars of lists of wakfs to be published by the Board:-

A list of Wakfs to be published under sub-section (2) of section 5 shall contain the following particulars, namely:-

- (a) name and location of wakfs;
- (b) name of the wakif of wakfs;
- (c) the date or year of the creation of the wakf;
- (d) name and address of the Mutawalli;
- (e) the nature and object of each wakf;
- (f) the gross annual income and expenditure of the property comprised in each wakf;
- (g) the amount of land revenue, ceases, taxes, payable of each wakf;
- (h) any other particulars as the Government may, by order require.

CHAPTER-III
Service Conditions of the C.E.O. & other employees.

6. Terms and conditions of service of the Chief Executive Officer of the Board:-

- (1) The appointment to the post of Chief Executive Officer shall be made by the Government in consultation with the Board from retired or serving Muslim Officers of at least Class-II rank till he attains the age of 65 years on payment of honorarium as may be fixed by the State Government.
- (2) The appointment of other employees of Wakf Board shall be made by the Wakf Board only with the prior approval of the State Government and their services shall be governed by Regulations of the Board. However, the scales of pay and allowance of the employees shall be fixed by the Government in consultation with the Board.

Functions of the Chief Executive Officer:

Subject to the provisions of the Act and Rules the Chief Executive Officer shall: -

- (a) discharge all the duties and exercise all the powers conferred on the Chief Executive Officer by or under the Act;
- (b) attend the meetings of the Board and of the Committee of the Board and may take part in the discussions purely in an advisory capacity but shall have no right to move any resolution or to vote;
- (c) attend any meeting of a committee of the Board, if required to do so by the person presiding thereon;
- (d) control of Officers and employees working under the Board or workers under the administration of the Board subject to the general superintendence and control of the Board;
- (e) carry into effects the resolutions of the Board; and
- (f) any other functions as may be delegated by the Board.

CHAPTER -IV
Inspection of records, registers etc.

8. Inspection of records, register etc. in public offices:-

- (1) When the Chief Executive Officer or any Officer authorized by him intends to inspect any records, registers, or other documents in any public office for the purpose of section 29, the Chief Executive Officer shall obtain prior approval from the Chairperson of the Board and shall intimate in Form No. 1 to the Officers in-charge of the public office of his intention to inspect the records registers or other documents relating to a wakf property giving particulars thereof and also the date and time of the proposed inspection.
- (2) In case the Officer-in-charge refuses to produce the said records, registers, documents, the Chief Executive Officer shall report to the Government to ensure for securing the said documents, records, registers etc. for inspection.

9. Inspection of documents, records maintained by the Board.

Any persons interested in any wakf may by application, in writing and on payment of fee of Rs. 5/- (Rupees five) to the Board, inspect any document, proceedings or minutes or other records in the custody of the Board.

10. Application for granting of minutes, records or proceedings:

- (1) In case any person is desirous of obtaining a copy of any minutes, or records or proceedings or any document of the Board, he shall present an application giving his full name and address and as accurate a description as possible of the records or proceedings of which he wants a copy.
- (2) When the proceedings or records copies of or extract from which they are applied for, belongs to any years prior to the current calendar year a search fee according to the scale specified below shall be remitted to the Board as soon as the application has been admitted, namely,
 - (a) for searching records of any one year for a single document or entry - Rs. 5/- (Rupees Five);
 - (b) for searching records of every additional year - Rs. 3/- (Rupees Three).

Note: (1) A separate application need not be presented in respect of each proceeding or record of which a copy or extract is required.

- (2) Enclosures or Annexure to letters or other documents forming part of the documents not to be reckoned for purposes of search as separate document.

