



**MAJLIS ANSARULLAH  
UNITED KINGDOM**

# **ANNUAL PLAN & GUIDELINES 2021**

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Dear Ansār brother,

السلام عليكم ورحمة الله وبركاته

The “Annual Plan & Guidelines 2021” and the instructions contained therein should be taken as the minimum standards expected from a Majlis and its office bearers. It is important that all Muntazmeen are fully aware of these guidelines. If you wish to include further programme(s) you may do so with the approval of Sadr Majlis.

**During COVID-19 pandemic it may not be possible to carry out some programmes mentioned in these guidelines as we normally do, due to government restrictions & guidance to overcome the pandemic. If such programmes fall into high risk category or government guidance restricts them, such programmes/activities can be carried out virtually, if possible, via zoom, Microsoft teams etc. If it is neither possible to do the activity physically nor virtually, it should then not be carried out, as looking after the health & safety of our members is paramount.**

If you need any further information or clarification, please contact Qiadat Amoomi Department and we will assist with your queries. I hope that you will find these guidelines useful and request for your special prayers for the Majlis.

May Allah enable all of us to fulfil our responsibilities to the best of our abilities. آمين

والسلام

Muhammad Mahmood Khan

Qaid Amoomi

Majlis Ansārullah UK

January 2021

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نحن انصار الله

## **"We Are the Helpers of Allah"**

### **"VISION OF MAJLIS ANSARULLAH"**

Remember that your name is Ansārullah, that is, the helpers of God Almighty. It means that you have been associated with the name of God Almighty, and God Almighty is everlasting and immortal so you should also try to be a manifestation of immortality. May you become the true symbol of Ansārullah, meaning that may you always uphold the institution of Khilāfat and ensure that this work continues in your future generations as well.

This can be achieved in two ways. One way is that your children are properly trained and love of Khilāfat is inculcated in them. That is why I established Majlis Atfal-ul-Ahmadiyya, and Majlis Khuddam-ul-Ahmadiyya was instituted for the same purpose.

These Atfal and Khuddam are your own children. If Atfal-ul-Ahmadiyya are properly trained, then Khuddam-ul-Ahmadiyya will also be properly trained. And if Khuddam-ul-Ahmadiyya are properly trained, then the next generation of Ansārullah will also be superior. I have created a hierarchy. The first stage is Atfal-ul-Ahmadiyya, the second stage is Khuddam-ul-Ahmadiyya, the third stage is Ansārullah, and the fourth stage is God Almighty. If you provide proper guidance to your children as well as supplicate to God Almighty, then all these stages will be accomplished.

If your Atfal and Khuddam are properly guided as well as you supplicate to God Almighty and establish relationship with Him, then there is no other place for you except heaven. And whoever is raised to heaven, he is safe in every respect.

If the world tries to attack, it can only attack up to a hundred or two hundred feet at the most, but cannot reach to the heaven. Therefore, if you reform yourselves and supplicate to God Almighty, then you will establish a relationship with Him. And if you become true Ansārullah and establish a relationship with God Almighty then the Khilāfat will remain among you forever, and it will last even longer than the Khilāfat of Christianity.

Hazrat Khalifatul Masih II رضى الله تعالى عنه

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**National Amila Majlis Ansārullah UK 2021**

| <b>No</b> | <b>Designation</b>              | <b>Name</b>                 |
|-----------|---------------------------------|-----------------------------|
| 1.        | Sadr Majlis Ansārullah UK       | Dr Ch Ijaz Ur Rehman        |
| 2.        | Naib Sadr (Awwal)               | Dr Mansoor Ahmad Saqi       |
| 3.        | Naib Sadr (Saf-e-Dome)          | Fahim Anwer                 |
| 4.        | Naib Sadr                       | Rafi Ahmad Bhatti           |
| 5.        | Naib Sadr                       | Zia Ur Rehman               |
| 6.        | Naib Sadr                       | Shakil Ahmed Butt           |
| 7.        | Qaid Amoomi                     | Muhammad Mahmood Khan       |
| 8.        | Add Qaid Amoomi                 | Naveed Uz Zafar             |
| 9.        | Qaid Tarbiyyat                  | Fazal Ur Rehman Nasir       |
| 10.       | Qaid Tabligh                    | Ahmad Naseeruddin           |
| 11.       | Add Qaid Tabligh                | Haris Latif Malik           |
| 12.       | Qaid Tā'leem                    | Raja Burhan Ahmad           |
| 13.       | Qaid Tā'leem-Ul-Qur'an          | Fazal Ahmad Tahir           |
| 14.       | Qaid Maal                       | Abdul Manan Azhar           |
| 15.       | Add Qaid Maal (Expenditure)     | Mansoor Ahmad Qamar         |
| 16.       | Qaid Tajneed                    | Muhammad Anwar              |
| 17.       | Qaid Tehrike-e-Jadid            | Luqman Ahmad Tahir          |
| 18.       | Qaid Waqf-e-Jadid               | Muzaffar Bhatti             |
| 19.       | Qaid Isa'ar                     | Ashfaq Ahmad Khan           |
| 20.       | Add Qaid Isa'ar                 | Muzaffar Hussain            |
| 21.       | Qaid Zhahnat wa Sehat-e-Jismani | Inamullah Khan              |
| 22.       | Qaid Tarbiyyat Nau Mubāeen      | Adil Zafar                  |
| 23.       | Qaid Ishā'at                    | Naeem Gulzar Sb             |
| 24.       | Add Qaid Ishā'at                | Muhammad Ishaq Nasir        |
| 25.       | Zaeem A'lā Muqami               | Zakariyya Chaudhry          |
| 26.       | Muavin Sadr                     | Sahibzada Mirza Waqas Ahmad |
| 27.       | Muavin Sadr                     | Zaheer Ahmed                |
| 28.       | Muavin Sadr                     | Azhar Iqbal                 |
| 29.       | Muavin Sadr                     | Shahid Masood               |
| 30.       | Muavin Sadr                     | Basharat Ullah Ch           |
| 31.       | Auditor                         | Miyan Mansur Mannan         |
| 32.       | Rukne Khususi                   | Imam Atta Ul Mujeeb Rashid  |
| 33.       | Rukne Khususi                   | Sir Dr Iftikhar Ayyaz       |
| 34.       | Rukne Khususi                   | Ch Waseem Ahmad             |

**Regional Nazmeen-e-Ala Majlis Ansārullah UK 2021**

|                        |                         |
|------------------------|-------------------------|
| 1. Baitul Futuh        | Dr Tayyab Ahmad Mansoor |
| 2. Baitul Ehsan        | Mubarak Ahmed Niazi     |
| 3. East                | Azhar Ahmedi            |
| 4. Bashir              | Asmetullah Ch           |
| 5. Hertfordshire       | Abdul Qudoos            |
| 6. Muqami              | Zakariyya Chaudhry      |
| 7. Masroor             | Azhar Mustafa           |
| 8. Fazal               | Mahmood Ahmad           |
| 9. Nasir               | Naeem Ahmad Tahir       |
| 10. East Midlands      | Dr Irfan Malik          |
| 11. West Midlands      | Tariq Majeed            |
| 12. Noor               | Hayat Muhammad Mirza    |
| 13. North East         | Lutuf ur Rehman         |
| 14. South              | Idrees Mubarak          |
| 15. Scotland           | Tahir Naseem Ahmad      |
| 16. Tahir              | Ehsan Qamar             |
| 17. North West         | Ahsan Ahmed             |
| 18. Wales & South West | Munawar Ahmad Mughal    |

## THE PLEDGE

On the occasion of the annual Ijtema of Majlis Ansārullah held in Rabwah in October 1956 Hazrat Khalifatul Masih II (May Allah be pleased with him) approved the following pledge for members of Majlis Ansārullah.

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا  
شَرِيكَ لَهُ وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ  
وَرَسُولُهُ

ASH-HADU ALLĀ ILĀHA ILLALLĀHU WAḤDAHŪ LĀ SHARĪKA LAHŪ WA ASH-HADU ANNA MUḤAMMADAN ‘ABDUHŪWA RASŪLUHŪ.

(On the occasion of meetings and gatherings of Majlis Ansārullah, members stand up and repeat the pledge jointly)

I bear witness that there is none worthy of worship except Allah. He is One (and) has no partner, and I bear witness that Muhammad ﷺ is His servant and messenger.

I solemnly pledge that I shall endeavour throughout my life for the propagation and consolidation of Islam Aḥmadiyyat, and for upholding the institution of Khilāfat. I shall also be prepared to offer the greatest sacrifice for this cause. Moreover, I shall exhort my children to always remain dedicated and devoted to Khilāfat.

انشاء الله تعالى



## Aims and objectives

The aim of the organisation is to promote the moral and spiritual training of its members resulting in a Godly, righteous, responsible and just society, true both to God and His creatures. The aims and objectives of the organisation are reflected in the pledge, which every member has to make and recite in every formal meeting. These aims are:

1. To organise all male Ahmadi Muslims over the age of forty years in the Silsila Aliya Ahmadiyya (Ahmadiyya Muslim Community).
2. To inculcate the following amongst its members:
  - *The love of Allah.*
  - *The spirit to promote and propagate the teachings of Islam.*
  - *Exhort to preach Islam and serve mankind.*
  - *The spiritual and moral training of children.*
  - *The spirit of protecting the institution of Khilāfat.*
  - *The spirit of placing collective interests above individual interests.*
  - *To remain a purely religious organization with no political interest whatsoever.*

## Guidelines for Zo'ama Majalis.

### Qiadat Amoomi

#### Monthly Report

Monthly Report should reach Markaz before 10<sup>th</sup> of the following month.

Report is submitted through the AMIS reporting system, additional information can be attached.

Decision of “The Alam-e-Inaami” and different positions depend upon the reports received from the Local Majalis.

#### Monthly Meeting

There should be at least **two** meetings of the local **Majlis-e-Amila**. During meeting the progress of all Qiadats should be discussed. However’ priority should be given to Tabligh, Tarbiyyat, Maal, Isa’ar & other urgent matters according to the situation.

- Ensure minutes of the Amila meeting are recorded.

There should be at least one monthly “**General Meeting**” in each Majlis. Kindly ensure maximum attendance is achieved. During that meeting all instructions and circulars from Markaz should be communicated to members.

- Ensure that agenda for the meeting is distributed well before the meeting due date.
- All Ansār members must be informed and reminded by phone call if required, about the General Meeting.

#### Annual Ijtema

Each year it is expected that all Local Majalis will hold their 1 Ijtema; these must be held before the Regional and National Ijtema.

This year the National Majlis Ansārullah Ijtema will be held from 10<sup>th</sup> -12<sup>th</sup> September. Please make the effort to have 100% attendance at the Ijtema.

Regions should also organise their Annual Ijtema and must ensure that Local Majalis also organise their Annual Ijtema.

### **Theme of Ijtema:**

This year's theme of National Ijtema is **Taqwa** (تقوى).

This theme should be used for your Local and Regional Ijtemaat.

### **Majlis-e-Shura**

Shura will Inshallah be held on 11<sup>th</sup> & 12<sup>th</sup> of December 2021. Zaeem Majlis is permanent member of Majlis-e-Shura.

According to the rules one representative will be chosen through election on every 20 members of the Majlis. The name(s) should be sent to the Markaz within the allocated time.

Proposals for the Majlis-e-Shura should be sent after the approval of the Local Majlis-e-Amila and submitted within the allocated time.

### **General Instructions**

According to the instructions of Hazrat Khalifatul Masih IV رَحِمَهُ اللهُ تَعَالَى all Majalis should maintain a “**Red Book**” of all events.

Please always acknowledge the letters, instructions and any other communication from the Markaz on time.

Please always act promptly if you are requested to perform certain tasks and report back to Markaz in time.

