

In the name of Allah, The Gracious, The Merciful



Duties of Office Bearers of Local Jama`at

Ahmadiyya Muslim Jama`at Canada

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Establishment of Local Jama`ats

The local Jama`ats are established at all such places where at least three Chanda paying members reside. All the Local Jama`ats in a country constitute the National Jama`at. A local Jama`at is headed by a President or a Local Amīr.

Majlis ‘Amila (Executive Committee)

Following shall be members of Majlis ‘Amila of a local Jama`at:

1. President
2. Vice President
3. General Secretary
4. Secretary Tabligh (Preaching)
5. Secretary Tarbiyat (Religious Training)
6. Secretary Ta`lim (Education)
7. Secretary Isha`at (Publications)
8. Secretary Isha`at Sam`i wa Basari (Audio and Visual)
9. Secretary Rishta Nata (Matchmaking)
10. Secretary Umur Kharijiyya (External Affairs)
11. Secretary Umur ‘Amma (General Affairs)
12. Secretary Diyafat (Hospitality)
13. Secretary Mal (Finance)
14. Secretary Wasaya (Wills)
15. Secretary Ta`limul Qur`an & Waqf ‘Ardi
16. Secretary Tahrik Jadid
17. Secretary Waqf Jadid
18. Secretary Ja`idad (Properties)
19. Secretary Waqf Nau
20. Secretary Zira‘at (Agriculture)
21. Secretary San`at-o-Tijarat (Industry and Trade)
22. Muhasib (Accountant)
23. Amin (Treasurer)

The above are elected offices. In addition to the above, following are also member of the Local Majlis `Amila:

24. Central Missionary / Missionaries appointed by Tahrik Jadid Anjuman Ahmadiyya and posted in the Jama`at
25. Za‘im Majlis Ansarullah

26. Qa'id Majlis Khuddamul Ahmadiyya

In addition to the above, following are also elected offices at the local level.

27. Additional Secretary Mal (Finance)

27. Additional Secretary Waqf Jadid (for New Ahmadi)

Note:

- (1) These are the only appointments, which may be made at the local level. In smaller Jama`ats, it is not necessary that all appointments be held by separate persons. If an office is not filled, President shall be responsible to perform its functions himself.
- (2) President has the privilege to act as *Imamus Salat*, i.e. to lead the daily prayers. However, if he decides not to act as *Imamus Salat*, he may, after mutual consultations, appoint another Ahmadi to act as *Imamus Salat*, who (i) can recite the Holy Qur'an better, (ii) has learnt a reasonable portion of the Holy Qur'an by heart, (iii) has good reputation, (iv) can attend the mosque daily and more conveniently, and (v) is regular in prayers. An *Imamus Salat*, in that capacity, shall not have any administrative powers.
- (3) Secretary Wasaya shall necessarily be a Musi.

Advice to Office Bearers

(Excerpts from the *Khutbas* (sermons) of Hadhrat Musleh Mau'ud (ra))

One Should Not Desire for An Office

If there is faith in your heart, then Allah Almighty will Himself appoint you for that position for which you are suitable. You yourself should not desire for an office.

Some people only wish for a position of power. They do not have any desire to work. Their style is that they will show up at the election of the president or secretary and then would not show their face again. However, when the next election comes they will again come with their friends to get elected. They think that by becoming president or secretary the purpose of their life is fulfilled. These people are a curse for the nation and a curse for themselves. These are the same people for whom Allah says in the Holy Qur'an:

So woe to those who pray,

قَوِيلٌ لِّلْمُصَلِّينَ ۖ

But are unmindful of their Prayer.

الَّذِينَ هُمْ عَنْ صَلَاتِهِمْ سَاهُونَ ۖ

They like only to be seen of men
(Ch 107, 5-7)

الَّذِينَ هُمْ يُرَاءُونَ ۖ

The wish to become a leader is a foolish thinking. It is Allah's job to make leaders. When Allah wishes to make someone a leader, He grabs him and makes him the leader.

(Hadhrat Musleh Mau'ud (ra) - Friday Sermon – 1st April, 1938)

It is important that the office bearer has the quality of implementing decisions. He should not be a coward person.

(Friday Sermon – November 7, 1954)

It is extremely important that there is no propaganda at the time of election. This is Islamic instruction and one who disobeys this, is a criminal. A person exhibits his personal opinion by voting.

A person who solicits vote for himself or for others is a criminal of the Jama`at and such person should be duly punished so that it is inculcated in the heart of members of the Jama`at that in future we should not listen to someone else's suggestion.

Only personal opinion should be presented in elections. Indeed, by the example of companions of the prophet, it is apparent that during the election meeting, one has the right to present his views in favor of some one.

(Address – Annual Ijtimā` of Majlis Khuddamul Ahmadiyya, 18 October 1942)

Role and Responsibilities of the Office Holders

Excerpts from the Friday Sermon of Hadhrat Khalifatul Masih V (May Allah strengthen his hands)
(Delivered on December 5, 2003)

‘And it is by the great mercy of ALLAH that thou art kind towards them, and if thou hadst been rough and hard-hearted, they would surely have dispersed from around thee. So pardon them and ask forgiveness for them, and consult them in matters of administration; and when thou art resolved, then put thy trust in ALLAH. Surely, ALLAH loves those who put their trust in HIM.’

(Holy Qur’an Ch 3:160)

Training from Cradle to Grave

“... The Jama`at Ahmadiyya system is such that binds all young and old from cradle to grave in a relationship of love and kindness. When a boy reaches the age of seven, he becomes a part of the Majlis Atfalul Ahmadiyya organization. Similarly, when a girl reaches the age of 7, she joins the Nasiratul Ahmadiyya organization. This is where they are trained to be team players and this is where the spirit of obedience of their elders and organizers is instilled in their hearts and minds. When they reach the age of fifteen, boys join Majlis Khuddamul Ahmadiyya and the girls become part of the Lajna Ima`illah and they become familiar with more of the Jama`at structure.