11. Authenticated copies of minutes or records of documents or proceedings etc.

- (1) An authenticated copy of any minutes or records or proceedings or documents of the Board shall be granted on payment of the fees specified in sub-rule (2) of Rule 10 and Rule 12.
- (2) The applicants shall be informed by the Chief Executive Officer or such other officer authorized by him of the date on which the copy will be ready for delivery.
- (3) The Chief Executive Officer or such other officer authorized by him shall immediately arrange for the preparation of the copy and have it ready on the date specified under sub-rule (2). The Chief Executive Officer or the officer authorized by him shall, after the copy is compared with the original authenticate it by signing the same in token of correctness and affixing therein the seal of the Board.
- (4) A receipt signed by Chief Executive Officer or any officer authorized by him in this behalf shall be furnished to every person depositing inspection fees such fees and copying fee under Rules, 10,11 and 13 respectively.

12. Copying fee:-

The following fees shall be payable in each case for the grant of a certified copy of any record or proceedings, namely –

- (1) For every sheet or page used– Rupees Two.

Note: (1) When maps or plans are copied, a reasonable fee shall be fixed by the Board.

13. Refusal to grant copy: -

- (1) The Chief Executive Officer, if he considers that grant of a copy of any record or proceedings is objectionable, reject, with the previous approval of the Chairperson of the Board, the application stating briefly the reason therefor.
- (2) The fee paid for copying shall be refundable if the copies of any record or proceedings are not granted:

Provided that if the record is not found, the fee paid shall not be refunded, but the applicant shall be furnished with a certificate stating that the document cannot be found.

14. Register of issue of copies of records:-

The Chief Executive Officer and Officers authorized to issue copies of records or proceedings of the Board shall keep a register to record the grant of copies of extracts of the records in the form prescribed by regulations of the Board.

CHAPTER-V

Manner of Enquiry as to the ceased Wakf

15. Manner of inquiry to be held by the Chief Executive Officer under section 39.

- (1) Where an inquiry is ordered under section 39, the Chief Executive Officer shall, in every case issue a notice stating his intention of making such inquiry to the Mutawalli / Wakif and to all persons interested in relation to the wakf, calling for their objections. Such notices shall contain the date, time and venue of the inquiry/ inspection.
- (2) The notice referred to the sub-rule (1) shall be served on the Mutawalli and the Wakif by registered post and shall also be affixed in a conspicuous place of the locality, the copy of which shall be forwarded to the local Tahsildar and Gram Panchayat Offices for displaying the same in their respective notice Board for general information of the public.
- (3). The Chief Executive Officer shall inspect the properties and the documents pertaining to the Wakf and shall then proceed to make a record of summary of the oral evidence tendered by each contender and receive such documentary evidence as may be produced in the case of inquiry.
- (4). While making inquiry the Chief Executive Officer shall follow procedure laid down in Code of Civil Procedure for the appearance of pleader, filing of affidavits, production of documents, examination of witnesses recording of oral evidence, issue of Commissions and return of documents and to pass interim order.
- (5). The Chief Executive Officer shall prepare a detailed report of the enquiry and submit the same to the Board within a period of one month from the completion of the inquiry.

CHAPTER-VI

Budget of Wakf and Statement of Accounts and Audit.

16. Preparation of budget for the Wakf institutions: -
✓ The Mutawalli or the Chief Executive Officer, shall submit to the Board not later than 15th of October of every year, a budget in Form-II, III & IV showing the estimated receipts and expenditure for each of the wakfs under direct management of the Board for the Board's approval.
17. Establishment of Accounts by Wakfs: -
Every Mutawalli, a Managing Committee of a Wakf shall maintain the following Books and Registers for maintenance of its accounts:-
- (i) Cash Book
 - (ii) Receipt Book
 - (iii) Register of Demand, Collection & Balance and Wakf contribution
 - (iv) Register of Immovable properties
 - (v) Register of Movable properties
 - (vi) Register of Lease/Mortgages
 - (vii) Register of Rents
 - (viii) Register of Book of Inspection
 - (ix) Register of Meeting & Minutes Book
 - (x) Register of Grants/Loans
 - (xi) Register of Security/Fixed Deposits
 - (xii) Register of Litigation
 - (xiii) Register of Stock & Issue and
 - (xiv) Any other Register as prescribed from time to time by the Board.
18. Interval at which accounts of wakfs may be audited: - (1) The accounts of the wakfs under the management of Mutawali/Managing Committee shall be submitted by such Mutawali/Managing Committee for audit periodically in the manner indicated below:-
- a) Wakf institution with a net annual income of above Rupees one lakh – annually.
 - b) Wakf institution with net annual income above Rupees ten thousand and below Rupees one lakh - once in 3 years.
- (2) Every wakf institution shall be informed of the audit fifteen days in advance.