## Targets

| No | Particulars                                  | Minimum Requirement                           | Remarks         |
|----|--|---|-----------------|
| 1  | Amila Meetings                               | 2 Every month                                 |                 |
| 2  | General/ Meeting                             | 1 Every month                                 |                 |
| 3  | Annual Ijtema                                | 1 in a Year                                   |                 |
| 4  | Shura delegates elections & proposals        | Must be before 15 <sup>th</sup> September     |                 |
| 5  | Majlis Reports                               | Before 10 <sup>th</sup> of Every Month        |                 |
| 6  | Regional reports                             | Before 15 <sup>th</sup> of Every month        |                 |
| 7  | Regional Amila Meeting                       | 1 Every month                                 |                 |
| 8  | Analysis meeting                             | 1 every month                                 | Regional Target |
| 9  | Regional Annual Ijtema                       | 1 in a Year                                   |                 |
| 10 | Home visits                                  | Minimum twice in a year                       |                 |
| 11 | Individual Report form Link                  | Try to get report from each Nasir every month |                 |
| 12 | Regional Nazim Ala & Regional Nazmeen Visits | Make frequent visits to Majalis               | Regional Target |

## Qiadat Tarbiyyat

The fundamental principle of the Tarbiyyat Department is to draw attention towards good deeds and to remove weaknesses, and continuously doing special efforts for Qiam e Salat.

- An estimate of the extent of ‘reformation’ can be understood from the following statement of Hazrat Khalifatul Masih

Al-Khamis ايدو الله تعالى بنصره العزيز

*“The task of reformation is colossal. You should never tire in the effort of reforming someone, even if you may have to attempt it 4000 times. Neither should you get tired, nor should you give up. You should try to make them understand with love.”*

Qiadat Tarbiyyat should activate a system at Regional and Majlis level to ensure that every Nasir observe five daily prayers regularly and listen Friday Sermons of Hazoor Aqdas ايدو الله تعالى بنصره العزيز regularly.

The following targets and schemes have been prepared to achieve and remind Ansār regularly.

**In order to achieve these targets request to all office holders write a letter to Hazoor Aqdas and pay some Sadqa before starting for the blessing of Allah.**

### 1) Annual Scheme

The Tarbiyyat Department is in every sense the life of all departments and the backbone of all our works because the fundamental reason for the establishment of religion is reformation of mankind and to establish a living connection with God.

To improve the outcome of the tasks of the Tarbiyyat Department a specific annual plan should be introduced on Regional and Majlis levels. Plan should include the following points:

- To acquire information on such Ansār brothers who require more attention in a confidential manner. To create a personal bond with such Ansār who are not well

connected with their Mosques or Salat Centres, and to help them create a connection with these places through love and wisdom.

- To hold programs for those Ansār who are less active and on such occasions providing them with righteous company.
- To highlight different Tarbiyyat matters during Amila meetings. To present exact reports on these affairs and then to focus on improvement and also explain the importance of sacrificing time to Ansār.
- To constantly draw attention towards prayers in congregation, the Friday Prayer, Friday Sermons of Hazoor Anwar ﷺ and voluntary fasts.
- To encourage the Ansār brothers to commit some time either weekly or monthly for Ansārullah work and to create guidelines on how to utilise their time effectively.
- According to the local conditions a comprehensive plan should be made to tackle evil and encourage goodness.
- In the light of this scheme, work that needs to be carried out monthly, weekly and daily should be specified, and those who are responsible should be provided with full detail of their work. Once this has been done their work should be monitored

## 2) Salat Committee

It is essential for a Tarbiyyati Committee to work both on Regional and Majlis level.

At every level an office bearer of the Tarbiyyat Department should chair this committee.

The Regional Committee should include the Muntazim Tarbiyyat of each Majlis.

The committee meeting should be held regularly and be productive.

Attention should be drawn to achieving specific targets in terms of promoting good and removing evil.

### 3) Observance of Prayer

وَأَقِمْوَا الصَّلَاةَ إِنَّ الصَّلَاةَ كَانَتْ عَلَى الْمُؤْمِنِينَ كِتَابًا مَوْقُوتًا

*Verily Prayer is enjoined on the believers to be performed at fixed hours*

The Holy Prophet ﷺ has said that prayer is the delight of his eyes and a means of ascension for believers. The Holy Prophet ﷺ has also paid great emphasis on congregational prayer so much so that a blind companion who could hear the Azaan from was told that he still should attend congregational prayers.

The Holy Prophet ﷺ prior to his demise would also attend the congregational prayer with the assistance of his companions. Similarly, the Promised Messiah عليه السلام like his master, would inquire about the time of prayer prior to his demise.

#### **The Promised Messiah عليه السلام states:**

*‘O the entire mankind! Whoever considers themselves to be part of my Jamā’at, you will only be considered as part of my Jamā’at in heaven when you truthfully tread the paths of righteousness. So observe your five daily prayers with such fear and presence as if you are watching God Almighty and fulfil your fasts for God with piety. Practice good with piety and reject sin warily.’ (KashtiNuh Pg 22-23)*

#### **He stated:**

*‘You should never abandon prayer even if the whole house falls apart.’ (Malfoozat Vol.3 Pg 591)*

#### **Hazrat Khalifatul Masih V (عليه السلام) states:**

*“If you are truly to thank Allah for the reward of Khilāfat, in order to continually benefit from this reward, it is important for every Ahmadi to give special attention to the establishment of prayers.”*

(Friday Sermon delivered on 22<sup>nd</sup> February 2008)

Thus every effort should be made to the establishment of prayers. Make hundred percent members of Majlis Ansārullah strict on prayers. When office bearers will be strict on the five daily prayers,

this example will be a helping hand for the increase of Jamā'at members in prayers.

- Make the system of Sa'iqaen effective; try to increase the attendance in Mosques and Prayer Centres.
- Try your utmost to encourage the less active Ansār brothers, for example:
- By keeping in contact with them directly.
- Using modern technology for sending verses of the Holy Quran, Hadith, and sayings/writings from the Promised Messiah (عليه السلام) and Khulafa.
- Through their good and sincere friends.
- By organizing programmes of their interest.
- By taking them to office bearers and elders of the Jamā'at
- By sincerely praying for them.
- By Tarbiyyat and Islahi committee.

Keep in mind the above mentioned directions from

**Hazoor Anwar (إبراهيم بن عبد الرحمن). He states:**

*“You can admonish but you cannot be strict. So keep on admonishing without force, in fact strive to establish a passion and interest within people regarding prayers. Help people to come to the realisation that being an Ahmadi, what positive changes should be made in result of which they will stand out from others.”*

- The Qur'anic command **وامرأهك بالصلوة واصطبر عليها** with translation should be sent to the house of every Nasir and every Nasir's attention should be drawn towards acting upon it.
- Office bearers should set their example for observing prayers.
- An overview of the current progress regarding the observance of prayer, what efforts have been made for this objective and to ponder over the results of these efforts? To discuss this meetings need to be held regularly at every level of the Majlis Amila
- Every Majlis should make a target for example we are going to achieve 100% attendance in prayer. From the Ansār whichever Majlis achieves this target should set a new target.



- It is evident from the instructions of Hazrat Musleh Moud (رضي الله عنه) which are mentioned above that the observation of prayer has many levels. All efforts should be made in increasing these levels.
- Efforts should be made to encourage Ansār to offer Nawafil prayers (especially Tahajjud).
- To create a sense of enjoyment in prayers, the various prayers presented by the Promised Messiah عليه السلام should be constantly reminded of.

#### 4) Sermons of Hazoor Anwar (عزير الله تعالى بنصره) and from watching MTA

- An effort should be made to encourage office bearers to fully benefit from watching the sermons and addresses of Hazrat Khalifatul Masih (عزير الله تعالى بنصره) and other programmes on MTA.
- Efforts should be made to include less active Ansār as well.

In the same way, less active members of Ansārullah should also constantly be reminded. And after the sermon individual reports should be taken from each Nasir. It would be beneficial to send a reminder before the repeat of the sermon via phone call/SMS to those Ansār who were not able to listen to the sermon live. In addition to this, efforts should be made towards the implementation of each instruction of Hazoor Anwar (عزير الله تعالى بنصره).

After shortlisting all the negatives regarding all electronic media, Hazrat Khalifatul Masih V (عزير الله تعالى بنصره) mentioned the beauties and benefits of MTA:

*“In this age, television is being used in the best manner by Ahmadis or the Ahmadiyya Community as a whole. In the Jalsa days, I instructed members to watch MTA, which has had a positive effect on many and in response to which those members have stated that ‘we never used to watch MTA, but now upon your instructions we have started to watch MTA and we regret*

*the fact that we did not watch it before and attach ourselves to it. Some have even said that they felt that their level of spiritually and intellect has increased merely within 7 to 10 days.”*

### 5) The Correct use of latest Technology

Lot of Tarbiyyat is needed for the use of television, mobile phones, internet and other new ways of technology. Under the command of *فَوَاللَّيْسُكُمْ وَ أَهْلِيكُمْ نَارًا* (Surah Al-Tahrim Verse 7) parents should take extreme care. While watching other programs on television and internet and other outlets of multimedia, the Tarbiyyat of children should be in such a way that even if the slightest vain thing appears on a program or in the use of anything they should be understood as disgusting and looked down upon and hate for such things should be made obvious, and should be avoided immediately. In the use of these things, parents should overlook their children fully; and also inform them of their advantages and disadvantages.

### 6) Holding Salat Awareness Day

- The purpose of holding Salat Awareness Day is to draw the attention of those Ansār brothers who are relatively less active, to include them in important Tarbiyyati issues, and make them to commit a few days in a month.
- To create awareness among Ansār, each Majlis should, if possible, hold a Salat Awareness Day every month. On this day with the participation of the Ansār a report should be sent containing the following:

Friday Prayer, Congregational prayer, Hazoor's *الْحَمْدُ لِلَّهِ تَعَالَى* Friday Sermon, Financial Sacrifice (Mandatory Chandas), General Meetings.

### 7) Holding a 10 day Tarbiyyat Programme

During the year, hold a 10 day Tarbiyyat Programme and send a separate report to the Markaz. During these 10 days special focus should be given to the following points.

- Special contact with less active Ansār Brothers and alongside these giving duties to *Sa'iqeen* or more active Ansār.
- Observing the five daily prayers on time and in congregation.

- Recitation of the Holy Quran.
- Tahajjud Prayer
- Attendance of the entire household at Hazoor's أيده الله تعالى بنصره العزيز Friday Sermons.
- Writing letters for prayers to Hazoor أيده الله تعالى بنصره العزيز
- Family classes at home on religious topics.
- Holding General Meetings
- During the 10 days there should be Dars everyday on different topics, for example the importance of Namaz and its benefits, recitation of the Holy Quran, the Friday Prayer, the benefits of MTA, the importance of Tahajjud prayer, the blessings of Khilāfat and remaining dedicated to it, moral training of your children, the Waqf-e-Arzi scheme and Wasiyyat, etc.

### 8) Spiritual Programme of prayers and worship

Keep reciting those prayers which the Khulafa have mentioned on the occasions of the Khilāfat Jubilee and the Jamā'at jubilee. Also those prayers which Hazoor (أيده الله تعالى بنصره العزيز) has added:

1. Read Surah Fatihah profusely
2. Recite Durood Sharif profusely
3. Read the following prayers repeatedly:

رَبَّنَا أَفْرِغْ عَلَيْنَا صَبْرًا وَثَبِّتْ أَقْدَامَنَا وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ.

O My Lord! Pour down steadfastness upon us and make our steps firm and help us against the disbelievers. (Al-Baqarah V.251)

رَبَّنَا لَا تَرْغِ قُلُوبَنَا بَعْدَ إِذْ هَدَيْتَنَا وَهَبْ لَنَا مِنْ لَدُنْكَ رَحْمَةً إِنَّكَ أَنْتَ الْوَهَّابُ.

Our Lord let not our hearts become perverse after thou hast guided us and bestow on us mercy from thyself; surely Thou art the Great Bestowed. (Aal-e-Imran V.9)

رَبَّنَا اغْفِرْ لَنَا ذُنُوبَنَا وَإِسْرَافَنَا فِي أَمْرِنَا وَثَبِّتْ أَقْدَامَنَا وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ.

Our Lord, forgive us our sins and our excesses in our conduct, and make firm our steps and help us against the disbelieving people. (Aal-e-Imran V.148)

اللَّهُمَّ إِنَّا نَجْعَلُكَ فِي نُحُورِهِمْ وَنَعُوذُ بِكَ مِنْ شُرُورِهِمْ.

