

TAMIL NADU WAKF BOARD

MANUAL UNDER RIGHT TO INFORMATION ACT, 2005.

I n t r o d u c t i o n :

The Government of Tamil Nadu in its letter Ms.No.987, Public (Estt. I & Leg.) Department dated 7.10.2005 directed all Government Departments to complete the tasks envisaged in the Right to Information Act, 2005 (22 of 2005) and pursue action.

Under the provision of the Right to Information Act 2005 Sec. 4(1)(b), every citizen has the right to have all the information about an organization that serves for the welfare of the people. This manual is prepared to benefit the people as envisaged in the Act.

Appointment of Public Information Officer:

As per section 50 of the Right to Information Act, 2005 the following Public Information Officer and Appellate Authority were appointed to deal with the requests from persons seeking information and render reasonable assistance to them.

PUBLIC INFORMATION OFFICER

Janab. D.K.Syed Ashraf Ali,
Assistant Secretary,
O/o. Tamil Nadu Wakf Board,
No.1, Jaffar Syrang Street, Vallal Seethakathi Nagar, Chennai-1.

APPELLATE AUTHORITY

Janab. A. Mohamed Jamaluddin, **M.Com,B.L,M.B.A,**
Chief Executive Officer,
Tamil Nadu Wakf Board,
No.1, Jaffar Syrang Street, Vallal Seethakathi Nagar, Chennai-1.

Further all zonal Superintendents of the Wakf Board are designated as District Information Officers. Appeal against them shall be laid with the Chief Executive Officer, Tamil Nadu Wakf Board, Chennai-1.

S.No.	Designation of the District Information Officer.	Head Quarters	Districts covered	Address
1.	Supdt. of Wakfs, Chennai	Chennai	Chennai,	822, Anna Salai, (Mecca Masjid Complex), Mount Road, Chennai-600002. Ph. 28520477.
2	Supdt. of Wakfs, Poonamallee	Poonamallee	Kancheepuram & Tiruvallur	Periya Pallivasal Valagam, Poonamallee, Chennai -600 056. Ph.044-26494523.
3.	Supdt. of Wakfs, South Arcot	Panruti	Cuddalore & Villupuram	O/o Noor Mohamed Sha Aulia Dargah, 512, Gandhi Road, Panruti, Cuddalore District . Ph.04142 – 242660.
4.	Supdt. of Wakfs, Vellore	Vellore	Vellore & Tiruvanna-malai	12/16, Gandhi Road, Vellore - 632 004 Ph.: 0416-2225770.
5.	Supdt. of Wakfs, Salem	Salem	Salem, Namakkal, Dharmapuri, Krishnagiri	No. 4A & 5A, 1 st Floor, Tippu Sultan Market, 1 st Agraharam, Salem – 636 001. Ph.0427- 2263126.
6.	Supdt. of Wakfs, Coimbatore	Coimbatore	Coimbatore & Erode, Nilgiris	No.14-15, Mosque Complex, Avinashi Road, Uppipalayam, Coimbatore-641018. Ph.0422-2380685
7.	Supdt. of Wakfs, Trichy	Trichy	Trichy, Pudukottai,	No.12, Kiledar Street, Trichy – 2

			Karur, Perambalur	Ph. 0431 -2703407.
--	--	--	----------------------	--------------------

8.	Supdt. of Wakfs, Madurai	Madurai	Madurai, Dindigul, Theni.	No.1 Town Hall Road Mosque, Town Hall Road, Madurai - 625001. Ph.0452 - 2346053.
9.	Supdt. of Wakfs, Ramnad	Ramnad	Ramnad, Virudhunagar, Sivagangai	No.159/3&4, Tahrappm Sayanam Road, Velipattinam, Ramnathapuram-623 504 Ph.04567-220053.
10.	Supdt. of Wakfs, Thanjavur	Thanjavur	Thanjavur, Tiruvarur Nagapattinam	27, Neethi Nagar, Opp. Jumma Mosque, Court Road, Thanjavur-613 001. Ph. 04362 – 273077.
11.	Supdt. of Wakfs, Tirunelveli	Tirunelveli	Tirunelveli, Tuticorin, Kanyakumari	54, High Road, Tirunelveli - 627001. Ph.0462 – 2334062.

