

**ANNUAL PLAN**  
**&**  
**GUIDELINES**  
**2020**



**MAJLIS ANSARULLAH**  
**UNITED KINGDOM**

Published by  
**Majlis Ansārullah UK**  
33 Gressenhall Road London SW18 5QH





## Majlis Ansarullah UK

Dear Ansār brother,

السلام عليكم ورحمة الله وبركاته

The “Annual Plan & Guidelines 2020” 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.

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 2020

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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 2020**

<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	Adil Zafar
9.	Qaid Tarbiyyat	Fazal Ur Rehman Nasir
10.	Qaid Tabligh	Ahmad Naseeruddin
11.	Qaid Tā'leem	Raja Burhan Ahmad
12.	Qaid Tā'leem-Ul-Qur'an	Fazal Ahmad Tahir
13.	Qaid Maal	Abdul Manan Azhar
14.	Add Qaid Maal (Expenditure)	Mansoor Ahmad Qamar
15.	Qaid Tajneed	Muhammad Anwar
16.	Qaid Tehrike-e-Jadīd	Naveed Uz Zafar
17.	Qaid Waqf-e-Jadīd	Muzaffar Bhatti
18.	Qaid Isa'ar	Ashfaq Ahmad Khan
19.	Add Qaid Isa'ar	Muzaffar Hussain
20.	Qaid Zehanat & Sehat-e-Jismani	Inamullah Khan
21.	Qaid Tarbiyyat Nau Mubāeen	Shahbaz Ahmed
22.	Qaid Ishā'at	Naeem Gulzar Sb
23.	Add Qaid Ishā'at	Muhammad Ishaq Nasir
24.	Zaeem A'lā Muqami	Zakariyya Chaudhry
25.	Muavin Sadr	Sahibzada Mirza Waqas Ahmad
26.	Muavin Sadr	Zaheer Ahmed
27.	Muavin Sadr	Ch Kaleemullah Anjum
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 2020**

1. Baitul Futuh	Tayyab Mansoor
2. Baitul Ehsan	Adnan Wadood
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 وَ أَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُ  
هُ وَ رَسُولُهُ ط

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 اللہ تعالیٰ

## **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.

### Qiadat Amoomi

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#### 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 local Ijtema, these must be held before the Regional and National Ijtema.

This year the National Majlis Ansārullah Ijtema will be held from 26<sup>th</sup> -28<sup>th</sup> June. 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 5<sup>th</sup> & 6<sup>th</sup> of December 2020. 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 رحمه الله تعالى 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	

## 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: *أيدو 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.”*

### 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 take reports of Mosques and Salat Centres and to establish new Salat Centres through the system of Jamā’at if the need arises.
- 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 أيده الله تعالى بنصره العزيز 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 need 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 office bearer for Tarbiyyat Nau Mubāeen, should also be part of 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

إِنَّ الصَّلَاةَ كَانَتْ عَلَى الْمُؤْمِنِينَ كِتَابًا مَوْقُوتًا

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

The Holy Prophet صلى الله عليه وآله has said that prayer is the delight of his eyes and a means of ascension for believers. The Holy Prophet صلى الله عليه وآله 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.

### **Third Condition of Bait**

*That he shall regularly offer the five daily Prayers in accordance with the commandments of God and the Holy Prophet Muhammad ﷺ and shall try his best to be regular in offering the Tahajjud and invoking Durood on the Holy Prophet Muhammad ﷺ. That he shall make it his daily routine to ask forgiveness for his sins, to remember the bounties of God and to praise and glorify Him.*

### **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)*

- The Promised Messiah عليه السلام taught the following prayer to create steadfastness in prayer:

*“O Allah, The Maker and Powerful One! I am a sinner, so much so that I am void of gaining steadfastness in my prayer- forgive my sins from your abundance grace- and forgive my errors- and make my heart soft – and make my heart recognise your greatness, fear and love and increase it, so through it, my heavy heart become tender and attentive in prayer.”*

**Hazrat Khalifatul Masih II رضى الله عنه states:**

The term *يعودون الصلوة* is mentioned nowhere in the Holy Qur'an, nor is the term *يصلون الصلوة* in fact wherever the command for prayer is given the term *يقيمون الصلوة* has been used and the meaning of the term 'Iqamat' is the observance of the congregational prayer, in addition to which the meaning of praying sincerely is also found. Meaning that it is not found to merely pray, but in fact it is of utmost importance to pray in congregation. This must be carried out in such a manner that no weakness remains. Islam does not command you to simply pray but instead to maintain prayer. Which is why it is obligatory on every Ahmadi not to be content by merely praying but in fact maintaining prayer. For one to maintain prayer is also not sufficient, in fact one should help others to observe their prayers. You should also instil the habit of maintaining prayer in your wife and children. Some people are regular in their own prayers but do not care about the matter of their wives and children (when it comes to prayer), whereas if a person had true sincerity in him then it is not possible to witness his wife or children or siblings abandoning prayer.

(Anwar ul Uloom Vol 16. Pg. 293)

**Hazrat Khalifatul Masih IV رحمه الله تعالى states:**

“Our first and foremost obligation is to establish the protection of prayer. Our entire organisation holds a subservient status for the fulfilment of this effort. If this system take precedence and this ‘master’ i.e. the status of worship reduces, then this situation will turn out to be completely opposing. Then it will turn out to be as if a boat sinks. The same thing which is the source of salvation becomes a source of destruction. That is why there is a need for the ratio to be correct. Worship will not be the slave of the system; rather the system will be the slave of worship. Only then will we stay alive if the organization of the Jamā’at stays subservient to worship.”

(Friday Sermon delivered on 1<sup>st</sup> April 1983)

**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’iqeen 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 (عليه السلام). 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 *وامر اهلك 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. Hazoor (أيده الله تعالى بنصره العزيز) advised at an Amila meeting in Canada:

*“Amila members should be role models; those Amila members who do not offer their fajr and ishaa prayers in the mosque, Ameer sahib should be reported and then this report should be sent to me. Such office bearers should be removed from their posts no matter how capable they are even if you need them, if they do not offer prayer in congregation they have no right to be an Amila member.”*

(Al-fazal 27<sup>th</sup> August 2012)

- 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
- Keep track of all efforts weekly, for example every Thursday and Friday every Majlis should take attendance of prayers at mosques and centres and the attendance of Hazoor’s Friday Sermons. Moreover on the monthly report form they should record the attendance of all prayers separately whilst bearing in mind that the attendance for another day other than Friday should also be recorded.
- 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.
- Simple namaz and translation should also be on the programme
- It is evident from the instructions of Hazrat Musleh Moud (رضي الله عنه) which are mentioned above that the observations 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) Recitation of the Holy Qur'an

- Those Ansār who are well versed in the recitation of the Holy Qur'an should make a routine in which the Holy Qur'an is recited every morning. In addition to this the Ansār should also attempt to read the translation alongside the Arabic- because only after understanding the translation and the meaning will he be able to truly carry out and implement God's commandments.
- Those who do not know how to recite in Arabic should recite short portions which they have committed to memory and should try to learn the proper recitation of the Holy Qur'an.
- To review daily whether all members of the household are regularly reciting the Holy Qur'an.