Now they have reached an age and a level of consciousness where they are able to elect, from among themselves, their office holders who run their respective organizations and perform the training of their membership. As a result of this continuous participation and training when these youngsters grow older and get involved in Jama`at activities, they prove to be very useful workers...

Mildness in Manner

... As the Jama`at grows, the responsibilities of the Jama`at office holders also increases. They need to pay more attention to *Tasbih* and *Istighfar* (praising Allah and begging for His forgiveness) as pointed out by the verse 4 of Chapter 110:

‘Glorify thy Lord with His praise, and seek forgiveness of Him.’

They should take note of this advice and soften their attitude. This should make them realize that they need to develop mildness in their manners, they need to perform their duties more diligently. Personal ego or desire should not play any part in the performance of their duties. While fulfilling your duties you should completely suppress and set aside all personal interests, haughtiness and pride, and complete your obligations to the best of your ability...now more than ever! There

is no need to squabble over minor incidences. You should increase your love and relationship with the members of the Jama`at, attentively listen to what they have to say, and remember them in your prayers more than ever, only then it will be evident that you are fulfilling your duties or at least attempting to do so ...

... Jama`at workers should give up the habit of getting angry over even the smallest mistakes. They should develop the habit of being kind and loving to the members, to listen attentively to their requests, and to pray for them. Then and only then, can it be said, that the office holders are discharging their duties properly...

Leaders of the Nation are Their Servants

... In Jama`at Ahmadiyya, the office holders are not selected or appointed to sit on stages or walk with pride among the members. They are elected with the Hadith **“Leaders of the nation are their servants”** in mind...

... Holy Prophet (PBUH) had such deep feelings of love and kindness for his companions and others around him that they were involuntarily drawn towards him like bees to the honey, With this in mind, who are we not to show the same kind of feelings of love and kindness for people around us and then expect that they will obey all our instructions? ...Following the example of our beloved Master, the Holy Prophet (PBUH), we must deal with people with sincerity, love, and kindness...

Office Holders Represent the Khalifa

... All office holders, whether of Jama`at or of auxiliary organizations, represent the Khalifa in their respective areas of responsibilities. If they are not fulfilling their obligations towards the Ahmadis in their charge, if they do not participate in their sorrow and happiness, if they do not treat them with love and kindness, or if the Khalifa of the time asks for a report on a certain matter concerning someone and they send a report without any investigation or without complete investigation, or due to some personal grudge send a wrong report, then they commit a grave sin.

Guardians

Holy Prophet (PBUH) said that a person whom Allah has appointed guardian over a people and he does not discharge his duties fully with respect to those people, then on his death, Allah will make him ineligible to enter paradise. In another Hadith, the Holy Prophet (PBUH) said that every one of you is a guardian over someone; you will be answerable about the people you are appointed guardian over. All office holders are made guardians in their areas of responsibilities. They

will be answerable. We should fear the very serious consequences of this as stated in the first Hadith quoted earlier.

Thorough Investigation

... If a Majlis `Amila needs to form an opinion about someone they must not do so in haste. They must do a complete and thorough investigation. If there is any doubt, the benefit of that doubt must go to the person who stands accused. In a Hadith the Holy Prophet (PBUH) has stated that try to save a Muslim from punishment. It is better for the Imam to make an error and forgive than for the Imam to make mistake and punish.

... Your responsibility is to listen and obey, and obey, and obey ”

May Allah enable us to do so! *Ameen!*

(Hadhrat Khalifatul Masih V - Friday Sermon – December 5, 2003)

Holy Prophet Muhammad (PBUH) said:

““Surely! Everyone of you is a guardian and is responsible for his charges: The Imam (ruler) of the people is a guardian and is responsible for his subjects; a man is the guardian of his family (household) and is responsible for his subjects; a woman is the guardian of her husband's home and of his children and is responsible for them; and the slave of a man is a guardian of his master's property and is responsible for it. Surely, everyone of you is a guardian and responsible for his charges.”” *(Bukhari)*

President / Local Amīr

(Expanded from the Duties and responsibilities of Amīr, as per note following Rule No. 451 of 'Rules of Tahrik Jadid')

- Note: (i) The duties of office bearers have been laid down mainly keeping the national office bearers in view.
- (ii) The office bearers at the local level shall have the same duties in their restricted sphere.
- (iii) The President of the local Jama'at shall preside over the meetings of the local Jama'at and the local Majlis 'Amila, but he shall not have the right to reject the majority opinion. Similarly, he shall not have the power to suspend a local bearer. For this purpose, he shall require the approval of the President.
- (iv) He shall not have the power to suspend implementation of the decisions of a higher officer or a higher body.

291 The Amīr/President is the Administrative Head of the Jamā'at.

292 The Amīr/President shall hold office during the pleasure of Hadrat Khalīfatul Masīh.

293 An Amīr/President shall exercise supreme authority in the Jamā'at of his country subject to his obedience to Hadrat Khalīfatul Masīh, the Markaz and the limitations imposed upon his authority by the rules and regulations approved by the Markaz.

He shall oversee spiritual, moral, missionary, intellectual, economic, cultural and physical activities of the members of his Jamā'at and implement plans for the consolidation, development and welfare of the Jamā'at.

294 All the secretaries and other members of the Majlis 'Āmila and office bearers of subordinate Jamā'ats shall work under his guidance and supervision and shall be responsible to him for the discharge of their duties. In this regard the Amīr/President shall perform the following functions:

- (a) He shall preside over the meetings of the Majlis 'Āmila and all Majlis 'Shūrā (General Council) meetings. In case a representative of the Markaz is present in the country, who desires to participate in the Majlis 'Āmila or Majlis 'Shūrā meeting, then in such an event he shall preside over the session.
- (b) He shall sign the minutes of the proceedings of the Majlis 'Āmila and Majlis 'Shūrā.
- (c) He shall have the authority to examine all the records maintained by all Jamā'ats in his jurisdiction.