Organization of the Board:

The Tamil Nadu Wakf Board is constituted as per section 14 of the Wakf Act 1995 which has prescribed certain categories for the nomination of members to the Board. Under such categorization this Board has been constituted with the following members:

Sl.No.	Category	Names of the Members
1.	Members of the Parliament from the State (2 Nos)	1. Jb. K.M.Kader Mohideen, Ex.M.P. 2. Jb. J.M.Aaroon Rashid M.P.
2.	Members of the State Legislature (2 Nos)	1. Jb. Khaleelur Rahman M.L.A. 2. Jb. Syed Ghouse Basha M.L.A.
3.	Muslim Members of the Bar Council	1. Jba. Bi Bi John 2. Jb.Syed Ismail
4.	Muthawallis of the Wakf (2 Nos)	3. Dr. Haja K. Majeed 4. Jb. M. Sikkander
5.	Eminent Muslim Organizations (2 Nos)	1. Jb. Salahudeen Mohamed Ayub. 2. Jb. Thiruppur Altaf
6.	Scholars in Islamic Theology (2 Nos)	1. Jb. N.A. Mirza 2. Jb.Kavikko Dr.S.Abdul Rahman.
7.	Officer not below rank of Deputy Secretary (1 No.)	1. Jb.K.Alaudin, I.A.S.,

MODE OF SELECTION:

1. Govt. nominates 2 Muslim M.P.s and in the non-availability of M.P.s, Ex-M.P.s are nominated.
2. Govt. nominates 2 Muslim M.L.A.s and in the non-availability of M.L.A.s Ex- M.L.A.s are nominated.
3. Govt. advertises for the Muthavallis to be nominated to the Board and the interested Muthavallis apply for the same and it also announces the date and venue of election and the Muthavallis of the Wakf whose annual income exceeds Rs.1.00 lakh and above through out the state elect their representatives.
4. Govt. chooses and nominates representatives from eminent Muslim organizations to be the members of the Board.
5. Govt. chooses two Islamic scholars/social activists of the community and nominates them as the members.
6. A Muslim officer not below the rank of Deputy Secretary is nominated as the member.

It is norm/rule that one of these members belongs to Shia community.

Term of office:

As per section 15 of Wakf Act 1995, the term of office of the members of the Board is five years. This Board was constituted on 27.03.2007 and it expires on 26.03.2012.

Functions of the Board:

As per section 32 of the Wakf Act 1995, the general superintendence of all Wakfs in the State shall vest with the Board. It is the duty of the Board to exercise its powers under Wakf Act 1995 to ensure that the Wakfs under its superintendence are properly maintained,

controlled and administered and the income thereof is duly applied to the objects and for the purposes for which such Wakfs were created or intended. Further the Board shall act in conformity with the directions of the Wakf, the purposes of the Wakf and any usage or custom of the Wakf sanctioned by the school of Muslim law to which the Wakf belongs.

Powers and Duties of the Chief Executive Officer of the Board:

1. To initiate disciplinary action against any member of the Staff after following the due procedure, without the concurrence of the Chairman of the Board and imposing minor penalties specified in the Tamil Nadu Wakf Board Service Regulation with the concurrence of the Chairman, any major penalty. The Board shall be the appellate authority in either case.
2. To review the work of the Wakf Inspectors and to cut down fixed Traveling allowance/T.A. in the case of short tour or insufficient work.
3. Establishment Bills (Like Pay, Traveling allowance, Medical claims, advances recoverable etc) may be passed by the Chief Executive Officer-cum-Secretary. They need not be placed before the Chairman or the Board as a routine, either before or after payment.
4. With reference to sanction of fees and expenses to the Legal Advisors, Board's Counsels for cases conducted on behalf of the Board, the necessary amounts may be paid by the Chief Executive Officer-cum-Secretary and report to the Board.
5. Checking all the accounts of the Wakfs and issue of demands for contribution due to the Board and to see all the Collections of contributions and to realize other moneys due to the Board and submit monthly reports to the Board.
6. To check the tour diary of the Superintendent of Wakfs, Wakf Inspectors and their programmes.

