



MAJLIS ANSARULLAH
UNITED KINGDOM

ANNUAL PLAN & GUIDELINES 2024

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Majlis Ansarullah UK

Dear Ansār brothers,

السلام عليكم ورحمة الله وبركاته

The “Annual Plan & Guidelines 2024” 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 Muntazimeen 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 Qiādat Amoomi and you will be assisted with your queries. I hope that you will find these guidelines useful and we 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

Col Shahid Latif
Qā'id Amoomi
Majlis Ansārullah UK
January 2024
Email: amoomi@Ansarullahuk.org

نحن انصار الله

"We Are the Helpers of Allah"

"VISION OF MAJLIS ANSĀRULLAH"

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

Contents

S. No.	Title	Page
1	Majlis Ansārullah - Important Dates for 2024	4
2	2024 Planner	6
3	National Majlis Amila Majlis Ansārullah UK	10
4	Regional Nazimeen Ala Majlis Ansārullah UK	11
5	The Pledge	12
6	Aims and Objectives	13
7	Qiādat Amoomi	15
8	Qiādat Tā'leem	18
9	Qiādat Tarbiyyat	27
10	Tarbiyyat - Rishta Nata	38
11	Qiādat Māal	42
12	Qiādat Isa'ar	44
13	Qiādat Tabligh	48
14	Qiādat Zahānat wa Sihāt Jismāni	61
15	Cycling Club	63
16	Qiādat Waqf-e-Jadīd	65
17	Qiādat Tehrīk-e-Jadīd	67
18	Qiādat Tajneed	69
19	Qiādat Ishā'at	72
20	Qiādat Tā'leem ul Qur'an	73
21	Qiādat Tarbiyyat Nau Muba'ī'in	77
22	Auditor	79
23	Alam-e-Inami Weightage in Percentage	83

Majlis Ansārullah UK - Important Dates for 2024

Month	Date/ Day	Event	Organisation
Jan	21 st Sun	Refresher Course (For 13 Local	Majlis Ansārullah
Jan	28 th Sun	Refresher Course (For 6 Northern	Majlis Ansārullah
Feb	16 th -25 th	Ashra Tajneed	Majlis Ansārullah
Feb	25 th Sun	New Ansar Forum (For 13 Regions)	Majlis Ansārullah
Feb	25 th Sun	National Tabligh Day	Majlis Ansārullah
Feb	22 nd Thu	Musleh Maud Day	Jamā'at UK
Mar	9 th Sat	Peace Conference	Jamā'at UK
Mar	1 st – 10 th	Ashra Tarbiyyat	Majlis Ansārullah
Mar	11 th -17	Isa'ar Week	Majlis Ansarullah
Mar	12 th Tue	Start of Ramadan (TBC)	-
Mar	17 th Sun	National Isa'ar Forum	Majlis Ansārullah
Mar	23 rd Sat	Masih Maud Day	
Mar	24 th Sun	Waqf-e-Jadīd Day	Majlis Ansārullah
Apr	10 th Wed	Eid ul Fitr (TBC)	
Apr	14 th -20 th Apr	National Tabligh Week	Majlis Ansarullah
Apr	14 th Sun	National Tabligh Seminar	Majlis Ansārullah
May	12 th Sun	National Academic Competitions	Majlis Ansārullah
May	27 th Monday	Khilāfat Day	
May	27 th Monday	Khilāfat Day Mushaira	Majlis Ansarullah
Jun	8 th 9 th Sat-Sun	Majlis-e-Shura UK	Jamā'at UK
Jun	7 th –10 th	Cycling Club International Event	Majlis Ansārullah
Jun	9 th Sun	National Tabligh Day	Majlis Ansārullah
Jun	23 rd Sun	National Tā'leem ul Quran Quiz	Majlis Ansārullah
Jun	30 th Sun	National CWFP (TBC)	Majlis Ansārullah
Jun	16 th Sun	Eid ul Adha (TBC)	
Jun	30 th Sun	Last Date to submit Tā'leem Essay	Majlis Ansārullah
Jul	26 th -28 th Fri-Sun	Jalsa Salana UK	Jamā'at UK
Aug	2 nd -11 th	Ashra Tarbiyyat	Majlis Ansārullah
Aug	11 th Sun	National Tabligh Day	Majlis Ansārullah
Aug	18 th Sun	National Zo'ama Forum	Majlis Ansārullah
Aug	25 th Aug	Cycling Club Regional event	Majlis Ansārullah
Sep	1 st Sun	Regional Jalsa Seerat un Nabiﷺ	Majlis Ansārullah
Sep	13 th -15 th Fri-Sun	Annual Ijtema (TBC)	Majlis Ansārullah
Sep	13 th to 22 nd	Ashra Tajneed	Majlis Ansārullah
Oct	20 th Sun	National Tabligh Day	Majlis Ansarullah
Oct	18 th to 27 th	Ashra Isa'ar	Majlis Ansārullah
Oct	27 th Sun	National Isa'ar Forum	Majlis Ansarullah
Nov	10 th Sun	Waqf-e-Jadīd Day	Majlis Ansārullah
Nov	15 th - 24 th Nov	National Ashra Tabligh	Majlis Ansārullah
Nov	17 th Sun & 24 th	National Tabligh Seminar	Majlis Ansārullah
Dec	1 st Sun	National Tā'leem ul Quran Quiz	Majlis Ansārullah
Dec	1 st - 10 th	Ashra Collection & Budget 2025	Majlis Ansārullah
Dec	4 th Wed	CWFP Cheque Presentations	Majlis Ansārullah
Dec	14 th -15 th Sat-Sun	Majlis-e-Shura	Majlis Ansārullah

Personal Notes

JANUARY 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
FEBRUARY 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
MARCH 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
MAY 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
JUNE 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
AUGUST 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
SEPTEMBER 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

OCTOBER 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
NOVEMBER 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
DECEMBER 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

National Amila Majlis Ansārullah UK 2024

S.	Designation	Name
1.	Sadr Majlis Ansārullah UK	Sahibzada Mirza Waqas Ahmad
2.	Na'ib Sadr (Awwal)	Okasha Badar Ahmad
3.	Na'ib Sadr (Saf-e-Dom)	Hafiz Ijaz Ahmad Tahir
4.	Na'ib Sadr	Shakil Ahmed Butt
5.	Na'ib Sadr	Lutufur Rehman
6.	Naib Sadr	Muhammad Mahmood Khan
7.	Naib Sadr	Ashfaq Ahmad Khan
8.	Qā'id Amoomi	Col Shahid Latif
9.	Add Qā'id Amoomi	Adeel Shahzad
10.	Qā'id Tā'leem	Raja Burhan Ahmad
11.	Qā'id Tarbiyyat	Atta ul Momin Zahid
12.	Add Qā'id Tarbiyyat	Javaid Haider Hameed
13.	Qā'id Māal	Naveed Uz Zafar
14.	Add Qā'id Māal (Expenditure)	Mohammad Luqman
15.	Qā'id Isa'ar	Irfan Ahmad
16.	Add Qā'id Isa'ar	Asadullah Khan
17.	Qā'id Tabligh	Usman Ahmad
18.	Add Qā'id Tabligh	Rahan Ahmad Shaheen
19.	Qā'id Zahānat wa Sihat	Ali Mubarak Khan
20.	Qā'id Waqf-e-Jadīd	Ehsan Ullah Qamar
21.	Qā'id Tehrik-e-Jadīd	Noor Ul Haque
22.	Qā'id Tajneed	Muzaffar Ahmad Bhatti
23.	Qā'id Ishā'at	Jalal Ul Deen
24.	Qā'id Tā'leem-Ul-Qur'ān	Fazal Ahmad Tahir
25.	Qā'id Tarbiyyat Nau Muba'ī'in	Meer Anjum Pervaiz
26.	Auditor	Fazal-e-Haq Choudhry
27.	Za'im A'lā Muqami	Rana Saleemullah Khan
28.	Mu'awin Sadr	Zia Ur Rehman
29.	Mu'awin Sadr	Musawir Idrees
30.	Mu'awin Sadr	Mansoor Ahmad Khan
31.	Mu'awin Sadr	Basharat Ullah Choudhry
32.	Mu'awin Sadr	Khalil Yousuf
33.	Mu'awin Sadr	Sohail Choudhry
34.	Mu'awin Sadr	Muhammad Yassir

Regional Nazimeen-e-A'lā Majlis Ansārullah UK 2024

S. No.	Regions	Names
1.	Baitul Ehsan	Ikram Ahmad Sheikh
2.	Baitul Futuh	Dr Tayyab Ahmad Mansoor
3.	Bashir	Asmetullah Ch
4.	East	Saad Saud
5.	East Midlands	Atif Mehmood Malik
6.	Fazal	Ahmad Muhammad Ahsan
7.	Hertfordshire	Ishtiaq Ahmed
8.	Masroor	Kashif Ahmed Sethi
9.	Muqami (Za'im A'lā)	Rana Saleemullah Khan
10.	Nāsir	Sharf Ur Rehman
11.	Noor	Yahya Sadiq Mufti
12.	North East	Dr Asim Salim
13.	North West	Ahsan Ahmed
14.	Scotland	Waseem Ahmad Goraya
15.	South	Syed Kaleem Ahmad Shah
16.	Tahir	Waheed Ahmad
17.	Wales & South West	Sadat Ahmad
18.	West Midlands	Tariq Majeed
19	Yorkshire	Sadaqat Ahmad

THE PLEDGE

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

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ

لَا شَرِيكَ لَهُ وَأَشْهَدُ أَنَّ

مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

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

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

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

I solemnly promise that I shall endeavour till the end of my life for the consolidation and propagation of Islam Ahmadiyyat, and for upholding the institution of Khilāfat. I shall also be prepared to offer the greatest sacrifice for this cause. Moreover, I shall urge all my children to remain true to Khilāfat Ahmadiyya.

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.*

Introduction of Departments & Guidelines for Zo'ama Majālis & Nazimeen-e-A'lā

Qiādat Amoomi

Monthly Report

Monthly Report should reach Markaz before 10th 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 Majālis.

Monthly Meeting

There should be at least **two** meetings of the local **Majlis-e-Amila**. During meeting the progress of all Qiādats should be discussed. However, priority should be given to Tabligh, Tarbiyyat, Māal, 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 Majālis will hold their Ijtema; these must be held before the Regional and National Ijtema.

This year as well the National Majlis Ansārullah Ijtema will be held Insha’Allah. Dates would be announced later. Please make the effort to have 100% attendance at the Ijtema.

Regions should also organise their Annual Ijtema and must ensure that Local Majālis organise their Annual Ijtema as well.

Theme of Ijtema:

This year's theme of National, Regional and Majālis Ijtema is:

Righteous Servants

عباد صالحين

This theme should be used for your Majālis and Regional Ijtema' at.

Majlis-e-Shūrā:

Shūrā will Inshallah be held on 14th & 15th of December 2024. Za'im Majlis is permanent member of Majlis-e-Shūrā.

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-Shūrā should be sent after the approval of the Local Majlis-e-Amma (General Body) and submitted within the allocated time.

General Instructions

According to the instructions of Hazrat Khalifatul Masih IV رَحْمَةُ اللهِ تَعَالَى all Majālis 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
Majlis Targets		
1	Amila Meetings	2 Every month
2	General Meeting	1 Every month
3	Annual Ijtema	1 in a Year
4	Shūrā delegates elections & proposals	Must be before 30 th September 2024
5	Individual Members Report Questionnaire Link (IMRQ)	Get report from each Nāsir every month
6	Majlis Reports	Before 10 th of Every Month
7	Home visits by Za'im Majlis	Minimum twice in a year
Regional Targets		
1	Regional 'Amila Meeting	1 Every month
2	Regional reports	Before 15 th of Every month
3	Analysis meeting	1 every month
4	Regional Annual Ijtema	1 in a Year
5	Regional Nazim A'lā & Regional Nazimeen Visits	Make frequent monthly visits to Majālis
6	Shura delegates Elections	Must be before 30 th September 2024

Qiādat Tā'leem

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

To achieve this, Qiādat Tā'leem has prepared a plan for this year, called **Tā'leem 2024**. The basic purpose of Tā'leem plan is to guide Regionals Nazimeen Tā'leem, Zo'ama Majālis and Muntazimeen Tā'leem on how to conduct various activities in their respective area.

Tā'leem 2024 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^{ab}

Holy Qur'ān

In this regard, Nazimeen & Muntazimeen Tā'leem are requested to work closely with Qiādat 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.

Books of the Promised Messiah عليه السلام

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 "It is important for all friends to read our books at least once because knowledge is power and courage is born from power. He who does not know is surprised by the question of the opponent. (Malfuzat Vol:8 Page:8)".