- (d) The Amīr/President shall consult members of his Jamā`at in important matters. He shall respect the majority opinion and shall conduct meetings in such a manner as to promote unanimous decisions.
 - (e) While a President is bound by the decisions of the Majlis `Āmila, an Amīr is not. In exceptional circumstances the Amīr has the authority to reject such recommendations of the Majlis `Āmila which in his opinion are detrimental to the interest of the Jamā`at. He shall, however, record this decision in the minutes book. He shall send a report of this to the Markaz within one week.
 - (f) The Amīr shall have the power to suspend a decision of the National Majlis `Shūrā or the Majlis `Āmila which in his opinion becomes detrimental to the welfare and interest of the Jamā`at, but in such a case he shall within a week, submit the matter to Hadrat Khalīfatul Masīh whose decision thereon shall be final. This power is exclusively meant for the National Amīr. No other offices bearer can exercise this power.
 - (g) The National Amīr/President shall participate directly in matters related to Rishta Nāta and will appoint, at his own discretion, a suitable person as Secretary Rishta Nāta. One or more than one person may be appointed to represent him in matters related Rishta Nāta in different areas of the country.
 - (h) The National Amīr/President shall also appoint, at his own discretion, Secretary Rishta Nāta in local Jamā`ats, who will be answerable to him through local Amīr/President.
- 295 The Amīr/President and all other office bearers of the Jamā`at shall carry out the directives of the Markaz as and when received. The Amīr/President and secretaries are accountable to their respective superiors at the Markaz, who are authorized to inspect and examine all their records.
- 296 The Amīr/President shall have the first priority to deliver Friday Khutbā unless a superior is present. If the Amīr/President chooses not to deliver the Khutbā the missionary will deliver the Khutbā.
- 297 He shall have the right to ask an office bearer to officiate in the absence of any other office bearer. Such appointment shall not be for more than thirty days. In case the appointment is required for more than 30 days, he shall seek approval of the Markaz.
- 298 He shall appoint one of the Nā`ib Amīrs/Vice Presidents as acting Amīr/President in his absence. If his absence is likely to exceed one month, the matter shall be referred to Hadrat Khalīfatul Masīh for permission and the appointments of acting Amīr/President.

299 If the Amīr/President desires that all correspondence addressed to the secretaries should be routed through him, he shall inform the Markaz accordingly.

300 He shall ensure that Jamā`at funds are secure and accounts are properly maintained as per direction from Markaz.

As for Expenditure:

(a) He shall see that Centre's share is deposited in the Central Reserve and is not spent without express authorization

(b) He may spend only as per approved budget and as per instructions received from the Markaz.

(c) For local expenditure of miscellaneous nature he may authorize collection of Local Fund.

He shall seek approval of the Markaz prior to making an appeal for financial contributions towards any special undertaking.

301 The Amīr/President and other member of the Majlis `Āmila shall not act as Qādī.

302 Office bearers whose appointment is made with the approval of the Markaz can be removed only with the approval of the Markaz. The Amīr/President can only recommend their removal; however, the National Amīr/President may suspend an office bearer for up to fifteen days on a particular ground.

303 Jamā`at members may complain to the Markaz against an action or decision of the Amīr/President. The complaint however shall be sent through the Amīr/President who shall forward it to the Markaz within 7 days along with his remarks.

304 The Amīr/President may report to the Markaz against any member whose conduct is detrimental to Jamā`at's objects, cohesion, harmony and wellbeing.

305 An Amīr/President is the highest responsible official of his Jamā`at; he must set good example in all matters. He should be sympathetic, considerate and just in his dealings with the members so that the members develop feelings of love and respect for him and obey him. He should not be partial to any group.

The Amīr/President shall see that Jamā`at's activities do not contravene the law of the country.

Nā'ib Amīr/Vice President

- 306 He shall assist the Amīr/President in the discharge of his duties.
- 307 He may convene a meeting of the Majlis 'Āmila in the absence of the Amīr/President and exercise all such powers of the Amīr/President as have been delegated to him by the Amīr/President.

General Secretary

- 308 He shall notify the members of the convening of the Majlis ‘Āmila meetings.
- 309 He shall notify the members of the convening of the Annual Majlis ‘Shūrā (General Council) meetings one month in advance. In case an emergency meeting of the Majlis ‘Shūrā is called by the Amīr/President, it shall not be necessary to give an advance notice.
- 310 He shall record the minutes of the Majlis ‘Āmila meetings and proceedings of the Majlis ‘Shūrā and also have these signed by the Chairman.
- 311 He shall follow up and keep track of the implementation of decisions of the Majlis ‘Āmila and the Majlis ‘Shūrā.
- 312 He shall carry out correspondence as desired by the Amīr/President.
- 313 He shall obtain monthly reports from local Jamā‘ats and national office bearers.
- 314 He shall assist the Amīr/President in the preparation of the annual report of the activities of the Jamā‘at.
- 315 He shall keep record of the following:
- (a) Inventory of all the properties and belongings of the Jamā‘at.
 - (b) Jamā‘at’s Annual Accounts and the Auditor’s report thereon.
 - (c) A list of members of the Jamā‘at who are qualified to participate in the Jamā‘at elections.
- 316 He shall also perform such other duties which the Amīr/President may assign to him.

Secretary Tablīgh

- 317 He shall be responsible for the propagation of Islām as expounded by Hadrat Khalīfatul Masīh Mau‘ūd(peace be upon him).
- 318 He shall prepare appropriate programs for this purpose in the light of the directions given by Hadrat Khalīfatul Masīh and the Markaz.
- 319 He shall try to involve all the members of the Jamā‘at in these programs and see that every member becomes a Dā‘i Ilallāh.
- 320 In order to achieve this objective, he shall undertake appropriate measures. These measures may be as follows:
- (a) Preparation and distribution of appropriate literature.
 - (b) Organization of seminars, public meetings, get-togethers and question-answer sessions.
 - (c) Distribution of audio and video cassettes and slides.
 - (d) Special lectures on the Religious Founder’s Day.
 - (e) Sīratun Nabī meetings.
 - (f) Projection of Jamā‘at’s point of view through media.
- 321 He shall educate the members regarding Jamā‘at’s beliefs and its stand on various religious and controversial issues and shall take appropriate measures for this purpose.
- 322 He shall keep track of any literature published against the Jamā‘at and where necessary, make arrangements to publish and appropriate reply thereof.
- 323 He shall make arrangements for the Annual Jalsa of the Jamā‘at.