#### 5) Sermons of Hazoor Anwar بنصره العزیز: ایدہ اللہ تعالیٰ 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 ایدہ اللہ تعالیٰ 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 بنصره العزیز: ایدہ اللہ تعالیٰ.

After shortlisting all the negatives regarding all electronic media, Hazrat Khalifatul Masih V (ایدہ اللہ تعالیٰ بنصره العزیز) 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.”*

- Regarding the benefit of watching MTA and especially the Friday Sermons, Hazoor Anwar (إيدہ اللہ تعالیٰ بنصرہ العزیز) stated:

*“Another thing I would specifically like to bring to the attention of office bearers and representatives of the Majlis e Shura, is that their households and they themselves should take as much benefit from MTA as possible. In fact you should advise your other friends to take benefit from MTA as well. In the beginning, the least you can do is to allocate a little time to watch one of your more preferred programmes on MTA. For example, those people who like to watch programmes in the English language; there are very enjoyable programmes which air on MTA on a daily basis. They should watch those programmes regularly. The most important point is that you should watch the Friday Sermon, which is broadcasted every Friday, without fail. And watch those other programmes which I am involved in. For instance, my addresses in front of Non-Muslims or the addresses which I have delivered on Jalsa or other such gatherings. Watching these programmes will prove to benefit you Insha’Allah and you should watch these programmes with this intention. When the Missionaries and Scholars of the Jamā’at watch these programmes, despite having knowledge and being trained in this field for a long period of time, they say that they find such points in these Sermons and Addresses which increase their knowledge or at least act as a revision. Therefore, considering the fact that programmes are providing knowledge to Scholars, there is not a shadow of a doubt about how beneficial these programmes can prove to be for an ordinary Ahmadi. Another aspect is that if someone is finding new points or if it is being revised for them. In both these situations, listening to these things will turn their attention towards acting upon them.*

(Friday Sermon 18<sup>th</sup> October 2013)

## 6) Offering two voluntary Rak'at daily

All Ansār should constantly be reminded of offering two voluntary Rak'at daily for the progress of Islam, continuous success of Khilāfat and the protection of every Ahmadi Muslim, praying for their oppressed Ahmadi brothers and sisters, the swift success of Islam Ahmadiyyat, the protection of Ahmadis from all opponents and above all the wellbeing and long life of our beloved Imam Hazrat Amirul Momineen, أيده الله تعالى بنصره العزيز

## 7) The Voluntary Weekly Fast

In response to the instructions of Hazrat Amirul Momineen, أيده الله تعالى بنصره العزيز Ansār brothers should specifically arrange a voluntary fast every Thursday. A day before, a reminder should be sent out via SMS or other such ways. Arrangements should also be made to inform Ansār about Sehri and Iftari times. Then a report should be taken and included in the monthly report.

## 8) Family Classes on Religious Topics

In atmosphere of love and in a friendly environment, every household should hold a family class at least once a week and make it a habit specifically with children. This programme should be for 15 – 20 minutes at the dinner table, tea time or at any other appropriate time. For this, talks and an exchange of thoughts can be done after choosing any of the following topics one by one:

The Existence of God, The Creation of the Universe, The life of the Holy Prophet صلى الله عليه وسلم, The reason for the appointment of Prophets, The faith inspiring incidents of the elders of the Jamā'at, Praying to God, Ablution, The simple Arabic Salat, Salat with translation, The benefits of Salat, The introduction to the books of The Promised Messiah <sup>as</sup> and the reading of some passages, the summary to the Conditions of Bai 'at in simple words, the etiquettes of a Mosque and other etiquettes, a reminder of Hazoor's أيده الله تعالى بنصره العزيز instructions in his Friday Sermons, the beliefs of the Jamā'at, the importance of the structure of the Jamā'at and obedience, the answer to the allegations of the opposition, the five basic morals, basic religious knowledge, the rights of a neighbour, how to stay away from bad traditions, the right use of

new inventions and their disadvantages. In order to safeguard ourselves and our children from social and moral evils such as sexual promiscuity and homosexuality we should be regular in observing prayers and continuously offer supplications in this regard.

### 9) 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 *فُؤَاأَنْفُسَكُمْ 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.

### 10) Academic and leisure activities with children

To increase the love and affection with children, apart from holding family classes, academic and leisure activities should be initiated at home and outside the home. Specifically plans should be made to meet Hazoor: *ايدده اللهد تعالیٰ بنصره العزیز*

### 11) Taking Benefit from Tarbiyyati Folders and Circulars

Maximum benefit should be taken from the Tarbiyyati folders and circulars on different topics, which are sent by the Markaz. These can be read out in gatherings and various other events, delivered to the houses of Ansār brothers; make them visible at the appropriate places in Mosques, Salat Centres and offices. Also send all these activity reports of to the Markaz etc.

Apart from this, according to the situation at the time, prepare Tarbiyyati material yourself and have it delivered to the houses of your Ansār brothers. Send a copy of this material to the Markaz.

### 12) 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 **أيده الله تعالى بنصره العزيز** Friday Sermon, Financial Sacrifice (Mandatory Chandas), General Meetings.

### 13) 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 this 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.

### 14) 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 تَزِغْ 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)

اللَّهُ الْعَظِيمُ اللَّهُمَّ صَلِّ عَلَى مُحَمَّدٍ وَآلِ مُحَمَّدٍ سُبْحَانَ اللَّهِ وَبِحَمْدِهِ سُبْحَانَ

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 وَ مَزِقْ أَعْدَاءَكَ وَ أَعْدَائِي وَ أَنْجِزْ وَعْدَكَ وَ انصُرْ عَبْدَكَ وَ أَرِنَا أَيَّامَكَ وَ شَهْرَ لَنَا حُسَامَكَ وَ لَا تَزِرْ 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 خَادِمِكَ رَبِّ فَاحْفَظْنِي وَانصُرْنِي 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 وَ أَتُوبُ 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.