O Allah, we make you a shield against them and their evil designs. (Sunan Abi Daud Kitab Al-Salat)

سُبْحَانَ اللَّهِ وَبِحَمْدِهِ سُبْحَانَ اللَّهِ الْعَظِيمِ صَلِّ عَلَى مُحَمَّدٍ وَآلِ مُحَمَّدٍ.

*Glory to Allah with His praise, Glory to Allah the Great. O Allah Bless Muhammad ﷺ and his progeny. (Tazkirah Edition 4 Pg.25)*

يَا رَبِّ فَاسْمَعْ دُعَائِي وَمَرِّقْ أَعْدَاءَكَ وَاعْدَائِي وَأَنْجِزْ وَعْدَكَ وَأَنْصُرْ عَبْدَكَ وَارِنَا آيَاتِكَ وَشَهْرِنَا حُسَامَكَ وَلَا تَرُزْ مِنَ الْكَافِرِينَ شَرِيرًا.

*O my Lord, hear my prayer and destroy my enemy and Your enemy and fulfil Your promise and help Your servant and show us Your days and draw your sword for us and don't leave any of the evil disbelievers. (Tazkirah Edition 4 Pg.426)*

رَبِّ كُلِّ شَيْءٍ خَادِمُكَ رَبِّ فَاحْفَظْنِي وَأَنْصُرْنِي وَارْحَمْنِي.

*O my Lord, everything is Your Servant; O my Lord, Guard me and help me and have mercy on me. (Tazkirah Edition 4 Pg.556)*

أَسْتَغْفِرُ اللَّهَ رَبِّي مِنْ كُلِّ ذَنْبٍ وَأَتُوبُ إِلَيْهِ.

*I seek forgiveness from Allah, my Lord, for all of my sins and turn to Him in repentance.*

These prayers should be given to the members of Majlis Ansārullah in the form of charts and pocket size folders. Ansār should memorise these prayers with the translation and should make it their routine to recite them every day.

### **9) Office bearers should be role models:**

Office bearers should implement the guidelines mentioned before. They should be role models for the Ansār and always keep in mind the following instructions given by Hazoor Aqdas (أيداه الله تعالى، نصره العزيز) stated:

*“If Office bearers, whether they be of the Jamā’at or of the auxiliary organisations, do not make righteousness and worship common in their households then no one will listen to them outside. Those who bring about revolutions first bring changes in themselves. Only those nations make progress whose leaders set the best examples. Remember! We do not need any Jamā’ati Office bearer who does not offer his prayers, because the fundamental difference of any office bearer should be that he offers his prayers regularly and he tries his*

*utmost to lose himself in the love of Allah and to make a connection with Allah. We need those Office bearers who firmly believe that the progress of the Jamā'at is based on prayers as Allah has stated that if a person has His help then no one can stop him attaining success and victory. On the other hand Allah also says that if a person is oblivious to his help then no matter how clever or crafty he is, he cannot be destined for progress and success.”(Friday Sermon 1<sup>st</sup> October 2004)*

### **Annual Targets for year 2021**

- 1. Salat Committee: Each Majlis and Region must form a Salat Committee. Must hold minimum one Salat Committee meeting every month**
- 2. All Majalis should organise minimum two Tarbiyyat forums in a year. One of them must be on Salat.**
- 3. Each region should hold a minimum of two Tarbiyyat forums in a year**
- 4. Each Majlis should hold minimum two awareness days in a month.**
- 5. Each Majlis and region should observe minimum of two Ashra Tarbiyyat (ten days) in a year.**
- 6. Each Majlis must hold one General meeting on importance of Salat in a quarter. Qiadat Tarbiyyat will provide the material.**

## Qiadat Maal

Budgets should be made according to the prescribed rates, by Local Majlis and sent it to Markaz within the allocated time.

Please note that the new Budgets should be made according to the following rates:

According to the instructions of Hazoor-e-Aqdas ﷺ the rate of Chanda Majlis Ansārullah is 1% of the monthly income for every month.

Chanda Ijtema fixed at **3%** of one month's income to be paid once a year or **£24** per year, whichever is higher.

The subscription to "Ansaruddin" is **£5** per year.

The target that each Majlis has been given of their regular budget should be evenly and regularly collected monthly.

Each Zaeem Majlis must contact all non-payers to improve the number of Chanda participants.

All Zo'ama/Zaeem-e-A'lā/ Regional Nazmeen A'lā will be updated about the collection of Chanda on bi-monthly basis in the months of March May, July, September, and November.

Collection weeks will be held to improve the Chanda Collection on bi monthly basis.

No Chanda should be collected without issuing a receipt.

### Mosque Fund – Wales

Efforts will be made to complete collections of Mosque Fund - Wales promises during the year 2021, our aggregate target will be £1,000,000

### Baitul Futuh Complex Reconstruction Fund

During the year efforts will be made to complete collections of Baitul Futuh Complex Reconstruction Fund, recall of AMA Receipt books from Majalis, and handing over to AMA.

## Charity Walk for Peace

- Special efforts will be made to increase donations and Standing Orders for **Masroor Eye Hospital**
- **High Fund Raisers** will be contacted to generate more funds
- **“Just Giving”** campaign will be introduced at Majlis level more effectively this year
- **Charity Collection Boxes** will be placed at shops and business premises
- **“Poppy Appeal”** will be launched in October to raise funds – (subject to COVID-19 situation)

## Standing Orders

Each Zaeem is requested to increase at least 5 more standing orders in large Majalis and 2 more in small Majalis. In addition all new Ansār joining Ansārullah this year will be requested to pay their Chanda through standing order.

## Gift Aid

Each Zaeem Majlis is requested to collect Gift Aid Form from Tax Payer. Updates will be provided to each Zaeem.

To achieve the targets, Qiadat Maal will organise visits to Majalis and Regions, all help and support will be provided to Zo’ama Majalis and Regional Office bearers of Ansārullah.

## Expenditure Instructions

We are a registered charity. This requires us to maintain our financial records, abiding by the rules of the regulatory authority. Please ensure you maintain a record of all documentation.

- Expense claims forms can’t be processed without signatures and date by the claimant and approval by relevant head of department.
- Please use the prescribed forms & please don’t use self-created forms.

- Don't use correction fluid, just cut through neatly and rewrite.
- Write clearly in BLOCK LETTERS.
- Please keep a copy of your receipts and form for your own records.
- When you receive any cheque from us please keep the photocopy in your record.
- Receipts must indicate the type of expense. Also provide details and purpose of expense.
- Original receipts must be attached firmly on a separate sheet. Photocopies/Faxes are invalid. Without receipts no claim will be accepted.
- To attach the receipts follow the sample attached. On one page attach the receipts for one Expense Head.
- For food and travel, fill in the relevant form.
- Please ensure that the form is fully completed and supported with all relevant receipts.
- Incomplete forms may cause delays in process and approvals.
- Expenses mentioned must incur wholly, exclusively and necessarily for the approved purpose.
- For expenses on any major event please seek prior approval from Sadr Majlis Ansārullah UK. Please provide details of your proposed expenses.
- Please submit the Accounts immediately after the event.
- In case of advance/Grants, please ensure to return the outstanding amount to Markaz by cheque or cash.



## Qiadat Tabligh

يَا أَيُّهَا الرَّسُولُ بَلِّغْ مَا أُنْزِلَ إِلَيْكَ مِنْ رَبِّكَ ط المائدة 68

*O Messenger! Convey to the people what has been revealed to thee from thy Lord; [ALMAIDA-68]*

وَمَنْ أَحْسَنُ قَوْلًا لِمَنْ دَعَا إِلَى اللَّهِ وَعَمِلَ صَالِحًا وَقَالَ إِنَّنِي مِنَ الْمُسْلِمِينَ. حَم السجدة 34

*And who is better in speech than he, who invites men to Allah and does righteous deeds and says, I am surely of those who submit*

*(HaMim AL-Sajdah34)*

أَدْعُ إِلَى سَبِيلِ رَبِّكَ بِالْحُكْمِ وَالْمَوْعِظَةِ الْحَسَنَةِ وَجَادِلْهُمْ بَالَّتِي بَيَّ أَحْسَنُ إِنَّ رَبَّكَ بُوَ أَعْلَمُ بِمَنْ ضَلَّ عَنْ سَبِيلِهِ وَهُوَ أَعْلَمُ بِالْمُهْتَدِينَ (النحل 126)

*Call unto the way of thy Lord with wisdom and goodly exhortation, and argue with them in a way that is best. Surely, thy Lord knows best who has strayed from His way; and He knows those who are rightly guided.*

*{AN-NAHL: 126}*

وَأِنْ تَوَلَّوْا فَإِنَّمَا عَلَيْكَ الْبَلَّغُ ط (ال عمران 21)

*But if they turn back, then thy duty is only to convey the message.*

*{AL-IMRAN\_21}*

### Hadith un Nabi ﷺ

عَنْ سَهْلِ بْنِ سَعْدٍ رَضِيَ اللَّهُ عَنْهُ أَنَّ النَّبِيَّ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ قَالَ لِعَلِيِّ رَضِيَ اللَّهُ عَنْهُ قَوْلُ اللَّهِ لَأَنْ يَهْدِيَ اللَّهُ بِكَ رَجُلًا وَاحِدًا خَيْرٌ لَكَ مِنْ حُمْرِ النَّعَمِ. (مسلم)

*Narrated Sahl Bin Saud: Hazrat Prophet Muhammad (May peace and blessings of Allah be upon him and his progeny) told to Hadhrat Ali (May peace be upon him) that if Allah guides through you one person; it is better for you than the nice red camels. {Muslim}*

### The Promised Messiah عليه السلام says

*"I have been sent for the [sole] purpose of conveying this message to God's creation that among all the religions in the world, the religion which is concordant with God's will is the one which the Holy Qur'an has brought forward; and the door that leads to the house of salvation is [to claim] that there is no God but Allah and Muhammad ﷺ is His prophet".*

The Promised Messiah عليه السلام held a strong passion for Tabligh. He says:

*"If it is up to me, I will go house to house to preach the true religion of God and save people from this destructive shirk and kufr which has spread throughout the world. If God Almighty teaches me English, I myself will roam around [the earth] and do Tabligh. And I will spend all my life doing Tabligh even if I am killed [fulfilling] this endeavour". (Malfozat, Vol:3 Page:291-292)*

The firm faith and belief the Promised Messiah عليه السلام held on his mission can be comprehended through these words:

*"I can openly claim with certainty and conviction that I am on the right path and with God Almighty's grace I will prevail in this endeavour. For as far as I can perceive I find the world in support of my truth and it is nigh that soon I will attain a glorious victory. Because in my support is another voice that is speaking, and there is another helping hand that is assisting my hand; the world does not perceive it but I can see a heavenly spirit speaking within me". (Rohani Khzain, Vol:3 Ozalaoham Page:403)*

**Our beloved Imam Hazrat Amirul Momineen, أيده الله تعالى بنصره العزیز, pertaining to Tabligh said:**

*"Every Ahmadi who has taken firm oath to the Promised Messiah عليه السلام, it is his duty to fulfil it and spread the message to every individual of this nation which the Promised Messiah عليه السلام has vouchsafed to him. (Friday Sermon: 22 September 2006)*

*Spread and preach the truth and guidance to the world which you have accepted. This should not be the concern if people accept it or not. The message should be conveyed to every citizen; Every Ahmadi should convey the message to citizens of every country. This is the work which the Promised Messiah عليه السلام has imparted on us". (Concluding Speech at Jalsa Salana Belgium 2018)*

*If we will be asked, it will be this much, which Allah the Exalted will ask us, that have we conveyed the message? Or why have we not fulfilled our obligation to do Tabligh (preach)? Or why*

*have we not acted on the commandments of Allah the Exalted? Further he said: To continue to work consistently is our job, our work is to preach, to convey the message. To impart on people the beautiful teachings of Islam is our job and we must continue to do so. (Friday Sermon: 8 September 2017)*

*Therefore, this virus has compelled the world to reflect about returning to God. However, the True God and the Living God is only the God of Islam ... Thus, in these circumstances, where we need to reform ourselves, we also need to effectively carry out **Tabligh** [propagating the message of Islam]. We must, more than before, acquaint the world with Islam. Moreover, every Ahmadi should try and inform the world that if you desire salvation, then you must recognise your God Who has created you. If you desire a noble end, then recognise your God Who has created you; because the best end is the life in the hereafter. Do not hold associates with Him and fulfil the right of His creation. So we must always make this effort, may Allah enable everyone to do so. (Friday Sermon: 20 March 2020)*

Our beloved Hazoor عليه الله تعالى بنصره العزيم, whilst talking at Ansārullah Ijtema 2009, said:

*"A large number of Ansār have plenty of time on hand. Instead of [wasting it off by] sitting at home and bothering the family, Ansārullah needs to devise a scheme to allow them to utilize their members for Tabligh and the aforementioned Ansār should present themselves in this endeavour and provide a helping hand in this field".*

### **Tabligh is an Obligation**

One of the major aims of preaching (Tabligh) is to invite people towards Allah. Responsibilities of Qiadat Tabligh are; with the true feelings for the benefit of Humanity calling people towards Allah, planning for preaching towards Ahmadiyyat, true teachings of Islam.