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/Majālis are required 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 عليه السلام بنصره العزيز

We are fortunate in this age that God has brought innovations and Ahmadis were also awarded to them. Jamā'at is enabled to utilize modern technology, TV and the internet for propagation of faith. The written works of the Promised Messiah^{as} are widely available on our websites 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 عليه السلام بنصره العزيز – 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 عليه السلام بنصره العزيز.

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

SYLLABUS FOR TALEEM PAPERS

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

Prescribed Books for 2024 Tā'leem Papers are:

The Philosophy of the Teachings of Islam by

Hazrat Mirza Ghulam Ahmad, The Promised Messiah and Mahdi عليه السلام:

Paper No.	Month	Page No (According to English Edition)
Paper No 1	Jan 2024	The Philosophy of the Teachings of Islam Pages 1-20
Paper No 2	Feb 2024	The Philosophy of the Teachings of Islam Pages 20-40
Paper No 3	Mar 2024	The Philosophy of the Teachings of Islam Pages 46-59
Paper No 4	Apr 2024	The Philosophy of the Teachings of Islam Pages 59-76
Paper No 5	May 2024	The Philosophy of the Teachings of Islam Pages 76-92
Paper No 6	Jun 2024	The Philosophy of the Teachings of Islam Pages 92-117
Paper No 7	Jul 2024	The Philosophy of the Teachings of Islam Pages 117-132
Paper No 8	Aug 2024	The Philosophy of the Teachings of Islam Pages 133-150
Paper No 9	Sep 2024	The Philosophy of the Teachings of Islam Pages 151-165
Paper No 10	Oct 2024	The Philosophy of the Teachings of Islam Pages 165-181
Paper No 11	Nov 2024	The Philosophy of the Teachings of Islam Pages 182-196
Paper No 12	Dec 2024	The Philosophy of the Teachings of Islam Pages 196-213 End

Plan for Nazimeen/ Muntazimeen Tā'leem, Zo'ama Majālis

- Arrange Tā'leem classes on local level and motivate Ansār to attend Class.
- Read hadith with translation from Ijlase-'Aam (General meeting) package in every General Meeting.
- Hold Weekly Tā'leem Classes in Majlis / Region.
- Provide Tā'leem Syllabus to all Ansār. Make sure that Ansār are aware of this syllabus. Nazim Tā'leem, Za'im 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.Ansār.org.uk). Guide Ansār to these available resources.
- Tā'leem Paper will be available online at Ansār website (www.Ansār.org.uk). Each and every member of the Local, Regional & National Majlis Amila must complete the Tā'leem Papers on <https://taleem-paper.Ansār.org.uk>. The target for 'Amila members of all levels is 100%. The Local Za'im and Muntazim Tā'leem should make sure that all Ansār in their Majlis complete Tā'leem Paper. The minimum target is 100% of the Tajneed must complete these papers.
- Provide support in organizing Ijtema'at. 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 Writing Competition – English

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

2. Topic for this years' competition would be:
Righteous Servants
3. The essay should be comprising of **8,000 – 10,000** words
4. **Any essay with Plagiarism will be disqualified.** *Plagiarism* means to present someone else's work, words, or ideas as if they are your own.
5. All direct or indirect quotes must give references. References may be given as footnotes, endnotes, or parenthetical citations.
6. Name, Majlis, Region and Contact Details of the participant should be included on the front page only.
7. Essay can be submitted electronically to provided link by Qiadat Tā'leem for any information contact taleem@Ansarulauk.org
8. The last day to submit an essay is **30th June, 2024**
9. Position holders will be presented awards at the National Ijtema` and their essays will be published in Ansāruddin. Name of all participants will also be published. Insha'Allah.
10. The marking will be based on:
 - Focus / main point
 - Content
 - Writing style
 - Conventions
 - References / Citation

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

Tā'leem Syllabus 2024:

THEME for Annual Ijtema 2024 of Majlis Ansārullah UK, is:

Righteous Servants

General Rules

- Individual Competitions will be conducted in two separate groups of Saf-e-Awwal and Saf-e-Doem.
- Regions should also conduct academic competitions in Saf-e-Awwal and Saf-e-Doem.
- Only those Ansār can participate in **Academic Competitions** at the National Ijtema who are awarded **1st position** in the Regional Ijtema'. In case, position holder cannot attend the National Ijtema, Regional Nazim A'lā should propose a name for a Nasir to represent the Region, and get it approved before the deadline.
- The deadline for Regions to submit names of the Position holders /Regional Representative is **15 days before National Annual Ijtema Date**.
- Competitions will be held simultaneously.
- Judge's decision will be final.

Tilāwat Competition:

- A participant may only recite verses of the Holy Qur'ān that is selected for the Ijtema Syllabus.
- 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.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ (١)
وَلَقَدْ كَتَبْنَا فِي الزَّبُورِ مِنْ بَعْدِ الذِّكْرِ أَنَّ الْأَرْضَ يَرِثُهَا عِبَادِيَ الصَّالِحُونَ (١٠٦)
إِنَّ فِي هَذَا لَبَلَاغًا لِقَوْمٍ عَابِدِينَ (١٠٧) وَمَا أَرْسَلْنَاكَ إِلَّا رَحْمَةً لِّلْعَالَمِينَ (١٠٨)
قُلْ إِنَّمَا يُؤَخِّرُنِي إِلَىٰ آتَمَ إِلَهُكُمْ إِلَهٌ وَاحِدٌ ۖ فَهَلْ أَنتُمْ مُسْلِمُونَ (١٠٩)
(Surah Al-Anbiya' V 106 & 109)

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ (١)
قُلْ إِنْ كُنْتُمْ تُحِبُّونَ اللَّهَ فَاتَّبِعُونِي يُحْبِبْكُمُ اللَّهُ وَيَغْفِرْ لَكُمْ ذُنُوبَكُمْ ۗ وَاللَّهُ غَفُورٌ رَّحِيمٌ (٣٢)
قُلْ أَطِيعُوا اللَّهَ وَالرَّسُولَ ۚ فَإِنْ تَوَلَّوْا فَإِنَّ اللَّهَ لَا يُحِبُّ الْكَافِرِينَ (٣٣)
(Surah Aal-e-`Imran V 32 & 33)

Poem Competition:

1. A poem recited from outside the syllabus will NOT be marked.
2. Judges reserve the right to stop a participant at any point.
3. There will be no marks for reciting from memory.
4. Marks will be given for correct pronunciation, voice quality & tune.

در شمین

ہر طرف فکر کو دوڑا کے تھکایا ہم نے کوئی دیں دین محمدؐ سانہ پایا ہم نے
کوئی مذہب نہیں ایسا کہ نشان دکھلائے یہ ثمر باغ محمدؐ سے ہی کھایا ہم نے
ہم نے اسلام کو خود تجربہ کر کے دیکھا نور ہے نور اٹھو دیکھو سنایا ہم نے

(کلام محمود)

ظہورِ مہدیؑ آخرِ زماں ہے سنبھل جاؤ کہ وقتِ امتحاں ہے
محمدؐ میرے تن میں مثلِ جاں ہے یہ ہے مشہور جاں ہے تو جہاں ہے
گیا اسلام سے وقتِ خزاں ہے ہوئی پیدا بہارِ جاوداں ہے

For Non-Urdu Speaking Ansār:

يَا قَلْبِي اذْكُرْ اَحْمَدًا عَيْنَ الْهُدَى مُفْنِي الْعِدَا
بِرًّا كَرِيْمًا مُّحْسِنًا بَحْرَ الْعَطَايَا وَالْجَدَا
بَدْرٌ مُّنِيرٌ زَاهِرٌ فِي كُلِّ وَصْفٍ حَمْدًا

Prepared Speech – English:

1. A participant may only speak on one of the following topics:
 - **Attributes of Righteous Servants**
 - **Protect and strengthen the institution of Khilāfat**
 - **I shall always urge my progeny to remain firmly attached to Khilāfat**
 - **How to become a Righteous Servant?**
2. A speech delivered from outside the syllabus will NOT be marked.
3. The speaker will have a total of **3 minutes** to deliver his speech. First bell will ring at 2 minutes after which he should complete his speech before 3 minutes
4. The reading from papers will be allowed, however additional marks will be rewarded for delivering the speech from memory.
5. Judges reserve the right to stop a participant at any point.
6. Marks will be given for correct pronunciation, content, presentation & memorization.

Extempore Speech – English:

1. This is an open competition, thus any Nasir can participate.
2. This year it will be a different competition. Every participant will be given a question and participant will be asked to reply. Few questions are as follows:
 - i. Truthfulness of the Promised Messiah^{as} from the Holy Quran
 - ii. Truthfulness of the Promised Messiah^{as} from Ahādith.
 - iii. The Promised Messiah's ﷺ kind treatment with children.
 - iv. Why do I believe in the Promised Messiah ﷺ?
 - v. Why is it necessary to believe in the Promised Messiah ﷺ?
3. Every participant will be given 2 minutes for preparation.
4. Participant will then have 2 minutes for the delivery of the speech. First bell will ring at one and half minute after which he should complete his speech before 2 minutes.
5. Judges reserve the right to stop a participant at any point.
6. Marks will be given for pronunciation, contents and presentation.
7. A Nasir can participate in English language Speech Competition or on Urdu but not in both.

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 2 times to every team leader in the beginning. He will then be allowed 2 minutes to pass on the message.
4. Every team member must convey the message quietly else team may disqualified.
5. The last member of every team will be allowed 5 minutes to write the message neatly.

Essay Writing (Extempore):

1. This is an open competition, thus any Nasir can participate.
2. During Ijtema till Zuhur Prayer of Second Day of Ijtema participants will be asked to write an essay in 30 minutes at a designated place.
3. Participants can write in Urdu, English or Arabic Language.
4. Prizes will be awarded to first 3 positions.

RAMAZAN HIFZE QURAN PROGRAM FOR REGIONS

1. **This is not a competition**, every Nasir, who will memorize this syllabus will be awarded a certificate and prize.
2. His translation will not be tested.
3. Anyone who is Hafiz Qur'ān is NOT allowed to take part in this competition.
4. Every Region is responsible to conduct this activity and submit their report during Ramadan.

Syllabus is as follows.

Verses of Surahs recited by Hazoor Aqdas ﷺ in prayers

Day	Prayer	1 st Rak'ah	2 nd Rak'ah
Fri	Fajar	Al-Kahf V 1 to 11	Bani Isra'il V 79 to 85
	Maghrab	Al-Fil	Al- Qurish
	Isha	Ad-Duha	At-Tin
Sat	Fajar	Al-Baqarah V 1to 8	Al-Baqarah V 9 to 17
	Maghrab	Al-Falaq	An- Nas
	Isha	Ayat Ul Qurse	Al-Baqarah Last V
Sun	Fajar	Al-Kahf V 103 to 107	Al-Kahaf V 108 to 111
	Maghrab	Al-Falaq	An- Nas
	Isha	Ha Mim As-Sajdah V 31 to 33	Ha Mim As-Sajdah V 34 to 37
Mon	Fajar	Al-Baqarah V 285 to 287	Aal-e-Imran V 191 to 195
	Maghrab	Al-Falaq	An- Nas
	Isha	Al-Hashr V 19 to 22	Al-Hashr V 23 to 25
Tue	Fajar	Al-Baqarah V 255 to 258	Aal-e-Imran V 26 to 31
	Maghrab	Al-Kafirun	Al-Asr
	Isha	Az-Zilzal	At-Takathur
Wed	Fajar	Al-Kahf V 103 to 107	Al-Kahaf V 108 to 111
	Maghrab	Al-Lahab	Al-Ikhlās
	Isha	Ash- Shams	Ad-Duha
Thu	Fajar	Al-Baqarah V 285 to 287	Aal-e-Imran V 191 to 195
	Maghrab	Al-Falaq	An- Nas
	Isha	Ad-Duha	Al- Inshirah

Qiādat 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.

- The significance of the task of ‘reformation’ can be understood from the following statement of Hazrat Khalifatul Masih

Al-Khamis أيده 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.”

Qiādat Tarbiyyat should activate a system at Regional and Majlis level to ensure that every Nāsir observe five daily prayers regularly and listen Friday Sermons of Huzoor-e-Aqdas أيده الله تعالى بنصره العزيز regularly.

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

In order to achieve these targets, request all office holders to write a letter to Huzoor-e-Aqdas and pay some Sadqa before starting, for the blessings of Allah.

