

# Monthly Progress Report Form

## Majlis Atfāl-ul-Aḥmadiyya Bharat

Majlis ..... Distt ..... State ..... Month ..... Year .....

### Important Instructions :

- Before writing the monthly progress Report, carefully study the Laiha-e-Amal and the report of the previous month.
- All the entries in the Report Form should be complete in respect of facts & figures.
- The Monthly Progress Report should be dispatched to the Office Majlis Khuddam-ul-Ahmadiyya Bharat by the 5th of every succeeding month. A copy of the same be sent to Ilaqa (Region) / Zila (District) Qaid.
- If Reports of more than one month are sent together, they will be counted as one unless prior permission is sought from the Sadr Majlis.
- Do keep a copy of every Report in your office.
- Reports of any extra-ordinary activities / works carried out during the month may be sent on a separate paper.

Local Dispatch Ref. No. .... Date ..... Central Office Receipt Ref. No. .... Date .....

### UMOOMI

Name of Qaid ..... Ph. ....

Name of the Nazim Atfal ..... Ph. ....

No. of Halquas in the Majlis .....

Whether a Saiq appointed in each Halqa.....

No. of Meetings of Majlis Aamila (Executive Committee)

conducted during the month .....

(At least two meetings should be conducted every month)

Whether the names of Executive Committee members sent to the

National Office by 31st December .....

Name of the Secretary Umoomi .....

### TAJNID (CENSUS)

No. of Total Atfal ..... No. of Atfal Group I (13-15) .....

No. of Atfal Group II (7-12 years) Atfal .....

Whether the Tajneed Form sent to the National Office by 31st Dec. ....

Name of Secretary Tajnid .....

### MAAL (FINANCE DEPARTMENT)

Whether the Budget form sent to the National Office by 31st Dec. ....

No. of Atfal contributors .....

Chanda	Budget	Receipts during the month
Membership		
Ijtima		
Donation		
Total		

No. of Atfal contributing towards other Financial schemes .....

When was Hafta Maal (Financial Week) Observed in your Majlis .....

Name of the Secretary Maal .....

### WAQF-E-JADID

No. of Atfal contributors in Waqf-e-Jadid .....

Total Budget .....

Whether the list of Promises for Waqf-e-Jadid submitted y 31st Jan .....

Groupwise No. of Atfal contributions

Group I .....

Group II .....

(Minimum contribution of Rs. 200 / Rs. 100 prescribed for  
Group I & Group II respectively)

Name of Secretary Waqf-e-Jadid .....

### WAQAR-E-AMAL (DIGNITY OF LABOUR)

No. of Waqar-e-Amal conducted during the month .....

Attendance of the Atfal .....

No. of Waqar-e-Amal in which Atfal participated with Khuddam .....

No. of Atfal who did manual work during the month .....

Nature of such work .....

Name of the Secretary Waqar-e-Amal .....

Name of the Secretary Waqar-e-Amal .....

### SEH'HAT-E-JISMANI (PHYSICAL HEALTH)

Games for which the Majlis provides facility .....

Which sports events were conducted during the month .....

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No. of Atfal who participated .....

Whether any event of 'Kulu Jameea' (congregational Meals),

Picnic, or Tournament conducted during the month .....

(One event of each 'Kulu Jameea', Picnic & Tournament should  
be organised every six months)

No. of Atfal brought under Medical check-up during the month .....

(Medical check-up of all the Atfal should be conducted at least once a year)

The Secretary Sehhat-e-Jismani should conduct a regular Survey  
as to how many Atfal participate in sports competitions.

Name of the Secretary Seh'hat-e-Jismani .....

### TA'LEEM (EDUCATION DEPARTMENT)

No. of Atfal studying in schools .....

Efforts done by the Majlis to educate the school drop-outs .....

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Kalima Tayyaba	Arabic Text	Namaz with Meaning	Yassarnal Quran
The Holy Quran with Translation	First 17 verses of the Sura Baqarah by heart	Atfal's Pledge	

1. Atfal (Group I) who know .....
  2. Atfal (Group I) who are learning .....
  3. Atfal (Group II) who know .....
  4. Atfal (Group II) who are learning .....
- whether Talimi class being conducted daily .....
- No. of Atfal attending the class .....

#### Deeni Nisab

whether Deeni Nisab classes being conducted in your Majlis .....

whether the Prescribed syllabus for each Group completed .....

whether Exam of Deeni Nisab conducted .....

Academic competition conducted during the month .....

(Tilawat, Hifz Quran, Hifz Qaseedah, Azan, Bait Baazi, Taqreer (speech), Essay writing, Intelligence Test, Deeni Maloomat)

No. of Urdu knowing Atfal .....

Name of the Secretary Taleem .....

#### KHIDMAT-E-KHALUQE (SOCIAL WELFARE)

No. of Sick people visited during the month .....

No. of travellers / guided during the month .....

No. of people provided with drinking water .....

(on the occasion of Jalsa, Ijlas, Id etc.)

Any other extra-ordinary activity .....

Whether Book-Bank facility available in your Majlis .....

No. of deserving Atfal provided books from the Bank .....

Name of the Secretary Khidmat-e-Khalq .....

#### ISHA' AT (PUBLICATION DEPARTMENT)

No. of Atfal who sent articles to Local & National Periodicals ....

(Mishkat, Rah-e-Iman, The Weekly Badr for publication)

No. of Atfal subscribers of Mishkat and Rah-e-Iman in your Majlis .....

Any other activity regarding the publication of a Pamphlet, Folder, or Reports sent for Publication .....

Name of the Secretary Isha' at .....

#### SAN' AT-O-TIJARAT (TRADE & INDUSTRY)

No. of Atfal knowing any skill .....

(Computer, Book binding, Drawing etc.)

Whether any Handicraft Exhibition conducted in your Majlis .....

No. of Atfal who participated .....

Name of the Secretary Sanat-o-Tijarat .....

#### TARBIYYAT (Religious & Moral Training)

##### NAMAZ

Whether congregational Prayer conducted in your Jamaat .....

Average attendance of Atfal in a single prayer .....

Whether meeting of the Executive Committee regarding observance of congregational prayer conducted during the month .....

##### TARBIYYATI IJLAS

No. of Tarbiyyati Ijlas (meetings) conducted during the month .....

Attendance of Atfal .....

Whether 15 Day Tarbiyyati classes conducted .....

No. of Atfal who wrote Letters to Hudur for prayer this month .....

Whether half-yearly 'Parents' Day' organised in your Majlis .....

If yes, on which date .....

Whether your Majlis observed Hafta Atfal (Atfal Week) .....

If yes, when .....

Whether academic & sports competitions conducted during Hafta Atfal .....

(Hafta Atfal should be conducted at least once a year, and Parent's Day once in six months) Efforts done by the Nazim Atfal to inculcate the High Morals : Truth, Obedience to parents, Sympathy with mankind, Greeting everyone with Assalamo Alaikum, Wearing a Cap, Etiquettes of the mosque & assembly etc.

##### MTA

Whether MTA watching facility available in your Majlis .....

No. of Atfal who watch MTA .....

##### WAQF-E-NAU

No. of Atfal in Waqf-e-Nau .....

Activities regarding Waqf-e-Nau Atfal .....

Name of the Secretary Tarbiyyat .....

Signature Qaid Majlis with date .....

Signature Nazim Atfal with date .....

Signature Secretary Umoomi with date .....

(Signatures of all the above office-bearers are compulsory)

#### FOR OFFICE USE

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