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## GOVERNMENT OF THE PUNJAB LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION  
(138 of 2020)

05 OCTOBER 2020

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**GOVERNMENT OF THE PUNJAB  
AUQAF AND RELIGIOUS AFFAIRS  
DEPARTMENT**

Dated 04 October 2020

**NOTIFICATION**

**No. SOP-5(1)DDE/2019** .- In exercise of powers conferred under section 25 of the Punjab Waqf Properties Ordinance, 1979 (IV of 1979), the Government of Punjab is pleased to make the following rules:

**1. Short title and commencement.-** (1) These rules may be called as the Punjab Waqf Properties (Registration) Rules 2020.

(2) They shall come into force at once.

**2. Definitions.-** (1) In the rules:

(a) "Ordinance" means the Punjab Waqf Properties Ordinance, 1979 (IV of 1979); and

(b) "Zonal Administrator Auqaf" means a Zonal Officer Auqaf appointed under the Punjab Auqaf Organization (Appointment & Conditions of Service) Rules, 1994.

(2) A word used but not defined in the rules shall have the same meaning as assigned to it the Ordinance.

**3. Procedure for registration of waqf property.-** (1) A person creating a waqf or Manager shall furnish the information, for registration of a Waqf Property, on 'Form-I', accompanied by a copy of the deed or instrument creating the waqf, to the Chief Administrator through the concerned Zonal Administrator Auqaf.

(2) The information, for registration of waqf property, may be furnished through portal, if established by the Auqaf and Religious Affairs Department.

(3) The Zonal Administrator Auqaf shall scrutinize the information provided on 'Form-I' and confirm the genuineness of the accompanied documents and after satisfaction forward the same to the Chief Administrator within thirty days of receipt of such information.

(4) The Chief Administrator, on the basis of information provided under sub-rule (2), shall register the waqf property.

**4. Management of record.-** (1) The Chief Administrator shall update and maintain:

(a) register of moveable and Immoveable waqf properties including agricultural property, gardens, building properties and land properties on Form-I; and

(b) register of a consolidated account of waqf property on Form-III.

(2) The Chief Administrator shall make sure safe custody of the information, copies of the deeds or instruments and registers furnished under the rule.

**4. Provision of information.-** (1) The Chief Administrator shall provide information of registered and notified waqf property on 'Form-IV and Form-V', respectively, to the authority under subsection (1) of section 20-A of the Ordinance.

(2) The Chief Administrator shall provide information of registered and notified waqf property on 'Form-IV and Form-V', respectively within seven days of the request of the reporting entity under subsection (1) of section 20-B.

(3) The Manager of a waqf property shall provide information on Form-VI under subsection (2) of section 20-A of the Ordinance.

**5. Provision of information by the collector.-** (1) The Collector shall, at the end of a financial year, furnish a consolidated annual report of all waqf properties recorded as waqf properties during that year, on Form-II, to Chief Administrator under subsection (3) of section 6 of the Ordinance.

(2) The consolidated annual report under sub-rule (1) shall be furnished by 15<sup>th</sup> July each year.

**SECRETARY**  
GOVERNMENT OF THE PUNJAB  
AUQAF AND RELIGIOUS AFFAIRS  
DEPARTMENT"



**FORM-I**  
**APPLICATION FORM FOR REGISTRATION OF WAQF**

(UNDER SECTION-6)  
**THE PUNJAB WAQF PROPERTIES ORDINANCE, 1979**  
(AMENDMENT) ACT, 2020

To:

**The Chief Administrator Auqaf, Punjab,  
Aiwan-e-Auqaf, Near Lahore High Court,  
The Mall, Lahore.**

Affixed  
Photograph  
of Applicant

- 1) Name of applicant/s:- .....
- 2) Father's Name:- .....
- 3) Address of Applicant/s:- (i) Village / Premises No. ....  
Municipality: ..... Ward No.: .....  
(ii) Post Office: ..... (iii) Police Station : .....  
(iv) District : ..... (v) Postal Code: .....
- 4) Phone / Mobile Number:- .....
- 5) Whether Applicant is Waqif or : .....  
Mutawalli or Descendent of Waqif  
Or Beneficiary of the Waqf or  
Interested Person in the Waqf Estate.
- 6) Name of the Waqif:- .....  
(A) Address of Waqif:- (i) Village / Premises No. ....  
Municipality: ..... Ward No.: .....  
(ii) Post Office: ..... (iii) Police Station : .....  
(iv) District : ..... (v) Postal Code: .....  
(B) Phone / Mobile Number:- .....  
(C) Details of movable and immovable properties of waqif . ....