Secretary Tarbiyat

- 324 He shall familiarize the members with the teachings of Islām and Ahmadiyyat.
- 325 He shall see that the members observe the basics of their faith viz. daily prayers, fasting during Ramadān, payment of Zakāt, performance of Hajj. He shall also see that members regularly attend the Friday Prayer. He shall also see that members inculcate the habit of honest and fair dealings. He shall also strive to eradicate un-Islāmic practices, if any, from the members of the Jamā'at.
- 326 He shall look after the religious education and training of members.
- He may adopt the following means for this purpose:
- (a) Arrange Dars of the following in local Jamā'ats
 - (1) The Holy Qur'ān
 - (2) The Hadīth
 - (3) Books written by Hadrat Masīh Mau'ūd(peace be upon him) and his Malfūzāt.
 - (b) Arrange lectures, seminars and Tarbiyatī classes for moral and spiritual training of the children, the youth and the elders of the Jamā'at.
 - (c) Motivate the members of the Jamā'at that they regularly listen to the Friday Sermon delivered by Hadrat Khalīfatul Masīh and make necessary arrangements for this purpose.
 - (d) Publish leaflets and pamphlets for this purpose.
 - (e) Personally contact the less active members
 - (f) Give publicity to the moral teachings of Islām.
 - (g) He shall continuously make assessment of the state of Tarbiyat of members of the Jamā'at with respect to the fundamentals of Islām and adopt appropriate measures for this purpose.
- 327 He shall see that Nau Muba'i 'īn (newly converted Ahmadīs) receive proper Tarbiyat and they are informed of their obligations and responsibilities as Ahmadīs.
- 328 He shall be reasonable for management of Jamā'at's mosques.
- 329 He shall motivate female members of the Jamā'at to observe Pardah (Veil) and enlist the help of Lajna Imāillāh and family heads for this purpose.

- 330 He shall continuously remind the members of the Jamā`at to develop the habit of praying to Allāh.
- 331 He shall educate the members of the Jamā`at about the importance of Nizām Khilāfat and train the Jamā`at to always uphold the institution of Khilāfat and always obey Hadrat Khalīfatul Masīh.

Secretary Ta`līm

332 He shall see that members take keen interest in studying the Holy Qur`ān, the Hadīth, the books written by Hadrat Masīh Mau`ūd(peace be upon him) and other Jamā`at literature. For this purpose he may prescribe syllabi and periodically give tests to Jamā`at members.

333 He shall endeavor for the general educational uplift of the Jamā`at. The least requirement is that every Ahmadī should be literate. It is preferred that Ahmadī youth complete at least higher school education.

334 He shall see that every Jamā`at carries out a survey of its children and identifies such children who do not attend school in spite of their age.

He should also find out the reasons why such children are not attending school and try to resolve the difficulties which the children or their parents are facing.

If some children find it difficult to carry on the conventional education, he shall try to guide and motivate them to adopt some suitable vocation.

335 He shall see that Jamā`at youth, men, women, boys and girls pursue higher education. For this purpose he shall provide necessary information, guidance and assistance to Ahmadī youth.

Secretary Ishā`at

- 336 He shall try to make the Jamā`at literature available to the members. For this purpose he may also undertake publication of books written by Hadrat Khalīfatul Masīh Mau`ūd(peace be upon him), his Malfūzāt and books written by different Khulāfā' and eminent scholars of the Jamā`at.
- 337 He shall undertake publication of Jamā`at's magazines and gazettes.
- 338 Where possible, he shall be responsible for running Jamā`at's book depot(s).
- 339 He shall collect and dispatch to the Markaz the literature, which is published against Islām and Ahmadiyyat. Where necessary he shall also publish a refutation thereof.
- 340 He shall see that appropriate articles in support of Islām and Ahmadiyyat are published in daily papers and periodicals.
- 341 He shall involve talented members of the Jamā`at in writing articles and books which may promote aims and objects of the Jamā`at.
- 342 He shall see that Jamā`at's literature is translated and published in the local languages.
- 343 He shall see that all major branches have their own libraries and reading rooms which fulfill needs of the Jamā`at.
- 344 He shall arrange an exhibition library in which literature published by Jamā`at in different languages of the world is displayed.
- 345 Before undertaking publication of any new book he shall get approval from Wakālat Tasnīf Tahrīk Jadīd. He shall see that when a Jamā`at member desires to publish some book on a topic which concerns the Jamā`at. He will seek guidance and permission from Wakālat Tasnīf.
- 346 He shall be responsible for collecting and compiling Jamā`at's history.
- 347 He shall collect and forward to the Markaz the names of such learned Ahmadīs who volunteer to devote time in order to study the literature which has been produced against Islām. Such volunteers take a note of these writings and inform the Markaz about it. The secretary shall coordinate the efforts of this group known as the Tracking and Monitoring Cell.

Secretary Sam‘ī wa Basarī (Audio and Visual)

- 348 He shall establish an Audio and Video library in the Jamā‘at.
- 349 The library should contain audio and video records of all Khutbas of Hadrat Khalīfatul Masīh.
- 350 The library should be equipped with audio-visual aids so that visitors can use the facility.
- 351 He shall prepare and distribute cassettes of translations in local languages of Khutbās and addresses of Hadrat Khalīfatul Masīh.
- 352 One audio or video cassette of every question-answer session by Hadrat Khalīfatul Masīh shall be kept in the library. Translated version may be prepared and distributed as required.
- 353 Copies of all cassettes shall be kept available in the library for sale.
- 354 Cassettes shall be prepared in the local language on important issues.
- 355 Cassettes in various languages, introducing the Jamā‘at to others, shall also be made available in the library.
- 356 He shall maintain liaison with national TV and Radio authorities so that as and when required, Khutbās and addresses of Hadrat Khalīfatul Masīh and other appropriate cassettes can be put on these networks.
- 357 He shall prepare audio and video recordings of important functions of the Jamā‘at. Likewise, he shall also prepare photographs and slides of such events.
- 358 He shall arrange recording of all transmissions on national networks concerning Islām Ahmadiyyat and send a copy to Wakālat Tabshīr.
- 359 He shall occasionally publish in the Jamā‘at periodicals, lists of all recordings held in the library for information of members.