1. Annual Scheme

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

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

- To acquire information on such Ansār brothers who require more attention in a confidential manner. To create a personal bond with such Ansār who are not well connected with their Mosques or Salat Centres, and to help them create a connection with these places through love and wisdom.
- To hold programmes 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 for Ansārullah.
- To constantly draw attention towards prayers in congregation, the Friday Prayer, Friday Sermons of Huzoor-e-Anwar إدیه اللہ تعالیٰ بنصرہ العزیز 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 order to achieve these targets, work should be carefully planned and divided as monthly and weekly targets. Those who are responsible for these tasks should always try to present their good examples before Ansār brothers.

2. Observance of Prayer

إِنَّ الصَّلَاةَ كَانَتْ عَلَى الْمُؤْمِنِينَ كِتَابًا مَّوْقُوتًا

(An-Nisa' Verse 104)

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

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

During the days of his final illness, the Holy Prophet ﷺ continued to attend the congregational prayers with the assistance of his companions. Similarly, the Promised Messiah عليه السلام, like his master, continued to inquire about the time of prayer just before his demise. This clearly shows how important prayers are for a Muslim.

The Promised Messiah عليه السلام states:

‘O ye people who consider yourselves members of my community! You will be counted as such in heaven when you

truly tread upon the ways of righteousness. So, offer the five daily prayers in such fear and with such complete attention as though you were actually beholding God Almighty. Sincerely observe your fasts for the sake of God. Let everyone who is liable to pay the Zakat do so and anyone upon whom the Hajj has become obligatory and who face no hindrance ought to perform the pilgrimage. Do good in a handsome manner and discard vice with disgust.

(Noah's Ark, Pg 24-25)

He stated:

"You should never abandon prayer even if the whole house falls apart."

(Malfoozat Vol.3 Pg 591)

Hazrat Khalifatul Masih V (عليه السلام) states:

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

(Friday Sermon delivered on 22nd February 2008)

Thus, every effort should be made to the establishment of prayers. Every member of Majlis Ansārullah should try to offer prayers regularly and in congregation. When office bearers will be strictly regular in their prayers, their examples will encourage other Jamā'at members to follow in their footsteps and become regular in their 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 Qur'an, 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 sincerely praying for them.

Huzoor-e-Anwar (عليه السلام) 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.”

- Every Nāsir should be politely reminded of his responsibility which is mentioned in the Qur’ānic verse:

وَأْمُرْ أَهْلَكَ بِالصَّلَاةِ وَاصْطَبِرْ عَلَيْهَا

(TaHa:133)

and enjoin Prayer on thy family, and be constant therein.

- Office bearers should set their example for observing prayers.
- Tarbiyyat targets and their progress should be discussed in the meetings of Majlis e Amila and once a target that was set previously is achieved, new targets should be set.
- Efforts should be made to encourage Ansār to offer Nawafil prayers (especially Tahajjud).
- The Promised Messiah(as) says [that a person who derives no pleasure from Prayer should beg before Allah]:
‘Allah the Almighty! Thou knowest how blind and sightless I am, and at the moment I am like the dead. I know that in a little while I shall be called and shall present myself before Thee and no one will be able to stop me. But my heart is blind and unenlightened. Do Thou cause to descend upon it such a flame of light that thereby it may be inspired with Thy love and devotion. Do Thou bestow upon me such grace that I shall not be raised up sightless and blind. When he supplicates in this manner and persists in the supplication, he will see that a time will arrive when something will descend upon him while he is engaged in such a Prayer that will melt his heart.’

(Malfuzat, new edition, vol. 2, p. 616)

3. Friday Sermons of Huzoor Anwar ايدہ اللہ تعالیٰ بنصرہ العزیز

- An effort should be made to encourage office bearers to fully benefit from watching the sermons and addresses of Hazrat Khalifatul Masih ايدہ اللہ تعالیٰ بنصرہ العزیز and other programmes on MTA.
- Efforts should be made to include less active Ansār as well.
- After the Friday sermon, individual reports should be taken from each Nāsir. 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 أيده الله تعالى بنصره العزيز. On one occasion Hazrat Khalifatul Masih V (أيده الله تعالى بنصره العزيز) 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 spirituality and intellect has increased merely within 7 to 10 days.’”

4. 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.

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

رَبَّنَا أَفْرِغْ عَلَيْنَا صَبْرًا وَثَبِّثْ أَقْدَامَنَا وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ (٢٥١)^ط

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

رَبَّنَا لَا تُزِغْ قُلُوبَنَا بَعْدَ إِذْ هَدَيْتَنَا وَهَبْ لَنَا مِنْ لَدُنْكَ رَحْمَةً إِنَّكَ أَنْتَ الْوَهَّابُ (٩)

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:9)

رَبَّنَا غُفِّرْ لَنَا ذُنُوبَنَا وَاسْرَفْنَا فِي أَمْرِنَا وَثَبِّثْ أَقْدَامَنَا وَانصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ (١٣٨)^ع

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: 148)

اللَّهُمَّ إِنَّا نَجْعَلُكَ فِي نُحُورِهِمْ وَنَعُوذُ بِكَ مِنْ شُرُورِهِمْ۔

O Allah, we make you a shield against them and their evil designs.

(Sunan Abi Daud Kitab Al-Salat)

سُبْحَانَ اللَّهِ وَبِحَمْدِهِ سُبْحَانَ اللَّهِ الْعَظِيمِ اللَّهُمَّ صَلِّ عَلَى مُحَمَّدٍ وَآلِ مُحَمَّدٍ۔

Glory to Allah with His praise, Glory to Allah the Great. O Allah Bless Muhammad ﷺ and his progeny.

(Tazkirah Edition 4 Pg.25)

يَا رَبِّ فَاسْمَعْ دُعَائِي وَ مَرِّقْ أَعْدَاءَكَ وَ أَعْدَائِي وَ أَنْجِزْ وَعْدَكَ وَ انْصُرْ عَبْدَكَ وَ آرِنَا آيَاتِكَ وَ شَهِّرْ 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 وَانْصُرْنِي 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.

5. Office bearers should be role models:

Office bearers should implement the guidelines mentioned before. They should be role models for the Ansār and always keep in mind the following instructions given by Huzoor-e-Aqdas (إيده الله تعالى بنصره العزيز):

“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 1st October 2004)

Annual Targets for year 2024

1. Salat Committee:

Each Majlis and Region must form a Salat Committee. Must hold minimum one Salat Committee meeting every month

2. Tarbiyyat Forums (Region):

Each region should hold a minimum of One Tarbiyyat forum in a year.

3. Tarbiyyat Forums (Majlis):

All Majālis should organise minimum two Tarbiyyat forums in a year.

4. Salat Awareness Day:

Each Majlis should hold minimum two awareness days in a month.

5. General Meeting

Each Majlis must hold one General meeting on importance of Salat in a quarter.

6. Ashra Tarbiyyat

Majlis Ansārullah will hold two **Ashra e Tarbiyyat** (A ten-day programme of spiritual reformation) nationally. In these two Ashras, follow the programme sent by the Markaz.

7. House visits

In light of December 2023 Shura proposals, house visits should be organised twice year.

Propose Dates for Ashra e Tarbiyyat are:**1st till 10th March 2024****2nd till 11th August 2024****Further Information****Salat Committee**

Each Majlis and Region must form a Salat Committee and hold a minimum of one Salat-Committee meeting every month. They should discuss and address Tarbiyyat issues, and discuss and then implement strategies on how to improve regularity in prayers.

Majlis Level

- **Membership:** Zaeem Majlis (Chair), Naib Zaeem, Muntazim Tarbiyyat, Muntazim Tā'leem and another suitable person
- **Meeting Frequency:** Once Monthly
- **Scope:** To discuss Tarbiyyat issues, and strategies on how to improve regularity in prayers
- **Actions:** Muntazim Tarbiyyat to create an anonymised summary report and provide this to the Regional Nazim Tarbiyyat every month

Regional Level

- **Membership:** Nazim-Ala (Chair), Naib Nazim-Ala, Nazim Tarbiyyat, Nazim Tā'leem and another suitable person
- **Meeting Frequency:** Once Monthly
- **Scope:** To discuss strategies and issues raised at Majālis level and also make suggestions to Majālis's accordingly.
- **Actions:** Regional Nazim Tarbiyyat to create a summary report and provide this 'confidentially' to their Naib Qāid Tarbiyyat every month.

Tarbiyyat Forum

Tarbiyyat Forums can be organised on any Tarbiyyat issues being experienced in the Majalis or Regions, and should be approved accordingly.

The topic of Rishta Nata should also be included. Select from one of the Rishta Nata topics below. Refer also to the Rishta Nata annual plan for further details.

- Parent's role in finding a suitable Rishta, and their role after marriage.
- Benefits of marrying within the Jamā'at and compatibility between the partners.
- Leading a successful marriage, and avoiding malpractices.

Sometime should be allocated to take questions from participants.

Hazoor Aqdas عليه السلام instructed during Mulaqat of National Amila Majlis Ansārullah UK.

"The children of Ansār who have grown up and joined Ansār also have small children. There are some who do not pay attention to (the Tarbiyyat of) these children. They are on the internet these days and especially when there are school holidays. Then the tendency to go to the Internet and watch the wrong kind of program is increasing. Have you made any program for this? Khuddam ul Ahmadiyya makes it, Ansār should make it too. According to these circumstances, your program should be made and it should be implemented immediately."

Ansār brothers should be extremely cautious for the use of television, mobile phones, internet, and other new ways of technology in their homes. Allah the Almighty has admonished us:

يَا أَيُّهَا الَّذِينَ آمَنُوا قُوا أَنْفُسَكُمْ وَأَهْلِيكُمْ نَارًا

(Surah Al-Tahrim Verse 7)

O ye who believe! Save yourselves and your families from a Fire

Parents should take the role of wise and intelligent guides and talk to their children openly about the advantages and disadvantages of modern technology.

Salat Awareness Day

- The purpose of holding Salat Awareness Day is to draw the attention of those Ansār brothers who are relatively less active and include them in this spiritual programme.
- To create awareness among Ansār, each Majlis should try to hold

TWO Salat-Awareness Days every month. A report of this day should be sent containing the following:

Attendance of Ansār brothers on Tahajjud prayers in the congregation or at their homes, Attendance of Ansār at the congregational prayers and whether it improved or not. Any other programmes made for this day.

Ashra Tarbiyyat

During the year, Majlis Ansārullah will hold two Ashra e Tarbiyyat nationally. During these 10 days special focus should be given to the following points.

- Special contact with less active Ansār brothers through more active Ansār or Saiqeen
- Observing the five daily prayers on time and in the congregation.
- Recitation of the Holy Quran.
- Tahajjud Prayer
- Attendance of the entire household at Hazoor's ايدہ اللہ تعالیٰ بنصرہ العزیز Friday Sermons.
- Writing letters for prayers to Hazoor ايدہ اللہ تعالیٰ بنصرہ العزیز
- Family classes at home on religious topics.
- Holding General Meeting and focus on local Tarbiyyati issues
- During these 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.

General Meeting

Each Majlis must hold one General meeting on importance of Salat in a quarter. Some of the material presented above can also be used to highlight the importance of prayers and its blessings in these meetings.

House Visits:

Huzoor Aqdas' guidance in the Friday Sermon of the 18th Aug 2023 stated that if the Tarbiyyat department were to become active, then the work of other departments would automatically improve by at least 70%.

In line with this, all office bearers should provide ongoing support by establishing a brotherly relation and personal connection through house visits

Visiting local Office Bearers

Members (or representatives) of National / Regional Majlis-e-Amila should assess the progress of office bearers at the local Majalis level by visiting them in order to provide them with support in carrying out their duties and suggesting ways to improve their efficiency and effectiveness.

Visiting every Nasir

All local office bearers (particularly Zaeem Majlis, Muntazim Tarbiyyat, and Muntazim Isa'ar) should visit every Nasir regularly, at least twice a year.

Majlis Targets:

1. Visit at least 20% Ansar every month.
2. By the end of first half of the year, 100 per cent Ansar should have been visited
3. By the end of the year all Ansar should have been visited twice.

Emphasis should be placed on those Ansar who require extra motivation to participate in Jama'at activities.

Regional Targets:

1. The regional Nazim Tarbiyyat should review the progress reports of house visits in Majalis, discuss issues with local Muntazimeen Tarbiyyat and plan the right course of action for the following month.
2. The regional Nazim Tarbiyyat should also actively visit the Ansar, and may accompany Zaeem Majlis or Muntazim Tarbiyyat during their visits.
3. A report of this should be sent every month to Qiadat Tarbiyyat.

Tarbiyyat - Rishta Nata

The fundamental principle of the Tarbiyyat Department is to draw attention towards good deeds and to remove weaknesses and 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 Allah. An estimate of the extent of 'reformation' can be understood from the following statement of Hazrat Khalifatul Masih Al-Khamis عليه 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."