						Total

Note:-1- Attach attested copies of revenue record i.e. Fard Malkiat (owner ship record) / Mutation in favour of Waqf, non encumbrance certificate etc.

2- Separate sheets as required to describe the detail of the property should be enclosed describing assets of the Waqf (other than land), such as deposits in bank, shares in companies, business and loans to others etc.

(13) Gross annual income of the Waqf Property / Properties: Rs. ....  
(Rupees ..... only.

- a) Rent from house /shops. Rs. ....
- b) From Agriculture land. Rs. ....
- c) From Nazrana. Rs. ....
- d) From Donation. Rs. ....
- e) From any other source. Rs. ....

(14) Expenses annually incurred in

- realization of the income:
- a) Pay of Staff, if any: Rs. ....
  - b) Expenses of Stationery Rs. ....
  - c) Other expenses. Rs. ....

(15) Rent and taxes annually payable:

- a) Govt. revenues: Rs. ....
- b) Municipal Taxes: Rs. ....
- c) Local Tax etc. Rs. ....

(16) Expenditure as per direction of the Waqf:

- a) Remuneration of mutawalli: Rs. ....
- b) Allowance to individuals if any: Rs. ....
- c) Beneficiary / Beneficiaries Rs. ....
- d) Expenses purely for religious purpose: Rs. ....
- e) Expenses purely for charitable purpose: Rs. ....

- f) Any other purpose: Rs. ....  
g) Outstanding dues against the Waqf: Rs. ....

I / We .....  
Son of .....  
of Village / Premises No. & Street .....  
P.O. .... P.S. ....  
District ..... Postal Code. ....

Solemnly declare that the statement made above and the schedule of properties given or prepared according to the form and submitted herewith, are true to my knowledge and belief and that I have concealed nothing.

Signature .....

Address .....

Date .....



## LIST OF WAQFS

**The Chief Administrator Auqaf, Punjab,  
Aiwan-e-Auqaf, Near Lahore High Court,  
The Mall, Lahore.**

as under

Sr. No.	Name of Waqf	Name of Waqif	Registered Waqf Deed No.

**Note:** copies of waqf deeds and revenue record are attached herewith.

Collector

District \_\_\_\_\_



**FORM-III**  
**[UNDER RULE-4(b)]****STATEMENT OF ANNUAL ACCOUNTS**

For the year :

(July

to

June)

To:

**The Chief Administrator Auqaf, Punjab,**  
**Aiwan-e-Auqaf, Near Lahore High Court,**  
**The Mall, Lahore.**

Name of Waqf :

Registration No.

Phone Number :

Name &amp; Address of the Mutawalli:

Name:

Village / Street:

Post Office:

Police Station:

Town:

District:

(Annual statement is attached herewith)

Signature of the Mutawalli

RECEIPTS

- 1) Opening Balance: Rs. ....  
 A) Cash in Hand: Rs. ....  
 B) Cash in Bank: Rs. ....  
 Name of the Bank ..... A/C No. ....  
 Total = (a+b) Rs. ....
- 2) Rent from residential/ Commercial properties:  
 A) No. of tenants (list of tenants enclosed) .....  
 B) Outstanding rent (of the previous year) Rs. ....  
 C) Demand of Current Year Rent Rs. ....  
 D) Total (B+C) Rs. ....  
 E) Collection during the year Rs. ....  
 F) Outstanding Balance (of the Current year (D-E) Rs. .... Rs. ....
- 3) From agriculture Land  
 Total Land : .....  
 A) Agricultural land : ..... Rs. ....  
 B) Non Agricultural Land : ..... Rs. ....  
 C) Pond / Garden etc. : ..... Rs. ....  
 D) Encroachment etc. : ..... Rs. ....  
 Total : .....  
 Rs. ....
- 4) Nazrana. Rs. ....  
 5) Income from Hoarding. Rs. ....  
 6) Interest received Rs. ....  
 A) From Fixed Deposit Rs. ....
- 7) Income from any other source (Details to be mentioned) Rs. ....  
 8) Donation: Rs. ....  
 A) Donation from tenants: Rs. ....  
 B) Donation from public Rs. ....  
 C) Donation from members Rs. ....  
 D) Friday Collection Rs. ....  
 E) Deposit Money received: Rs. ....  
 F) Sale proceeds of (Specify the source) Rs. ....  
 Total (A to F) Rs. ....
- 9) A) Loan if any (Details to be mentioned) Rs. ....  
 B) Recovery of Advance Rs. ....  
 Total (A+B) Rs. ....
- Grand Total Rs. ....