CHAPTER-VII
Alienation of Wakf Property

19. Confirmation of Sale: -

✕ The Board shall within a period of sixty days from the date of sale, confirm the sale, made under sub-section (2) of section 51.

20. Publication of Board's approval: -

✕ Every approval given by the Board for utilization or investment of the amount realized by the sale etc. under sub-section (3) of section 51 shall be published by the Board in the Official Gazette.

21. Inquiry regarding transfer of wakf property in contravention of section 51 of the Act and guidance to Collector: -

On receipt of a report from any person or otherwise that a wakf property has been transferred in contravention of section 51 of the Act, the Chief Executive Officer shall make inquiries in the manner herein provided: -

- (a) Notice of inquiry shall be sent by registered post with acknowledgement due specifying the description of the property in question and the date, place and time fixed for holding the inquiry to the parties to the inquiry and the Mutawalli of the wakf.
- (b) All persons who appear in response to the notice issued shall, within the time fixed in the notice or within such further time as may be granted, file written statements containing the facts of the case.
- (c) Any party to the proceedings shall have the right to appear in person or by a pleader and to adduce oral or documentary evidence.
- (d) The provisions of the Code of Civil procedure, 1908 and the rules and orders made hereunder shall apply, as far as practicable, to the appearance of pleader and to affidavits, production of documents, examination of witness, recording or oral evidence, proof of affidavits filing of exhibits, issue of Commission, return of documents not admitted in evidence and other matters concerned with the inquiry.
- (e) If, on inquiry it is found that wakf property in question has been transferred, the Chief Executive Officer shall find out from the record of the Board if the previous sanction of the Board for the said transfer has been applied for and obtained as required under section 51 of the Act and if he finds that no such

sanction has been obtained he shall obtain a certified copy of the deed of transfer from the Registration Office and draw up a report specifying therein fully:-

- (i) particulars of the wakf property;
- (ii) particulars of the areas transferred;
- (iii) nature of the transfer;
- (iv) name and address of the person who executed the deed, and
- (v) name and address of the person to whom the property has been transferred and shall certify in his report that no previous sanction of the Board has been applied for and obtained as required under section 51.

22. Requisition to deliver possession of wakf property to the Board by the Collector:-

- (1) The Board shall, after considering the report of the Chief Executive Officer submitted under rule 21 and inspecting such documents as may be considered necessary and/or making such further inquiry as may be considered reasonable, pass resolution for sending a requisition to the Collector to obtain and deliver possession of the property to Board.
- (2) The Chief Executive Officer shall thereafter draw up the requisition in Form- V and send to the Deputy Commissioner/Collector of the District in which the property is situated under registered post acknowledgement due.
- (3) On receipt of a requisition under sub-rule (2), the Deputy Commissioner/Collector shall pass an order directing the person in possession of the property to obtain and deliver it to the Board within a period of thirty days from the date of service of order. An abstract copy of the order in Form VI shall be served on the person in possession of the property, in the manner laid down in sub-section (3) of section 32.
- (4) If the order passed by the Deputy Commissioner/Collector under sub-rule (3) has not been complied with and the time for appeal against the order has expired without any appeal having been preferred or the appeal has been dismissed, the Deputy Commissioner/Collector shall issue directions to the Sub-Deputy Collector/Tahshildar within whose jurisdiction the property is situated to obtain possession of property in respect of which the order has been made and to deliver the same to the Board.
- (5) The Sub-Deputy Collector/Tahshildar shall, on receipt of the directions from the Deputy Commissioner/Collector under sub-rule (4), cause the possession to be taken and delivered to the Board and in so doing, he shall follow the procedure laid down for ejection of persons from immovable property in execution of a decree of the Civil Court.