(hAfzal International 28th October 2005 P16)

The Holy Quran says:

مَنْ عَمِلَ صَالِحًا مِّنْ ذَكَرٍ أَوْ أُنْثَىٰ وَهُوَ مُؤْمِنٌ فَلَنُحْيِيَنَّهٗ حَيٰوةً طَيِّبَةً
وَلَنَجْزِيَنَّهُمْ أَجْرَهُمْ بِأَحْسَنِ مَا كَانُوا يَعْمَلُونَ (٩٨)

Whoso acts righteously, whether male or female and is a believer, WE will surely grant him a pure life; and WE will surely bestow on such their reward according to the best of their works (16:98)

وَمِنْ آيَاتِهِ أَن خَلَقَ لَكُمْ مِنْ أَنْفُسِكُمْ أَزْوَاجًا لِتَسْكُنُوا إِلَيْهَا وَجَعَلَ
بَيْنَكُمْ مَوَدَّةً وَرَحْمَةً ۚ إِنَّ فِي ذَٰلِكَ لَآيَاتٍ لِّقَوْمٍ يَتَفَكَّرُونَ (٢٢)

And of HIS Signs is that HE has created wives for you from among yourselves that you may find peace of mind in them, and HE has put love and tenderness between you. In that, surely, are Signs for a people who reflect (30:22)

هُوَ الَّذِي خَلَقَكُمْ مِنْ نَفْسٍ وَاحِدَةٍ وَجَعَلَ مِنْهَا زَوْجَهَا لِيَسْكُنَ إِلَيْهَا ۚ

HE it is Who created you from a single soul and made therefrom its mate, that he might find comfort in her. (7:190)

These verses signify that marriage is meant for the attainment of peace of mind and mutual love and affection. Allah has also said that marriage is the means of attaining piety and of guarding one's chastity. He says:

هُنَّ لِبَاسٌ لَّكُمْ وَأَنْتُمْ لِبَاسٌ لَّهُنَّ ط

They are a sort of garment for you and you are a sort of garment for them.... (2:188)

Annual Scheme:

All office holders should pay some Sadqa, offer Nawafil Prayers and write a letter to Hazoor Aqdas. In this way we can perhaps win the blessings of Allah in achieving these targets.

The following annual plan should be prepared and implemented at Regional and Majlis levels.

Plans should include the following targets:

Annual Targets in 2024:

Targets for Majālis		
S. No.	Description	Minimum Target
1	One speech on Rishta Nata during the year	Each 'Majlis' should also include a speech on a Rishta Nata Topic during their TWO existing Majalis Tarbiyyat Forums in a year.
2	Rishta Nata Tarbiyyat Videos	TWO Rishta Nata videos should be shared with each Nāsir across each Majlis per Week. https://ansar.org.uk/rishtanata .
Targets for Regions		
S. No.	Description	Minimum Target
1	One speech on Rishta Nata during the year	Each Region should have one speech on this topic at their Regional Tarbiyyat forum during the year
2	Rishta Nata Coffee Mornings	Each Region should hold a minimum of one coffee morning event in a year.

3	Blue & Pink Stickers	Blue and Pink stickers should be implemented at the regional Ijtema as well as other Regional events.
4	Assist the Rishta Nata UK department (Regional)	Assist the Rishta Nata National department where possible.
5	Actively participate in the local Islahi Committee Meetings	Zaeem should be actively assisting the local Islahi Committee meetings with regards to Rishta Nata issues

- **Tarbiyyat Forums on Rishta Nata**

A Tarbiyyat Forum on the subject of Rishta Nata should be addressed at both Regional level and at Majlis level as well.

The followings points should be covered during this Forum:

- Parents' role in finding a suitable Rishta, and their role after marriage.
- Benefits of marrying within the Jamā'at and compatibility between the partners.
- Leading a successful marriage, and avoiding malpractices.

- **Rishta Nata Tarbiyyat Videos**

'Two videos per week' should be shared to every Ansār across the Majlis, and a Rishta Nata video should also be shared during the Majalis monthly meetings being held.

Short bite size video content already exists online which provides so much wisdom on the topic of marriage. These videos mainly comprise of various questions answered on this topic by our beloved Huzoor e Aqdas ^(aba) and Khalifa Rabe^{'(rh)} and are a valuable resource for the whole family to benefit from. These short bite size videos are an excellent method of sharing knowledge and will therefore assist in helping people when searching for a Rishta.

Links to these videos can be obtained from the following Ansār webpage for Rishta Nata where almost 50 videos have been uploaded: <https://Ansār.org.uk/rishtanata>

- **Rishta Nata Coffee Mornings (Regional)**

One Coffee morning should be held at Regional level in a year.

- These should be informal gatherings which allow people to meet and chat with others in a relaxed environment over light refreshments.
- Some form of help and guidance should be made available during these events in order to assist people in talking to each other.
- Other nearby regions can also be invited to attend, and people can be left to network and meet one another at their own leisure.
- Pink and blue stickers should also be made to all attending as this will assist in easily identifying those with children of marriageable age.

• **Blue & Pink Stickers (Regional)**

Blue & Pink stickers (and guidance on its use) should be made available at the Regional Ijtema as well as other Majlis Ansārullah 'Regional' events.

One of the advantages of attending Regional Jamā'at events is that you get to meet many people. Some may be people you do not know, and others may be people you already know. We hold a variety of regional events throughout the year and attending these can also be beneficial and a blessing within itself.

Wearing a small, coloured sticker on your clothes (or a registration badge) is a very subtle way of showing others that you have children of marriage age. People will indirectly see this badge being worn during events and it may help to encourage Ansār to talk to one another and could assist in two people having a conversation about a possible match.



Pink sticker = Daughter. Blue sticker = Son

Ansār can choose to wear this at their own free will and no data should be collected from any Ansār wishing to take and use the sticker(s). These stickers should be self-produced internally by the Region / Majlis, and sticker sheets with instructions are available to download from:

<https://ansar.org.uk/rishtanata/wearing-pink-and-blue-stickers/>

Qiādat Māal

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 prescribed rates:

- 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 "Ansāruddin" is **£5** per year.
- The target that each Majlis has been given of their regular budget should be evenly and regularly collected monthly.
- Each Za'im Majlis must contact all non-payers to improve the number of Chanda participants.
- All Zo'ama/Za'im-e-A'lā/ Regional Nazimeen 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.
- Meetings with All Zo'ama / Za'im-e- A'lā / Nazimeen-e- A'lā and their Māal team will be held through Zoom platform.
- No Chanda should be collected without issuing a receipt.
- Budget for the year of 2025 must be prepared and submit to Markaz before **10th of December 2024**.

Mosque Fund – Wales

Efforts will be made to complete collections of Mosque Fund - Wales promises during the year 2024, our aggregate target will be £1,000,000.

Charity Walk for Peace

- Special efforts will be made to increase donations and Standing Orders for **Masroor Health Care Foundation**
- **High Fund Raisers** will be contacted to generate more funds
- **"Just Giving"** campaign will be introduced at Majlis level more effectively this year
- **Charity Collection Boxes** will be placed at shops and business premises

Standing Orders

Each Za'im will be requested to increase at least 5 more standing orders in large Majālis and 2 more in small Majālis. In addition, all new Ansār joining Majlis Ansārullah this year will be requested to

pay their Chanda through standing order. Target for this year is to achieve at least 1200 standing order form.

Gift Aid

Each Za'im will be requested to collect Gift Aid Form from tax payer. Target for this year is to achieve at least 1000 Gift aid forms for Ansārullah and 400 Gift aid forms for Charity Walk for Peace.

To achieve the targets, Qiādat Māal will organise visits to Majālis and Regions, all help and support will be provided to Zo'ama Majālis 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.
- On one page attach the receipts for one Expense Head only.
- 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.

Qiādat Isa'ar

“My desire, my wish and my objective is serving humanity. It is my job, my faith, my inspiration and my way.”

Hazrat Mirza Ghulam Ahmad (Peace be upon him)

Ruhani Khazain Volume 1. Page: 73

What is 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 أيده الله تعالى بنصره 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.

Aim:

Implement programmes in order to sympathise with Allah’s creations, to serve them, work for their welfare and build bonds of brotherhood.

Objective:

To look after the welfare and needs of our elderly brothers by house visits, arranging social activities, bringing Ansar together, creating brotherhood, companionship and new friendship groups.

To help and support the wider community and external charities.

Administration:

1. Creating a team to achieve the objectives of this plan. Using the Sa'iqaen system to reach out to all Ansar.
2. Ensuring complete awareness regarding fellow Ansar's living circumstances. For example individuals living in care homes, alone or hospitalised etc.
3. Identify and submit a list of terminally ill, less abled and Ansar living in care homes to the centre.
4. Monthly Reporting of the activities to the centre.

Primary Responsibilities (Internal / Jamā'at Activities):

Activities	How to Deliver	Local / Regional
House Visits, Hospital or Care Home visits of elderly, sick and isolated Ansar. Minimum once a month.	Visits to the elderly and sick to find out how they are and if they need any help.	Local
Monthly Isa'ar meeting for over 65 Ansar.	This should be a social event with the focus on building relationships and an opportunity for members to talk to each other.	Local
General support to Ansar	Provide support to sick and less enabled Ansar members (ie shopping, cleaning, arranging transport to appointments and Jamā'at events)	Local
Distribution of fruit baskets once a year	Deliver fruit baskets to the over 65 and sick Ansar during the Isa'ar Ashra.	Local
Providing support to the bereaved families.	Visit them for Afsos and assist them with funeral arrangements.	Local/Regional
Encouraging Recycling within the Majlis.	Contact local recycling centre and encourage Ansar to help with recycling.	Local
Isa'ar forums with all Ansar including over 65's should be arranged. Minimum once a year.	This should be an opportunity to socialise and create brotherhood as well as companionship at a regional level. Interactive workshops should be arranged.	Regional
Regional forum on medical issues impacting Ansar, especially senior citizens. Minimum once a year.	Arrange medical professionals to advise Ansar on mental and physical wellbeing. This will be supported by central Ansar team.	Regional
Regional social outdoor activities such as picnics,	Find a suitable venue/place for outdoor activities.	Regional

bbq, outings and day trips to be arranged. Minimum once a year.	Arrange transport and food. Use this event to engage those Ansar who have little contact with the Jamā'at.	
Islamic funeral tradition forum. Minimum once a year.	Arrange a forum to train Ansar on how to organise an Islamic Funeral.	Regional
Regional Isa'ar office bearers meeting to be held quarterly (minimum)	Discuss activities and developing strategies going forward.	Regional
Members to be encouraged to donate Blood.	Find out where the local blood donations are being held and promote members to book appointments.	Regional

Secondary Responsibilities (External / Outside Jamā'at):

Activities	How to Deliver	Local / Regional
Hospital & Care home visits. Minimum once a year.	Visit hospital and care homes. Deliver gifts and spend time with them.	Local / Regional
Homeless Feeding. Arrange Monthly	Food should be prepared and distributed to the homeless. This can be through a homeless shelter, food bank or on the streets.	Local / Regional
Supporting local charities.	Approach local charities and provide support. Contact the local Mayor and support their chosen charity.	Local
Tree Planting.	Region to arrange tree planting either locally or fund tree planting in another country.	Regional
Litter Picking.	Arrange local street/area to be cleaned minimum once a year. Contact local council to identify area.	Local

National Isa'ar Ashra/ week (twice a year)

1. Plan and implement programme supporting the departments' objectives during the Ashra.
2. Isa'ar week will be **11th till 17th March 2024.**
3. National Isa'ar Forum on **17th March.**
4. Ashra Isa'ar will be **18th till 27th Oct 2024**
5. National Isa'ar Forum on **27th October 2024.**

Monthly Report:

1. Number of Ansar bothers visited at house, hospital or care home (Internal Jamā'at members)
2. Monthly Isa'ar meeting held (Y/N) and attendance
3. Number of Ansar provided with general support (ie transport, cleaning, shopping, funeral help etc.)
4. Number of Homeless feeding sessions held this month
5. Number of Hospital (for external people) and Care homes (for external people visited)
6. General Report for any other Isa'ar activities

Qiādat Tabligh

يَا أَيُّهَا الرَّسُولُ بَلِّغْ مَا أُنْزِلَ إِلَيْكَ مِنْ رَبِّكَ ۚ وَإِنْ لَمْ تَفْعَلْ فَمَا بَلَّغْتَ رِسَالَتَهُ ۚ

(المائدة: 68)

O Messenger! Convey to the people what has been revealed to thee from thy Lord; and if thou do it not, thou hast not conveyed His Message at all (Al-Ma'idah 68)

وَمَنْ أَحْسَنُ قَوْلًا مِّمَّنْ دَعَا إِلَى اللَّهِ وَعَمِلَ صَالِحًا وَقَالَ إِنَّنِي مِنَ الْمُسْلِمِينَ (٣٣)

(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

(Ha Mim As-Sajdah: 34)

أَدْعُ إِلَى سَبِيلِ رَبِّكَ بِالْحُكْمَةِ وَالْمَوْعِظَةِ الْحَسَنَةِ وَجَادِلْهُمْ بِالَّتِي هِيَ أَحْسَنُ ۚ إِنَّ رَبَّكَ هُوَ أَعْلَمُ بِمَنْ ضَلَّ عَنْ سَبِيلِهِ وَهُوَ أَعْلَمُ بِالْمُهْتَدِينَ (١٢٦)

(النَّحْل : 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)

وَإِنْ تَوَلَّوْا فَإِنَّمَا عَلَيْكَ الْبَلَاغُ ۚ

(آل عمران : 21)

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

(Aal-e-Imran:21)

The Holy Prophet ﷺ

عَنْ سَهْلِ بْنِ سَعْدٍ رَضِيَ اللَّهُ عَنْهُ أَنَّ النَّبِيَّ صَلَّى اللَّهُ عَلَيْهِ وَسَلَّمَ قَالَ لِعَلِيِّ رَضِيَ اللَّهُ عَنْهُ فَوَاللَّهِ 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

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)

Hazrat Khalifatul Masih IV رحمه الله

"Every Ahmadi who receives this message should become a guardian for himself, and, he should take a solemn vow before Almighty God, and promise that he will convert at least one person to Ahmadiyyat within one year. If he prays then this will not be difficult. When God is willing to bestow a favour upon you, it is the height of ungratefulness not to stretch your hand and receive it."