### **15) Tarbiyyat Forums**

At regional and local levels, Tarbiyyat Forums should be held, in which the following topics should be discussed: The purpose of the formation of Ansārullah, dedication to Khilāfat-e-Ahmadiyya, the role of Ansārullah in the Jamā'at (in the light of the Ansār pledge). Special attention should be given to the matters of Tarbiyyat of children and the responsibilities of the Ansār. In addition to this social and moral evils such as sexual promiscuity and homosexuality should be addressed. Furthermore, articles should be written by Ansār for publication in the Ansaruddin Magazine.

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 (إيده اللہ تعالیٰ بنصرہ العزیز) 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 2020**

- 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.**
- 3. Each region should hold a minimum of one Tarbiyyat forum in a year  
inviting all members of Salat committee and Muntazmeen Tarbiyyat.**
- 4. Each Majlis should hold one or two awareness day in a month.**
- 5. Each Majlis and region should observe minimum of two Ashra Tarbiyyat  
(ten days) in a year.**

## **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 *ايدده اللہ تعالیٰ بنصرہ العزیز* 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.

### **Cardiff Mosque/Baitul Futuh Reconstruction Fund:**

- Special efforts should be made to collect Baitul Futuh reconstruction funds this year. Try to collect at least 60% of the given target.
- Special efforts should be made to collect for the new appeal for Cardiff Mosque in the year 2020.

### **Charity Walk**

- Business men should be approached.
- Higher Fund Raiser should be contacted to generate more funds.
- Collection through stalls should be organised effectively.
- Fund raising forms should be sent 12 weeks before the Charity Walk date.
- “Just giving” campaign should be introduced at Majlis level more effectively this year.
- Poppy Appeal should be launched in October to raise funds.
- Charity Collection Box could be given to each Nasir household to raise the money throughout the year.
- An appropriate effort should be made to get Gift Aid Form.

## **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 أُنزِلَ إِلَيْكَ مِنْ رَبِّكَ طَائِفَةٌ مِّنْكَ

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

وَمَنْ أَحْسَنُ قَوْلًا لِّمَنْ دَعَا إِلَى اللَّهِ وَعَمِلَ صَالِحًا وَقَالَ إِنَّنِي مِنَ الْمُسْلِمِينَ. حَمَّ السَّجْدَةِ 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 بِالْحُكْمَةِ وَالْمَوْعِظَةِ الْحَسَنَةِ وَجَادِلْهُمْ بِالَّتِي هِيَ أَحْسَنُ إِنَّ رَبَّكَ هُوَ 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}

إِنَّ الدِّينَ عِنْدَ اللَّهِ الْإِسْلَامُ (العمران 20)

Surely, the true religion with Allah is Islam (complete submission). {AL-IMRAN\_20}

وَإِنْ تَوَلَّوْا فَإِنَّمَا عَلَيْكَ الْبَلْغُ (العمران 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 فَوَ 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 نصره العزيز*, 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)

Our beloved Hazoor *أيده الله تعالى نصره العزيز*, 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**

<b>Majlis Targets</b>	<b>Minimum Frequency</b>
<p><b>Million leaflets Project:</b></p> <ul style="list-style-type: none"> <li>• <b>Each Majlis Target</b></li> <li>• Leaflets Distributions <b>“The Messiah Has Come”</b></li> <li>• Qiadat Tabligh will arrange delivery of these leaflets to Regions and Regions are responsible for providing this leaflet 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 <b>أيده الله تعالى، نصره العزيز</b> for prayers and a special prize awarded in recognition.</li> </ul>	<p>yearly 8,000</p>

<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><b>Village Tabligh Project:</b></p> <ul style="list-style-type: none"> <li>• <b>Village Visits (Monthly):</b> Leaflets Distributions at Tabligh stalls. Establish contacts with Village Charity/ Council/ Churches/ other Faiths and similar Village-Based Organisations.</li> <li>• <b>Tabligh Stalls (Monthly):</b> Organise in allocated Villages and establish contacts with the people.</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 Market:</b> Organise Tabligh Exhibition and distributions leaflets and convey the message of Islam-Ahmadiyya.</li> </ul>	<p>As advised</p>
<p><b>Tabligh Stalls Projects: City Area</b></p> <p>The “<b>The Messiah &amp; Imam Mahdi Has Come</b>” campaign should be highlighted at the Stalls and leafleting by involving Ansār to partake of blessing campaign. The quality of Tabligh stalls should be of high standards. (Tabligh stalls are an effective way of getting in touch with public, conveying them message of Islam-Aḥmadiyyat and getting Tabligh contacts.</p>	<p>At least 3 city stalls in a Month</p>
<p><b>Mosque Open Days</b> <b>Shura 2019 recommendation: Organise frequent Mosque Open Days.</b></p> <ul style="list-style-type: none"> <li>• Organise Tabligh Exhibitions in Mosques or Local Salat Centre and invite people and the Schools can also be approached to join such sessions, where Ansār will be able to invite their contacts for further discussion.</li> <li>• <b>Interfaith Tabligh Session</b> should be arranged with other Faith in Mosque.</li> <li>• Organise <b>Q&amp;A Sessions “The Messiah Has Come”</b></li> </ul>	<p>Quarterly</p>

<ul style="list-style-type: none"> <li>• <b>Seerat-un-Nabi ﷺ Jalsa</b> (Tabligh guests particularly Non-Ahmadi Muslims friends should be invited. (Shura 2016)</li> </ul> <p>(Also to reach out to ethnic communities and could be arranged in their languages and invite local newspapers as well as media.)</p> <p><b>Shura 2019 recommendation:</b>          Focused and targeted campaigns by holding conferences, forums and meetings 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.</p>	
<p><b>Neighbourhood Contacts Scheme:</b>  <b>(Individual project for Ansār)</b></p> <ul style="list-style-type: none"> <li>• Establish contact with at least <b>10</b> Neighbours.</li> <li>• Arrange One 2 One Tabligh Sittings.</li> <li>• Write a prayer letter every month for success of Tabligh efforts to Khalifatul Messiah <small>أيده الله تعالى</small></li> <li>• Make special efforts to hold 1 to 1 meeting with friends, neighbours and relatives.</li> </ul> <p><i>Members should be given tasks to preach the members of their own ethnic groups.</i></p>	<p>Every Week</p>
<p><b>Tabligh Forum:</b>          Discussion on Tabligh projects in some general meetings of Ansārullah how to implement them. Prepare Ansār for Tabligh responsibilities. Moreover try to motivate Ansār and their interest in Tabligh.          {Qiadat Tabligh will provide Agenda about Tabligh Forum.}</p>	<p>Twice a Year</p>
<p><b>Bai'at's Target:</b>  <b>2 Bai'at's</b> (Minimum) Each Majlis must work hard to achieve its target.          (Invite maximum people to Jalsa Salana UK)</p>	<p>Yearly</p>