Taking practical measures to enhance preaching activities of all Majalis, to motivate all Ansār brothers to establish links with non-Ahmadi, so that other's misconceptions are removed, and world accept the true message.

Conducting Seminars, training classes and preparing (Daiyan-e-Ilallah) preachers towards Allah, establishing National, Regional and Local Tabligh committees and enforce the annual programme.

### Targets

| Majlis Targets  | Minimum Frequency                     |
|---|---------------------------------------|
| <p><b><u>1.1 Million leaflets Project:</u></b></p> <ul style="list-style-type: none"> <li>• <b>“The Messiah Has Come”</b> Leaflets Distribution.</li> <li>• <b>Yearly Targets</b> will be provided to Regions based on their Tajneed. Majalis will receive their targets from their Region.</li> <li>• Qiadat Tabligh will arrange delivery of these leaflets to Regions and Regions are responsible for providing these leaflets to Majalis and for monitoring this campaign.</li> </ul> <p><b><u>Competition:</u></b></p> <ul style="list-style-type: none"> <li>• Please provide names of the Ansār and the Majalis, who would like to promise to do so in this competition.</li> <li>• Names of Ansār who distribute 10,000 leaflets or Majalis who distribute 20,000 leaflets will be submitted to Hazoor e Aqdas ایدہ اللہ تعالیٰ بنصرہ العزیز for prayers.</li> <li>• Special prize will be awarded in recognition to those who will fulfil their promises.</li> </ul> <p><b><u>Leaflets distributions:</u></b></p> <ul style="list-style-type: none"> <li>• At Tabligh Stalls, Public Places (Busy Areas), Tabligh Exhibitions/ Events, Village Summer Fair &amp; Country Market, etc. <i>(Do not distribute leaflets door 2 door)</i></li> </ul> | <p>yearly Target based on Tajneed</p> |
| <p><b><u>Village Tabligh Project:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Village Visits (Monthly):</b> Establish contacts with Village Charity/ Council/ Churches/ other Faiths and similar Village-Based Organisations.</li> <li>• <b>Tabligh Stalls (Monthly):</b> Organise Tabligh Stalls in allocated villages at least once a month. Distribute Leaflets at Tabligh stalls.</li> <li>• <b>Interfaith Tabligh Session (yearly):</b> Organise Interfaith Tabligh session with Churches and other Faiths in villages.</li> <li>• <b>Tabligh Exhibition in Village Summer Fair &amp; Country</b></li> </ul>   | <p>As advised</p>                     |

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| <p><b>Market (yearly):</b><br/>Organise Tabligh Exhibition and distributions leaflets and convey the message of Islam-Ahmadiyya.</p>   |  |
| <p><b>Tabligh Stalls Projects, City Area:</b><br/>Tabligh stalls are an effective way of getting in touch with public, conveying them message of Islam-Ahmadiyyat and getting Tabligh contacts. The <b>quality</b> of Tabligh stalls should be of high standards.</p>  | <p>At least 2<br/>City<br/>stalls in a<br/>Month</p> |
| <p><b>Mosque Open Days</b></p> <ul style="list-style-type: none"> <li>Organise Tabligh <b>Exhibitions</b> in Mosques or Local Salat Centres and invite people, where Ansār will be able to invite their contacts for further discussion. <b>Schools</b> can also be approached to join such sessions.</li> <li>Arrange <b>Interfaith Tabligh Session</b> with other faith in Mosque or Local Salat Centre.</li> <li>Organise <b>Q&amp;A Sessions</b>.</li> <li>Hold <b>Jalsa Seeratun Nabi</b> ﷺ, where Tabligh contacts especially Non-Ahmadi Muslims friends should be invited.</li> </ul>   | <p>Quarterly</p>                                     |
| <p><b>Social Media Training Sessions:</b></p> <ul style="list-style-type: none"> <li>Members of Majalis should be trained to create their personal social media accounts in order to strengthen the National Social Media Campaigns.</li> <li>The members should be encouraged to integrate in the local community social media groups.</li> <li>New Ansār members should be encouraged to participate in social media teams.</li> </ul> <p><b>Targets:</b></p> <ul style="list-style-type: none"> <li>Every member of Local Amila, all Safe Doam Ansār in Majlis &amp; 50% of Majlis Tajneed should have active twitter account</li> </ul> <p><b>Social Media Campaigns:</b></p> <ul style="list-style-type: none"> <li>Central Social Media team will share the details of the campaign every month through Regions.</li> <li>Naib Muntazim Tabligh Social Media should be appointed to help run these campaigns in the Majlis.</li> <li>Encourage maximum number of Ansār to take part in these campaigns.</li> <li>Ansār can share Tablighi leaflets e.g., "Messiah Has</li> </ul> | <p>Quarterly</p> <p>Monthly</p>                      |

|   |                                      |
|---|--------------------------------------|
| Come" via Social Media (Next Door App, Facebook, etc.)  |                                      |
| <b>Individual Projects for Ansār:</b> <ul style="list-style-type: none"> <li>• Write a prayer letter every month for success of Tabligh efforts to Hazrat Khalifatul Masih ایدہ اللہ تعالیٰ</li> <li>• Make special efforts to hold 1-to-1 meeting with friends, neighbours and relatives. <b>Target:</b> Establish contact with at least <b>10 Neighbours</b>.</li> <li>• Members should be given tasks to preach members of their own ethnic groups.</li> </ul>   | At least once each Nasir every month |
| <b>Bai'at's Target:</b><br><b>2 Bai'at's</b> (Minimum) <ul style="list-style-type: none"> <li>• Each Majlis must work hard to achieve its target.</li> <li>• Invite maximum people to Jalsa Salana UK.</li> </ul>   | Yearly                               |
| <b>Local Tabligh Committee &amp; its Tasks:</b><br>Muntazim Tabligh will be the head of all Tabligh related activities in his Majlis. Local Tabligh Committee should consist of Zaeem, Muntazim Tabligh, Naib Muntazim Tabligh Social Media and Sa'iqeen with the approval of Zaeem sahib Majlis. <ul style="list-style-type: none"> <li>• Implement Tabligh Plans at Majlis level in line with annual target set by Qiādat Tabligh.</li> <li>• Hold Local Tabligh Committee Meeting every month to review Tabligh activities of Majlis and to seek ways to improve these activities.</li> <li>• Make special efforts to ensure participation of all Ansār brothers in Tabligh programs.</li> <li>• Maintain record of Tabligh items provided by Qiādat.</li> <li>• Implement a mechanism to have monthly report regarding Tabligh Endeavours from every Nasir.</li> <li>• Ensure to send detail Tabligh report, along with purpose-meant appropriate pictures of the event to Qiādat Tabligh.</li> <li>• Send details of new Bai'ats (copy of Bai'at form), achieved by any Nasir, to Region as well as Qiādat Tabligh.</li> </ul> |                                      |

| Regional Target   |  |
|---|--|
| Regions are Responsible to make sure and monitor that all Tabligh projects are being implemented in all Majalis.  | Regularly  |
| <p><b>Tabligh Conference:</b><br/>Run focused and targeted campaigns by holding Tabligh Conferences to answer problems and issues of local and different ethnic communities and groups, such as environment, drugs, knife crimes, gambling, domestic violence, mental health and alcohol etc.<br/>These sessions can be arranged in their own languages; local newspapers as well as media can be invited to these conferences.</p>   | Yearly   |
| <p><b>Online Dāyeeyān Classes:</b><br/><b>Provide special training for selected Dāyeeyān IL Allah for preaching:</b></p> <ul style="list-style-type: none"> <li>• Every Majlis should select at least 5 Ansār and send details of these selected Dāyeeyān to Centre.</li> <li>• Regular training on specific topics should be arranged to train these Ansār.</li> <li>• During these classes, organisers should try to keep Dāyeeyān IL Allah motivated towards Tabligh.</li> </ul>   | Monthly  |
| <p><b>Gift of the Holy Qur'ān Project:</b></p> <ul style="list-style-type: none"> <li>• Gift a copy of the Holy Qur'ān (Arabic text with English translation &amp; short commentary) to Schools, Colleges, Universities and Churches.</li> <li>• The Holy Qur'ān can be displayed on the Tabligh Stalls, but <b>CANNOT BE</b> distributed for <b>FREE</b>. If a Non-Ahmadi requests a copy of the Holy Qur'ān then it can be delivered to their home or could be given on another meeting.</li> <li>• All Ansār can participate in this blessed scheme by donating money for these Holy Qur'ān copies. Each copy costs £4.00 (pay to Zaeem Majlis under head of the Holy Qur'ān and make sure to get a receipt.)</li> </ul> | 50<br>Copies<br>for Large<br>Regions<br>25<br>Copies<br>for Small<br>Regions |
| <p><b>Social Media:</b></p> <ul style="list-style-type: none"> <li>• Regions to appoint Naib Nazim Tabligh – Social Media with the approval of Nazim A'lā.</li> <li>• Regions to ensure that every Majlis hold at least one Social Media Training Session every quarter.</li> <li>• Every Region should have their Regional Twitter</li> </ul>  | Monthly  |

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| <p>account.</p> <ul style="list-style-type: none"> <li>• Every member of Regional Amila, all Safe Doom Ansār in Region &amp; 50% of Tajneed should have active twitter account.</li> <li>• Regions through Majalis to make sure all members to take part in Social Media Campaigns that will be shared with Regions by Central Social Media team on monthly basis.</li> <li>• Regions should encourage their Majalis and Ansār to follow &amp; subscribe national accounts. (YouTube: Majlis Ansārullah UK, Twitter:@Ansārullah_UK, @UKMuslims4Peace, Face book: Majlis Ansārullah UK, Instagram: Majlis Ansārullah UK</li> </ul>   |           |
| <p><b>Regional Tabligh Committee:</b></p> <p>Regional Nazim Tabligh will be the head of all Tabligh related activities in the region. Each Region to appoint a Naib Nazim Tabligh for Social Media. Regional Tabligh Committee should consist of Nazim A'lā, Nazim Tabligh, Naib Nazim Tabligh Social Media and Muntazmeen Tabligh with the approval of Nazim A'lā sahib. Regional Tabligh team should take part in Majalis Tabligh activities.</p> <ul style="list-style-type: none"> <li>• Conduct Regional Committee meeting on monthly basis.</li> <li>• Delegate different assignments to each member enabling them to act responsibly for their respective part.</li> <li>• Review Tabligh activities reports of Majalis and analyse them for improvement as per guidelines.</li> <li>• Ensure to organise following events in the Region and Majalis; Tabligh Stalls, Tabligh Exhibitions, Mosque Open Days, Dāyeeyān Classes, Social Media Training Sessions, Social Media Campaigns, Tabligh Conferences, Tabligh Seminars, Tabligh Days, Individual Tabligh Sittings.</li> <li>• After every event, send reports along with purpose meant appropriate pictures through email.</li> <li>• Ensure to implement Tabligh Plan as Annual target set by Qiādat Tabligh. Oversee Majalis where there are some weaknesses on Tabligh activities.</li> <li>• The details of the ba`it made by the Ansār in the Majalis should be regularly sent to the Qiādat</li> </ul> | Regularly |



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| <p>Tabligh and also keep record of those ba`it in the Region.</p> <ul style="list-style-type: none"> <li>• Conduct a quarterly meeting with members of Local Tabligh Committee for progress improvement and to make Muntazmeen more dynamic.</li> <li>• Maintain record of Tabligh items provided by Qiādat Tabligh.</li> </ul> |  |
|---|--|

### **Tabligh Reporting:**

- Submit Weekly Report for Tabligh stalls/leaflets distribution.
- Submit detailed reports of any Tabligh related event along with appropriate photographs to Qiādat Tabligh.
- Regions should record their main events' documentary and send it to Qiādat Tabligh for National YouTube Channel.