7. Maintenance of personal files and records sheets of all the staff of the Board.
8. Issue of receipts for moneys received towards contribution etc.
9. Preparation of budget of the office.
10. Approving of the Budget of the Wakf in accordance with the Rules and Regulations in the case of the Wakfs whose annual income are less than 2 lakhs.
11. Scrutiny and presentation of the annual statement of the accounts of the Board.
12. Dealing with the audit objection of the Board and Wakfs.
13. Scrutiny of the security of the official of the Board.
14. To call for and record, the statement of assets and liabilities of the members of the staff.
15. To sanction expenditure with approved Budget on items provided for it subject to a limit of Rs.10,000/- in the case of non recurring expenditure and Rs.5,000/- in the case of recurring expenditure such contingencies as electricity charges, rents, telephone charges, repairs to office equipment, vehicles, purchase of stationery, printing etc.
16. To submit monthly statement of the income and expenditure to the Board and to the Government.
17. To attend to all communications from the Government.
18. To call for such returns, statistical accounts and other information from the Muthavallis in respect of the Wakf property as may be required from time to time.
19. To inspect or cause inspection of Wakf properties, accounts of records or deeds and documents relating thereto.
20. To allow inspection of the proceedings or other records of the Board and to issue copies of the same on payment of prescribed fees.

21. To cause registration of Wakfs and to amend the Register of Wakfs under Section 41 of the Wakf Act 1995.
22. To deposit and withdraw the amounts required to be deposited or withdrawn according to law in respect of suits instituted or defended by the Board.
23. To take necessary steps for the proper recording of Wakf properties with the authorities concerned with the settlement operations conducted by the State Government.
24. Such other powers/duties as have been specifically conferred/imposed on him by the Act or under the Rules and Regulations framed there under.

STAFF STRENGTH

The office of the Tamil Nadu Wakf Board functions State wide consisting of 11 Zonal offices headed by Superintendents with required Wakf Inspectors depending upon the jurisdiction. The said 11 Zonal offices comes under the control of Head Office functioning at No.1, Jaffar Syrang Street, Vallal Seethakathi Nagar, Chennai - 1 headed by Chief Executive Officer. The administrative pattern of the Tamil Nadu Wakf Board is as follows:

1. Chief Executive Officer.
2. Assistant Secretaries.
3. Accounts Officer.
4. Superintendents.
5. Assistants.
6. Junior Assistants.
7. Typists.
8. Steno-Typist.
9. Drivers.
10. Record Clerk.
11. Office Assistants.

Establishment of Board

<u>Sl.No.</u>	<u>Designation</u>	<u>Sanctioned Strength</u>
1.	Chief Executive Officer	1
2.	Assistant Secretary	2
3.	Accounts Officer	1
4.	Superintendents	19
5.	Assistants	32
6.	Junior Assistants	45
7.	Steno Typists	2
8.	Typists	6
9.	Record Clerk	1
10.	Driver	3
11.	Office Assistants	15
	Total	----- 127 -----

The staff are divided under 6 Section Heads and allotted duties as under:

Section A – The Accounts Section

There are 13 staff in this section with a Section Head and staff A1 to A12 who look into district work as well as general office audit, administrative grant, pension and audit of Wakf Institutions.

Section B – Correspondence Section

20 staff along with a Section Head and staff B1 to B19 looks into the correspondence to and from various districts. Each staff is allotted specified districts.

Section C

5 staff -- Section Head and C1 to C4 – Government Tapals, Hon'ble Chief Minister's Special Cell Petitions, Hon'ble Chairman's Tapal, Government Inspection, Encroachment, Public Premises Act, Survey, Registration of Wakfs, Right to Information Act.

Section D

6 staff - Section Head and staff D1 to D5 looks into Cash, pay bill, office telephone, car, GPF, medical bill claims, reconciliation, Ulema pension, maintenance cases, etc.

Section E

9 staff – E1 to E8 along with a Section Head looks into the Establishment, Welfare, Board Meetings, Record, Despatch etc.