<b>Regional Target</b>	
Regions are Responsible to make sure and monitor that all Tabligh projects are being implemented in all Majalis.	Regularly
<p><b>Regional Tabligh Seminar:</b>                      Ansār should be trained by organising Regional Tabligh Seminar on specific topics. Special emphasis should be made on improvement of their communication skills. Tabligh seminar should devise ways &amp; means to implement Tabligh Projects. Moreover try to motivate Ansār and their interest in Tabligh for Tabligh responsibilities.</p> <p>{Get Approval of agenda through Qaid Tabligh}</p>	Yearly
<p><b>Regional Tabligh Committee Meetings:</b>                      Review Tabligh activities reports of Majalis and motivate/guide Majalis to implement their Tabligh Plans and improve activities. Regional Tabligh team should take part in Majalis Tabligh activities.</p>	Quarterly
<p><b>Submit Tabligh Events Reports</b>                      Leaflets Report, Detailed reports of Q&amp;A/Exhibitions Event. Along with in time appropriate photographs Submission to Qiadat Tabligh.</p>	Weekly
<p><b>Video Clip Reports:</b></p> <ul style="list-style-type: none"> <li>• Regions should record their main events' documentary and send us for National YouTube Channel.  <b>(Training can be provided if needed)</b></li> <li>• Regions should encourage their Majalis to follow and subscribe national accounts.  <b>(YouTube: Majlis Ansārullah UK)</b>  <b>(Twitter: @Ansarullahuk @UkMuslims4peace)</b>  <b>(Facebook: Majlis Ansārullah UK)</b>  <b>(Instagram: Majlis Ansārullah UK)</b></li> </ul>	Regularly

**National Tabligh Seminar:**

**(Sunday 29 March 2020 at Baitul Futuh)**

This is an open forum for all Ansār and also with Regional and local Tabligh Committee Members and Dai'an-e-Khasoosi and Ba'Samar Dai'an-e-Illalah Ansār.

**National ASHRA Tabligh**

22 February - 1<sup>st</sup> March 2020

**National Tabligh Day**

On Sunday 22 March 2020

**Joint Meeting:** A joint meeting will be held with National / Regional and Local Tabligh committee members. Qiadat Tabligh will inform to the Regions. Insha'Allah

**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** and/or of other Auxiliary organizations, any other regional, national, local activity.
- 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@Ansar.org.uk](mailto:Tabligh@Ansar.org.uk)**

### **Majlis Tabligh Committee, Responsibilities:**

- Muntazim Tabligh will be the Head of all Tabligh related activities in his Majlis.
- Local Tabligh Committee made with 3-4 members with approval of Zaeem sahib Majlis.
- Map out Tabligh Plans at Majlis level in line with annual target set by Qiadat Tabligh.
- Make efforts to ensure participation of All Ansār brothers in Tabligh Programs.
- Implement a mechanism to have monthly report regarding Tabligh Endeavours from every Nasir, individually.
- Ensure to forward Tabligh report, on weekly basis, along with purpose-meant appropriate pictures of the event to Qiadat Tabligh.
- Through the 'Questionnaire' in monthly report to send progress report accordingly.
- Maintain record of the Tabligh items provided by Qiadat Tabligh.

New Bai'at's details (copy of Bai 'at form), Achieved by any Nasir, send to Region as well as Qiadat Tabligh.

**Regional Tabligh Committee, Responsibilities:**

- Regional Nazim Tabligh will be the Head of all Tabligh related activities in the region.
- Each Region appoints Additional Nazim Tabligh for Social Media. (Who is required to carry out work on Social Media like YouTube in line with instructions from Centre)
- Regional Tabligh Committee made with 3-4 members with approval of Regional Nazim-e-A'la sahib.
- Delegate different assignments to each member enabling them to act responsibly for their respective part.
- Conduct Regional Committee meeting on monthly basis and Review Tabligh activities reports of Majalis and analyse for improvement as per guidelines.
- Ensure set up of following programmes as far as possible in the region and the Majalis with positive urge to send reports along with purpose-meant appropriate pictures through email, about Tabligh Stalls, Tabligh Exhibitions, Q&A Sessions, Interfaith Tabligh Sessions, Individual Tabligh Sittings, Regional Tabligh Day, Forums.
- Ensure to implement Tabligh Plan as Annual target set by Qiadat Tabligh. Oversee the Majlis where there is some weakness on Tabligh activities.
- Regional Tabligh Committee should take part in Majalis Tabligh activities.
- Conduct a quarterly meeting with Muntazim Tabligh along with his committee members for progress improvement and make Muntazmeen more dynamic.
- Maintain record of the Tabligh items provided by Qiadat Tabligh. Keep record of Tabligh Assets of Ansārullah.

## Qiadat Tā'leem-Ul-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; *it is a*  
 guidance for the righteous,<sup>19</sup>

ذٰلِكَ الْكِتٰبُ لَا رَيْبَ فِيْهِ هُدًى  
 لِّلْمُتَّقِيْنَ

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)

قرآنی آیت : وَلَقَدْ يَسَّرْنَا الْقُرْآنَ لِلذِّكْرِ فَهَلْ يَمُنُّدَّكِرِ (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 Messiah V ايدہ اللہ تعالیٰ بنصرہ العزیز 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 inspite 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 2020 is parts one and two of the Holy Quran.
5. The **syllabus** to read the commentary in 2020 is pages 1-135 in Tafseer-e-Kabeer (Urdu) and pages 1-73 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**

<b>Majlis Target</b>	<b>Minimum Frequency</b>
To motivate Ansār to learn and teach the Holy Quran. Minimum 3 times in a year.	In General Meetings
Teacher Training 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> Commentary in 2020 is pages 1-120 in Tafseer-e-Kabeer (Urdu) and pages 1-120 of the five-volume commentary (English)	

## 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 2020**. The basic purpose of Tā'leem 2020 is to guide Nazmeen Tā'leem, Zo'ama Majalis and Muntazmeen Tā'leem on how to conduct various activities in their respective area.

