

Good Practices for Pre-Digitization Work

- (a) Identifying the Waqf Property Documents which are establishing the Ownership Right to SWB and can be produce in Court of Law as a proof of ownership at the time of any dispute. For example, Waqf Deeds (WD); Waqf Registration Forms (REG); Mutation Records, Revenue Records, Municipal Records (RoR); Gazette Publications (GZ), Survey Commissioner Records (SRV); Layout/Area Maps (MAP); Land Possession Certificate [LPC];etc.

Note:

If you have any other Type of Documents which you think could also serve the purpose of Ownership Rights (Primary Documents issued by third party with Authority) applicable to your SWB then we could assign proper abbreviation to them, so that uniform coding across all SWBs could be achieved.

- (b) Putting all the identified Documents relevant to an individual Waqf Estate (i.e., Auqaf Register Serial No. wise) in a single Physical Folder.
- (c) Paste the Metadata Sheet or Write Metadata Fields, on the Front Cover of each Physical Folder, duly filled-in as per the information contained in the Documents kept inside it.
- (d) Wakf ID (8 chars) Field in the Metadata may be filled as follows:
- (i) First 2 chars are SWB abbreviation e.g., AP for AP SWB
 - (ii) Next 2 chars are District Code (either as per Census Codes or SWB defined 2 Alphabets (Capital Letters) in consultation with NIC-PMU(Waqf)) if separate Auqaf Register is maintained for each District.
 - (iii) Next 4 chars are written as Auqaf Register Serial No. with preceding Zeros.

Note:

If single Auqaf Register is maintained for whole State then after SWB abbreviation, rest 6 chars are written as Auqaf Register Serial No. with preceding Zeros.

- (e) Kindly write (in HB Pencil) the proposed Digital File Name (as per File Naming Convention explained below) on the Left Hand Top Corner of First Page on an actual Document available in the Physical Folder.

This will help Scanning Person to digitally name the Document just scanned since he may not be able to identify the Type of Document because of Written Language of the Document itself.

File Naming Convention: (also explained in the Guidelines for BDU Usage)

For example: If the Physical Folder contains Waqf Deed (WD); Waqf Registration Form (REG); Mutation Record, Revenue Record, Municipal Record (RoR); Gazette Publication (GZ), Survey Commissioner Record (SRV) and Layout/Area Maps (MAP) for Wakf ID: "AP000001"

The Digital File Names for these Six (6) Documents would be:

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|--|-------------------|
| 1. Waqf Deeds (WD) : | AP000001_WD.pdf |
| 2. Waqf Registration Forms (REG) : | AP000001_REG.pdf |
| 3. Mutation Record (RoR) : | AP000001_RoR.pdf |
| 4. Revenue Record (RoR1) : | AP000001_RoR1.pdf |
| 5. Municipal Record (RoR2) : | AP000001_RoR2.pdf |
| 6. Gazette Publication (GZ) : | AP000001_GZ.pdf |
| 7. Survey Commissioner Records (SRV) : | AP000001_SRV.pdf |
| 8. Layout/Area Maps (MAP) : | AP000001_MAP.pdf |
| 9. Land Possession Certificate (LPC) : | AP000001_LPC.pdf |

(f) Immovable Property Details Field in the Metadata may be filled as follows:

- I. Waqf Imm. Property # 1: (A) Type of the Property;
(B) Name of the Property;
(C) Total Area with Unit of Measurement;
(D) Khata/Khasra/Village/Taluk/Distt; or
(E) Flat/House/Plot/Ward/Circle/Distt;
(F) Nearest Milestone/Prominent Place;
(G) Bounded by N-, S-, E-, W-;
- II. Waqf Imm. Property # 2: (A) Type of the Property;
(B) Name of the Property;
(C) Total Area with Unit of Measurement;
(D) Khata/Khasra/Village/Taluk/Distt; or
(E) Flat/House/Plot/Ward/Circle/Distt;
(F) Nearest Milestone/Prominent Place;
(G) Bounded by N-, S-, E-, W-;

(g) Remarks Field in the Metadata may be filled with the extra Important Information like:

- I. Status as on Date: Non-encumbered/Alienated /Encroached/Litigation
- II. Any other Important information