### **NATIONAL ASHRA TABLIGH:**

Ashra Tabligh will be held following dates throughout the UK. The details of the Ashra will be shared in Nazmeen Meeting before every Ashra.

1. Fri 19<sup>th</sup> Mar – Sun 28<sup>th</sup> Mar 2021
2. Fri 22<sup>nd</sup> Oct – Sun 31<sup>st</sup> Oct 2021

### **NATIONAL TABLIGH DAY**

Tabligh Days will be held quarterly all over the UK on following dates:

1. Saturday 20<sup>th</sup> Feb 2021
2. Sunday 23<sup>rd</sup> May 2021
3. Sunday 5<sup>th</sup> September 2021
4. Sunday 28<sup>th</sup> November 2021

Details for these Tabligh Days will be provided.

### **National Tabligh Seminar:**

This is an open forum for all Ansār members, Regional and Local Tabligh Committee Members, Dāyeeyān Khusoosi and Ba Samar Dāyeeyān IL Allah Ansār.

The seminar will Insha'Allah held on **Sunday 21<sup>st</sup> November 2021 at Baitul Futuh.** (Depending on availability)

**Jalsa Salana Target:**

At Jalsa Salana, Majlis Ansārullah UK will be bringing at least **150** Guests. Insha'Allah (We follow the guidance of Jamā'at in this respect).

**Special Instructions:**

- **Ansārullah Tabligh Events should never clash with** the programmes/events of **Jamā'at**.
- Use representation of **Ahmadiyya Muslim Elders Association UK** when dealing with External Bodies.
- **Special Note about Photography:**

Please write on "Invitation Cards" that on this event pictures will be taken which may be used in Social and Print Media. If anyone does not agree then please inform the management of event in advance.

- **Prior Approval of the Expenses:** In case, expenses are involved to hold an event, please ensure to seek prior approval by sending Tentative Budget with necessary details through Qaid Tabligh to Sadr Majlis Ansārullah, UK.
- Contact Qaid Tabligh to **seek prior approval** of the following: (1. Invitation Cards for guests. 2. Programme and Agenda of the session. 3. Seating plan/Order of proceedings from stage of the event.)
- For Tabligh Q&A/ Interfaith Events arrange **REFRESHMENT** only.
- All on-duty as well as participating Ansār at a Tabligh event must wear Cap preferably or otherwise exceptionally, at least have their heads covered, in appropriate way.
- **Separate arrangements for Ahmadi ladies at Tabligh events:** Implementation of separate Pardha and sitting/eating arrangements for female guests must be followed. Please ensure **No Hand Shake with Female Guests** during Welcome/Good Bye, in any case. Some appropriate way to this effect should be sorted out, on priority, with the help preferably of, Murabi-e-Silsila to have a better advice.

- Submit **Tabligh Activities/ Events Report** of all Majalis of Region. Detailed reports along with the pictures must be sent for publication within 7 days.
- Send all Tabligh reports to Qiadat Tabligh via email on **Tabligh@Ansarullahuk.org**

## Qiadat Tā'leem-UI-Quran

### HOLY QURAN

Some of the verses of the Holy Quran explaining the importance and blessings attached with the recitation, learning and teaching of The Holy Quran.

- **Surah Al-Baqarah (verse 3).**

3. This<sup>17</sup> is a perfect<sup>17A</sup> Book; <sup>b</sup>there is no doubt<sup>18</sup> in it; <sup>c</sup>it is a guidance for the righteous,<sup>19</sup>

ذَٰلِكَ الْكِتَابُ لَا رَيْبَ فِيهِ هُدًى  
لِّلْمُتَّقِينَ ﴿٣﴾

This a complete and perfect book, a book which possesses all the excellences that a complete and perfect book should possess. (Five Volume Commentary, Volume 1, page 28)

قُرْآنُ آيَةٍ : وَلَقَدْ يَسَّرْنَا الْقُرْآنَ لِلذِّكْرِ فَهَلْ مِنْ مُدَكِّرٍ (القمر 18)

And indeed we have made the Qur'an easy to understand and to remember. But is there anyone who would receive admonition?

### **Hadith of the Holy Prophet ﷺ**

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

“The best amongst you are the ones who learn Qur'an and teach it to others”

(Sahih Bukhari, Hadith # 5027).

### **Hazrat Khalifatul Messiahs V رَحْمَةُ اللهِ تَعَالَى says:**

*Every Ahmadi should take responsibility that he and his family should take interest in reading and reciting the Holy Quran. If we are not reading the Holy Quran the way it is required to be read then we*

*should be worried and each individual should be asking this question to himself , that in spite of being called an Ahmadi aren't we deviating from the path by not following the commandants?*

The programme is mainly based on the recommendations of the Shura proposal 2017. Muntazmeen and Nazim Tā'leem Ul Quran should take active part in implementing this programme.

1. There are two documents prepared & emailed to all Zo'ama & Nazmeen A'lā:
  - Importance of Learning & Teaching The Holy Quran.
  - Links to Learn the Holy Quran.

All Ansār should be sent these documents & these should be used to motivate Ansār to learn the correct reading, translation & commentary of The Holy Quran.

1. To motivate Ansār to learn and teach the Holy Quran, the importance of its learning should be highlighted throughout the year. There should be at least three, monthly meetings in the year where the importance of learning and teaching the Holy Quran should be discussed. The leaflet prepared by the Qiadat Tā'leem Ul Quran should also be provided to all Ansār.
2. To encourage all Ansār to read the Holy Quran with translation regularly. Each Nasir should be contacted while filling the monthly reports. This will enable us to have an accurate report and to remind those Ansār who do not recite the Holy Quran regularly to do so. To make this practical, Sa'iqeen can be used.
3. To encourage Ansār to recite the Holy Quran correctly and to know the translation a regional teacher training class should be organised monthly in which each Majlis should be represented by at least two Ansār. Those Ansār should then take classes in their Majalis to teach Ansār. The names of such Ansār who are attending the regional classes regularly should be submitted to Qiadat Tā'leem Ul Quran in the centre.
4. The syllabus to learn the split-word translation for 2021 is parts one and two of the Holy Quran.
5. The **syllabus** to read the commentary in 2021 is pages 50-191 in Tafseer-e-Kabeer (Urdu) and pages 30-107 of the five-volume

commentary (English). To encourage Ansār to read the above, quiz competitions should be organised (preferably separate for English and Urdu) in the Majalis as well as within regions. These competitions can also be held Majlis and region Ijtemas.

6. Majalis/Regions should also take the initiative to teach the Holy Quran, its translation and its commentary by using any other appropriate method, for example, WhatsApp.
7. Ansār in each Majlis should be encouraged to take part in the scheme of Waqf-e-Arzi in the field of teaching the Holy Quran. At least one Nasir from each Majlis should take part in this sacred scheme.

**Note:** The position of each Majlis & Region will be judged after receiving the reports concerning the above points.

### Target

| Majlis Target  | Minimum Frequency   |
|--|---|
| Remind all Ansār to recite the Holy Qur'an daily with translation  | Every Month   |
| To motivate Ansār to learn and teach the Holy Quran. Minimum 3 times in a year.  | 3 times in a year   |
| Teacher Training Class (Regional Target)   | 1 class every Month   |
| Tā'leem Ul Quran Class   | 2/ week   |
| Encourage Ansār to take part in the scheme of Waqf-e-Arzi  | 1 in a Year   |
| <b>National, Majlis &amp; Regional Quiz competition Syllabus</b><br>Commentary in 2021 is pages 50-191 in Tafseer-e-Kabeer (Urdu) and pages 30-107 of the five-volume commentary (English) | Each Region must hold 2 regional Quiz competitions in a year. |

## Qiadat Tā'leem

The basic responsibility of **Qiadat Tā'leem** is to develop the religious educational standard of the members of Majlis Ansārullah UK.

To achieve this, Qiadat Tā'leem has prepared a plan for this year, called **Tā'leem 2021**. The basic purpose of Tā'leem plan is to guide Nazimeen Tā'leem, Zo'ama Majalis and Muntazmeen Tā'leem on how to conduct various activities in their respective area.

### **Tā'leem 2021 will have 4 points agenda:**

- i. Holy Qur'ān
- ii. Ahādith
- iii. Books of the Promised Messiah عليه السلام
- iv. Friday Sermons of Hazrat Khalifatul Masih رحمه الله تعالى بنصره العزيز

### **Holy Qur'ān:**

The Holy Qur'ān contains complete guidance for the mankind. Ansār are requested to recite it on daily basis. Office bearers should motivate Ansār to learn the translation and commentary of the Holy Qur'ān. In this regard, Nazmeen & Muntazmeen Tā'leem are requested to work closely with Qiadat Tā'leem ul Qur'ān and encourage Ansār to attend local Qur'ān Classes regularly.

### **Ahādith:**

Sayings of the Holy Prophet ﷺ held in very high esteem and are considered second most important after the Holy Qur'ān. Therefore, encourage Ansār to study Ahādith of the Holy Prophet ﷺ. Qiadat Tā'leem will send a Hadith every month and will be requested to circulate regularly amongst Ansār brothers. Qiadat Tā'leem also prepare a monthly package for Ijlas 'Aam (General Meeting); Regions and Majalis are requested to ensure to read hadith with translation from that package in every Ijlas 'Aam (General Meeting).

### **Books of the Promised Messiah:**

One of the best sources of religious knowledge is the study of the books of Promised Messiah عليه السلام. The Holy Prophet ﷺ says that the

Promised Messiah will distribute the spiritual wealth but no one will accept it. These spiritual treasures are writings revealed from God. Moreover, the Promised Messiah عليه السلام says

*“He who doesn’t read my books at least three times has a sort of arrogance in him.”*

So every Nasir should make a habit of reading books of the Promised Messiah عليه السلام. Ansār are requested to read the prescribed books of this year. To motivate Ansār in reading, Regions/Majalis are requested to hold Weekly Tā’leem Class where Ansār read and discuss few pages from prescribed books every week.

### **Friday Sermons of Hazrat Khalifatul Masih V** ايدہ اللہ تعالیٰ بنصرہ العزیز

We are fortunate in this age that God has brought innovations and Ahmadi were also awarded to them. Jamā’at is enabled to utilise modern technology, TV and the internet for propagation of faith. The written works of the Promised Messiah عليه السلام are widely available on our web site and can be accessed whenever one wants. It is also translated in major languages of the world. Likewise, advice of the Khalifa of the time can also be heard and read and is based on the Holy Qur’ān, hadith and writings of the Promised Messiah عليه السلام.

(Hazrat Mirza Masroor Ahmad, Khalifatul Masih V ايدہ اللہ تعالیٰ بنصرہ العزیز Friday Sermon 9 Oct, 2015)

We are blessed to have access to these sermons at our convenient; Ansār are encouraged to listen to the Friday Sermons of Huzoor Anwar ايدہ اللہ تعالیٰ بنصرہ العزیز and take notes.

In this regard, Nazimeen & Muntazmeen Tā’leem are requested to work closely with Qiādat Tarbiyyat and encourage Ansār to follow their instructions.

**Tā'leem Paper:**

After every 2 months, Tā'leem paper will be prepared by Qiadat Tā'leem based on the selected book of the Promised Messiah. عليه السلام  
 These papers will be available online at Ansār website ([www.ansar.org.uk](http://www.ansar.org.uk)).

