User Manual

for

WAMSI Registration Module

Ministry of Minorities Affairs Informatics Division
National Informatics Centre (HQ), New Delhi
Government of India
WAMSI Registration Module

One Waqf Estate gets registered once the following 4 steps get completed.

- **Waqf Estates registration**
- **Immovable Property Registration**
- **Movable Property Registration**
- **Property Management**

**Waqf Estate Registration Details**

* All the Fields marked as ‘*’ are Mandatory

- **Waqf Classification**: Shia or Sunni
- **Waqf Type**: Fisabi-lillah/Allal-Aulad/Use/Custom/Other. (Waqif Fields will get inactive once DEO selects Use or Custom)
- **Waqf Estate Name**: Waqf Estate name
- **Scheme of Administration of Waqf Properties**: Objective of Waqf
- **Auqaf Register Sr. No. (6 Chars)**: This number will be made as Waqf ID
- **Waqf Registration Date**: Date of Waqf Estate Registration
- **Date of Creation of Waqf**: Waqf Existence Date
- **Gazetted**: No / Yes
- **If Yes, Gazette Notification Details**: Gazette Page No., Publishing date, Sr. No.
- **Waqif UID-Name**: Unique Identification to be assigned from the Aadhar Project
- **Waqif Photo**: Waqif Photo to be uploaded
- **Waqif Father/Husband's UID-Name**: Unique Identification & Waqif Father Name
- **Address**: Waqif Address
- **Locality/Village**: Waqif Address
- **Taluk/Tehsil**: Waqif Address
- **District/City**: Waqif Address
- **State/UT**: Waqif Address
- **Please enter the name of the Documents/Certificates or their Photocopies attached/submitted**: Name of the Documents submitted during the Waqf Estate Registration. Documents need not be uploaded
Please enter the name of the Documents/Certificates or their Photocopies to be attached/ submitted: - Name of the Documents to be submitted (Pending Submission of required Documents) during the Waqf Estate Registration. Documents need not be uploaded (Applicable for New Registration)
Remarks (If Any) :- Remarks or additional information about Waqif or Waqf Estate

**Immovable Waqf Property Details**

- **Waqf Type** :- Fisabi-illah/Allal-Aulad/Use/Custom/Other
- **Waqf Scheme** :- Objective of Waqf
- **Land Type** :- Agricultural land/ Shop/ Plot/ Building/ House/ Mosque/ Madarsa/School/ Darul-Uloom/ Idgah/ Inn or Musafirkhana/ Khankaha/ Imambara or chauki or karbala/ Dargah or Mazaar or Makbara/ Ashoorkhana/ Chilla/ Graveuard/ Hujra/ Takiya / Maktab/ Other
- **Property Name** :- Name of the Waqf Property
- **Property Location/Boundaries** :- Boundaries (East, West, North, South)
- **Property Specification** :- Additional Information about the Property
- **Area & Unit of Measurement** :- Measuring area With Unit
- **Estimated Value with Date** :- Valuation of a Property on a particular Date
- **Property Current Status** :- Encroached property/ Non-Encumbered/ Alienation/ Information Not available/ Others (DEO to input if selected others)
- **Field Survey Number, Survey Details, Survey Date** :- Details of the Field Survey with Survey No. & Date
- **Select Property – Whether Property is Rural or Urban Property**
  - Rural
    - **State/UT** :-
    - **District/City** :- If Selected Others, DEO to input District
    - **Taluk/Tehsil** :- If Selected Others, DEO to input Taluk
    - **Locality/Village** :- If Selected Others, DEO to input Locality
    - **Census Code Generated** :- This Code gets automatically generated except when the DEO select others
    - **Khata No.** :-
    - **Khasra / Khewat No.** :-
    - **Amsom :-**
- Plot No. :-
- Door No. :-
- Patta No. :-

- Urban
  - State/UT :-
  - District/City * :-
  - Locality/Municipal Area * :-
  - Ward No. * :-
  - Road No. /Road Name :-
  - Lane No. /Lane Name :-
  - House No. /Plot No. :-
  - Nearest Milestone. :-

- Other Details/Remarks :- Encroachments Details/ Litigation Details/ Other Relevant Information

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**Add Immovable Survey Details**

<table>
<thead>
<tr>
<th>Property ID</th>
<th>Property ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP010094</td>
<td>AG002</td>
</tr>
</tbody>
</table>