(Friday Sermon, 27 September 1985)

Hazrat Khalifatul Masih V ايده الله تعالى بنصره العزيز

Some of the people also complained that their Ahmadi acquaintances did not inform them about the beautiful teachings of Islam. Thus, there is a need to make an effective plan for **Tabligh** in this regard. Every Ahmadi, without any kind of inferiority complex, should introduce Islam and the Promised Mes

(Friday Sermon, 8 September 2023)

We have to preach to our friends and acquaintances and we have to preach in a very effective manner. Simply distributing pamphlets or leaflets or putting leaflets inside people's letterboxes does not fulfil the objective of the Department of Tabligh. We have spoken about the fact that Islam is a religion of peace but we now have to move onto the next stage as to **how this peace is to be established, which is by accepting the Promised Messiah and Mahdi^(as)**. We should try and derive benefit from every opportunity of Tabligh. (Friday Sermon, 8 September 2023)

"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.”

(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? Or why have we not acted on the commandments of Allah the Exalted? 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 Sep 2017)

Many 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”.

(Ansārullah Ijtema 2009)

AIMS & OBJECTIVE:

As per constitution of Majlis Ansārullah, Qiādat Tabligh is to prepare all members of Majlis Ansārullah to practically participate in preaching and is responsible to prepare schemes for preaching and motivates the Majālis to use all their resources to implement it.

MAJLIS TARGETS

INDIVIDUAL PROJECTS FOR ANSĀR – AT LEAST ONCE A MONTH

- Ansār to improve individual spiritual status, self-reformation and self-education
- Majālis to ask members to write a **letter for prayer** every month for success of Tabligh efforts to Hazrat Khalifatul Masih^{aa}
- Majālis to encourage and help Ansār brothers to become Da‘iān ilAllāh and to focus on **individual contacts**
- Individual Ansār to maintain at least **3 contacts** on regular and long term 1-to-1 basis. These can be friends, colleagues, neighbours, relatives or any other Tabligh contacts.
- Invite Tabligh contacts to **Coffee Mornings**, 1-to-1 meetings, Iftar, Eidul Fitr, Eidul Adhiya, Jalsa Salana, etc. Distribute sweets, gifts, books, season greeting cards etc. **Every Majlis to bring at least 5 guests at Jalsa Salana UK.**
- Ansār should involve in local charities, interfaith and neighbourhood groups
- Ansār should also be given tasks to preach members of their own ethnic community-

LEAFLETTING:

Majālis to distribute “Messiah Has Come” leaflets at public places (busy areas) in city and villages, Tabligh Stalls, Tabligh Exhibitions and at other Tabligh Events, etc.

CITY TABLĪGH PROJECTS**1. CITY TABLĪGH STALLS – TWICE A MONTH**

- Tabligh stalls are an effective way of getting in touch with public, conveying them message of Islam-Ahmadiyyat and getting Tabligh contacts.
- Majālis to hold **at least two** City Tabligh stalls every month.
- The **quality** of these stalls should be of high standards.
- Majālis can also hold community focused Tabligh stalls with relevant contents, if possible.

2. INTERFAITH TABLĪGH SESSION IN CITY – YEARLY

- Majālis to organise an Interfaith Tabligh Sessions with other faiths in Mosque or Local Salat Centre.
- During the Interfaith Session, Majālis can also organise Tabligh **Exhibitions**.
- A Q&A session should also be held where Tabligh contacts should be encouraged to ask any question.
- It is suggested to hold it during **November ‘Ashra Tabligh**.

VILLAGE TABLĪGH PROJECTS**1. VILLAGE VISITS TO ESTABLISH CONTACTS – MONTHLY**

- Majālis to visit allocated villages at least once a month to establish contacts with village charities, council, schools, churches, other faiths or similar village-based organisations.

2. VILLAGE TABLĪGH STALLS – MONTHLY

- Organise Tabligh Stalls in allocated villages every month. Majālis can also distribute leaflets at Tabligh stalls.

3. INTERFAITH TABLĪGH SESSION IN ALLOCATED VILLAGE – YEARLY

- Organise an Interfaith Tabligh Session with churches and/or other faiths in allocated villages. Local dignitaries should be invited in these forums. This event should be properly planned well in advance and advertised using different media including social media. It is suggested to hold it during **April ‘Ashra Tabligh**.

4. TABLĪGH EXHIBITION IN ALLOCATED VILLAGE – YEARLY

Organise Tabligh Exhibition in Village Summer Fair or Country Market and distribute leaflets to convey the message of Islam-Ahmadiyyat.

EID CELEBRATIONS – YEARLY

Majālis are requested to celebrate Eidul Fitr/Eidul Adhiya and invite neighbours & Tabligh contacts.

MEDIA (PRINT, ELECTRONIC & SOCIAL MEDIA)

- Appoint a Naib Muntazim Tabligh for Media in the Majlis
- Majlis should encourage Ansār to follow Qiādat Tabligh X account, **@UKMuslims4Peace**
- Majālis to make sure that all members to take part in Social Media campaigns shared by Qiādat Tabligh via region
- Ansār to share Tabligh leaflets and campaign posters via Social Media (e.g. WhatsApp, X, Facebook, etc.)

SOCIAL MEDIA TRAINING SESSIONS – QUARTERLY

- Organise a Social Media training for Ansār with the help of region on **quarterly basis**
- Emphasis should be given to increase social media accounts
- **Target** - All Local 'Amila members, all Safe Doem Ansār in the Majlis and **50% of Tajneed** should have active social media account.

BAI'AT TARGETS – YEARLY

Every Majālis to achieve **minimum of 2 Bai'at** in a year. Majlis must work hard to achieve this target.

TABLIGH DAY / ASHRAH TABLIGH & OTHER ACTIVITIES**MEETINGS WITH NĀZIMEEN TABLIGH – MONTHLY**

- Monthly Meetings with Nāzimeen Tabligh will be held to train Nāzimeen Tabligh on administrative aspect of Qiādat work
- Meeting with Nāzimeen Tabligh will mostly be held on the last Thursday of every month (it will be different in few months)

MEETINGS WITH MUNTAZIMEEN TABLIGH – THREE IN A YEAR

- Meetings with Muntazimeen Tabligh will be held to improve Tabligh related work at all levels
- Muntazimeen Tabligh, Zo'ama and Nāzimeen Tabligh should attend these meetings
- Meeting with Muntazimeen will be held as follows:
 - i) **Refresher Course** (January 2024)

- ii) **Mid-Year Review Meetings with Muntazimeen Tabligh** (Virtual – August 2024)
- iii) **National Tabligh Seminar** (Sunday 14th April 2024) روز
- iv) **National Tabligh Seminar** (Sunday 17th & 24th November 2024)

Note: Meeting dates may change with prior announcement; meeting agenda will be circulated before the meetings

SOCIAL MEDIA CAMPAIGNS – WEEKLY

- Central Social Media team to run different Social Media campaigns every month
- Centre or Region to provide contents for social media for Ansār to copy and share on their accounts (e.g., posters, videos)

The topics of these campaigns will be as follows:

Month	Topics	Month	Topics
Jan	<ul style="list-style-type: none"> • New Year • Existence of God • Care of Society • Recognition of the Creator 	Feb	<ul style="list-style-type: none"> • Atheism • Finality of Prophethood • Prophecies of the Promised Messiah^(as) • Hadhrat Musleh Ma'ud^(ra)
Mar	<ul style="list-style-type: none"> • Peace Conference • Ramadan • Messiah Has Come • Truthfulness of the Promised Messiah^(as) 	Apr	<ul style="list-style-type: none"> • Charity • Eidul Fitr • Jesus^(as)' Survival from the Cross • Interfaith Harmony (Interfaith Tabligh)
May	<ul style="list-style-type: none"> • Respect for All • Need of Religion in Modern Age • Global Unity Among Nations • Khilafat 	Jun	<ul style="list-style-type: none"> • Loyalty to Country • Charity Walk for Peace • Authenticity of the Holy Qur'an • Hajj & Eidul Adhia
Jul	<ul style="list-style-type: none"> • Mosque • Women in Islam • Muharram and its significance in Islam • Jalsa Salana UK 	Aug	<ul style="list-style-type: none"> • Freedom of Speech • Jihad • Absolute Justice • Reject Extremism
Sep	<ul style="list-style-type: none"> • Mosque (Open House Week) • Prophets of God • International Peace Day - 21 Sep • Seeratun Nabi^(sa) 	Oct	<ul style="list-style-type: none"> • AMEA UK Ijtema • Prophecies of the Promised Messiah^(as) • Need for Nuclear Disarmament • Elimination of Weapon Profiteering
Nov	<ul style="list-style-type: none"> • Poppy Appeal • Need for Economic Equity & Eradicating Poverty • Interfaith Week • Death of Jesus^(as) 	Dec	<ul style="list-style-type: none"> • Jalsa Salana Qadian • Service to Humanity • Season's Greetings • Christmas and the Birth of Jesus^{as}

FOCUSED SOCIAL MEDIA CAMPAIGNS – FOUR IN A YEAR

Following focused Social Media campaigns will be run throughout the UK:

Hadhrat Al-Musleh Ma'ud^(ra)

- **Date:** Tuesday 20 February 2024
- **Hashtags:** #MuslehMaudDay #MuslehMaud

The Promised Messiah and Imam Mahdi^(as)

- **Date:** Saturday 23 March 2024
- **Hashtags:** #MessiahHasCome #PromisedMessiah #ImamMahdi

Khilāfat

- **Date:** Monday 27 May 2024
- **Hashtags:** #Khilāfat #Caliphate #CaliphOfMessiah

The Holy Prophet Muhammad^(saw)

- **Date:** Sunday 15 September 2024
- **Hashtags:** #ProphetMuhammad #SeeratUnNabi #HolyProphet

TWITTER SPACES – SIX IN A YEAR

- Twitter spaces will be held from Qiadat Tabligh Twitter account, **@UKMuslimsForPeace** during Tabligh Days & 'Ashrah Tabligh

NATIONAL TABLIGH DAY – QUARTERLY

- National Tabligh Day will be held on following dates throughout the UK:
 - i) **Sun 25 Feb 2024**
 - ii) **Sun 09 Jun 2024**
 - iii) **Sun 11 Aug 2024**
 - iv) **Sun 20 Oct 2024**

NATIONAL 'ASHRA/ WEEK TABLIGH – TWICE A YEAR

- Ashrah Tabligh will be held on following dates throughout the UK:
 - i) **Sun 14 – Sat 20 Apr 2024**
 - ii) **Fri 15 – Sun 24 Nov 2024**

NATIONAL MEDIA TRAINING SESSIONS – TWICE A YEAR

- Centre will organise Media training sessions for all regions twice a year.

TABLIGH SEMINARS – YEARLY

- Centre to hold Annual National Tabligh Seminar. This will be an open forum for all Ansār members.
- Regional and Local Tabligh Committee Members, Da'īān Khusoosi and Ba Samar Da'īān ilAllāh should be especially invited
- The seminar will inshaAllāh held on **Sunday 17 November 2024** at Baitul Futuh Complex and on **Sunday 24 November 2024** at Darul Aman Mosque, Manchester.