For solving these papers online, visit

(<https://taleem-paper.ansar.org.uk>). Every Nasir should solve these papers. 75% of Tajneed and 100% 'Amila members must complete these papers to achieve the minimum target.

**Special Prize:** Best Majalis & Regions would be recognized for paper submission!

**Prescribed Books and sermons for 2021 Tā'leem Papers is:**

Haqiqatul-Wahi (The Philosophy of Divine Revelation)  
by Hazrat Mirza Ghulam Ahmad, The Promised Messiah and  
Mahdi عليه السلام

| Paper No.  | Month      | Page No (According to Urdu Edition) |
|------------|------------|-------------------------------------|
| Paper No 1 | Jan – Feb  | 1-60                                |
| Paper No 2 | Mar – Apr  | 61-120                              |
| Paper No 3 | May – Jun  | 121-180                             |
| Paper No 4 | July – Aug | 181-240                             |
| Paper No 5 | Sep – Oct  | 241-300                             |
| Paper No 6 | Nov – Dec  | 301-360                             |



## **Plan For Nazmeen Tā'leem, Zoama Majalis & Muntazmeen Tā'leem.**

- Motivate Ansār to attend local Qur'ān Class.
- Read hadith with translation in Ijlase 'Aam every General Meeting
- Hold Weekly Tā'leem Classes in Majlis / Region where Ansār read and discuss few pages every week from the prescribed book of Tā'leem Papers Syllabus.
- Provide Tā'leem Syllabus to all Ansār. Make sure that Ansār are aware of this syllabus. Nazim Tā'leem, Zaeem and Muntazim Tā'leem should ensure that the syllabus is discussed in regional and local monthly 'Amila / General Meetings.
- Prescribed books for Tā'leem Paper are available as hard copy and online at Ansār website ([www.ansar.org.uk](http://www.ansar.org.uk)). Guide Ansār to these available resources.
- Tā'leem Paper will be available online at Ansār website ([www.ansar.org.uk](http://www.ansar.org.uk)). Each and every member of the Local, Regional & National Majlis 'Amila must complete the Tā'leem Papers on <https://taleem-paper.ansar.org.uk>. The target for 'Amila members of all levels is 100%. The Local Zaeem and Muntazim Tā'leem should make sure that all Ansār in their Majlis complete Tā'leem Paper. The minimum target is 100% of the Tajneed must complete these papers.
- Provide support in organizing Ijtemaat. It is responsibility of Nazim Tā'leem / Muntazim Tā'leem to make sure that Academic competitions must be conducted during Local and Regional Ijtema 'at.

- Guide Ansār to write an essay for Essay Writing Competition. Every Majlis must send at least one Essay for Essay Writing Competition.
- Regions must submit names of the Position Holders in Academic Competitions of Regional Ijtema'at by the deadline.

## Essay Competition (English)

- This is an open competition, thus any Nasir can participate.
- For this year competition, essay can be written on the following topic:

**The love of the companions of  
the Holy Prophet (saw)  
for Allah Almighty**

- The essay should be prepared on above topic comprising of **5000 – 6,000** words
- **Any essay with Plagiarism will be disqualified.** *Plagiarism* means to present someone else's work, words, or ideas as if they are your own.
- All direct or indirect quotes must give references. References may be given as footnotes, endnotes, or parenthetical citations.
- Name, Majlis, Region and Contact Details of the participant should be included on the front page only
- Essay can be submitted electronically to **[taleem@ansarullahuk.org](mailto:taleem@ansarullahuk.org)**
- The last day to submit an essay is **30<sup>th</sup> June, 2021**
- Position holders will be presented awards at the National Ijtema` and their essays may be published in Ansāruddīn, if

possible. Name of all participants will be published in Ansaruddin.

**The marking will be based on:**

- Focus / main point
- Content
- Writing style
- Conventions
- References / Citation

**Important Note:** In order to qualify for ‘Alm-e-In‘ami, at least one essay must be submitted from the Majlis. All large Regions (with Tajneed more than 300) must submit at least **10** essays and smaller Regions (with Tajneed less than 300) must submit at least **5** essays in order to qualify for ‘Alm-e-In‘ami.

**Tā’leem Syllabus 2021:**

Based on the concluding address of Hazrat Khalifatul Masih V أيده الله تعالى بنصره العزيز at 2019 National Ijtema‘ of Majlis Ansārullah UK, the **THEME** for 2021 is:

**“Taqwa” (تقوى)**

**General Rules**

- Only those Ansār can participate in **Academic Competitions** at the National Ijtema who are awarded **1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> position** in the Regional Ijtema‘. In case, position holder cannot attend the National Ijtema, Regional Nazim A’lā should propose a name for a Nasir to represent the Region, and get it approved before the deadline.
- The deadline for Regions to submit names of the Position holders /Regional Representative is **31<sup>st</sup> August 2021**.
- Competitions will be held simultaneously.
- Judges decision will be final.

**Tilawat Competition:**

- A participant may only recite verses of the Holy Qur'an that is selected for the Ijtima Syllabus.
- A Tilawat recited from outside the syllabus will NOT be marked.
- Judges reserve the right to stop a participant at any point.
- There will be no marks for reciting from memory.
- The marking will be based on Correct Pronunciation, Qir'at/ Tajweed and Tune.

**1. (Surah An Nisa : 1-2)**

يَا أَيُّهَا النَّاسُ اتَّقُوا رَبَّكُمُ الَّذِي خَلَقَكُمْ مِنْ نَفْسٍ وَاحِدَةٍ وَخَلَقَ مِنْهَا زَوْجَهَا وَبَثَّ مِنْهُمَا رِجَالًا كَثِيرًا وَنِسَاءً ۚ وَاتَّقُوا اللَّهَ الَّذِي تَسَاءَلُونَ بِهِ وَالْأَرْحَامَ إِنَّ اللَّهَ كَانَ عَلَيْكُمْ رَقِيبًا ۝

**2. Sūrah Aal-e-Imran(verses 103-104)**

يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ حَقَّ تَقَاتِهِ وَلَا تَمُوتُنَّ إِلَّا وَأَنْتُمْ مُسْلِمُونَ ۝  
وَاغْتَصِمُوا بِحَبْلِ اللَّهِ جَمِيعًا وَلَا تَفَرَّقُوا ۚ وَادْكُرُوا نِعْمَتَ اللَّهِ عَلَيْكُمْ إِذْ كُنْتُمْ أَعْدَاءً فَأَلَّفَ بَيْنَ فُلُوبِكُمْ فَأَصْبَحْتُمْ بِنِعْمَتِهِ إِخْوَانًا ۝ وَكُنْتُمْ عَلَى شَفَا حُفْرَةٍ مِنَ النَّارِ فَأَنْقَذَكُمْ مِنْهَا كَذَلِكَ يُبَيِّنُ اللَّهُ لَكُمْ آيَاتِهِ لَعَلَّكُمْ تَهْتَدُونَ ۝

**Hifz Qur'an Competition:**

1. The participant will be tested from selected verses of **Sūrah Al-Kahf (Verses 1 – 13 and Verses 103 – 111) and Surah Jumma complete.**
2. Memorisation of the translation will not be tested.
3. Anyone who is Hafiz Qur'an is NOT allowed to take part in this competition.
4. Marks will be given for memorization and accuracy of delivering the words.

**Poem Competition:**

1. A participant may only recite any **3** couplets (without repetition) from the one of the poem from syllabus below.
2. A poem recited from outside the syllabus will NOT be marked.
3. Judges reserve the right to stop a participant at any point.
4. There will be no marks for reciting from memory.
5. Marks will be given for correct pronunciation, voice quality and tune.

**در ثمنین اردو (Page No. 128)**

وہ دُور ہیں خدا سے جو تقویٰ سے دُور ہیں  
 ہر دمِ آسیرِ نخت و کبر و غرور ہیں  
 تقویٰ یہی ہے یار کہ نخت کو چھوڑ دو  
 کبر و غرور و عُجل کی عادت کو چھوڑ دو  
 چھوڑ و غرور و کبر کہ تقویٰ اسی میں ہے  
 ہو جاؤ خاکِ مرضیِ مولیٰ اسی میں ہے

**کلامِ طاہر (Page No. 23)**

کیا موج تھی جب دل نے بچے نامِ خدا کے  
 اک ذکر کی دھونی مرے سینے میں رما کے  
 آپہن تھیں کہ تھیں ذکر کی گھنگھور گھٹائیں  
 نالے تھے کہ تھے سیلِ رواں حمد و ثنائے  
 سکھلا دیئے اسلوبِ بہت صبر و رضا کے  
 اب اور نہ لہجے کریں دنِ کرب و ہلا کے  
 اُکسانے کی خاطر تیری غیرت تیرے بندے  
 کیا تجھ سے دُعا مانگیں ستم گر کو سنا کے  
 رکھ لاج کچھ ان کی مرے ستار کہ یہ زخم  
 جو دل میں چھپا رکھے ہیں پتلے ہیں حیا کے

**کلامِ محمود (Page No. 38)**

باپِ رحمت خود بخود پھر تم پہ واہو جائے گا  
 جب تمہارا قادرِ مطلق خدا ہو جائے گا  
 آدمی تقویٰ سے آخر کیا ہو جائے گا  
 جس مس دل سے چھوئے گا وہ طلا ہو جائے گا  
 جو کوئی تقویٰ کرے گا پیشوا ہو جائے گا  
 قبلہ رخ ہوتے ہوئے قبلہ نما ہو جائے گا  
 جس کا مسلک زہد و ذکر و اتقا ہو جائے گا  
 پنچہ شیطاں سے وہ بالکل رہا ہو جائے گا  
 دیکھ لینا ایک دن خواہش بر آئے گی مری  
 میرا ہر ذرہ محمد پر فدا ہو جائے گا

**For Non-Urdu Speaking Ansār:**

(Page No. 18) القصائد الاحمدية

تَذْكُرِيَا أَخِي يَوْمَ التَّنَادِي  
فَأَخْرِجْ كُلَّ حَقْدِكَ مِنْ جَنَانٍ  
وَمَا الْخُسْرَانُ فِي مَوْتٍ بِتَقْوَى  
وَتُبْ قَبْلَ الرَّجِيلِ إِلَى الْمَعَادِ  
وَزَكَّ النَّفْسَ مِنْ سَمِّ الْعِنَادِ  
وَحُسْرُ الْمَرْءِ فِي سُبُلِ الْفَسَادِ

(Page No. 30 – 63) القصائد الاحمدية

أَيَّامُ حُسْنِي أُثْنِي عَلَيْكَ وَ أَشْكُرُ  
فَطُوبَى لِمَنْ صَافَى صِرَاطَ مُحَمَّدٍ  
فَدَعُ كُلَّ مَلْفُوظٍ بِقَوْلِ مُحَمَّدٍ  
فَدَى لَكَ رُوحِي أَنْتَ تُرْسِي وَمَازُرُ  
وَكَمِثْلُ هَذَا النُّورِ مَا بَانَ نَيْرُ  
وَقَلْدَ رَسُولِ اللَّهِ تَنْجُ وَتُغْفَرُ

**Prepared Speech – English:**

1. A participant may only speak on one of the following topics:
  - i. **The Holy Prophet (saw)’s companions communion with Allah.**
  - ii. **Ways to achieving Taqwa**
  - iii. **Respect your children**
2. A speech delivered from outside the syllabus will NOT be marked.
3. The speaker will have a total of **3 minutes** to deliver his speech.  
First bell will ring at 2 minutes after which he should complete his speech before 3 minutes
4. The reading from papers will be allowed, however additional marks will be rewarded for delivering the speech from memory.
5. Judges reserve the right to stop a participant at any point.
6. Marks will be given for correct pronunciation, content, presentation & memorization.

**Extempore Speech – English:**

1. This is an open competition, thus any Nasir can participate.

2. The topic will be given at the appointed time of the competition.
3. Every participant will be given 3 minutes for preparation.
4. Participant will then have 3 minutes for the delivery of the speech.  
First bell will ring at 2 minutes after which he should complete his speech before 3 minutes.
5. Judges reserve the right to stop a participant at any point.
6. Marks will be given for pronunciation, contents and presentation.