Signature of the Mutawalli

PAYMENTS

- 1) Statutory Dues :
  - A) Arrear Govt. Tax paid: Rs. ....
  - B) Current Govt. Tax paid: Rs. ....
  - C) Arrear Municipal Corporation Tax: Rs. ....
  - D) Current Municipal Corporation Tax: Rs. ....
  - E) Income Tax paid: Rs. ....
  - F) other Tax: Rs. ....

Total = (A to F) Rs. ....
- 2) Maintenance of Waqf Properties:
  - A) Cultivation Expenses Rs. ....
  - B) Repairing Expenses of Waqf Building Rs. ....
  - C) Other Expenses if any Rs. ....

Total (A to C) Rs. ....
- 3) Development of Waqf Properties
- 4) Masjid
  - A) Salary of Imam Rs. ....
  - B) Salary of Moazzen Rs. ....
  - C) Electricity / Fuel Rs. ....
  - D) Ramzan & Taraviah Etc. Rs. ....
  - E) Other Expenses Rs. ....

Total (A to E) Rs. ....
- 5) Expenditure as per Waqf Direction.
  - A) Religious Rs. ....
  - B) Charitable Rs. ....
  - C) Education Stipend Rs. ....
  - D) Trust / Madrassa Rs. ....
  - E) Rs. ....

Total (A to E) Rs. ....
- 6) Interest received
- 7) Allowances.
  - A) Beneficiary Paid Rs. ....
  - B) Other allowance Rs. ....
  - C) Mutawalli remuneration Rs. ....
  - D) T.A Rs. ....

Total (A to D) Rs. ....
- 8) Office Expense
  - A) Pay of Staff Rs. ....
  - B) Wages Rs. ....
  - C) Electricity Rs. ....
  - D) Telephone Rs. ....
  - E) Other. Rs. ....

Total (A to E) Rs. ....
- 9) Other Dues:
  - A) Waqf Contribution: Rs. ....
  - B) Administrative Charge: Rs. ....

Total (A to B) Rs. ....



**PARTICULARS OF THE PROPERTIES WISE LIST OF TENANTS  
WITH RATE OF MONTHLY RENT**

I / We ..... do hereby  
declare that to the best of my / our knowledge and belief what is stated above is correct,  
complete and is truly stated,

Verified today, the ..... day of .....20  
Place .....

Signature of the Mutawalli

Enclosure,

- A) Payment Tax bill
- B) Bank Balance Sheet.

## FORM-IV

[UNDER RULE-4]  
REPORT TO GOVERNMENT

Total number of Registered Waqfs:- \_\_\_\_\_

Number of "Shia" Waqfs:- \_\_\_\_\_

Number of "Sunni" Waqfs:- \_\_\_\_\_

Sr. No.	Name of Waqf	Registration No.	Manager's Name	Address and cell No.	Sect. Shia or Sunni	No. of Beneficiaries	Total income for the year ____	Total Expenditure for the year ____

Chief Administrator Auqaf  
Punjab, Lahore.

**[UNDER RULE-4]  
REPORT TO GOVERNMENT**

Number of "Shia" Waqfs:- \_\_\_\_\_

Number of "Sunni" Waqfs:-

Sr. No.	Name of Waqf	Notification No.	Sect. Shia or Sunni	Manager's Name	Address and cell No.	Total income for the year _____	Total Expenditure for the year _____

Chief Administrator Auqaf  
Punjab, Lahore.



**FORM-VI****[UNDER RULE 4(3)]**

Sr. No.	Name of Waqf	Registration No.	Manager's Name	Address and cell No. of Manager	Beneficial Owner along with address	Detail of Staff Controlling the Waqf along with Address

Manager

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**(AHMAD RAZA SARWAR)**  
**SECRETARY**Government of the Punjab  
Law and Parliamentary Affairs Department