CHAPTER-VIII

Administration & Maintenance of Wakfs.

23. Manner of notice and inquiry for removal of encroachment:

(1) The notice referred to in sub-section (1) of section 54 shall be served upon the encroacher under registered post acknowledgement due.

(2) The Chief Executive Officer, after considering the objections, if any, received during the period specified in the notice, shall visit the locality, make a local enquiry about the property affected, the duration of the encroachment, the particulars of person or persons in unauthorized occupation and after obtaining such other particulars and documents as he may consider necessary or relevant if he is satisfied that the property in question is wakf property and there has been an encroachment on such property or part thereof he may pass an order as required under sub-section (3) of section 54.

24. Enquiry by Board:-

(1) Notice of enquiry as required under section 64 and 71 shall be sent by registered post, acknowledgement due to :-

- (i) the parties to the enquiry, and
- (ii) the Mutawalli of wakf.

(2) A copy of the notice shall be published by the Inquiring Officer on the notice board of the Board and in the Office of the Gram Panchayat or any other conspicuous place in the locality in which the wakf property is situated. Such publication shall be deemed to be sufficient intimation to the person having any interest in the wakf property.

(3) All persons who appear in response to the notice issued shall within the time fixed in the notice or within such further time as may be granted file written statement.

(4) Any party to the proceedings shall have a right to appear in person or by pleader to adduce oral or documentary evidence, and to apply for summoning of witnesses or requisitioning of documents. The Inquiring Officer shall record oral evidence of witnesses in his own handwriting.

(5) (a) Any person desirous of receiving back any document produced by him at the inquiry shall, unless the document has been impounded, be entitled to receive back the same if the proceeding in which the order made are not liable to be questioned in a suit or has elapsed the period of limitation without a suit having been filed or a suit having been filed, has been disposed of:

Provided that a document may be returned at any time earlier than that prescribed by this rule, if the person applying therefore delivers to the Board a certified copy to be substituted for the original and undertakes to produce the original if required.

- (b) An application for the return of a document shall bear the date, the description of the document, the number of the file or case in which and the date on which it was produced and the exhibit mark, if any, it bears and on the return of a document, a receipt shall be given by the person receiving it.

25. Additional particulars of the report to be submitted under sub-section (3) of section 65:-

The report required to be submitted to the State Government by the Board under sub-section (3) of section 65 shall, in addition to the particulars mentioned in clauses (a), (b), (c) of the said sub-section, contain the following particulars, namely:-

- (i) statement of annual income of the wakf for a period of 3 years immediately preceding the assumption of direct management of the wakf by the Board;
- (ii) any proposal of scheme for further improvement of the wakf;

26. Manner of publication of the order superseding the committee of managements:-

Whenever the Board passes any order under sub-section (2) of section 67 superseding any committee referred to therein, the order shall be published by serving a copy thereof to the Committee concerned by registered post acknowledgement due and by affixing copies thereof in the notice board of the Board, local Gram Panchayat and any other conspicuous place of the locality;

Provided that a copy of the order shall be affixed in the notice board of Gram Panchayat and in other conspicuous place of the locality in presence of at least two witnesses whose signature shall be obtained and which shall be the conclusive proof of such publication.

27. Framing of Scheme for administration of wakf:-

- (1) Whenever it becomes necessary or desirable to frame a scheme under sub-section (1) of section 69, the Board shall invite suggestions in writing by registered post acknowledgement due from the concerned Mutawalli or the applicants, as the case may be, within a period of fifteen days from the date of receipt of the communication.
- (2) The Board shall consider the suggestions, if any, so received within a period of sixty days from the date of issue of the invitation of suggestions and pass necessary order framing the scheme for the administration of the wakf.
- (3) The scheme so framed shall be published in the manner as referred to in rule 25.

CHAPTER-IX
Finance of the Board.

28. Annual contribution payable to the Board under section 72:- The Mutawalli of every wakf, the net annual income of which is not less than five thousand rupees shall pay annually seven percent of such annual income to the Board.