### **Quiz Competition:**

1. One team consisting of **3 members** from every Region will be allowed.
2. **Questions will be asked from:**
  - Introduction to the Study of The Holy Quran by Hazrat Mirza Bashiruddin Mahmud Ahmad, Khalifatul Masih II (رضی اللہ تعالیٰ عنہ)
  - Haqiqatul-Wahi (The Philosophy of Divine Revelation) (Page 1 to 360 according to Urdu Book) by Hazrat Mirza Ghulam Ahmad, The Promised Messiah and Mahdi<sup>(as)</sup>:
3. Book is on (<https://www.alislam.org/book/introduction-study-holy-quran/>) and will also be available online at [ansar.org.uk](http://ansar.org.uk) and hard copies will be provided at the Refresher Course.
4. With every correct answer, the team will earn 4 marks.
5. A response must be started within 10 seconds after a question has been read.
6. If, at the end of the quiz, two or more teams have equal marks, in that case every team will be asked a question until a clear winner is decided.

### **Bait Bazi:**

1. The team will comprise of **3 members**.
2. The couplets will be allowed only from:
  - a) Durr-e-Sameen b) Kalam-e-Mahmood c) Kalam-e-Tahir
  - d) Durr-e-Adan e) Bukhar-e-Dil

3. Team have to narrate the couplet starting from the ending letter of the couplet which previous team has completed.
4. 10 seconds will be given to deliver response
5. Competition will be conducted on knock out basis

### **Message Relay /Chinese Whispers:**

1. Only one team per region consisting of **5 members** will be permitted.
2. Each team will have a choice to select their message either in Urdu or English.
3. The message will be read out 3 times to every team leader in the beginning. He will then be allowed 3 minutes to pass on the message.
4. Every team member must convey the message quietly else team may be disqualified.
5. The last member of every team will be allowed 5 minutes to write the message neatly.

### **Marking Scheme**

| Competition            | Criteria   | Marks    |
|------------------------|--|----------|
| <b>Tilāwat</b>         | <ul style="list-style-type: none"> <li>• Correct Pronunciation – has correct Talaffuz, stops at appropriate punctuation, etc.</li> </ul> | 10Marks  |
|                        | <ul style="list-style-type: none"> <li>• Qir'at / Tajweed – has followed rules of recitation of the Holy Qur'ān</li> </ul>               | 10Marks  |
|                        | <ul style="list-style-type: none"> <li>• Tune – appropriate delivery volume and speed</li> </ul>   | 10Marks  |
| <b>Hifz Qur'ān</b>     | <ul style="list-style-type: none"> <li>• Correct Pronunciation – has correct Talaffuz, stops at appropriate punctuation, etc.</li> </ul> | 10Marks  |
|                        | <ul style="list-style-type: none"> <li>• Memorisation</li> </ul>   | 40Marks  |
| <b>Nazm / Qaseedah</b> | <ul style="list-style-type: none"> <li>• Correct Pronunciation</li> </ul>  | 10 Marks |
|                        | <ul style="list-style-type: none"> <li>• Voice Quality</li> </ul>  | 10 Marks |
|                        | <ul style="list-style-type: none"> <li>• Tune</li> </ul>   | 10 Marks |



|                                     |   |          |
|-------------------------------------|---|----------|
| <b>Prepared Speech Urdu/English</b> | <ul style="list-style-type: none"> <li>• Correct Pronunciation</li> </ul>   | 10 Marks |
|                                     | <ul style="list-style-type: none"> <li>• Content – use of verses of the Holy Qur’ān, Ahādith, quotations and/or poetic verses; knowledge / research of the subject</li> </ul> | 10 Marks |
|                                     | <ul style="list-style-type: none"> <li>• Presentation style, confidence and continuity</li> </ul>   | 10 Marks |
|                                     | <ul style="list-style-type: none"> <li>• Memorisation</li> </ul>  | 5 Marks  |
| <b>Extempore Speech</b>             | <ul style="list-style-type: none"> <li>• Correct Pronunciation</li> </ul>   | 10 Marks |
|                                     | <ul style="list-style-type: none"> <li>• Content – use of verses of the Holy Qur’ān, Ahādith, quotations and/or poetic verses; knowledge / research of the subject</li> </ul> | 10 Marks |
|                                     | <ul style="list-style-type: none"> <li>• Presentation style, confidence and continuity</li> </ul>   | 10 Marks |

### Essay Writing Competition:

| Criteria                    | Detail   | Marks    |
|-----------------------------|--|----------|
| <b>Main Point</b>           | The essay is focused, purposeful, and reflects clear ideas   | 20 Marks |
| <b>Content</b>              | Quality of content, knowledge and understanding of the topic. Persuasively supports of main point with well-developed reasons, quotations and/or examples. | 20 Marks |
| <b>Writing Style</b>        | Effectively organizes ideas to build a logical, coherent argument; creative use of sentence structure, paragraphs, transitions & word choice               | 20 Marks |
| <b>Conventions</b>          | Uses correct grammar, spelling, and punctuation throughout the essay   | 20 Marks |
| <b>Reference / Citation</b> | Every reference is cited properly  | 20 Marks |

## Qiadat Ishā'at

- Make sure that each member is receiving “Ansaruddin”.
- Ansār may be given choice to receive it electronically or in printed form.
- Majalis / Regions should send their activities reports along with selected pictures (High resolution) for publication in “Ansaruddin”.
- Be a part, to improve the standard & quality of our electronic and print publications.
- Find and introduce Ansār brothers in your Majalis and Regions, who are journalists, writers’, web designers, graphic designers, Photographers, etc.
- Majalis to encourage local businesses to advertise in “Ansaruddin”

Email address for all corresponding’s

**ansaruddin@ansarullahuk.org**

### The Rates are as follows:

- Full page for whole year      £1200
- Half page for whole year      £650
- Quarter page for whole year   £350

## Qiadat Tarbiyyat Nau-Mubāeen

Maintain an up to date record within the first month of the year.

Zo’ama should attach one Nasir with each Nau Mubāeen to establish regular contact.

Make every effort to involve Nau Mubāeen in regular monthly meetings and other activities of Majlis Ansārullah.

Majlis-e-Shura 2012, Proposal 2:

... Strengthen and maintain contact with Nau Mubāeen on a regular basis and to integrate them with the Nizam-e-Jamā'at in their respective Majlis/Region

Nau Mubāeen are classified as those members who are within 3 years from the date of their Bai 'at.

## Qiadat Isa'ar

**Isa'ar means** giving preference to others over oneself (Selflessness).

As “Helpers of Allah” it is our obligation to help with the welfare of Allah’s creations.

According to the instructions of Hazrat Ameer ul Momineen عليه السلام Ansār should visits to the elderly homes Ansār on a regular basis. Make every effort to visit any Ansār brother who is ill or admitted in hospital.

One of the fundamental teachings of Islam and one, which every Muslim cultivates in his heart, is that of brotherhood. Islam is unique in that it requires physical expression of brotherhood. If you shake hands with one another rancour will depart, and if you make presents to one another and love one another, malice will depart.

O servants of Allah! May Allah be merciful to you.  
Verily, Allah commands you to act with justice,  
to confer benefits upon each other  
And to do good to others as one does to one's kindred

**The primary emphasis this year is to support the weaker sections of society:**

- Welfare of Ansār
- Contacting the less abled and sick members
- National Isa'ar Ashra

**The secondary emphasis is to support the environment and external charities.**

- Charity/Volunteering
- Environmental issues

- Blood donations

**Primary:****Welfare of Ansār**

- Monthly gatherings / Isa'ar forums with over 65's should be arranged. This should be a social event with the focus on building relationships and opportunity for members to talk to each other. Transport should be arranged if required
- Regular House Visits. The focus of this visit is to find out how they are and if they need any help. Consider giving them a small gift (especially on Eid).
- Providing support to the bereaved families. Visit them for Afsos, provide meals (if required), assist with funeral arrangements.
- Social activities (picnics, bbq, outings and day trips to be arranged) at least twice a year
- Providing general support (for example with Transport, Shopping, Cleaning)
- One Regional Isa'ar forum to be arranged for Zo`ama Majalis and Muntazmeen. Interactive workshops should be arranged to develop the Region. This will be supported by the Central Isa'ar Team.

**Visiting the less abled and sick**

- Regions to visit sick and less abled members (particularly those in hospital).
- Regions to submit list of terminally ill and less abled members of Jamā'at to the centre.
- Regions to provide general support to the sick and less abled members.

**National Isa'ar Ashra (twice a year)**

Plan and implement programme supporting the departments' objectives during the Ashra

**Secondary:****Charity/Volunteering**

- Hospital & Care home visits. Ansār should visit those less fortunate, who are in hospitals & care homes. Special attention should be given at Christmas. Gifts should be distributed. Minimum of 2 hospital and 4 care home visits in a year (Regional)
- Homeless Feeding. Food should be prepared and distributed to the homeless. This can be through a homeless shelter, food bank or on the streets. Minimum 4 times a year (Regional)
- Supporting local charities. Approach local charities and provide support. Contact the local Mayor and support their chosen charity. Supporting bucket collection and poppy appeal

**Environmental Issues:**

- Tree Planting. Region to arrange tree planting with the Woodland Trust of the National Trust. (Minimum 5,000 trees)
- Litter Picking. Arrange local street/area to be cleaned minimum twice a year. Contact local council to identify area.
- Encouraging Recycling within the Jamā'at

**Blood Donation**

- Members to be encouraged to donate Blood. On a Regional level arrange session by finding out where the local blood donations are being held and promoting members to book appointments.

**\*If due to restrictions, you are unable to meet physically, then virtual meetings and regular phone calls are required.**

## Qiadat Zahānat wa Sehat-e-Jismāni

### Objective

Maintaining intellectual and physical health of members.

### Aims:

- Encourage Ansār to exercise regularly (for at least 30 minutes 3 to 4 times a week); including walking, cycling, running and swimming etc.
- Raise awareness of factors affecting Men's Health
- Organise regular sports activities that members of the Majlis can participate in.
- Organise Quarterly Sports Days (competitions) at local / regional level
- Ensure individual and team sports activities take place as part of the Annual Ijtema
- Arrange trips / picnics (1 to 7 days) where members can bond and unwind-

Some examples include:

- Badminton / table tennis / pool etc. – sessions before or after Salat at mission houses or halls within mosque compounds.
- Walk or cycle to Salat (no running!)
- Hire suitable halls or outdoor space for football, volleyball, badminton etc.
- Encourage members to participate in activities arranged by National cycling & Hiking clubs etc.

### Deliverables - Local Majlis

All local Majalis will be monitored on the following monthly activities:

- Number of Ansār who exercise regularly (for at least 30 minutes 3 to 4 times a week)
- Was an Awareness Session\* held (please see details below) / Attendance
- Number of sports activities organised by Majlis / Attendance

- No of Regional Sports Events attended / Attendance (from Majlis)
- Sports at Local Ijtema - please provide separate report

**\*Awareness Session**

All local Majalis are required to hold a short session to raise awareness of factors that affect physical and mental health – it is recommended that this is done as part of the monthly general meeting. Some material will be made available by Qiadat Zahānat wa Sehat-e-Jismāni. However, it is recommended that an interactive format (discussion) is used to discuss the topic and raise awareness.

| Month     | Topic                               |
|-----------|-------------------------------------|
| January   | Benefits of physical exercise       |
| February  | Heart Disease – Causes & Prevention |
| March     | Benefits of walking                 |
| April     | Diabetes                            |
| May       | Mental health**                     |
| June      | Diet / Nutrition                    |
| July      | High Blood pressure                 |
| August    | Benefits of cycling                 |
| September | Cholesterol                         |
| October   | Obesity                             |
| November  | Stress Management                   |
| December  | Dangers of Smoking                  |

\*\*Mental Health Awareness Week is 10<sup>th</sup> to 16<sup>th</sup> May 2021.

**Contingency Plan for Lockdown** - During a period of lockdown / restrictions, Majalis are required to focus on points 1 and 2 above.

