Waqf ID**							

SN	FIELD NAME				WAQF BOARD		
1	Waqf Classification** (√)	Sunni			Shia		
2	Waqf Type** (√)	Use	Fisabilillha		Allal-Aulad		
3	Waqf Scheme (Description of Scheme of Administration of Waqf)						
4	Waqf Name**						
5	Waqf Regn. (Auqaf Register) No.		Regd. Date		Existence Date		
6	Waqf Gazetted** (Y/N)	Gazette No.	Page No.		Date of Publication		
7	Waqif Name*						
8	Waqif Father/Husband's Name*						
9	Waqif Address* (with City & District)						
10	Management of Waqf** (√)	Waqf Board	Management Committee (MC)		Mutawalli		
11	Mutawalli Name*						
12	Mutawalli Father/Husband's Name						
13	Mutawalli Address* (with City & District)						
14	MC President Name & Address* (with City & District)						
15	MC Secretary Name & Address* (with City & District)						
16	MC Member Name(s)						
17	MC File Details	No.	Approval Date		Expiry Date		
18	Movable Properties Details (Name, Type, Location, etc for each Property)						

19 Immovable Property Details (Property # 1)

(i)	Property Name*	
(ii)	Land Type**	(Plot / Shop / Agriculture Land / Mosque /Graveyard/_____)
(iii)	Property Boundaries (E, W, N, S)	
(iv)	Area with Unit*	Area Unit

Fill given below fields if this is a RURAL Property	Fill given below fields if this is a URBAN Property
District/City** –	District/City** -
Sub-District** –	Sub-District** -
Village-PO** –	Town** -
Khata No. –	Ward No./Municipal Area -
Khasra/Khewat No. –	Road/Lane No. & Name -
Amsom/Door/Plot No. –	House No./Plot No. -
Lease/Patta No. –	Nearest Milestone -

20	Property Current Status*(√)	Encroached	Under Litigation	Alienated	Free Title (Non Encumbered)	Other Details _____
21	Estimated Value on Date	Value	Rs.		Date	
22	Field Survey Details with Date					

(Signature with Date)

Name:_____

Note: Additional Sheet(s) for more Immovable Properties (Details from S.No.19 to 22 for each property) AND Additional Sheet(s) for more Movable Properties (Details as per S. No. 18)   **v3.0**

19	**Immovable Property Details**					
	(v) Property Name*					
	(vi) Land Type**	(Plot / Shop / Agriculture Land / Mosque /Graveyard/_____)				
	(vii) Property Boundaries (E, W, N, S)					
	(viii) Area with Unit*	Area			Unit	

Fill given below fields if this is a RURAL Property	Fill given below fields if this is a URBAN Property
District/City** –	District/City** -
Sub-District** –	Sub-District** -
Village-PO** –	Town** -
Khata No. –	Ward No./Municipal Area -
Khasra/Khewat No. –	Road/Lane No. & Name -
Amsom/Door/Plot No. –	House No./Plot No. -
Lease/Patta No. –	Nearest Milestone -

20	Property Current Status*(√)	Encroached	Under Litigation	Alienated	Free Title (Non Encumbered)	Other Details _____
21	Estimated Value on Date	Value	Rs.		Date	
22	Field Survey Details with Date					

19	**Immovable Property Details**					
	(ix) Property Name*					
	(x) Land Type**	(Plot / Shop / Agriculture Land / Mosque /Graveyard/_____)				
	(xi) Property Boundaries (E, W, N, S)					
	(xii) Area with Unit*	Area			Unit	

Fill given below fields if this is a RURAL Property	Fill given below fields if this is a URBAN Property
District/City** –	District/City** -
Sub-District** –	Sub-District** -
Village-PO** –	Town** -
Khata No. –	Ward No./Municipal Area -
Khasra/Khewat No. –	Road/Lane No. & Name -
Amsom/Door/Plot No. –	House No./Plot No. -
Lease/Patta No. –	Nearest Milestone -

20	Property Current Status*(√)	Encroached	Under Litigation	Alienated	Free Title (Non Encumbered)	Other Details _____
21	Estimated Value on Date	Value	Rs.		Date	
22	Field Survey Details with Date					

(Signature with Date)

Name:_____

INSTRUCTIONS FOR FILLING-UP METADATA FORM

This duly filled in Metadata Form (manually) will also help in entering Data in WAMSI Registration Module (WAMSI-Regn.) apart from its usage in WAMSI Document Management System (WAMSI-DMS)'s Bulk Data Updation (BDU) Utility.

- All the Fields marked with * are Mandatory. However if the User doesn't have the required information he can write 'Information not Available' in the mandatory field, but the missing data have to be edited in WAMSI System afterward to have an updated Database.

- All the Fields marked with ** are Mandatory. User cannot skip these fields.

- Collect maximum Information from the Actual Waqf Properties Site/Properties Documents/Mutawalli's in order to prepare up-to-date inventory of Waqf.

- Use additional sheets if there is more than one Waqf Property in a Waqf (i.e., Waqf Estate). Fill Information from S.No.19 to S.No.22 (in case of Immovable Properties) and S.No.18 (in case of Movable Property).

How to write Waqf ID?

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.

What is Waqf Scheme?

Description of Scheme of Administration of Waqf Property(ies) given by Waqif or Objectives or Purpose of Wakf.