### **Tā'leem 2020 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 ايدده 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 General Meetings Regions and Majalis are requested to ensure to read hadith with translation from that package in every 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.

**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 and selected Friday Sermons of Hazrat Khalifatul Masih V ايدده الله تعالى بنصره العزيز. 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 2020 Tā'leem Papers are:**

Paper No.	Month	Prescribed Books	Friday Sermons
Paper No 1	Jan – Feb	How to be Free from Sin	Sep – Oct 2019
Paper No 2	Mar – Apr	The Narrative of Two Martyrdoms	Nov – Dec 2019
Paper No 3	May – Jun	Lecture Ludhiana	Jan – Feb 2020
Paper No 4	July – Aug	The British Government and Jihad	Mar – Apr 2020
Paper No 5	Sep – Oct	Fountain of Christianity	May – Jun 2020
Paper No 6	Nov – Dec	The Will	Jul – Aug 2020

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

- Motivate Ansār to attend local Qur'ān Class.
- Read hadith with translation from Ijlase 'Aam pack in every General Meeting and circulate Ahādith amongst Ansār that is send from Qiadat Tā'leem.
- 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. Introduce brief summary of prescribed book during General Meeting.
- 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 75% 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.
- The topic for this year competition is:
  - **Relationship of Companions of the Promised Messiah عليه السلام with Allah the Almighty**
- The essay should be prepared on above topic comprising of **2,500 – 3,000** 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@ansar.org.uk](mailto:taleem@ansar.org.uk)**
- The last day to submit an essay is **Friday 31<sup>st</sup> May, 2020**
- Position holders will be presented awards at the National Ijtema` and their essays may be published in Ansāruddin, if possible. Name of all participants will be published in Ansaruddin.

**The marking will be based on:**

- 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**.

**Annual Academic Rally**

In the month of July 2020 Academic Rally will be held. In this Rally all such academic competitions will be held, which are mostly part of National Ijtema. In the National Ijtema only 1<sup>st</sup> position holders can participate, but in Academic Rally every Nasir can participate. Position holders will be awarded.

**Tā'leem Syllabus 2020:****General Rules**

- Only those Ansār can participate in **Academic Competitions** at the National Ijtema who are awarded **1<sup>st</sup> position** in the Regional Ijtema'. In case, position holder cannot attend the National Ijtema, Regional Nazim A'la 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 **Sunday 31<sup>st</sup> May 2020**.
- Competitions will be held simultaneously.
- Judges decision will be final.

**Tilāwat Competition:**

- A participant may only recite verses of the Holy Qur'ān that is selected for the Ijtema Syllabus; i.e., **Sūrah Aal-e-`Imran (verses 103-104)**, **Sūrah Al-A`raf (verses 27- 28)** or **Sūrah Ta Ha (verses 131-133)**
- A Tilāwat 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. Sūrah Aal-e-`Imran (verses 103 – 104)**

يَا أَيُّهَا الَّذِينَ آمَنُوا اتَّقُوا اللَّهَ حَقَّ تَقَاتِهِ وَلَا تَمُوتُنَّ إِلَّا وَأَنْتُمْ مُسْلِمُونَ ﴿١٠٣﴾ وَاعْتَصِمُوا بِحَبْلِ اللَّهِ جَمِيعًا وَلَا تَفَرَّقُوا ۗ وَادْكُرُوا نِعْمَتَ اللَّهِ عَلَيْكُمْ إِذْ كُنْتُمْ أَعْدَاءً فَأَلَّفَ بَيْنَ قُلُوبِكُمْ فَأَصْبَحْتُمْ بِنِعْمَتِهِ إِخْوَانًا ۗ وَكُنْتُمْ عَلَىٰ شَفَا حُفْرَةٍ مِّنَ النَّارِ فَأَنْقَذَكُم مِّنْهَا ۗ كَذَلِكَ يُبَيِّنُ اللَّهُ لَكُمْ آيَاتِهِ لَعَلَّكُمْ تَهْتَدُونَ ﴿١٠٤﴾

**2. Sūrah Al-A`raf (verses 27 – 28)**

يَبْنِيٰٓ اٰدَمَ ۚ قَدْ اَنْزَلْنَا عَلٰىكَمۡ لِبَاسًا يُّوَارِي سَوَاتِكُمْ وَّرِيۡشًا ۗ وَلِبَاسٍ التَّقْوٰى ذٰلِكَ خَيْرٌ ذٰلِكَ مِنْ اٰيٰتِ اللّٰهِ لَعَلَّهٗمۡ يَذْكُرُوۡنَ ﴿٢٧﴾ يَبْنِيٰٓ اٰدَمَ لَا يَفْتِنَنَّكُمُ الشَّيْطٰنُ كَمَا اَخْرَجَ اَبُوۡيُكُمۡ مِّنَ الْجَنَّةِ يَنْزِعُ عَنْهٖمۡ لِبَاسَهُمَا لِيُرِيَهُمَا سَوَاتِهِمَا ۗ اِنَّهٗ يَرٰكُمۡ هُوَ وَقَبِيۡلُهٗ مِنْ حَيْثُ لَا تَرَوْنَهُمْ ۗ اِنَّا جَعَلْنَا الشَّيْطٰنَ اَوْلِيَاۡ لِلَّذِيۡنَ لَا يُؤْمِنُوۡنَ ﴿٢٨﴾

### 1. Sūrah TaHa (verses 131 – 133)

فَاصْبِرْ عَلَىٰ مَا يَقُولُونَ وَسَبِّحْ بِحَمْدِ رَبِّكَ قَبْلَ طُلُوعِ الشَّمْسِ وَقَبْلَ غَمُوعِهَا وَمِنْ  
 أَنَاءِ اللَّيْلِ فَسَبِّحْ وَأَطْرَافَ النَّهَارِ لَعَلَّكَ تَرْضَى ﴿١٣١﴾ وَلَا تَدْنَنَّ عَيْنَيْكَ إِلَىٰ مَا مَتَّعْنَا بِهِ  
 أَزْوَاجًا مِنْهُمْ زَهْرَةَ الْحَيَاةِ الدُّنْيَا لِنَفْتِنَهُمْ فِيهِ ۗ وَرِزْقُ رَبِّكَ خَيْرٌ وَأَبْقَى ﴿١٣٢﴾ وَأْمُرْ  
 أَهْلَكَ بِالصَّلَاةِ وَاصْطَبِرْ عَلَيْهَا ۖ لَا نَسْأَلُكَ رِزْقًا نَحْنُ نَرْزُقُكَ ۗ وَالْعَاقِبَةُ لِلتَّقْوَى ﴿١٣٣﴾

#### **Hifz Qur'an Competition:**

1. The participant will be tested from **Sūrah Al- Kahf (Verses 1 – 13 and Verses 103 – 111)**.
2. Participant can be asked to recite from any of the above verses.
3. Judges reserve the right to stop a participant at any point.
4. Memorisation of the translation will not be tested.
5. Anyone who is Hafiz Qur'an is NOT allowed to take part in this competition.
6. Marks will be given for memorisation and pronunciation.