Secretary Rishta Nāta

- 360 (a) He shall report to National Amīr/President on regular basis.
- (b) He shall collect and maintain particulars of marriageable members of the Jamā`at.
- (c) He shall try to identify the problems concerning Rishta Nāta faced by families in his area.
- (d) He shall keep himself informed of all the families in his area especially about girls, who are being neglected by their parents, as far as their marriage is concerned. Whenever any such problem is seen, he should bring it to the notice of the National Amīr/President and send warning to the concerned parents, in an appropriate manner through the National Amīr/President.
- 361 He shall provide necessary information to interested parties without any responsibility on his part in his official or personal capacity. His position therefore will be that of a person who facilitates the work, and who shall not be answerable for his advice to the parties concerned. It shall be entirely their responsibility to accept or reject any proposal coming from Secretary Rishta Nāta.
- 362 He shall see that all marriages in the Jamā`at are solemnized as laid down by Sharī`a and practices repugnant to the teachings of Islām are discarded. The Secretary Tarbiyat shall also see that such practices do not take root in the Jamā`at.
- 363 In order to enlist the help of Lajna Imāillāh in matters related to Rishta Nāta, the Secretary Rishta Nāta is not allowed to appoint a member of Lajna Imāillāh as his assistant. Whatever assistance he requires from Lajna Imāillāh, for this assistance he will ask Sadr Lajna Imāillāh or her Mu`āwina which she has appointed for this purpose.

Secretary Umūr Khārijiyya

- 364 In the larger interest of Jamā`at Ahmadiyya he shall remain in touch with government authorities, religious organizations, and other bodies.
- 365 In order to resolve problems faced by the Muslims in general and Ahmadī Muslims in particular he shall contact government authorities and also correspond with them accordingly. He shall also adopt other necessary measures to resolve the problems.
- 366 He shall try to establish friendly relations with other groups and communities.
- 367 He shall perform all the above duties under the directions of the Amīr/President.

Secretary Umūr ‘Āmma

- 368 He shall be responsible for the general welfare of the Jamā‘at and its members.
- 369 Following duties fall under his jurisdiction:
- (i) Maintenance of discipline within the Jamā‘at.
 - (ii) Give assistance and guidance to members in getting employment.
 - (iii) Security and protection of the Jamā‘at and its members.
 - (iv) Settlement of disputes.
- 370 He shall undertake such measures which improve the common and individual lot of members of the Jamā‘at. He shall advise members in finding jobs, adopting different trades and professions and in undertaking such enterprises which are expected to be beneficial. He shall keep the members informed about the opportunities available in different fields and professions.
- 371 He shall try to promote an atmosphere of reconciliation between parties who have any misunderstanding or dispute. Secretary Tarbiyat also has the same responsibility. Under instructions from the Amīr/President they can jointly work for creating an ideal atmosphere for resolution of disputes etc. without having recourse to Qadā’ or courts. Similarly under the instructions of the Amīr/President, Secretary Umūr ‘Āmma and Secretary Tarbiyat shall jointly or severally try to convince disputing parties to settle their disputes through mutually agreed arbitration. If one of the disputing parties take the case to Qadā’ or a court, Secretary Umūr ‘Āmma and Secretary Tarbiyat must cease to interfere.
- 372 He shall see that decisions given by Qadā’; are properly executed by the parties.
- 373 Under the direction of the Amīr/President he shall attend to all such miscellaneous matters within the Jamā‘at which do not fall within the purview of any other Jamā‘at official.

Secretary Diyāfat

- 374 He shall be responsible for making arrangements for the board and lodging of guests of the Jamā`at on the occasion of the Annual Convention and on other important occasions during the year.

Secretary Māl

- 375 Financial year commences on 1st July and ends on 30th June of the following year.
- 376 Secretary Māl shall ensure that individual assessment budget is prepared by September 30, each year. Assessment Budget is to be based upon Chandas calculated at the prescribed rate on the actual income of earning members of the Jamā`at.
- 377 Secretary Māl shall try to include every member of the Jamā`at in the budget according to his actual income.
- 378 The National Secretary Māl shall consolidate all the assessed budgets received from various Jamā`ats and present the consolidated report to Wakīlul Māl II through the Amīr/President.
- 379 Secretary Māl will present the Annual Income and Expenditure budget before the Finance Committee which after deliberation shall present the budget to the National Majlis `Āmila.
- 380 He will ensure that the proposed annual budget for income and expenditure reaches Wakālat Māl II by mid May each year.
- Note: Instructions regarding the preparation of annual budget of income and expenditure are given in Annexure III.
- 381 He shall be responsible to have the receipt books printed and deposit them with Muhāsib.
- 382 He shall be responsible to collect the receipt books from Muhāsib and issue them to local secretaries/collectors and shall maintain record thereof.
- 383 He shall tally the used receipt books with the receipt statements submitted by local secretaries/collectors.
- 384 He shall be responsible to return the used receipt books to the Muhāsib.
- 385 He shall ensure that no chanda is received without issuing a proper receipt.
- 386 He shall arrange collection of Chandas from members of the Jamā`at. For this purpose, collectors may be appointed in larger Jamā`ats.

387 Chandas are as follows

a. Obligatory Chandas:

1) **Chanda ‘Ām:** It is a monthly Chanda and is obligatory for every earning member. The prescribed rate is 1/16 of monthly income.