**Deliverables – Regions**

All Regions will be monitored on the following:

1. Monthly meeting with local Muntazmeen
2. Material (Articles / short videos) produced to compliment the Monthly awareness topic
3. No of regional sports events held / Attendance
4. No of regional sports competitions held / Attendance
5. Regional Ijtema - sports events (please provide separate report)

NB. Regions will also be monitored on the information provided by their Majalis. i.e., number of Majalis that held sports events and the number of Majalis that held Awareness sessions etc.

**Contingency Plan for Lockdown** - During a period of lockdown / restrictions, Regions are required to focus on points 1 and 2 above.

**National Sports Events:**

The National Team will, Insha'Allah, endeavour to organise the following events during the year.

- On 10<sup>th</sup> July 2021 Qiadat Zahānat wa Sehat-e-Jismāni will organise a National Sports Day at Baitul Futuh. Details will be communicated in due course.
- Qiadat Zahānat wa Sehat-e-Jismāni will organise a Sports Day specifically for Northern regions – Details TBC
- Tape ball Cricket tournament - Details TBC
- National Outdoor Football Tournament - Details TBC
- Quarterly Hikes – Details TBC
- Regular Cycling Events – Details TBC



## Qiadat Tajneed

This is the duty of all office bearers to inform the Tajneed Department of any changes to their membership using the online AMIS System.

Zo'ama are responsible to immediately inform the Tajneed Department of any change in address of any Nasir leaving their Majlis and to provide the new address and telephone numbers.

Please update the AMIS System of any new Nasir joining the Majlis about any new details of a Nasir joining your Majlis.

Send updated Tajneed of your Majlis on Quarterly bases to Markaz.

A "Sa'iq" should be appointed for every 10 Ansār in the Majlis.

Hold minimum one Sa'iqeen meeting in a month.

Try to get individual reports from maximum Ansār before submitting monthly report.

## Qiadat Tehrīk-e- Jadīd:

Tehrīk-e-Jadīd is a blessed scheme which starts from 1<sup>st</sup> November and ends on 31<sup>st</sup> October. It is our duty to make Ansār brothers aware of the importance of this scheme.

Hazrat Ameer ul Momineen عليه السلام بنصره has urged Ansār to ensure that 100% of them take part in this blessed scheme.

**Hazrat Khalifatul Masih Alsals رحمه الله تعالى says:**

Allah Almighty blesses a believer according to his intention but nowhere. He (i.e. Allah Taa'la) has mentioned that a human can achieve blessings merely on his intention. And as far as the promises and collections of Tehrīk-e- Jadīd is concerned the intention begins when a person makes his promise and then makes a firm pledge that he will pay off the amount he promised. However, those members who delay in making their promises for 15 days, 1 month, or 2 months, they become target of losing some of Allah's blessings during this period.

*(khutba Juma printed in Afzal 27<sup>th</sup> Feb 1966)*

**Hazrat Khalifatul Masih V عليه السلام said:**

*It has come to my attention that in Tehrik-e- Jadid there is a lot of room for improvement. In some Jamā'at more than half of the members are not taking part in Tehrik-e- Jadid and it may also be the case with Waqf-e-Jadid. Now Ansār must take this responsibility that you have to play a role to increase participation. First Ansār should ensure their 100% participation in these schemes, and then try to include their wives and children. (Ijtima Ansārullah 2006)*

**Targets**

Ansār brothers should be reminded to revive the accounts of their deceased elders of Daftar Awwal as Sadqa Jaria at least one.

Chanda should be paid regularly if not at least quarterly.

Those who make one of payment should do it in the beginning of year rather than leaving it till the end of year if possible.

All Ansār should try to include all members of their family including new born babies.

Every new Ahmadi Nasir should also be brought into this blessed scheme.

Zo'ama should urge Ansār to make sure that their dependents are included in this scheme.

Zo'ama should obtain lists of non-participant Ansār in 2020 from their local Presidents and request those Ansār to take part this year. A report on how many non-participants have contributed should be given every quarter. As we require 100% participation this target should be of utmost priority.

Zo'ama should get the lists of new Ansār coming from Khuddam-ul-Ahmadiyya and ensure that they take part. If Zo'ama faces any difficulty, they should contact Markaz immediately and we will try to help them.

**Hold a “TEHRĪK-E-JADĪD Day” as an awareness campaign** at the end of each Quarter to motivate Ansār brothers to be a part of this Devine Scheme, and to boost the activities of Qiadat Tehrike-e-Jadid in order to achieve our target of 100% participation of Ansār in each Region & Majlis,

## Qiadat Waqf-e-Jadīd

On December 27th, 1957 Hazrat Khalifatul Masih II (رضی اللہ تعالیٰ عنہ) started the blessed project called Tehrik **Waqf-e-Jadīd** (The New Dedication).

### Objectives:

- The primary objective of this project was to look after the spiritual upbringing of the members living in the rural communities.
- The secondary objective was to bring the message of Islam to Hindu population of the country. Up to 1986 the project was intended mainly for the rural communities of Pakistan. However Hazrat Khalifatul-Masih IV (ra) broadened the scope of this project and now all the countries of the world are within the scope of this plan.

Hazrat Khalifatul Masih II (رضی اللہ تعالیٰ عنہ) explaining the importance of this blessed scheme stated

*"This is the undertaking of Allah, and He Himself will complete it. Since it is Allah Almighty Who has put this inspiration in my heart, I shall endeavour to fulfil it even if I have to sell my house and my clothes to do so and even if not a single person assists me. Allah shall cut them off from the Jamā'at who are not helping me in this regard and will send down angels from heaven to help me"*

(Friday Sermon, January 5, 1958)

1. Za'im or Muntazim Waqf-e-Jadīd should request the local Sadr/Finance Secretary for a list of non-participant Ansār from the previous year and try to motivate them to take part this year.
2. Every Majlis should encourage all Ansār to take part in this blessed scheme. Every New Ahmadi Nasir should also be made aware of this scheme.
3. As a family head, every Nasir should ensure that ALL members of his household participate in this divine scheme. Chanda should even be paid on behalf of new-borns.

4. Ansār should be encouraged to increase on the amount sacrificed by them in the last year.
5. Ansār should try to continue the sacrifices of deceased relatives who used to pay Chanda Waqf-e-Jadīd.
6. A report on how many non-participants Ansār (from the previous year) have promised to pay this year should be given **every quarter** to the Markaz.

**Note:** The Waqf-e-Jadīd year begins on 1st January and ends on 31st December.

### Auditor

An Auditor must be appointed by Regional Nazim e A'lā after seeking approval from Sadr Majlis. The auditor must send monthly report through regional Nazim e A'lā as to how many Majalis he has audited that month.

#### **The main objectives in undertaking the audit are:**

- All chandas and other receipts have been banked and accounted for
- All expenses claimed have been properly incurred and accounted for

**To achieve these objectives, the audit procedures need to ensure that the followings transaction risks have been mitigated.**

| No | Main risks relating to income:  | Risks covered by Regional auditor | Risks covered by HO auditor |
|----|---|-----------------------------------|-----------------------------|
| 1  | Chanda collected but no receipt issued or banked  | X                                 |                             |
| 2  | Receipts issued but money not banked/ banked after long delay   | X                                 | X                           |
| 3  | Receipts issued incorrectly (wrong AIMS number/wrong Majalis/ wrong Chanda type; incorrect amount; incorrect total) | X                                 |                             |
| 4  | Receipt not recorded/ incorrectly recorded on   | X                                 | X                           |

|    |  |   |   |
|----|--|---|---|
|    | collection statement   |   |   |
| 5  | Receipt not recorded/<br>incorrectly recorded in AMIS                    |   | X |
| 6  | Receipt not recorded on timely<br>basis/ in wrong period in AMIS         |   | X |
| 7  | Expense claimed and paid but<br>not incurred/ no supporting<br>documents | X | X |
| 8  | Expense claimed and paid but<br>not properly authorized                  | X | X |
| 9  | Expense claimed incorrectly<br>(wrong amount/ calculation<br>errors)     | X | X |
| 10 | Expense incorrectly recorded<br>(wrong party; wrong budget<br>head)      | X | X |
| 11 | Expense not recorded on<br>timely basis/ wrong period                    | X | X |

### **Audit Work:**

As noted above, the audit process is designed to assess transaction risks and report any errors arising so that corrective action can be taken. The work is divided into two parts:

- the work done by central audit team at the Maal Department
- the audits undertaken at the regional and Majalis levels by regional auditors.

### **Audit Checklists:**

To assist with regional audits, simple audit questionnaires and checklists have been developed and provided to the auditors. These are:

- Control checklist for reviewing control of books and receipts of income –these should be used as tool for improving controls at each Majalis level.
- Checklist for audit of income and audit schedule
- Checklist for audit of expenses and audit schedule

With respect to the expenses, it has been agreed with Additional Maal Secretary, that grants will only be paid if the previous

period expense claims are supported by the audit report in the format provided.

### **For 2021:**

The audit checklists and schedules need to be digitised and added to the MAUK website resources. This should assist the regional auditors to complete the audit checklists online and submit to central audit.

### **Income:**

During 2020, the planned audit work was disrupted due to Covid-19 restrictions. However a simplified audit checklist was developed and sent to regional auditors to implement during the lock down period. This involved obtaining photos/ scanned copies of completion statements and bank deposit slips and ensuring that total collections had been banked.

Also, central audit:

- Obtained access to Worldpay and just giving sites to download donations made. These were then test checked to the receipts issued;
- Undertook detailed review of Chanda database to identify missing receipts/ books and non-payers.

Depending on the extent to which Covid-19 restrictions continue to be in place during 2021, work will continue as above.

Once restrictions are lifted, regular audit work will be resumed.

This will include:

- Reviewing the collection statements received by Maal Dept. and checking that receipts have been correctly recorded in AMIS.
- Preparing a control schedule of collection statements received and noting Majalis that have delayed or not sent such statements.
- Reviewing monthly bank reconciliation for collections received.
- Control over receipt books. Reports generated from the AMIS in respect of outstanding receipt books and missing receipts will also be circulated to regional auditors for follow up.

**Expenses:**

Regular work undertaken includes review of all the expenses paid and checking major and unusual expenses to supporting documents.

- During 2021, regular review and audit of expenses paid by Maal department will be continued. Emphasis will be placed on advances given and subsequent submission of expense claims for such advances.

**Special audits**

In addition to the audit of income and expenses:

- Plans will be made during 1<sup>st</sup> half of 2021 to review the IT controls and accuracy and adequacy of AMIS reporting system. This will need assistance of IT consultant.
- In 3<sup>rd</sup> qtr. of 2020 to review the implementation of the GDPR policies both at MAUK head office and at regional levels.

**Regional Audit Work:**

During 2020, Covid-19 restrictions have disrupted progress in carrying out regional audits. However the quality and coverage varies from region to region. Although training sessions had been held with regional auditors using zoom, not all auditors participated.

Depending on the extent to which covid-19 restrictions are in place during 2021, the following is planned:

- Arranging special “audit week” throughout the country for regional audit work. This will place responsibility on both the regional and Majalis finance teams to ensure their audits are completed on time. The timing of such week will be agreed with the regional auditors and approved by Sadr Sahib.
- In addition to refresher course, arranging at least two audit training meetings, one for southern regions and another for northern regions. The timing to be agreed with regional auditors.
- Visits by central audit team to assist in audits of Majalis where difficulties are being faced.

### Alam-e Inami Weightage in Percentage

| No | Qiadat                    | %   |
|----|---------------------------|-----|
| 1  | Amoomi                    | 14  |
| 2  | Maal                      | 14  |
| 3  | Tabligh                   | 17  |
| 4  | Tarbiyyat                 | 17  |
| 5  | Tā'leem                   | 9   |
| 6  | Tā'leem-ul-Qur'an         | 9   |
| 7  | Isa'ar                    | 6   |
| 8  | Tarbiyyat Nau Mubāeen     | 2   |
| 9  | Ishā'at                   | 3   |
| 10 | Tajneed                   | 2   |
| 11 | Zahānat Wa Sehate Jismāni | 3   |
| 12 | Tehrīke Jadīd             | 2   |
| 13 | Waqf e Jadīd              | 2   |
|    | Total                     | 100 |