#### **1- Sūrah Al-Kahf (verses 1 – 13)**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ﴿١﴾  
 الْحَمْدُ لِلَّهِ الَّذِي أَنْزَلَ عَلَىٰ عَبْدِهِ الْكِتَابَ وَلَمْ يَجْعَلْ لَهُ عِوَجًا ﴿٢﴾ قَيِّمًا لِيُنذِرَ بَأْسًا  
 شَدِيدًا مِّنْ لَّدُنْهُ وَيُبَشِّرَ الْمُؤْمِنِينَ الَّذِينَ يَعْمَلُونَ الصَّالِحَاتِ أَنَّ لَهُمْ أَجْرًا حَسَنًا ﴿٣﴾  
 مَا كَثُرِينَ فِيهِ أَبَدًا ﴿٤﴾ وَيُنذِرَ الَّذِينَ قَالُوا اتَّخَذَ اللَّهُ وَلَدًا ﴿٥﴾ مَا لَهُمْ بِهِ مِنْ عِلْمٍ وَلَا  
 لِأَبَائِهِمْ كَبُرَتْ كَلِمَةً تَخْرُجُ مِنْ أَفْوَاهِهِمْ ۖ إِنَّ يَقُولُونَ إِلَّا كَذِبًا ﴿٦﴾ فَلَعَلَّكَ بَاخِعٌ نَّفْسَكَ  
 عَلَىٰ آثَارِهِمْ ۖ إِنَّ لَمْ يُؤْمِنُوا بِهَذَا الْحَدِيثِ أَسَفًا ﴿٧﴾ إِنَّا جَعَلْنَا مَا عَلَى الْأَرْضِ زِينَةً لَّهَا  
 لِنَبْلُوَهُمْ أَيُّهُمْ أَحْسَنُ عَمَلًا ﴿٨﴾ وَإِنَّا لَجَعَلُونَ مَا عَلَيْهَا صَعِيدًا جُرُزًا ﴿٩﴾ أَمْ حَسِبْتَ أَنَّ

أَصْحَابِ الْكَهْفِ وَالرَّقِيمِ كَانُوا مِنْ آيَاتِنَا عَجَبًا ﴿١٠٣﴾ إِذْ أَوَى الْفِتْيَةُ إِلَى الْكَهْفِ فَقَالُوا رَبَّنَا  
 اتِنَا مِنْ لَدُنْكَ رَحْمَةً وَهَيِّئْ لَنَا مِنْ أَمْرِنَا رَشَدًا ﴿١٠٤﴾ فَضَمْنَا عَلَيْهِمْ فِي الْكَهْفِ سِنِينَ  
 عَدَدًا ﴿١٠٥﴾ ثُمَّ بَعَثْنَاهُمْ لِنَعْلَمَ أَيُّ الْحِزْبَيْنِ أَحْطَىٰ لِمَا لَبِثُوا أَمَدًا ﴿١٠٦﴾

## 2. Sūrah Al-Kahf (verses 103 – 111)

أَفَحَسِبَ الَّذِينَ كَفَرُوا أَنْ يَتَّخِذُوا عِبَادِي مِنْ دُونِي أَوْلِيَاءَ ۗ إِنَّا أَعْتَدْنَا جَهَنَّمَ لِلْكَافِرِينَ  
 نُزُلًا ﴿١٠٣﴾ قُلْ هَلْ نُنَبِّئُكُمْ بِالْأَخْسَرِينَ أَعْمَالًا ﴿١٠٤﴾ الَّذِينَ ضَلَّ سَعِيَّهُمْ فِي الْحَيَاةِ  
 الَّذِينَ ضَلَّ سَعِيَّهُمْ فِي الْحَيَاةِ الدُّنْيَا وَهُمْ يَحْسَبُونَ أَنَّهُمْ يُحْسِنُونَ صُنْعًا ﴿١٠٥﴾ أُولَٰئِكَ  
 الَّذِينَ كَفَرُوا بِآيَاتِ رَبِّهِمْ وَلِقَائِهِ فَحَبِطَتْ أَعْمَالُهُمْ فَلَا نُقِيمُ لَهُمْ يَوْمَ الْقِيَامَةِ وَزْنًا ﴿١٠٦﴾  
 ذَلِكَ جَزَاءُ هُمُ جَهَنَّمَ بِمَا كَفَرُوا وَاتَّخَذُوا آيَاتِي وَرُسُلِي هُزُوعًا ﴿١٠٧﴾ إِنَّ الَّذِينَ آمَنُوا وَعَمِلُوا  
 الصَّالِحَاتِ كَانَتْ لَهُمْ جَنَّاتُ الْفِرْدَوْسِ نُزُلًا ﴿١٠٨﴾ خُلِدِينَ فِيهَا لَا يَبْغُونَ عَنْهَا حِوَلًا ﴿١٠٩﴾  
 قُلْ لَوْ كَانَ الْبَحْرُ مِدَادًا لَكَلِمَاتِ رَبِّي لَنَفِدَ الْبَحْرُ قَبْلَ أَنْ تَنْفَدَ كَلِمَاتُ رَبِّي وَلَوْ جِئْنَا بِمِثْلِهِ  
 مَدَدًا ﴿١١٠﴾ قُلْ إِنَّمَا أَنَا بَشَرٌ مِثْلُكُمْ يُوحَىٰ إِلَيَّ أَنَّمَا إِلَهُكُمُ اللَّهُ وَاحِدٌ ۚ فَمَنْ كَانَ يَرْجُوا لِقَاءَ  
 رَبِّهِ فَلْيَعْمَلْ عَمَلًا صَالِحًا وَلَا يُشْرِكْ بِعِبَادَةِ رَبِّهِ أَحَدًا ﴿١١١﴾