2) Chanda Wasiyyat:

(i) **Hişşa Āmad:** It is a monthly subscription paid by a Mūsī against his monthly income according to his Wasiyyat (or Will). The rate is from 1/10 up to a maximum of 1/3 of the monthly income according to the commitment made by a Mūsī in his Will.

(ii) **Hişşa Āmad** at the rate of Chanda ‘Ām: If the income accrues from the property of the Mūsī, then Hişşa Āmad shall be payable on such income at the rate of Chanda ‘Ām i.e. 1/16.

(iii) **Hişşa Jā’idād:** This is paid by Mūsīān as per Wasiyyat Rules. It is rated at one tenth to one third of one’s property.

(iv) **Chanda Jalsa Sālāna:** Its rate is 1/120 of yearly income to be paid during the year.

3) Zakāt

b. Other Chandas:

(i) **Fitrāna**

(ii) **‘ĪdFund**

(iii) **Sadaqa**

c. Chanda Tahrīk Jadīd, Chanda Waqf Jadīd and contributions towards other schemes launched by Hadrat Khalīfatul Masīh from time to time.

d. i) Donations for which approval of Markaz has been obtained.

ii) Local Fund

388 He shall arrange collections from members as per the Assessed Budget and deposit the collected amounts regularly in Jamā‘at’s bank account.

389 He shall maintain the following books:

(a) **Day Book**

(b) **Personal Ledger**

(c) Impersonal Ledger (ledger for income under various heads)

He shall inform the Majlis ‘Āmila of the progressive collections from time to time.

- 390 He shall keep account of all collections (Chandas, donations, grants etc.) indicating respective heads and shall deposit the money received in the appropriate bank account.
- 391 He shall prepare a monthly statement of all collections according to various heads and submit this statement to Muhāsib for his record.
- 392 Every expense shall be approved by the Amīr and Secretary **Māl** shall forward it to the Muhāsib for payment and record.
- 393 He shall submit, to Wakīlul Māl II through Amīr, a monthly statement giving the names of Mūsīān, their Wasiyyat numbers and the amounts paid by them towards Hişsa ‘Āmad and Hişsa Jā’idād during the month.
- 394 He shall see that the share of Markaz and other Amānats are transferred to the respective accounts during the year.
- 395 He shall be responsible to dispatch the Monthly Income and Expenditure Statements to Wakīlul Māl II, through the Amīr/President according to the format approved by the Markaz.
- 396 He shall get all the accounts audited by the Auditor at the end of each quarter.
- 397 He shall present the requests for grants, received from branches, before the Majlis ‘Āmila for approval.
- 398 At the end of the financial year he shall forward Annual Income and Expenditure Statement to Wakīlul Māl II, in the month of July. A copy of the same shall be sent to the Internal Auditor as well as the National Auditor for audit and verification. This statement should be duly signed by the Amīr/President

Additional Secretary Māl

- 399 He shall prepare a list of those members who do not pay Chanda and also those who do not pay at the prescribed rate. He shall endeavor that all such members pay Chandas as expected of them.
- 400 He shall process the requests made by non-Mūsī members who seek permission from Hadrat Khalīfatul Masīh to pay chanda at a reduced rate.

Secretary Wasāyā

- 401 (i) He shall educate members of the Jamā`at concerning the institution of Wasiyyat.
- (ii) He shall perform his duties as Sadr Mūsiān, as per Wasiyyat Rules on the subject.
- 402 He shall endeavor that maximum number of members join the order of Wasiyyat.
- 403 He shall educate Mūsiān regarding Wasiyyat rules.
- 404 He shall maintain an up-to-date list of all the Mūsiān living in his jurisdiction and send a copy of this list to Wakīlul Māl II at the beginning of the financial year.
- 405 If a Mūsī moves to another place, Secretary Wasāyā shall intimate his new address both to the Markaz and the new Jamā`at to which he has shifted.
- 406 He shall see that each Mūsī submits his declaration /verification regarding the payments of Chanda Hiṣṣa `Āmad to Wakīlul Māl II on receipt of his annual account.
- 407 In case of Mūsī's death he shall arrange dispatch of necessary particulars as described in Schedule 'F' of Wasiyyat Rules along with the dead body.

Secretary Ta'līmul Qur'ān & Waqf 'Ārdī

- 408 He shall make arrangements to teach bare reading of the Holy Qur'ān to those who cannot and to teach its meanings and commentary to those who already know the bare reading. For these purposes he shall organize Ta'līmul Qur'ān classes at the local, regional and national level.
- 409 He shall motivate the members of the Jamā'at to learn reading of the Holy Qur'ān with correct pronunciation. For this purpose he will hold classes in the Jamā'at. The object of these classes will be to prepare teachers who should be able to teach to other members of the Jamā'at the reading of the Holy Qur'ān with correct pronunciation.
- 410 He shall motivate the members of the Jamā'at to participate in Waqf 'Ārdī. After obtaining approval from the Amīr/President, he shall send delegates of Waqf 'Ārdī to different Jamā'ats. The delegations of Waqf 'Ārdī shall submit reports comprising of their observation to the secretary.

Secretary Tahrīk Jadīd

- 411 He shall make the aims and objects of Tahrīk Jadīd Scheme known to the Jamā`at and give wide publicity to this Scheme and its Demands as enunciated by Hadrat Khalīfatul Masīh II. For this purpose he shall organize Tahrīk Jadīd Day twice a year.
- 412 He shall keep the Jamā`at informed of the worldwide activities and achievements of Tahrīk Jadīd.
- 413 He shall see that members of the Jamā`at respond to the Demands of Tahrīk Jadīd Scheme and practice these in their daily lives.
- 414 One of these Demands requires the members to make extensive financial contributions to support the great effort underway to spread world over the message of Islām. These contributions are called Chanda Tahrīk Jadīd.
- 415 Financial year of this Chanda starts from 1st November every year and ends on 31st October the next year. Accordingly, the Secretary Tahrīk Jadīd shall obtain promises of Chanda Tahrīk Jadīd from all members of the Jamā`at during the first three months. Later on he shall see that members pay up their promises by 31st October.