**Property Survey Details**

- **Survey Done** :- No / Yes
- **Survey Date** :-
- **Survey Inspector Name** :-
- **Recommendations by Survey Inspector** :-
- **Final Remarks by Survey Inspector** :- Not Satisfied/Rejected / Satisfied/Approved
- **Final Remarks by Survey Date** :-
- **When the objections were invited from public** :-

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**If Yes, Survey Details/Features/Recommendations** :-

---

**Approval by CEO/Board** :- No / Yes
**If Approved, Property Registration Number Allotted by Waqf Board** :-

---

**Please Upload Property Photo/Line Boundary** :- Browse & select Photo to upload

**Survey Done** :- No / Yes
**Survey Date** :-
**Survey Inspector Name** :-
**Recommendations by Survey Inspector** :- Not Satisfied/Rejected / Satisfied/Approved

**Final Remarks by Survey Inspector** :-
**Final Remarks by Survey Date** :-
**When the objections were invited from public** :-
**Newspapers/Bills Details** :-
**Objection Received** :- No / Yes
**If Yes, Survey Details/Features/Recommendations** :-
**Approval by CEO/Board** :- No / Yes
**If Approved, Property Registration Number Allotted by Waqf Board** :-
**Movable Waqf Property Details**

- **Nature of Property/ Investment *:** Fixed Deposit/Debentures/Mutual funds/Shares/Jewellery/vehicle/Non standard
- **Expiry Date (If any) :-** The Property which has Expiry date, only that to be entered
- **Property Assessment *:** Assessable Property (Income generating) / Not Assessable Property (Non-Income generating)
- **Property Name *:** Name of the Property
- **Reference Number :-** Any reference to the Property
- **Property Location *:** Location of the Property
- **Estimated Value at the Time of Waqf Registration :-** Value of the Property
- **Date of Valuation :-** Date on which the property got valued
- **Others Details (If Any) :-** Any Additional Information
- **Remarks :-** Remarks

- **Please Upload Property Photo :-** Browse & select Photo to upload
- **Survey Done :-** NO / YES
- **Survey Date :-**
Survey Inspector Name :-
Recommendations by Survey Inspector :-
Final Remarks by Survey Inspector :- Not Satisfied/Rejected / Satisfied/Approved
Final Remarks by Survey Date :-
When the objections were invited from public :-
Newspapers/Bills Details :-
Objection Received :- No / Yes
If Yes, Survey Details/Features/Recommendations :-
Approval by CEO/Board :- No / Yes
If Approved, Property Registration Number Allotted by Waqf Board :-

**Waqf Property Management Details**

- Property Managed By :- Mutawalli
- Property Managed From * :-
- Property Managed To :-
- Mutawalli Details:- Mutawalli Details as mentioned Below
  - UID-Name * :-
  - Father/Husband UID-Name * :-
  - Address :-
  - Village/Locality :-
  - Tehsil /Taluk :-
  - District/City * :-
  - State/UT * :-
  - Contact Number :-
  - Upload Photo :-
  - Successor UID-Name :- Mutawalli’s successor, if declared
### Waqf Property Management Details

**Waqf ID [Waqf Estate Name]: UP010001 [Masjid Yakoot Khan]**

<table>
<thead>
<tr>
<th>Property ID: MQ001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Name: Masjid Yakoot Khan</td>
</tr>
<tr>
<td>Property Managed By: Management Committee</td>
</tr>
<tr>
<td>Property Managed From:</td>
</tr>
<tr>
<td>Property Managed To:</td>
</tr>
</tbody>
</table>

#### Management Committee Details

<table>
<thead>
<tr>
<th>Designation</th>
<th>UID-Name *</th>
<th>Address *</th>
<th>Contact No.</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Property Managed By: Management Committee
- Property Managed From:
- Property Managed To:
- Management Committee Details
  - File Number: File No. Maintained by WB
  - File Approval Date:
  - MC Expiry Date:
  - President: UID-Name /*Address */Contact No./ Photo
  - Secretary: UID-Name /*Address */Contact No./ Photo
  - Members: UID-Name /*Address */Contact No./ Photo