**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 شمیم اردو (Page No. 128)**

وہ دُور ہیں خدا سے جو تقویٰ سے دُور ہیں  
 ہر دم اسیرِ نخوت و کبر و غرور ہیں  
 تقویٰ یہی ہے یارو کہ نخوت کو چھوڑ دو  
 کبر و غرور و بخل کی عادت کو چھوڑ دو  
 چھوڑو غرور و کبر کہ تقویٰ اسی میں ہے  
 ہو جاؤ خاکِ مرضیِ مولیٰ اسی میں ہے  
 تقویٰ کی جڑ خدا کیلئے خاکساری ہے  
 عفت جو شرطِ دین ہے وہ تقویٰ میں ساری ہے  
 جو لوگ بدگمانی کو شیوہ بناتے ہیں  
 تقویٰ کی راہ سے وہ بہت دُور جاتے ہیں

**کلام طاہر (Page No. 23)**

کیا موج تھی جب دل نے جپے نام خدا کے  
 اک ذکر کی دھونی مرے سینے میں  
 رما کے  
 آہیں تھیں کہ تھیں ذکر کی گھنگھور گھٹائیں

**در شمیم اردو (Page No. 56)**

ہمیں اُس یار سے تقویٰ عطا ہے  
 نہ یہ ہم سے کہ احسانِ خدا ہے  
 کرو کوشش اگر صدق و صفا ہے  
 کہ یہ حاصل ہو جو شرطِ لقا ہے  
 ہر اک نیکی کی جڑ یہ اِتقا ہے  
 اگر یہ جڑ ہی سب کچھ رہا ہے  
 یہی اک فخرِ شانِ اولیاء ہے  
 بجز تقویٰ زیادتِ ان میں کیا ہے  
 مجھے تقویٰ سے اُس نے یہ جزادی  
 فسُّجَّانِ الدُّنْیَا اٰخِرُیْ الْاَعَادِیْ

**کلام محمود (Page No. 38)**

بابِ رحمتِ خود بخود پھر تم پہ وا ہو جائے گا  
 جب تمہارا قادرِ مطلق خدا ہو جائے گا  
 آدمی تقویٰ سے آخرِ کیا ہو جائے گا  
 جس مسِ 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 شیطان سے وہ بالکل رہا ہو جائے گا  
 دیکھ لینا ایک دن خواہش برآئے گی مری  
 میرا ہرزہ محمد پر فدا ہو جائے گا  
 نالے تھے کہ تھے سیل رواں حمد و ثنا کے  
 سکھلا دیئے اسلوب بہت صبر و رضا کے  
 اب اور نہ لمبے کریں دن کرب و بلا کے  
 آکسانے 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

### For Non-Urdu Speaking Ansār:

(Page No. 18) القصائد الاحمدیہ

تَذَكَّرِيَا أَحْيَى يَوْمَ التَّنَادِي  
 فَأَخْرَجَ كُلَّ حَقْدِكَ مِنْ جَنَانٍ  
 وَمَا الْخُسْرَانُ فِي مَوْتِ بَتَقْوَى  
 وَإِنَّ هِدَايَةَ الْفُرْقَانِ دِينِي  
 وَكَانَ نَصِيحَةً لِلَّهِ فَرَضِي  
 وَتَبُّ قَبْلَ الرَّحِيلِ إِلَى الْمَعَادِ  
 وَزَكَ النَّفْسَ مِنْ سَمِّ الْعِنَادِ  
 وَخُسْرُ الْمَرَّةِ فِي سُبُلِ الْفَسَادِ  
 وَأَدْعُوكُمْ إِلَى نَهْجِ السِّدَادِ  
 فَقَدْ بَلَغْتُ فَرَضِي بِالْوَدَادِ

(Page No. 30 – 63) القصائد الاحمدیہ

أَيَامُ حَسِنِي أُثْنِي عَلَيْكَ وَ أَشْكُرُ  
 فَطُوبَى لِمَنْ صَافَى صِرَاطَ مُحَمَّدٍ  
 فَدَعُ كُلَّ مَلْفُوظٍ بِقَوْلِ مُحَمَّدٍ  
 وَمَنْ يَرْتَقْوَى غَيْرَ هَدْيِ رَسُولِنَا  
 فِدَى لَكَ رُوحِي أَنْتَ تُرْسِي وَمَازُرُ  
 وَ كَمِثْلِ هَذَا النُّورِ مَا بَانَ نِيرُ  
 وَقَلِّدْ رَسُولَ اللَّهِ تَنْجُ وَ تُغْفَرُ  
 فَذَلِكَ الشَّيْطَانُ يَعْتُو وَيُشْغَرُ

أَلَيْسَتْ تُقَاةُ اللَّهِ شَرْطًا لِلْمُؤْمِنِ      فَمَا لَكَ يَوْمَ الْأَخْذِ لَا تَتَذَكَّرُ  
وَأَخِرُ دَعْوَانَا أَنْ الْحَمْدُ كُلُّهُ      لِرَبِّ يَرَى حَالِي وَقَالِي وَيَنْصُرُ

### **Prepared Speech – English**

1. A participant may only speak on one of the following topics:
  - i. **“The root of all virtues is fearing God”**
  - ii. **Ways to achieving Taqwa**
  - iii. **Salat – pre requisite to attaining closeness to Allah**
  - iv. **Higher standards of Spirituality**
  - v. **Righteousness – The hallmark of a true believer**
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.
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 2 minutes for preparation.
4. Participant will then have 2 minutes for the delivery of the speech.
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 **4 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<sup>(رضي)</sup>  
(الله تعالى)