Section F – The Fair Copy Section

This section has 2 Personal Assistants to Hon'ble Chairman, Personal Clerk to Chief Executive Officer, 3 typists and a Steno-typist who help in bringing out all the drafts on paper.

Finance of the Board:

1. 7% of the annual income of a Wakf whose net annual income is not less than five thousand rupees should be paid to the Board.
2. Advances and deposits recovered and loans taken or recovered.
3. deposits made as security by employees, lessees or contractors and other deposits if any.
4. withdrawals from banks or of investments.
5. amounts recovered towards costs awarded by Courts.
6. sale proceeds of religious books and publications where such sales are undertaken as an un-remunerative enterprise with a view to propagating religion.
7. donations in cash or kind or offerings made by the donors as contribution to the corpus of the Wakf.

And also fees for documents as under:

(1) All applications for inspection of Board's record shall be made to the Chief Executive Officer.

(2) Any information required under Information Act 2005, the applicant shall send in the application along with a prescribed fee of Rs.10/- (Rupees ten only) to the office of the Tamil Nadu Wakf Board.

(3) Permission on application for inspection of records or proceedings of the Board or any committee may be granted by the Chief Executive Officer without charging fees for the first hour, and a fee of rupees five for each one hour (or fraction thereof) thereafter. In addition to the above the following fees shall also be paid (as prescribed in the Tamil Nadu Wakf Rules 2000).

(i) For searching records of any one year for
a single document or entry -Rs.25/- (Rs. Twenty five
only)

(ii) For searching records for every
additional year -Rs.5/- (Rupees five only)

(iii) Certified copy of record or proceedings of the Board or any committee may be granted by the Chief Executive Officer on payment of such fee as indicated below:-

(i) For every sheet or page used in : Rs.5/- (Rs. five only)
making Photostat copy (if such
facility is available in Board Office)

(ii) Other than photostat for every 150 : Rs.10/-(Rs. Ten only)
words or fraction of 50 words.

(iii) in case copy of document is : Twice the rate prescribed in
required in original tabular form. rule 6(2).

Provided that the application in accompanied by the receipt of the Board for such fee fixed under sub-rule (2) or (3) for this purpose.

(4) The Chief Executive Officer may, for sufficient reasons, reject the application for inspection of records or issuance of certified copies, after recording reasons in writing and communicating the reasons to the applicant.

(5) Provided that the applicant shall have the right to appeal to the Chairperson, against the order of the Chief Executive Officer.

(6) The appeal in such cases shall be accompanied by a receipt of the Board for such fee at twice the rate prescribed in sub-rule (3).

Directory of the Members, Officers and the Zonal Heads

Board	25232222, 25232255
Chief Executive Officer (Direct)	25212786
Fax	25248888

Members:

Janab. Kaviko Dr.Abdul Rahman.	25232277
Janab. K.M.Kader Mohideen, Ex.M.P.	25218786
Janab. J.M.Haroon M.P.	28521679
Janab. S.Syed Ghouse Basha,M.L.A.	04542 -233911
Janab. M.Khaleelur Rahman, M.L.A.	04320-241399
Janaba. A.S.Bi Bi John,	26642082
Janab. N.A. Mirza,	28257268
Janab. Mufti Dr.Kazi Salauddin,	28110864
Janab. Alhaj.Tiruppur Althaf	25987607
Janab. Dr.Haja .K.Majeed.	25221448, 25222322
Janab. M.Mohamed Sikkandar	25324885
Janab. Mohamed Ismail.	04651-248298 04651-249004
Janab.K.Allauddin,I.A.S.,	28520669

Zonal Offices:

1. Chennai Zone
Supdt. of Wakfs,
822, Anna Salai, (Mecca Masjid Complex),
Mount Road, Chennai - 600 002. Ph.28520477
2. Poonamallee zone
Superintendent of Wakfs,
Perriya Pallivasal Valagam,
Poonamallee, Chennai -600 056. Ph.044-26494523.
3. South Arcot (Panruti)
Supdt. of Wakfs,
O/o. Noor Mohamed Sha Aulia Dargah,
512, Gandhi Road,
Panruti, Cuddalore District. Ph. 04142 - 242660
4. Vellore Zone
Supdt. of Wakfs, Ph. Off: 0416-2225770
12/16, Gandhi Road, Mosque: 0416-2222615
Vellore - 632 004
5. Salem Zone
Supdt. of Wakfs,
No. 4A & 5A, 1st Floor, Tippu Sulthan Market,
1st Agraharam, Salem-636 001 Ph .0427- 2263126.
6. Coimbatore Zone
Supdt. of Wakfs,
No.14-15, Mosque Complex,
Avinashi Road, Uppipalayam,
Coimbatore-641 018. Ph.0422 – 2380685
7. Madurai Zone
Supdt. of Wakfs,
No.1, Town Hall Road,
Mosque Building IInd Floor,
Madurai-625001 Ph.0452 – 2346053
8. Thanjavur Zone
Supdt. of Wakfs,
27, Neethi Nagar, Opp. Jumma Mosque,
Court Road,
Thanjavur - 613 001. Ph.04362 - 273077

- 9 Trichy Zone
Supdt. of Wakfs,
12, Kiledar Street, Trichy - 2. Ph.0431 -2703407
- 10 Tirunelveli Zone
Supdt. of Wakfs,
54, High Road, Tirunelveli-627 001. Ph.0462 - 2334062
- 11 Ramnad Zone
Supdt. of Wakfs,
159/3&4, Tahrappm Sayanam Road,
Velipattinam, Ramanathapuram-623 504. Ph. 04567 - 220053

Ulema Pension Scheme

Ulema Pension Scheme was introduced in the year 1981 by the Government of Tamil Nadu. As per G.O.Ms.No.684, C.T. & R.E. Department dated 9.6.1981, Pesh Imam / Muazzin / Arabic Teacher who has completed 60 years of age, served in any Registered / Surveyed and notified Wakf Institution for atleast 20 years and has no other satisfactory means of livelihood are eligible for getting Ulema Pension. In G.O.Ms.No.78, B.C., M.B.C. & M.W. Department dated 19.7.2000, 'Muzavars' (in any Dargah) are also made eligible to get Ulema Pension. In G.O.Ms.No.292, C.T. & R.E. Department dated 26.3.86, requirement of age and qualifying experience were reduced from 60 years to 50 years and 20 years to 10 years respectively in respect of the applicants who are handicapped or suffer from any permanent disability.

The Government in their G.O.Ms.No.20, B.C., M.B.C., & M.W. Department dated 10.03.2008 have increased the number of beneficiaries in Ulema Pension Scheme to 2400. Lastly the Government in G.O.Ms.No.108, B.C., M.B.C. & M.W. Department dated 12.12.2005 have enhanced the pension amount to Rs.750/- with effect from 15.11.2005.

The Government in G.O.Ms.No.28, B.C., M.B.C. & M.W. Department dated 27.7.2001 have delegated the powers for the sanction of Ulema Pension to the Chief Executive Officer, Tamil Nadu Wakf Board on the recommendations of the Ulema Pension Sanction Committee constituted under the Chairmanship of Hon'ble Minister for Environment & Wakfs. The Chief Executive Officer, Tamil Nadu Wakf Board is the convener and Member Secretary of the Ulema Pension Sanction Committee.

Remuneration received by the Staff

Chairman	-Honorary Post
Chief Executive Officer	-on deputation in the Cadre not below the rank of Deputy Secretary to Govt.
Assistant Secretary	-(8000-275-13500 + Allowances)
Accounts Officer	-on deputation
Superintendents	-(5700-175-9200 + Allowances)
Assistants	-(4000-100-6000 + Allowances)
Junior Assistants	-(3200-85-4900 + Allowances)
Steno Typists/Typists	-(3200-85-4900 + Allowances)
Record Clerk	(2650-65-3300-70-4000+ Allowances)
Driver	- (3200-85-4900 + Allowances)
Office Assistants	(2550-55-2660-60-3200+ Allowances)

The public can get information about the functioning of Wakf Board from www.tnwakfboard.org besides the telephone contacts.