### Waqf Property Management Details

**Waqf ID [Waqf Estate Name]: UP010001 [Masjid Yakoot Khan]**

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<thead>
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</thead>
<tbody>
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<td>Property Name: Masjid Yakoot Khan</td>
</tr>
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<td>Property Managed By: Waqf Board</td>
</tr>
<tr>
<td>Property Managed From:</td>
</tr>
<tr>
<td>Property Managed To:</td>
</tr>
</tbody>
</table>

- Property Managed By: Waqf Board
- Property Managed From:
- Property Managed To:
Examples:
(Punjab, Karnataka, Assam, Tamil Nadu)
- Waqf Estates registration
- Immovable Property Registration
- Movable Property Registration
- Property Management

1) Punjab WB
   a. Waqf Estate Registration

   ![Image of Waqf Estate Registration]

   Waqf Classification: Shrine

   Waqf Estate Name: Mosque Thula Shaktikan

   Waqf Registration Date: 1971-05-29

   Waqf UIN: 980010

   Waqf Father’s UIN: 990010

   Gazetted: Yes

   Submit:
   - Waqf Classification
   - Waqf Estate Name
   - Waqf Registration Date
   - Waqf UIN
   - Waqf Father’s UIN
   - Gazetted

   Remarks (if any):

   b. Immovable Property Registration

   ![Image of Immovable Property Registration]

   Waqf ID [Waqf Estate Name]: PHPA0010 [Mosque Thula Shaktikan]

   Property Name: Mosque Thula Shaktikan

   Property Location/Boundaries:
   - Village: Madhapur
   - Town/Taluk: Other
   - District: Other

   Other Details/Remarks:
   - Mosque Building is 400 Sq. ft.
c. Movable Property Registration
d. Property Management

2) Karnataka WB
a. Waqf Estate Registration
b. Immovable Property Registration

Property Survey details
c. Movable Property Registration

d. Property Management

3) Assam WB

a. Waqf Estate Registration
b. Immovable Property Registration

c. Movable Property Registration
d. Property Management
4) Tamil Nadu WB

a. Waqf Estate Registration

- Waqf Classification: Sunni
- Waqf Type: Custom
- Waqf Estate Name: Sundar Jamath Mosque Arokappuram
- Waqf Father/Husband’s UID Name:
- Waqf Father/Husband’s UID Name:
- Waqf Registration Date: 1987-12-17
- Date of Creation of Waqf: Yes
- Gazette Notification Details: Yes

b. Immovable Property Registration

- Waqf ID: TN120192
- Property Name: Sundar Jamath Mosque
- Property Location: Arokappuram
- Property Specification: 1 acre 1160 sq ft
- State/UT: Tamil Nadu
Survey Details

c. Movable Property Registration

d. Property Management
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waqf ID (Waqf Name)</td>
<td>TN120192 [Sunnah Jamiah Mosque Asokapuram]</td>
</tr>
<tr>
<td>Property ID (Property Name)</td>
<td>MQ091 [Sunnah Jamiah Mosque]</td>
</tr>
<tr>
<td>Property Managed By</td>
<td>Mattawalli</td>
</tr>
<tr>
<td>Property Managed From</td>
<td>17-12-1987</td>
</tr>
<tr>
<td>Matawalli Details</td>
<td></td>
</tr>
<tr>
<td>UIN-Name</td>
<td>Jamab KM Yaqoob Sabih</td>
</tr>
<tr>
<td>Father Husband UIN-Name</td>
<td>JF</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Village/Locality</td>
<td>Asokapuram</td>
</tr>
<tr>
<td>Tehsil / Taluka</td>
<td></td>
</tr>
<tr>
<td>District/City</td>
<td>Erode</td>
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<td>State/UT</td>
<td>Tamilnadu</td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
</tr>
<tr>
<td>Photo</td>
<td></td>
</tr>
<tr>
<td>Successor UIN-Name</td>
<td></td>
</tr>
</tbody>
</table>

**Update** | **Close**
WAMSI - Overview

WAMSI MENU

Registration
- Waqf Estate Registration (Waqf ID)
  - Immovable Waqf Property Details
  - Movable Waqf Property Details
  - Waqf Property Management Details

Return Filing
- Annual Income & Exp. Details

Leasing
- Lease Application
  - Rent Payment Details
  - Renewal & Cancellation
  - Final Settlement
  - Dargah/Mosque’s Donations/Contributions

Litigation
- Internal Cases
  - External Cases
  - Lawyer Details

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