* The detailed plans for National Tabligh Days, 'Ashra Tabligh and Tabligh Seminar will be shared in Nazimeen Meetings before the events.

TABLIGH REPORTING

- Submit detailed reports of any Tabligh related event along with appropriate photographs within 3 days to Qiadat Tabligh via email (tabligh@ansarullahuk.org)
- Report of Tabligh Days & Ashrah Tabligh should be submitted within 3 days using google form shared by Qiadat Tabligh
- Regions should record their main events' documentary and send video to Qiadat Tabligh

IMPORTANT DATES

Date	Event	Date	Event
Tue 20 Feb	Focused Social Media Campaign	Sun 25 Feb	National Tabligh Day
Sat 23 Mar	Focused Social Media Campaign	Sun 14 - Sat 20 Apr	National Tabligh Week
Mon 27 May	Focused Social Media Campaign	Sun 09 Jun	National Tabligh Day
Sun 11 Aug	National Tabligh Day	Sun 1 st Sep	Jalsa Seeratun Nabi ﷺ / Community Forum (Reg)
Sun 15 Sep	Focused Social Media Campaign	Fri 15- Sun 24 Nov	Ashra Tabligh
Sun 20 Oct	National Tabligh Day	Sun 17 & 24 Nov	Tabligh Seminar (London & Manchester)

SPECIAL INSTRUCTIONS

1. Ansārullah Tabligh Events should never clash with the program of Jamā'at
2. 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 the event in advance

3. 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
4. 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)
5. Arrange only **REFRESHMENT** for Tabligh Q&A or Interfaith Events.

6. 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
7. **Separate arrangements for Ahmadi ladies at Tabligh events:** Implementation of Purdah and separate 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 should be sorted out, on priority, with the help preferably of, Murabi Silsila to have a better advice
8. Submit **Tabligh Activities / Events Report** of all Majālis of Region. Detailed reports along with the pictures must be sent for publication **within 3 days**. Please send all the detailed Tabligh event reports to Qiādat Tabligh via email to: tabligh@ansarullahuk.org

REGIONAL TARGETS

Regions are responsible to make sure & monitor that all Tabligh projects are being implemented in Majālis

REGIONAL TABLIGH COMMITTEE – MONTHLY MEETING

- Nazim Tabligh will be the head of all Tabligh related activities in the region
- Every Region to appoint a Naib Nazim Tabligh for Media
- Regional Tabligh Committee should consist of Nazim Tabligh, Naib Nazim Tabligh Social Media and Muntazimeen Tabligh with the approval of Nazim A'lā
- All team members of Regional Tabligh Committee should take part in Majālis Tabligh activities
- Regions should conduct Tabligh Committee meeting on **monthly basis**
- Delegate different assignments to each member enabling them to act responsibly for their respective part.
- Review Tabligh activities reports of Majālis and analyse them for improvement as per guidelines
- Hold following events in the Region:
 - Da'īān Ilallah Classes, Mosque Open Day, Community Forums, Jalsa Seeratun Nabiﷺ, Tabligh Waqf 'Arzi in Spain
- Make sure Majālis organise following events:
 - Leaflets Distribution, Tabligh Stalls in city & village, Village Visits to establish contacts, Peace Forum in village, Eid Celebration in neighbourhood, King's Coronation Celebration, Tabligh Days, 'Ashra Tabligh, Individual Tabligh Sitzings, Media

Training Sessions

- After every event, send reports along with purpose-meant appropriate pictures through **email (tabligh@AnsarulLahuk.org)**
- Ensure to implement Tabligh Plan as Annual target set by Qiādat Tabligh. Oversee Majālis where there are some weaknesses on Tabligh activities
- Details of the Bai'at achieved by Ansār should be regularly sent to the Qiādat Tabligh & also keep record of those Bai'at in the region.
- Conduct a quarterly meeting with members of Local Tabligh Committee for progress improvement and to make Muntazimeen more dynamic
- Maintain record of items provided by Qiādat Tabligh

DA'ĪĀN KHUDUSI:

- Regions should send details of at least **5 selected Ansār** from every Majlis as Da'īān Khususi to centre.
- These 5 Da'īān Khususi from every Majlis of the region should attend Regional Da'īān Class every month.

Mentorship Programme

- A mentorship programme should be started at regional level to increase passion and skills for preaching.
- An experienced Da'īān Ilallah to have another Da'ī Ilallah attached with him where former will involve the later as much as possible in his preaching activities, train and teach him.
- Every Majlis to train at least one Nāsir under this programme.
- Provide progress in the additional section of monthly report and provide names of both mentor and mentee.

REGIONAL DA'ĪĀN CLASSES – MONTHLY

- Special training on specific topics should be arranged on **monthly basis** by regions to train Ansār for preaching.
- The date & time for Regional Da'īān Classes should be fixed in advance. Regions can fix it on a particular date of the month (e.g., 3rd day of every month) or a set day (e.g., every first Tuesday of the month).
- During these classes, organisers should try to keep Da'īān ilAllah motivated towards Tabligh.
- Region can request local Murabi Silsila as a teacher for all 12 classes. For a Region who cannot arrange a Murabi Silsila, any Jamā'at scholar can be requested for these classes.
- The national team has a set of teachers available if required.

Region should inform teachers of preferred language, i.e., English, Urdu or both. If you would like a teacher, please email to addl.tabligh@Ansarulhuk.org

- Each class should consist of an introduction, detailed lecture on a suggested topic, group discussion with Q & A, and a commandment and dua from the Holy Qur'an.

The suggested topics for these classes are as follows:

Month	Topic	Month	Topic
Jan	Existence of God	Jul	Women in Islam
Feb	Finality of Prophethood	Aug	Freedom of Speech / Jihad & Terrorism
Mar	Truthfulness of the Promised Messiah ^{as}	Sep	Common allegations against the Holy Prophet Muhammad ﷺ
Apr	Introduction to Bible & Jesus' Survival from the Cross	Oct	Introduction to comparative religions & Islamic sects
May	Need of Religion in Modern Age	Nov	Death of Jesus ^{as}
Jun	Authenticity of the Holy Qur'an	Dec	Christmas and the Birth of Jesus ^{as}

“THE MESSIAH HAS COME” LEAFLET DISTRIBUTION CAMPAIGN –

- Region to implement **“Messiah Has Come”** leaflet distribution campaign in their Majālis.
- Regions are responsible for providing leaflets to Majālis and for monitoring this campaign.

GIFT OF THE HOLY QUR'AN PROJECT – 50 COPIES FOR LARGE REGIONS & 25 COPIES FOR SMALL REGIONS

- Gift a copy of the Holy Qur'an (Arabic text with English translation & short commentary) to schools, colleges, universities libraries, churches, mayors and council
- As a region, keep record of all the Holy Qur'an gifted (Institute Name, Contact Person, Address, Email, Phone, Number of the Holy Qur'an)
- The Holy Qur'an can be displayed at Tabligh Stalls, but **SHOULD NOT BE** distributed for **FREE**. If a Non-Ahmadi requests a copy of

the Holy Qur'ān, then it can be delivered to their home or could be given on another meeting

- The Holy Qur'ān can be gifted at external facing events, like Charity Walk for Peace Cheque presentation, Peace Forums etc.
- All Ansār can participate in this blessed scheme by donating money for these Holy Qur'ān copies. Each copy costs **£12.00** (pay to Za'im Majlis under head of the Holy Qur'ān and make sure to get a receipt)

COMMUNITY FORUMS – YEARLY

- Regions to run focused and targeted campaigns by holding Tabligh Conferences to answer problems and issues of local and different ethnic communities and groups, such as environment, drugs, knife crimes, gambling, domestic violence, mental health and alcohol etc.
- This can be arranged in their own languages; local newspapers as well as media can be invited to these forums
- Region should organise at least **one Jalsa Seeratun Nabi ﷺ OR one Community Forum in a year**. It is suggested to hold this forum during Tabligh Day on **Sunday 1st September 2024**.

JALSA SEERATUN NABI ﷺ – YEARLY

- Regions to hold at least **one Jalsa Seeratun Nabi ﷺ** during the year.
- The target audience of Jalsa Seeratun Nabi ﷺ should be Non-Ahmadi Muslim contacts

TABLIGH CONTACTS REGISTER:

- Regions should have relationship with Tabligh related contacts
- Maintain a contacts register (individual Tabligh contacts & organisations e.g., interfaith groups, school, church etc.)
- A strong contact follow-up method should be adopted that is compliant with GDPR.

MEDIA:

- Region to appoint an Additional Nāzim Tabligh for Media with the approval of Nāzim A'lā
- Regions to make sure through Majālis that all members take part

in Tabligh on various social media platforms, such as Twitter, WhatsApp and Facebook

- Regions should encourage Majālis and Ansār to follow Qiādat Tabligh Twitter account, **@UKMuslims4Peace**
- Cover events, publish articles, respond to allegations and place adverts on print and electronic media
- Contact print and electronic media well ahead of the scheduled programme to achieve its coverage before and after the event (invite Local and National Newspapers, Radio and TV Channels etc.)
- Develop good relationship with journalists and editors
- Regions to run Media trainings for Majālis **on quarterly basis** on how to create social media accounts and how to make contacts with media.

TABLIGH WAQF 'ARZI IN SPAIN – YEARLY

- Region to send a team of Waqfeen Ansār to Spain or in remote areas of the UK for Tabligh purpose.
- The team should consist of minimum of 5 Ansār.
- Waqfeen should go to Spain or in the remote areas of the UK, at least once a year for 2 to 7 days.
- Boarding, lodging and international travelling will be responsibility of an individual Nāsir.

NEW IMMIGRANTS / REFUGEES

- Regions should focus on new immigrants / refugees and join their seasonal and religious events.
- Establish contact with different local refugee councils and similar organisations.
- Invitations for various interfaith events and peace forums should be extended to these places to engage with new immigrants.
- During Ramadan and Eid celebrations, Regions are encouraged to share timings of prayers and Iftar in their local mosques with these places.

Qiādat Zahānat wa Sihāt Jismāni

Objective:

Educating and practically supporting members to achieve a healthy, active and balanced lifestyle to deliver improvement in their mental and physical wellbeing.

Aims:

1. Educate Ansār on the wider benefits to achieve a healthy and balanced lifestyle and how to achieve this.
2. Promote key tools to promote health and wellbeing that link in with key Islamic teachings i.e. regular fasting, mindfulness and physical fitness.
3. Encourage Ansār to take part in the weekly voluntary fast once a week on a Thursday as instructed by beloved Huzoor.
4. Encourage Ansār to exercise regularly, inform how to exercise and provide the tools and techniques to do so.
5. Raise awareness of factors affecting Men's Health
6. Organise regular leisure activities that members of the Majlis can participate in.
7. Organise regular sports activities and events at local, regional and national level
8. Ensure individual and team sports activities take place as part of the Annual Ijtema

Deliverables - Majlis:

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

1. Number of Ansār who exercise regularly (for at least 30 minutes 3 times a week)
2. Number of Ansār who fast once a week (on Thursday as instructed by Huzoor Aqdas).
3. Awareness session delivered at a local meeting
4. Awareness session materials distributed to all Ansār
5. Number of leisure or sports activities organised by Majlis and Attendance
6. No of Regional/National Sports Events attended and Attendance (from Majlis)
7. Sports at Local Ijtema - please provide separate report

Awareness Session:

All Majālis are required to hold a short session to raise awareness of factors that affect physical and mental health – it is recommended that this is done as part of the monthly general meeting. Material will be made available by Qiādat Zahānat wa Sihāt Jismāni. However, it is

recommended that an interactive format (discussion) is used to discuss the topic and raise awareness. All materials should be distributed to all Ansār in the Majlis so those who did not attend can still benefit.

Month	Topic
Jan-Feb	Benefits of Fasting
Mar-Apr	Importance of movement (stretching) and Good Back Care
May-Jun	Diet & Nutrition and Dangers of Insulin resistance
Jul-Aug	Mental Health
Sep-Oct	How to Exercise
Nov-Dec	Medical Matters

Deliverables – Regions

All Regions will be monitored on the following:

1. Monthly meeting with local Muntazmeen to prepare delivery of awareness sessions and sports activities
2. Activities organised to compliment the Monthly awareness topic and promote discussion
3. No of regional activities held and Attendance
4. No of regional/national sports competitions held/attended and the Attendance
5. Regional Ijtema - sports events (please provide separate report)

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

National Sports and Leisure Events/Activities:

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

1. Badminton & Table Tennis Tournament
2. Football Tournament
3. Cricket Tournament
4. Hiking Events
5. Cycling Events
6. Clay Pigeon Shooting Events
7. Fishing, Hunting and Golf Clubs

Cycling Club

- As per rule number 130 of Constitution Majlis Ansārullah It is a responsibility of Na'ib Sadr Saf Dom shall see that members of Saf Dom own bicycles and promote cycling amongst them.
- As per rule number 131 Na'ib Sadr Saf Dom shall see that maximum number of members of Saf Dom participate in the programme of cycling with the purpose of meeting the people and doing social service.