29. Wakf Fund under section 77:-

- (1) The monies received in the Wakf Fund shall be in the custody of the Board.
- (2) All such monies shall be kept deposited in (i) a nationalized Scheduled Bank as defined in the Reserve Bank of India Act, 1934 or (ii) Manipur State Co-operative Bank Ltd. or (iii) a post Office Saving Bank.
- (3) All such deposits shall be made in the Bank in the name of the Board, in an account to be operated jointly by the Chairman and the Chief Executive Officer.
- (4) No money shall be withdrawn from the Bank without proper authority and unless it is required for immediate payment for the purpose of the Board.
- (5) Any money which is not required for immediate expenditure shall be invested with the approval of the Board in any one or other of the following securities:-
 - (i) Promissory note debentures, stocks or other securities of the Central Government;
 - (ii) Promissory notes, debentures, stocks or other securities of the State Government;
 - (iii) Stocks or debentures or shares in Companies, the interest where it has been guaranteed by the Central or State Government;
 - (iv) Debentures or other securities for money issued by or on behalf of any body under the authority of any law for the time being in force; or
 - (v) in fixed deposits for periods not exceeding three years in ;
 - (a) a nationalized schedule Bank as defined in the Reserve Bank of India Act, 1934; or
 - (b) the Manipur State Co-operative Bank Ltd;
- (6) The investment under sub-rule (5) shall not be pledged, encashed or withdrawn without the prior sanction of the State Government.

30. Budget of the Board to be submitted under section 78:-

The Board shall submit to the State Government not later than 15th October every year a budget in Forms II, III, IV, VII, VIII & IX showing its probable receipts and expenditure.

CHAPTER-X
Judicial Proceedings

31. Limitation for filing application to the Tribunal:-

Save as otherwise provided in the Act, any Mutawalli, person interested in a Wakf or any other person aggrieved by an order made under the Act or the rules made there under may make an application to the Tribunal within a period of ninety days from the date of the order or from the date of his knowledge of such order, whichever is earlier, for the determination of any dispute, question or other matter relating to the Wakf.

32. Procedure to be followed by the Tribunal: - (1) The application to be filed under section 83 shall be in the form of a memorandum containing the grounds or reasons for being aggrieved;

- (2) The application shall accompany as may be required to serve upon the opposite parties.
- (3) On receipt of an application along with the copies thereof, the Tribunal shall issue notices to the Opposite Party requesting him to appear and file written statement before it on such date as may be specified by it in the notice. Every such notice shall accompany a copy of the application.
- (4) The Tribunal shall hear the parties, examine such witnesses as may be produced by the parties, examine the documents as may be produced by the parties or obtained by the Tribunal and after hearing the Tribunal shall pass such order with reasons therefore as it may deem fit.
- (5) The Tribunal while deciding an application under the Act, shall follow the procedure of a Civil Court while trying a suit under the Code of Civil Procedure, 1908, as for as may be in respect of the following matters, namely:-
 - (a) summoning and enforcing the attendance of any person, witness and examining him on oath;
 - (b) requiring the discovery and production of any documents;
 - (c) receiving evidence on affidavit;
 - (i) requisitioning of any public record or copy thereof from any Court or Office; and
 - (ii) issuing commissions for the examinations of witnesses or documents.

CHAPTER-XI
Miscellaneous.

33. Annual Report by the State Government: -

Annual report on the working of the Board and the administration of the wakfs in the State required to be submitted before the State Legislature under section 98 shall contain the following matters, namely:-

- (a) income of the Board during the current year (from all sources including grants-in-aid from the State Government);
- (b) total expenditure of the Board during the current year ;
- (c) total number of Wakf estates registered with the Board till date;
- (d) steps taken to get the new wakfs registered with the board;
- (e) steps taken to enhance the income of the Board;
- (f) annual grant-in-aid given to the Board by the State Government;
- (g) any other grant received by the Board from the Central Government or other agency;
- (h) welfare activities undertaken by the Board during the year;
- (i) measure taken to strengthen the wakf administration in the State; and
- (j) any other matter the State Government deems appropriate to be included in the report.

