

IN HIS NAME AND BY THE HELP OF HIS LAST HUJJAT (ATFS)

Preliminary Report of the Nazim Meeting - PRIMARY

1] Date of the Meeting

2] Address & Tele. Of the place of the meeting

3] Details of Invitation

Sr. no.	Classes Invited	Date when Written Invitation Despatched	Date of Oral re-confirmation	Name of the Nazim	Tele no. of Nazim

4] Receive list of pending syllabus from the Syllabus Section

5] Topic of the Speech

Preliminary Report of the Nazim Meeting (Contd.)

6] Invitation and Confirmation from the participants from Committee

	Brothers Suggested	Invited & Confirmed	Matter Conveyed	Re-confirmed
Reciter				
Main Speech				
ative Speech				
Brothers from TC for Oral Interview				

7] Schedule of the Meeting

Start Time	End Time	Programme
		Recitation
		Written Interview
		Namaz & Refreshment
		Speech
		Administrative Speech
		Oral Interview

9] Checklist of Stationery Required

Stationery	Confirmation	Stationery	Confirmation
Sajdagah		Written Interview Forms	
Pens		Oral Interview Forms	
Blank Papers		Bre Book	
Paste		Bre Envelopes	
Carbon Paper		Plastic Bags for syllabus	
Chalk/Duster		Nazemeen Diary	
Stapler		Refreshment	
Punch		Prizes	

10] General Remarks