Cycling is something that the Khulafa of Ahmadiyyat have encouraged as it is also a great way to keep fit and healthy.

Hazrat Khalifatul Masih V, may Allah be his Helper, in a virtual Mulaqaat with the National Amila of Majlis Ansārullah Australia, Huzoor aa said:

“Encourage the members of Ansārullah to use bicycles. At least on short distances they should use bicycles instead of using cars and motorbikes or something else. So, Majlis Ansārullah should also play its role to clean the environment by using bicycles.”

Hazrat Khalifatul-Masih III rh said:

“In order to maintain good health, cycling is very beneficial. I desire for a campaign to be run in the Jamā'at for them to cycle as much as possible. This exercise is very beneficial [...] If one cycles slowly then to cycle a 100 miles in one day is not hard at all [...] If a 100,000 Ahmadis cycle a 100 miles then in one day they will have cycled 10 million miles [...]”

(Report Majlis-e-Mushawarat, 1973, pp. 34-35)

Mission Statement:

AMEA Cycling Club UK mission statement is to promote regular cycling to all UK Ansar as a means towards a healthy lifestyle, as well as using cycling to meet others and partake in social services.

Plan of Cycling 2024:

International Cycling Event

- Invite Ahmadi cyclists from across Europe and America to join the Majlis Ansarullah UK.
- Extend invitations to local cycling clubs and individuals to participate.
- The event will take place on **7th till 10th June 2024**, involving cycling between the three main towns in Waverley borough.
- Consider the possibility of an additional event on Sunday, cycling to the Isle of Wight with international participants. This would include an overnight stay and continued cycling on Monday, with a return in the evening.

National Cycling Event

- The event will take place on **one week after Annual Ijtema Majlis Ansarullah UK**
- Participants will cycle from Scotland to Islamabad.
- The event may span a week, with planned stopovers at Jamā'at mission houses along the route.
- We will encourage local cyclists to join the event along the route

Qiādat Waqf-e-Jadīd

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

Objectives:

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

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

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

(Friday Sermon, January 5, 1958)

Role of Regional Nazim Waqf-e-Jadīd:

- To understand the importance of Waqf-e-Jadīd scheme.
- To make their respective Muntzimeen aware of the importance of this scheme.
- To ensure that there is a Muntazim Waqf-e-Jadīd appointed, motivated and actively working in every Majlis in your region.
- To keep active and regular communication with every local Muntazim Waqf-e-Jadīd in your region.
- To increase Ansār participation to 100%.
- To provide to every Muntazim the list of Ansār who contributed towards Waqf-e- Jadīd during the year 2023 in their Majlis.
- To hold Refresher Course for Muntzimeen twice a year with the help of Qāid Waqf-e-Jadīd i.e., March and September 2023. The dates will be announced in due course.
- To carryout monthly meeting with all Muntzimeen Waqf-e-Jadīd.

- To send report to Qāid Waqf-e-Jadīd by **10th of every month** for previous month's work.
- To hold **“Waqf-e- Jadīd Day”** in every Majlis and region three times a year i.e., April; July and October. The dates will be announced in due course.

Role of Muntazim Majlis Waqf-e-Jadīd:

- To understand the importance of Waqf-e- Jadīd Scheme and to attend Refresher Course for Muntazimeen twice a year organized by Qiādat Waqf-e-Jadīd i.e., March and September 2024. The dates will be announced in due course.
- To contact every Nāsir in their Majlis and making them aware of the importance of Waqf-e-Jadīd scheme.
- To motive Ansār who have not contributed during 2023 to take part in 2024. Muntazim can find this information from the list of Ansār who paid in 2023 in their Majlis from Regional Nazim.
- To motivate Ansār who contributed £10 or less to increase their contribution, if possible, in 2024.
- To make aware every “New Ahmadi” Nāsir to participate in this scheme. You can get their details from Muntazim Nau Muba’linor Zaeem in your Majlis.
- As a family head, every Nāsir should be encouraged that ALL members of his household participate in this divine scheme. Chanda should even be paid on behalf of new-borns.
- To encourage every Nāsir to increase on the amount sacrificed by them in the last year.
- To encourage every Nāsir to try to continue the sacrifices of deceased relatives who used to pay Chanda Waqf-e-Jadīd.
- To hold **“Waqf-e- Jadīd Day”** in every Majlis and region twice a year i.e., on **24th March, and 10th November** with the help of Regional Nazim Waqf-e- Jadīd.
- A monthly report should be given to the Regional Nazim. The report should be sent by **5th of every month** for the work carried out in the previous month on the following basis:
 - 1) How many Ansār you have contacted this month?
 - 2) How many non-participants Ansār (from the previous year) have promised to pay this year?
 - 3) How many Ansār promised to increase contribution this year?

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

Qiādat Tehrīk-e- Jadīd

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

Hazrat Ameer ul Momineen أيده الله تعالى بنصره العزيز has urged Ansār to ensure that 100% of them take part in this blessed scheme.

Hazrat Khalifatul Masih Alsals رحمه الله تعالى says:

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

(Khutba Juma printed in Afzal 27th Feb 1966)

Hazrat Khalifatul Masih V أيده الله تعالى بنصره العزيز said:

“It has come to my attention that in Tehrīk-e-Jadīd there is a lot of room for improvement. In some Jamā’at more than half of the members are not taking part in Tehrīk-e-Jadīd and it may also be the case with Waqf-e-Jadīd. 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 Nāsir 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 2023 from their local Presidents and request those Ansār to take part this year. A report on how many non-participants have contributed should be given every quarter. As we require 100% participation this target should be of utmost priority.
- Zo'ama should get the lists of new Ansār coming from Khuddam-ul- Ahmadiyya and ensure that they take part. If Zo'ama faces any difficulty, they should contact Markaz immediately and we will try to help them.

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

Qiādat Tajneed

At the virtual meeting with our National Amila Member in the year 2021, our beloved Huzoor, Hazrat Khalifatul Masih V ایده اللہ تعالیٰ بنصرہ العزیز, had given a very important instruction to Qiādat Tajneed that:

کیا آپ گھر گھر جا کر تجدید کاریکارڈ درست کر رہے ہیں

Are we correcting Tajneed (enrolment) Record by reaching the doorstep of every member of your Majlis?

In the year 2024, Qiādat Tajneed plan would be based on *the above instruction of our beloved Huzoor* ایده اللہ تعالیٰ بنصرہ العزیز.

Primarily, the Qiādat Tajneed would focus on the following responsibilities:

- 1) Keep the Tajneed record correct and updated.
- 2) Activating the Sa'iqeen system in all Majālis of the UK.

To achieve our targets, Qiādat Tajneed has made a comprehensive plan to fulfil our responsibilities with a targeted approach to keep our Tajneed records up-to-date and reliable.

PLAN FOR THE YEAR 2024

ORGANISATIONAL EFFORTS:

- Qiādat will hold a **Refresher Course** at the beginning of the year for the introduction of this year's plan and for the training Qiādat Tajneed office holders.
- **“Ashra Tajneed Correction”**, at national level we will hold Ashra Tajneed twice a year. 1st in February and 2nd in July 2024. This is to reach every member of Majlis and verify/rectify their data in the Tajneed record.
- **National Qiādat Tajneed review meetings** with all Regional Nazimeen Tajneed **every month**.
- **Qiādat Tajneed will hold meetings with each Region** (Nazim, Muntazmeen) twice a year.
- All Regions must submit their reports **every month** about the number of unresolved issues of Tajneed with the name of Majlis.
- Qiādat Tajneed is always available for the **“Resolve the Issues meeting”** any day, to all Zo'ama Majālis of those Majālis who are facing difficulties in resolving their pending Tajneed Issues.

- Qiādat Tajneed has provided code protected forms to **ADD or REMOVE a member from Tajneed record**. This is to make sure that Zo'ama, and office holders of Qiādat Tajneed should send the complete information which is required for each individual issue with code protection. It helps them to resolve their issue immediately.
- It is a responsibility of all regional Nazimeen Tajneed to complete the missing information in our record.
- Qiādat Tajneed will supervise a **Qiādat Tajneed HELP DESK** at all Regional Ijtimaat, and at the National Annual Ijtema of Majlis Ansārullah to have one-to-one meetings with Zo'ama and resolve their Tajneed issues.
- At National level we will keep on finding the Members of Majlis whose names are mentioned in the list of **"Unknowns"**.
- Efforts will be made to remind every member of Majlis Ansārullah UK by text messages, and at National, Regional & Majālis events, that it's their responsibility too:
 - i) To inform their Zaeem Majlis or Qiādat Tajneed if there is any change in their contact details.
 - ii) To inform old and new Zaeem Majlis about their new Address and Majlis if they are moving.

Measures to reach every Nāsir to correct Tajneed Record.

- According to Rule 202 of the constitution, making sure the appointment of Sa'iqeen upon 10 Ansār in 100% of Majālis.
- Measures to keep Sa'iqeen active by ensuring their monthly meetings should be held regularly. We will collect reports of their efforts every month.
- A **QIĀDAT TAJNEED Google Form** will be send to 100% Ansār of Majlis Ansārullah UK. This is to collect their up-to-date and correct details directly from them.
- In "Ashra Tajneed Correction", every Sa'iq should visit 10 Ansār of his group to verify if the details in our Tajneed record are correct.
- Efforts will be made to remind every member of Majlis Ansārullah UK by text messages, and at National, Regional & Majālis events, that it's their responsibility too:

- i) To inform their Zaeem Majlis or Qiādat Tajneed immediately if there is any change in their contact details.
- ii) To inform Zaeem Majlis about their new Address and Majlis if they are moving out.

ANNUAL TARGETS FOR THE YEAR 2024

1. Appointment of Nazim Tajneed in all Regions and Muntazim Tajneed in all Majalis.
2. Appointment of Sa'iqeen in 100% Majālis.
3. Activation of the Sa'iqeen system in all Majālis with literal and true spirit.
4. To collect and enter all the missing information in 100% of the entries in our Tajneed Record.
5. Find the members whose names are mentioned in the **"Unknown Members List"** and transfer them to Tajneed of the Majlis where they are living.

PRECAUTIONARY MEASURES:

Keeping in view General Data Protection Regulation (GDPR). Qiādat Tajneed will take the responsibility to **protect the personal information of every member** of Majlis Ansārullah so that no one else can access it and there is no possibility of its misuse.

Qiādat Ishā'at

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

Email address for all correspondence

Ansāruddin@Ansārullahuk.org

The Rates are as follows:

- Full page for whole year **£ 1,200**
- Half page for whole year **£ 650**
- Quarter page for whole year **£ 350**

History Majlis Ansārullah UK Project:

Following information is required to record the History of every Qiādat, Region & Majlis.

Regions & Majālis:

Details with photographs of any Forum / Seminar / Annual Ijtema / Charity Walk or any extra ordinary activity organised by Regions or Majālis.

Group Photos Required:

- Group photo Regional Amila.
- Group photo Local Amila of Majlis.

All Regions and Majālis are requested to share previous information and photographs. For this, call a special meeting wherein discuss with the elderly Ansār and send the information received from them to the Centre as soon as possible.

NOTE: Please send Reports & Photographs at following Email address:

History@Ansārullahuk.org

Qīadat Tā'leem-Ul-Qur'ān

Holy Qur'ān

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

ذَٰلِكَ الْكِتَابُ لَا رَيْبَ ۚ فِيهِ ۚ هُدًى لِّلْمُتَّقِينَ (٣)

(Al-Baqarah: verse 3)

This is a perfect Book; there is no doubt in it; it is a guidance for the righteous,

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)

وَلَقَدْ يَسَّرْنَا الْقُرْآنَ لِلذِّكْرِ فَهَلْ مِن مُّدَكِّرٍ (١٨)

(Al-Qamar: 18)

And indeed we have made the Qur'ān 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'ān and teach it to others”

(Sahih Bukhari, Hadith # 5027).