Note: There is not fixed rate of this Chanda. Members promise amounts, to be paid during the year. These promises should be according to the financial status of the members. It is expected that not only the earning members of the Jamā`at but women and children who are not earning will also join in making contributions towards this Chanda. It is desirable that parents/elders pay appropriate amounts as Chanda Tahrīk Jadīd on behalf of their children/youngsters/dependents, so that they are involved in this Scheme from the very beginning.

- 416 He shall send to Wakīlul Māl II, through the Amīr/President
- (a) A summary of the promises of the members early in the year.
 - (b) A monthly statement of total collections made along with total promises.
- 417 He shall persuade the descendants of the deceased Mujāhidīn of Daftar I to continue paying this Chanda on behalf of their elders so as to keep alive forever the memory of sacrifices offered by those great people.

Note: Tahrīk Jadīd Scheme was launched in 1934. In order to involve successive generations of Ahmadīs into the financial sacrifices, different Dafātīr (or Phases) were introduced from time to time by Hadrat Khalīfatul Masīh which are as follows:

- i) Daftar Awwal (Phase I) consists of those contributors who initially joined this scheme between 1934 and 1944.
- ii) Daftar Dom (Phase II) consists of contributors who joined between 1944 and 1965.
- iii) Daftar Som (Phase III) consists of contributors who joined between 1965 and 1985.
- iv) Daftar Chaharum (Phase IV) consists of contributors who joined between 1985 and 2004.
- v) Daftar Panjum (Phase V) consists of those contributors who joined in 2004 and afterwards.

418 He shall convey the directions of the Khulāfā' and the Markaz regarding Tahrīk Jadīd members of the Jamā'at.

419 At least twice a year he shall organize Tahrīk Jadīd, once to receive promises and the other to expedite collections of Chanda Tahrīk Jadīd.

420 He shall seek co-operation from Jamā'at's auxiliary organizations (viz. Lajna, Ansār, Khuddām) both in collecting promises as well as contributions.

It is expected that not only the earning members of the Jamā'at but women and children who are not earning will also join in making contributions towards this Chanda.

Note: List of Tahrīk Jadīd Demands appears as Annexure V.

Secretary Waqf Jadīd

- 421 He shall make the aims and objects of Waqf known to the Jamā`at.
- 422 The financial year of Waqf Jadīd commences on 1st January and ends on 31st December. It shall be his duty to collect promises from members in the beginning of the year and later on to make efforts for the collection of promises.

In addition to adults promises of Chanda Waqf Jadīd should also be abstained from Atfāl and Nāsirāt. These promises shall be credited to “Daftar Atfāl”.

Note: There is no fixed rate for this Chanda. Members promise amounts, to be paid during the year.

- 423 He shall send to Wakīlul Māl II through the Amīr/President:
- (a) A summary of the promises of the members early in the year.
 - (b) A monthly statement of total collections made along with the total promises.
- 424 He shall convey to the Jamā`at the directives of Hadrat Khalīfatul Masīh and the instructions of the Markaz in this regard.

Additional Secretary Waqf Jadīd Nau Mubā'ī'in (for new Ahmadīs)

- 425 He shall be responsible for making the aims and objects of Waqf Jadīd known to new Ahmadīs.
- 426 He shall see that new Ahmadīs participate in the financial sacrifices towards Chanda Waqf Jadīd.

Secretary Jā'idād

- 427 He shall be responsible to look after, maintain and manage all the movable (except money) and immovable and properties of the Jamā'at.
- 428 He shall maintain a complete record of all estates and properties of the Jamā'at.
- 429 He shall arrange acquisition/sale/lease/loan etc. of all estates, as per directions received from the Majlis 'Āmila.
- 430 He shall send, in July every year, a report to Wakīlul Māl III of all changes in the movable and immovable estates and properties of the Jamā'at along with the complete inventory of the Jamā'at property. The report shall also be signed by the National Amīr/President.

Secretary Waqf Nau

- 431 He shall make the aims and objects of Waqf Nau scheme known to his Jamā'at.
- 432 He shall maintain of Wāqifīn Nau as instructed by the Markaz.
- 433 (a) He shall supervise the physical, intellectual, educational, moral and spiritual training of Wāqifīn Nau in his Jamā'at and adopt suitable ways and means to implement the instructions given by Hadrat Khalīfatul Masīh, regarding Wāqifīn Nau.
- (b) He shall carry out the instructions given to him by the Markaz.
- (c) He shall remain in touch with the Wāqifīn Nau and their parents.
- (d) He shall take measures to provide guidance to Wāqifīn Nau and recommend the roles they fit to play in the ever expanding programmes of the Jamā'at..
- (e) He shall provide guidance to the Wāqifīn Nau to learn different languages,
- (f) In addition to Nizām Jamā'at, he shall enlist the services and cooperation of auxiliary organizations and missionaries to help promote the activities of Wāqifīn Nau.
- As far as Waqifāt Nau (i.e. the girls) are concerned the secretary Waqf Nau shall chalk out the required programme for them viz. teaching the prescribed syllabus, holding classes and holding separate Ijtimā' ' when necessary.
- These programmes shall be implemented by Lajna Ima'illah at the local and the national level.
- The Lajna shall submit, as required, the implementation reports of these programmes to Secretary Waqf Nau both at the local and national level.
- (g) He shall see that Wāqifīn Nau offer the five daily prayers regularly.
- (h) He shall try that Wāqifīn Nau learn to recite the Holy Qur'ān correctly and also learn its translation.
- (i) He shall see that all Wāqifīn Nau develop the habit of reciting the Holy Qur'ān daily.

- (j) He shall organize an Ijtimā‘ of Wāqifīn Nau every year.
- (k) He shall see that the Wāqifīn Nau study the Waqf Nau syllabus prescribed for them by the Markaz.
- (l) He shall keep the Markaz fully posted with the progress of all Wāqifīn Nau of his Jamā‘at.