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 Criteria

Competition	Criteria	Details
<b>Tilāwat</b>	<ul style="list-style-type: none"> <li>• Pronunciation</li> <li>• Qir'at / Tajweed</li> <li>• Tune</li> </ul>	<ul style="list-style-type: none"> <li>– correct talaffuz, stops at appropriate punctuation, etc.</li> <li>– following the rules of recitation of the Holy Qur'ān</li> <li>– appropriate delivery volume and speed</li> </ul>
<b>Hifz Qur'ān</b>	<ul style="list-style-type: none"> <li>• Pronunciation</li> <li>• Memorisation</li> </ul>	<ul style="list-style-type: none"> <li>– correct talaffuz, stops at appropriate punctuation, etc.</li> <li>– reading by heart</li> </ul>
<b>Nazm / Qaseedah</b>	<ul style="list-style-type: none"> <li>• Pronunciation</li> <li>• Voice Quality</li> <li>• Tune</li> </ul>	<ul style="list-style-type: none"> <li>– correct talaffuz, stops at appropriate punctuation, etc.</li> <li>– quality of voice</li> <li>– appropriate delivery volume and speed</li> </ul>
<b>Prepared Speech</b>	<ul style="list-style-type: none"> <li>• Pronunciation</li> <li>• Content</li> <li>• Style</li> <li>• Memorisation</li> </ul>	<ul style="list-style-type: none"> <li>– correct talaffuz, stops at appropriate punctuation, etc.</li> <li>– use of verses of the Holy Qur'ān, Ahādith, quotations and/or poetic verses; knowledge / research of the subject</li> <li>– presentation style, confidence and continuity</li> <li>– reading by heart</li> </ul>
<b>Extempore Speech</b>	<ul style="list-style-type: none"> <li>• Pronunciation</li> <li>• Content</li> <li>• Style</li> </ul>	<ul style="list-style-type: none"> <li>– correct talaffuz, stops at appropriate punctuation, etc.</li> <li>– use of verses of the Holy Qur'ān, Ahādith, quotations and/or poetic verses; knowledge of the subject</li> <li>– presentation style, confidence and continuity</li> </ul>

**Essay Writing Competition:**

Criteria	Detail
<b>Main Point</b>	The essay is focused, purposeful, and reflects clear ideas
<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.
<b>Writing Style</b>	Effectively organizes ideas to build a logical, coherent argument; creative use of sentence structure, paragraphs, transitions & word choice
<b>Conventions</b>	Uses correct grammar, spelling, and punctuation throughout the essay
<b>Reference / Citation</b>	Every reference is cited properly

**Essay Writing Competition (Extempore):**

1. This is an open competition, thus any Nasir can participate.
2. The topic will be given at the time of the competition.
3. Every participant will be given 30 minutes to write an Essay.
4. There will be choice of writing in Urdu, English or Arabic Language.
5. During Ijtema a place will be allocated and Ansār can come there and write there Essay until Zuhur Prayer of Second Day of Ijtema.
6. First three positions will be awarded with prizes.

Essays will also be published in Ansaruddin. INSHALLAH

**Educational Seminars:**

1. This year Department of Education will conduct 4 Educational Seminars in Different Mosques in UK.
2. Topics of Seminars will be Religious, Scientific, Health and Social related Matters. INSHALLAH.
3. Experts will be invited to enlighten Ansār and also answer their Questions.

## Qiadat Ishā'at

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- 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”.

### **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

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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 إيده الله تعالى بنصره العزیز 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:**

- Home visits to elderly people
- Visit sick Ansār
- Hold National Ashra (twice a year)
- National Isa'ar forums (North/South )

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

- Blood donations
- Tree planting
- External Charity/ volunteering
- Visiting Care Homes/ Hospitals

**Primary:**

### **Supporting the Elderly Internally**

- Regions to visit and submit list off terminally ill and disabled members of Jamā'at.
- Regions to provide monthly update of the support given.

### **Homeless Feeding**

- Hospital visits to be on going especially on Festive dates, for example Christmas Day, Easter, Eid. On a local level would like each of you to get donations for presents & gifts etc.
- Regions to organise 4 Hospital visits in this year.

### **The Sick - Hospital Visits**

- Ansār should visit those less fortunate who are in hospitals. Special attention should be given at Christmas time to those who have been hospitalised and gifts should be distributed among them.
- Regions to organise 3 Old homes visits

**Secondary:**

### **Blood Donations**

Blood Donations actually should be organised at Regional level. We shall be holding one session each in Region. This depends on if National Blood Service could assist us. If assistance is not available then we need to find out where the blood donations are being held and trying to tag along with them.

This should be done at a regional level once a year.

**Tree Planting**

Environmental Issues, Tree Planting, Litter Picking and Recycling Bins to be introduced in our mission houses.

This is effective between November and February with the **Woodland Trust** or **the National Trust**.

This should be done at a regional level once a year.

**External Charities**

Volunteering for external Charities, for example Leukaemia and Lymphoma Research, Contact your Mayor and work closely with the Charity and also approach smaller charities in your area and support them.

British Legion Poppy Appeal once a year in November.

This is very effective for bucket collection and public relations as it shows our support the armed services and to the country.

**Examples of support includes**

Bucket Collections  
Visiting each Region

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**Qiadat Zahānat & Sehat-e-Jismāni**

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Encourage Ansār to exercise regularly, including walking and cycling.

Organise Sports Days at local/regional/national level

**National Sports Events:**

- On 11<sup>th</sup> July 2020 Qiadat Zahānat & Sehat-e- Jismāni will organise a National Sports Day at Baitul Futuh. Detail programme will be communicated later.
- Regional competitions Football, Volleyball and Tape ball Cricket tournament.
- Annual cricket league. This will be centrally controlled
- Two 3 Day Hiking Events
- National Outdoor Football Tournament

### **National and Regional Ijtema Sports Events:**

- Team Events
- Badminton, Table Tennis, Volleyball
- Individual Events
- 50,100,400 metres race; Shot Putt; Wrist Lock/ Arm Wrestling;

### **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.

### **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 بنصره العزيز عليه الله تعالى 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 Tehrik-e- Jadid 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** ايده الله تعالى بنصره العزيز **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. (Ijtema 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 2018 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 Khuddamul Ahmadiyya and ensure that they take part. If Zo'ama face any difficulty, they should contact Markaz immediately and we will try to help them.

### Qiadat Waqf-e-Jadīd:

On December 27th, 1957 Hazrat Khalifatul Masih II (رضى الله تعالى عنه) started the blessed project called Tehrīk **Waqf-e-Jadīd** (The New Dedication). 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. Today, by the grace of Allah, this is now an international scheme, where every member, male or female, young or old is encouraged to partake.

Hazrat Khalifatul Masih II (رضى الله تعالى عنه) 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**

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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.

Regional Auditor also follow these instructions.

- Keep record of receipts books. How many with book no each Majlis received and how many Majlis send back to Markaz after audit.
- Control over the receipt books is essential to ensure that all the collections are properly accounted for and banked.
- Use receipt books in sequence from top to bottom.
- In cases when receipts are cancelled, top and middle copies of the receipt attached to the collection statement and clearly marked cancelled.
- Keep record of the local expenses together with the supporting expense documents.
- Each Majlis must submit expense report on time to receive the local grants each year.
- In case of any changes in Majlis Muntazim Maal auditor must do audit first and then follow proper hand over procedures.

### 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