Study the Qur'ān in depth and adore it greatly. The love for it ought to be such that it compares to no other as God has addressed me and stated فِي الْقُرْآنِ الْخَيْرُ كُلُّهُ that is the Qur'ān contains all form of goodness. (Noah's Ark)

Hazrat Khalifatul Messiah V رضى الله تعالى عنه says:

“Every Ahmadi should take responsibility that he and his family should take interest in reading and reciting the Holy Qur'ān. If we are not reading the Holy Qur'ān the way it is required to be read then we should be worried and each individual should be asking this question to himself that in spite of being called an Ahmadi aren't we deviating from the path by not following the commandants?”

Annual Plan for Majālis:

Muntazim and Nazim Tā'leem ul Qur'ān should take active part in implementing this programme.

1. With the help of Za'im Majlis, make comprehensive plan to contact all Ansār. (Contacting here means that the information requested can be asked/conveyed in the general meeting to those Ansār who are normally present in the general meetings but other Ansār should be contacted by phone to achieve the below)

- Ask all Ansar if they recite The Holy Qur'ān daily.
- Inform them about Qur'ān classes and other programmes of Qiādat Ta'lim ul Qur'ān.

Above target should be completed by the **end of February**. This exercise should be repeated after six months in the months of **July and August** to remind Ansār about the programme of Tā'leem ul Qur'ān for the rest of the year, please.

2. There should be **a speech/information** about the importance of the Holy Qur'ān in one of the general meetings of **first three months** and another one in one of the general meetings during the months of July, August or September. (The leaflets provided by the Qiādat Tā'leem ul Qur'ān can be used for this purpose)

3. Each Majlis should hold at least one **local Qur'ān class every week** and effort should be made to have the maximum attendance possible. In these classes Ansār should be taught the correct recitation as well as the translation of the Holy Qur'ān.

4. All Ansār should be reminded and encouraged to attend **weekly National Tarjuma class** and continuous effort should be made to increase the attendance in that class.

- **Majlis level quiz:**

5. Each Majlis should hold from the 50% of the syllabus for the first six months prescribed by Qiādat Tā'leem ul Qur'ān during the **month of April**.

6. Second Majlis level quiz should also be held using 50% of the syllabus of last six month prescribed by the Qiādat during the month of **September**.

7. The main purpose of holding these quizzes is to encourage Ansār to read the commentary of the Holy Qur'ān, therefore more and more Ansār should be encouraged to read the syllabus and take part in the local quiz. A team should also represent the Majlis in their regional quiz.

8. All Ansār and especially all office holders should be constantly reminded to take part in the **Waqf e Arzi scheme** organised by the central office of Secretary Tā'leem ul Qur'ān UK.
9. Muntazim Tā'leem ul Qur'ān should also find out in their Majlis if there is any Nāsir who still needs to **learn the Arabic text of the Holy Qur'ān**. Arrangement to teach such Ansār should be made one to one and assistance can be sought from the Qiādat Tā'leem ul Qur'ān in this case, if necessary.
10. Ansar along with their children should join Fajr prayer in the mosque or Salat centres where it is possible, then recite the Holy Qur'an with their children and also sit as a family at least once a week to discuss and understand of some verses from the Holy Qur'an.
11. Ansar should also hold Aameen ceremony after their children complete the first recitation of the Holy Qur'an and the names of those children should be submitted so that they can be awarded certificates and prizes by the Qiadat Tā'leem ul Qur'an.
12. The app designed to promote the love of the Holy Qur'an among children, should be introduced to all Ansar in which there is a quiz about the knowledge of the Holy Qur'an. Also, Ansar should be encouraged to benefit from the information concerning the stories of prophets mentioned in the Holy Qur'an and the prophecies and scientific facts mentioned in the Holy Qur'an is available in Ansar website.

Annual Plan for Regions:

- Remind and assist all Muntazimeen Tā'leem Ul Qur'ān about the implementation of the programme given to them by Qiādat Tā'leem Ul Qur'ān.
- Hold minimum **one Quran seminar** in a year.
- To monitor the progress about the whole programme and especially the weekly local and national class, local and regional quiz and joining Waqf e Arzi scheme, a monthly meeting should be held with Muntazimeen Tā'leem Ul Qur'ān. A member of central team of the Qiādat can also be invited in this meeting.
- A regional **teacher training class** should be held every month in which at least same two Ansār should be represented from each Majlis. Guidance and assistance can be sought in this respect from Qiādat Tā'leem Ul Qur'ān, if necessary.

- A regional quiz should be held using 75% of the first six month syllabus prescribed by the Qiādat during the month of **May** and a second quiz during the month of **October/November** using 50% of the syllabus prescribed by Qiādat Tā'leem Ul Qur'ān.
- Send names of three Ansār from region to take part in the two national quizzes to be held one on **23rd June 2024** and then the second one in the first weekend of **December**, Insha'Allah.

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

Syllabus for Quiz Competition (English) 2024:

- **First six months:**
 1. Five Volume Commentary Vol 1, pages 315-382. V197-238
 2. Split word Translation Surah An-Nisa', verses 81 to 177
- **Second six months:**
 1. Five Volume Commentary Vol 1, pages 382-441. V 239-287
 2. Split word Translation Surah Al Maida V 1-78

S. No.	Majlis Target	Minimum Frequency
1	Asking all Ansār if they recite the Holy Qur'ān daily with translation	Twice during the year
2	To motivate Ansār to recite, learn and teach the Holy Quran.	2 General Meetings
3	Teacher Training Class (Regional Target)	1 Class every Month
4	Tā'leem Ul Quran Class (Majlis level)	1 / week
5	Participation in weekly National Tajumatul Qur'ān Class	60% of Tajneed
6	Encourage Ansār especially Office bearers to take part in the scheme of Waqf-e-Arzi	All members of Majlis e Amila
7	National Quran Quiz & Seminar	23 rd Jun & 1 st Dec 2024
8	Regional Quran Seminar	1 During the Year

Qiādat Tarbiyyat Nau-Muba'i'in

Hazrat Khalifatul Masih V أيده الله تعالى بنصره العزيز spoke to Qaid Tarbiyyat Nau-Mubāeen USA while meeting the delegation of Majlis Ansarullah USA in Islamabad on December 17, 2023 and said:

“Make a list of new Ahmadi Ansar those who did Bai’at during last 3 years and then make a proper plan for them, how to train them and what should be the books for them to read. There should be some prescribed books or literature or some other material so that they would know that what is Ahmadiyyat? Why have they become Ahmadis? Why should we be Ahmadi? You yourself should know and then your Nau-Mubāeen should also know. Not only that they have done Bai’at and that's all. So, you try to bring them into the mainstream of the Jamā’at so that they are well trained, so you should better train them. They should know better than the old Ahmadis. They should be absorbed in the mainstream.”

In the light of the above instructions of Huzoor Anwar أيده الله تعالى بنصره العزيز, the following action plan has been prepared for the training of New Ahmadi Ansar for the year 2024:

1. On behalf of the Qiadat, all New Ahmadi Ansar will be gifted with the book "The conditions of Bai’at and Responsibilities of an Ahmadi" by Hazrat Anwar أيده الله تعالى بنصره العزيز. This book is available in different languages. Efforts will be made to provide books to everyone in their own language.
2. For the education and training of the New Ahmadi Ansar, Qiadat will prepare a material/booklet based on the sayings of the Promised Messiah عليه السلام and the Caliphs of Ahmadiyya, which will be provided to all the New Ahmadi Ansar and will be given on the website of Majlis Ansarullah.
3. Qiadat will keep in touch with all New Ahmadi Ansar throughout the year. This contact will be via phone calls or by visiting them as the case may be.

4. Qiadat will try to compile the faith-inspiring events of Bait of New Ahmadi Ansar.
5. A separate session will be held with the New Ahmadi Ansar on the occasion of the Annual Ijtema.
6. Zaeem Majlis and Nazimeen/Muntazimeen will be constantly reminded to inform the New Ahmadi Ansar of Jamati programs and meetings and encourage them to join them.
7. On the occasion of Eid-ul-Fitr, at Majlis level, all the new Ahmadi Ansar should be given a gift of Eid by Ansarullah along with a photo of Hazoor e Anwar أيده الله تعالى، نصره العزيز should be given.
8. A get-to-gather program of all New Ahmadi Ansar will be held once a year at the regional or national level. Inshallah
9. Those New Ahmadi Ansar who have not yet become part of the financial system should at least be included in Chanda Tarik-e-Jadīd.

Auditor

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

Audit Objectives:

The main objectives in undertaking the audit are:

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

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

S. No.	Main risks relating to income:	Risks covered by	
		Regional auditor	HO auditor
1	Chanda collected but no receipt issued or banked	X	
2	Receipts issued but money not banked/ banked after long delay	X	X
3	Receipts issued incorrectly (wrong AIMS number/wrong Majālis/ wrong Chanda type; incorrect amount; incorrect total)	X	
4	Receipt not recorded/ incorrectly recorded on collection statement	X	X
5	Receipt not recorded/ incorrectly recorded in AMIS		X
6	Receipt not recorded on timely basis/ in wrong period in AMIS		X
7	Expense claimed and paid but not incurred/ no supporting documents	X	X
8	Expense claimed and paid but not properly authorized	X	X
9	Expense claimed incorrectly (wrong amount/ calculation errors)	X	X
10	Expense incorrectly recorded (wrong party; wrong budget head)	X	X
11	Expense not recorded on timely basis/ wrong period	X	X

In addition, Majlis Ansārullah and CWFPA as registered charities faces a number of regulatory and compliance risks. In particular:

- Obtaining and recording of personal data in compliance with data protection regulations
- IT development and cyber attacks
- Compliance with company and charity regulations
- Reputational risks

These risks will also need to be assessed and highlighted during the course of the year.

Audit Work:

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

- The work done by central audit team at the Qiādat Māal
- The audits undertaken at the regional and Majālis levels by regional auditors.

Changes in the scope of audit:

- Since the start of COVID, greater emphasis has been placed on collection of Chanda through standing orders and online payments resulting in some 70% of Majlis Ansārullah and some 50% of CWFP donations for being collected through these means. Collections through receipt books are expected to decrease further during 2023. Greater emphasis will therefore be placed on donations booked directly at the Head office.
- However, the lifting of COVID restrictions has increased activities at the Majlis and regional levels with greater portion of the grants being used to funds those activities. Detailed audits of the expenses claimed by the Majālis and regions will need to be planned for 2023.
- A new AMIS/CMIS system is being introduced, the implementation of which will need to be reviewed.

A. Income

During 2024, national audit team plan to:

i. Cash Collections

- Review the collection statements received by Qiādat Maal and check that receipts have been correctly recorded in AMIS/CMIS and agree to amounts deposited.

- Review the control schedule of collection statements received and note Majālis that have delayed or not sent such statements.
- Review control over receipt books
- Circulate to regional auditors the reports generated from the AMIS/CMIS in respect of outstanding receipt books and missing receipts for follow up.

ii. Online Payments/ Standing Orders

- Review the online payments through Worldpay/ just giving sites and ensure receipts correctly issued and recorded.
- Review standing orders received and check that receipts have been correctly issued and recorded.

iii. Other Procedures:

- Undertake detail review of Chanda database in AMIS/CMIS to identify incomplete Tajneed data; missing receipts numbers and receipt books; non-payers members.
- Review the results of monthly bank reconciliations for collections received and follow up on unidentified receipts.

B. Expenses

- During 2024, continue with the regular review of all the expenses paid and checking major and unusual expenses to supporting documents.
- As in prior years, emphasis will be placed on advances given and subsequent submission of expense claims for such advances.

C. Special audits

In addition to the audit of income and expenses:

- Review the implementation of the new AMIS/CMIS system and ensure completeness/ accuracy of data transferred
- Review the implementation of the compliance and data protection policies

Regional Audits:

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

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

These checklists and schedules are available on MAUK website under audit department resources.

Online forms are also made available now that can be downloaded on laptops and mobile phones for reporting the results of the audit work. Link to these forms have been sent to the regional auditors.

It should be noted that Additional Qāid Maal will only pay the Majālis and regional grants when the regional audits have been completed and reported to Markaz.

Plans for Audit Week/ Training:

In addition to refresher course at the beginning of the year, during 2023, the following training is also planned for regional and central audit teams:

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

Alam-e Inami Weightage in Percentage

S. No.	Qiādat	%
1	Amoomi	13
2	Māal	13
3	Tabligh	16
4	Tarbiyyat	16
5	Tā'leem	9
6	Tā'leem-ul-Qur'ān	9
7	Isa'ar	6
8	Tarbiyyat Nau Muba'i'in	2
9	Ishā'at	3
10	Tajneed	2
11	Zahānat Wa Sehate Jismāni	3
12	Tehrīk-e-Jadīd	2
13	Waqf-e-Jadīd	2
14	Audit	4
	Total	100