34. Restrictions on creation of post in the Wakf Board and appointment thereof :- Any creation of post or appointment thereof by the Board without the prior approval of the State Government shall be void and of no effect.

35. Fixation of honorarium of Chairperson and sitting allowances of the Members of Board:- The State Govt. shall fix the honorarium of Chairperson and sitting allowances to the Members of the Board or Members of Committees.

Schedule
FORM-I
(See Rule 8)

(Intimation of inspection)

(See Section 29 of the Wakf Act, 1995 and Rule 8 of the Manipur Wakf (General) Rules, 2007)

To

The

Whereas it is felt necessary to inspect the records, registers and other documents relating to the Wakf/Wakfs properties particulars of which are given below, for the purpose of section 29 of the Wakf Act, you are hereby requested to make the records available to and also to extend full co-operation for the inspection.

Date and time of the Inspection

Particulars: -

- 1. Name and description of the Wakf Property
- (c) Description of the documents/Registers/records etc / required to be inspected

Office Seal

Signature of the Chief Executive Officer

Wakf Board, Manipur, Imphal.

FORM-II
(See Rule 30)

Budget estimates of income and expenditure for the
year200

Income

Actual for	Budget estimates for	Revised Estimates for	Head Of come	Budget Estimates made for	Budget Estimates for	Head of Expenditure	Revised Estimate for	Budget Estimate for	Actual For	Remarks
1	2	3	4	5	6	7	8	9	10	11

- | | |
|--|--|
| 1. Contribution from Wakfs under S.72 (1) | 1. Deficit from previous year |
| 2. (a) Other income | (i) Fees or allowances to the Chairman, Members of the Board of Committees |
| (b) Fees for supply of documents and other petty items | (ii) Pay of the Chief Executive Officer |
| c) Interest on investment | (iv) Travelling and other allowances |
| (iii) Pay of Establishment | (vi) Law charges after deducting recoveries |
| (v) Contingencies | (vii) Audit charges |
| | (viii) Interest on khas |
| | (ix) Contribution to the Revenue |

Deficit at the end of the Years
Fund
Total

Certified that the estimates above have been made after careful consideration of the probable receipts and expenditure with a view to making accurate as far as possible.

Countersigned

Chief Executive Officer,
Wakf Board, Manipur.

Chairman,
Wakf Board, Manipur.

FORM-III
(See Rule 30)

Budget estimates of receipts and payments for

Income

Actual for	Budget estimates for	Revised Estimates for	Receipts	Budget Estimates for	Budget Estimates for	Head Of payments	Revised estimates for	Budget Estimate for	Actual for	Remarks
1	2	3	4	5	6	7	8	9	10	11

Remarks:- From surplus of income over expenditure or from balance of loan, etc. where there is no surplus. Includes advance of pay, travelling allowances and lawyer's fee.

Certified that the above statement of figures is correct and represents the actual position to the best of my knowledge and information.

Chief Executive Officer,
Wakf Board, Manipur.

Countersigned

Chairman
Wakf Board, Manipur.

FORM-IV
(Sec Rule 30)

Budget estimate for assets & liabilities

Actual for	Budget Estimates for	Revised Estimates for	Head Of In-come	Budget Estimates for	Budget Estimates Made for	Head Of Liabilities	Receipt estimates For	Budget Estimates for	Actual for	Remarks
1	2	3	4	5	6	7	8	9	10	11

Cash balance

Deficit at the end of the year
Total

Loans

Remarks :- Includes advance of pay, travelling allowance and lawyer's fee.

Certified that the above statement of figures is correct and represents the actual position to the best of my knowledge and information.

Countersigned

Chief Executive Officer,
Wakf Board, Manipur.

Chairman
Wakf Board, Manipur.

FORM-V
(See Rule 22(2))

Requisition to the DC/Collector for recovery of Wakf property under Section 52 of the Wakf Act, 1995 transferred in contravention of Section 51 of the said Act.