Secretary Zirā`at

- 434 He shall work for the general uplift and welfare of members of Jamā`at who are involved in agricultural pursuits.
- 435 He shall provide necessary information concerning new techniques and development in agriculture, seeds, fertilizers, insecticides etc. to the concerned members.

Secretary San‘at-o-Tijārat

- 436 He shall persuade members of Jamā‘at to involve themselves more and more into industry and trade. He shall also provide to them necessary information and guidance in this respect. Members to be informed about opportunities in industry and trade in different parts of the country.

Muhāsib (Accountant)

- 437 He shall keep receipt books deposited by secretary Māl in his custody and shall issue these to the Secretary Māl as required and shall be responsible to get them back after use. He shall maintain a proper register for this purpose.
- 438 Muhāsib shall maintain following books of accountants:
- (i) Cash book
 - (ii) General Ledger/Impersonal Ledger
- 439 He shall maintain account of all the receipts (Chandas as well as other income).
- 440 He shall maintain account of all expenses incurred.
- 441 He shall ensure that all the expenses are made according to the approved budget. He shall also see that all the vouchers are properly documented and supported.
- 442 He shall obtain cash and bank statements from Amīn and prepare their reconciliation statements and incorporate the reconciling items in the Income and Expenditure statements. In case of any discrepancy he shall report the matter to Amīr/President.
- 443 At the end of each month, the Muhāsib shall calculate the share of Markaz for each Chanda according to prescribed rates and transfer it to Central Reserve.

Note: Secretary Māl should not function as Muhāsib and Amīn. If there is a shortage of workers then office bearers other than secretary Māl should be asked to perform these duties.

- 444 He shall be responsible to prepare Monthly and Annual Income and Expenditure Statements according to the format approved by the Markaz and submit them to Secretary Māl.

Amīn (Treasurer)

- 445 He shall issue a proper receipt for all the amounts received.
- 446 He shall immediately deposit all the collections in the bank.
- 447 He shall keep record of all the bank accounts of the Jamā`at.
- 448 He shall be responsible for safe custody of cash and non-cash (liquid assets) such as securities, certificates and jewelry etc. He shall ensure that proper receipts are issued while receiving the above items.
- 449 He shall arrange payments on receipt of demand from Muhāsib/Secretary Māl. Since Jamā`at funds are normally kept in banks and bank accounts are operated by duly authorized office bearers, therefore, it is required to keep only a limited cash with the Amīn.
- 450 Amīn should be appointed in every Jamā`at. If there is a shortage of workers then an office bearer other than Secretary Māl should be asked to perform this duty.

Internal Auditor

451 The Internal Auditor (as laid down in Rule 208) shall be responsible to the National Amīr/President. Keeping in view the rules and regulations of Tahrīk Jadīd and the instructions given by the Markaz, he shall audit the accounts of the national Jamā`at and the local Jamā`ats in the country and submit his report to the National Amīr/President.

Note:

- (i) The duties of office bearers have been laid down mainly keeping the national office bearers in view.
- (ii) The office bearers at the local level shall have the same duties in their restricted sphere.
- (iii) The President of the local Jamā`at shall preside over the meetings of the local Jamā`at and the local Majlis `Āmila, but he shall not have the right to reject the majority opinion. Similarly, he shall not have the power to suspend a local bearer. For this purpose, he shall require the approval of the National Amīr/President.
- (iv) He shall not have the power to suspend implementation of the decisions of a higher officer or a higher body.

National Auditor

- 452 In addition to the Internal Auditor, (as laid down in Rule 208) an Auditor shall be appointed in every country by the Markaz in consultation with the National Amīr/President. He shall be known as the National Auditor in the country.
- 453 The Auditor shall be responsible for the audit of the accounts of the Jamā`at.
- 454 The Auditor shall immediately inform the Markaz if expenses are made beyond the approved budget.
- 455 Audit of accounts shall be done at least every six months.
- 456 All audit reports shall be sent to the Markaz.
- 457 The Auditor shall prepare an annual audit report at the end of the fiscal year.
- 458 The Auditor shall be accountable to President Tahrīk Jadīd.
- 459 The Auditor shall also perform any other duties which may be assigned to him by Hadrat Khalīfatul Masīh.

Finance Committee

- 460 In order to exercise proper control over the finances of Jamā'at, a finance committee shall be constituted at the National level.
- 461 The Finance Committee shall comprise five members including the Amīr .President who shall be its chairman. The Secretary Māl and General Secretary of the National Jamā'at shall also be its members. The remaining two members shall be appointed by the Wakīl A'lā Tahrīk Jadīd, on the recommendation of the Majlis 'Āmila. The Secretary Māl shall be the Secretary of the Committee.
- 462 The duties and functions of the Finance Committee shall be:
- (i) To recommend to the Majlis 'Āmila ways and means for strengthening the finances of the Jamā'at.
 - (ii) To exercise financial control over the expenditure of the Jamā'at according to the approved budget.
 - (iii) To ensure that the accounts of the Jamā'at are kept and maintained properly.
 - (iv) To see that monthly financial statements of accounts are submitted to the Wakīl A'lā Tahrīk Jadīd, through Wakīlul Māl II at the end of each month.
 - (v) To prepare the annual budget of the National Jamā'at and present it to the Majlis 'Āmila for review and onward submission to the National Majlis Shūrā, whose recommendations shall be sent to Hadrat Khalīfatul Masīh for final approval.
 - (vi) To recommend to the Majlis 'Āmila any amendments required in the annual budget during the fiscal year. The Majlis 'Āmila shall request the Markaz for final approval.

Note:

- 1: International transfer to any subhead from another subhead or from the contingency reserve can be approved by the Majlis 'Āmila and does not require approval of the Markaz.
- 2: Any transfer from the establishment budget to any other subhead is not permitted.

- 463 In case of difference of opinion, the decision of the Chairman of the Finance Committee shall be binding on the Committee, but any member disagreeing may appeal, through the Chairman, to the Wakīl A'lā Tahrīk Jadīd whose decision shall be final.
- 464 The Finance Committee shall have the right to inspect the accounts of the branches and Regional Jamā'ats.