1. Details of Wakf property.
2. Particulars of property transferred and particulars of transfer deed executed.
3. Name and address of the person executing the deed.
4. Name and address of the person to whom the property has been transferred or who is in unauthorized occupation.

Certified that I have ascertained from the records maintained in this Office and am satisfied that the property in question is a Wakf property within the meaning of Section 3(r) of the Wakf Act, 1995 and that it is entered in the Register of Wakfs maintained under section 37 of the Wakf Act, 1995.

Certified further that I have ascertained from the records that no previous sanction of the Board to the transfer has been applied for and obtained/or sanction has been obtained by misrepresentation or fraud.

Seal of the Board

Chief Executive Officer,
Wakf Board, Manipur
Imphal.

FORM-VI
(See rule 22(3))

Order of the DC/Collector for delivering possession of the Wakf property.

To

Shri.....

Address:

Whereas a requisition has been received under sub-section (2) of Section 52 of the Wakf Act, 1995 from the Chief Executive Officer, Wakf Board, Manipur regarding transfer in your favour and/or unauthorized occupation by you of the Wakf property detailed below in contravention of section 51 of the Wakf Act, 1995;

You are hereby directed to deliver possession of the said property to the Manipur Board of Wakf within a period of thirty days from the date of receipt of the order, failing which possession of the property shall be obtained from you under sub-section (5) of Section 52 of the Wakf Act, 1995.

Details of property

Date:
Seal

DC/Collector

FORM-VII
(See rule 23(3))

General

MANIPUR

NON-PLAN

PLAN

BUDGET ESTIMATES **CENTRAL WAKF COUNCIL**
SCHEMES

FOR THE YEAR.....

Forwarded to the Secretary to the Government of Manipur, Finance Department.

Dated

Estimating Officer

The

FORM-VIII
(see Rule 30)

BUDGET ESTIMATES UNDER THE HEAD FOR THE YEAR.....

Head of expenditure	Actuals of last year	Sanctioned estimates for current year	Actuals last seven months of last year	Actuals last five months of current year	Estimate for the next year	Explanatory Remarks
1	2	3	4	5	6	7
1. Salaries Name of post Number of post						
(i)						
(ii)						
(iii)						
(iv)						
Total-1- Salaries						
2. Travel Expenses TA of Officers TA of staffs Conveyance Allowance						
Total-2 -T.A.						
3. Office Expenses Postage Stamp Telephone Charge Printing charge Electric charge Paper & Stationeries Others						
Total-3- Office Expenses						
4. Payment of Professional and Special Services						
5. Rents, Rates and Taxes						
6. Publications						
7. Advertising, sales and Publicity Expenses						
8. Grants-in-aid/Contributions/Subsidies						
9. Scholarships and Stipends						
10. Hospitality expenses/Sumptuary Allowances etc.						
11. Major works						
12. Minor works						
13. Machinery and equipments						
14. Motor vehicles Maintenance						
15. Investments/Loans						
16. Materials and Supplies						
17. Interest/Dividend						
18. Pensions/Gratuities						
19. Depreciation						
20. Inter Account Transfers						
21. Writes-of/Losses						
22. Suspense						
23. Other charges						
Grand Total (total- 1,2,3 etc.)						

FORM-IX

PROFORMA-I

**STATEMENT SHOWING THE DETAILS OF THE PROVISION FOR
PAY OF OFFICERS AND ESTABLISHMENT INCLUDING BUDGET
ESTIMATES UNDER THE HEAD OF ACCOUNT FOR THE YEAR
200..... GENERAL**

Head of Account	No.	Name and No. of incumbents	Name of Vacant post	Scale of pay	Pay on the first March	Date of incumbency	Pay for the Year at the rate of 1st March	Amount Payable for increment during the year	Total amount to be drawn during the year (Total of columns 7 and 8)	Remarks
1	2	3	4	5	6	7	8	9	10	11

I. S. LAISHRAM,
Commissioner (MOBC),
Government of Manipur.