

Monthly Progress Report Form

Majlis Khuddām-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-Ahmediyya Bharat by the 5th of every succeeding month. A copy of the same be sent to State / Zonal 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.
- The last date for sending Tajnid (Census and Budget Forms is 31st December.

Office use only

Local Majlis Dispatch Ref. No. Date

Receipt Ref. No. Date

Name of Qaid Ph.

SHOBA ETIMAAD (General Secretary's Office)

1. Whether meeting of the Executive Committee (Majlis Amila) conducted during the month
Total No. of Office-bearers
No. of Office-bearers who attended the meeting
2. Whether minutes of the meeting submitted on a separate paper
Mo'tamad

TAJNID (CENSUS)

1. Total No. of Khuddam
2. When was the duly filled in Tajnid Form sent to the National Office
Nazim Tajnid

TA'LEEM (EDUCATION DEPARTMENT)

1. No. of days during which the Talimi Class was conducted this month
No. of Khuddam who attended the class

No. of Khuddam who can read	No. of Khuddam who are learning	No. of Khuddam who know translation	No. of Khuddam who are learning translation
The Holy Quran			
Namaz			

3. No. of Khuddam who have memorised :
The first 17 verses of Surah Baqarah
The Last 10 Suras of the Holy Quran
4. No. of Khuddam who Participated in the Scheme 'Studying the Books of the Promised Messiah^{as}
(Names of such Khuddam be sent alongwith Annual Report)
Name of the Secretary Taleem

TARBIYAT (Religious & Moral Training)

1. No. of Tarbiyyati meetings conducted this month
Attendance
2. Whether meeting of Majlis Aamila regarding observance of congregational Prayer was conducted
3. Exact No. of Khuddam who observe congregational prayer
(Attendance of any single Namaz)
4. No. of Khuddam who write letters to Hudur for prayer
5. No. of Khuddam who listen to the Friday Sermon of Hudur
7. No. of Khuddam who strive to convince Non-Ahmadis to watch MTA Programmes

8. No. of Khuddam who offered Tahajjud Prayer this month

9. No. of Khuddam who offer five daily prayers regularly

10. No. of Khuddam who observe Nafli Roza (voluntary fast) this month
(List of such Khuddam be sent alongwith the Annual Report)
Nazim Tarbiyat

TABLIGH (Propagation Department)

1. Activities in respect of Dawat Ilallah (Provide exact figures)

Through Cassettes CD, DVD, MTA	Question & Answer Sessions	Tablighi Letters	Distribution of Literature
Tabligh Meetings	Book Stalls	SMS / E-Mail	No. of Baiats

* Copies of Baiat Forms of new-converts be sent to the office Khuddam-ul-Ahmediyya at the earliest.

2. Whether any Tabligh programme organised this month
No. of Khuddam participants Duration of Tabligh
(Names of Khuddam who participated in this programme be sent to the National Office)
3. Whether classes for Daeen Khuddam conducted this month
Date Attendance

Nazim Tabligh

TARBIYAT NOU-MUBAIYEEN (3 YEARS)

(Those Khuddam & Atfal who joined the fold of Ahmediyyat less than three years ago fall under the category of Nau-Mubaiyeen)

1. No. of Nau Mubaiyeen Khuddam participating in Tarbiyyati Class
2. No. of Nau Mubaiyeen Majlis where Tarbiyyat Camp was organised this month
3. No. of Nau Mubaiyeen Khuddam who listen this month Live Friday Sermon of Hudur
4. No. of Nau Mubaiyeen Khuddam who wrote letters to Hudur for Prayer
5. No. of Nau Mubaiyeen Khuddam who observe five daily prayers
6. No. of Nau Mubaiyeen Khuddam who recite the Holy Quran
7. No. of Nau Mubaiyeen Khuddam who have become Daiee Ilallah this month

Nazim Tarbiyat Nau Mubaiyeen

UMOOR-E-TULABA (Students' Affairs)

- Whether any meeting conducted this month emphasising the importance and benefits of education
Date Attendance
 - Whether free coaching class was organised
 - Whether Career Counselling / Planning Committee established in your Majlis to guide students No. of students provided counselling
 - No. of career guidance articles published in the periodicals of Jamaat by your Majlis
 - Endeavours done in order to improve the religious and moral standard of Khuddam, and to consolidate their religions and relationship with Jamat
- Nazim Umoor Tulaba

WAQAR-E-AMAL (Dignity of Labour)

No. of Waqar-e-Amal Events	Attendance	Exemplary Waqar-e-Amal	Attendance

(It is essential to conduct at least two exemplary Waqar-e-Amal during the year. Detailed Report may be sent on a separate paper)
Nazim Waqar-e-Amal

ATFAL DEPARTMENT

- Whether Atfal organisation is duly established
 - Whether its report sent on the prescribed form
 - If Atfal organisation is not established, state reasons thereof and also mention what efforts have been done in this regard
- Nazim Atfal

SHOBA-E-MAAL (Finance Department)

- Annual Budget Collection/Receipt during the month
 - Whether Hafta Maal (Financial Week) observed
Date (Detailed report be sent. It is essential to conduct Hafta Maal every six months)
- Nazim Maal

TAHRIK-E-JADID

- No. of Khuddam contributions in Tahrik-e-Jadid
(List of Such Khuddam must be sent alongwith the Annual Report)
 - Collections of Tahrik-e-Jadid chanda during the month
- Nazim Tahrik-e-Jadid

MUHASBA (Audit Department)

- Whether Income & Expenditure accounts audited this month
 - Whether a copy of the Quarterly Audit Report sent to Office Khuddamul Ahmadiyya, Bharat
 - Whether Day-Book & Ledgers prescribed by National Office being maintained in your Majlis
- Muhasib

SEH'HAT-E-JISMANI (Physical Health)

- Whether any Match / Tournament organised this month
No. of such matches No. of tournaments
 - List of individual competition held during the month
No. of participants
- Nazim Seh'hat-e-Jismani

SAN'AT-O-TIJARAT (Trade & Industry)

- No. of unemployed Khuddam
No. of Khuddam provided employment during the month
(Send the list of such Khuddam to the Office)
 - No. of unskilled Khuddam
No. of Khuddam given training in a particular skill
(send the list to the office)
 - Profession / Skill in which Khuddam are expert
(Send names of such Khuddam with full particulars to the National Office)
 - Any contribution regarding articles etc. for Mishkat are other particular
- Nazim Sanat-o-Tijarat

ISHA'AT (Publication Department)

- No. of Khuddam subscribers of the following periodicals in your Majlis

Mishkat	Rah-e-Iman	Badr	Local Magazine

- Any extra ordinary work in Publication during the month
(Attach a copy of the publication during the month
 - No. of Khuddam who contributed during the month towards issuing Jamaat periodicals for Tabligh purpose
- Nazim Ishaat

KHIDMAT-E-KHALQ (Social Welfare)

- Social Welfare Activities (Provide exact figures)

Aid given the Poor and indigents	First Aid	Free Medical Camp	Blood Donation

- Whether meeting on importance of 'Physical Hygiene' conducted during the month Date
- Nazim Khidmat-e-Khalq

UMOOMI (General Affairs)

- Whether Khuddam of Majlis offer services as security guards during Jamat ceremonies like Friday Prayer, Id, Ijtima, Other meeting etc.)
 - Whether separate report of this department been sent
- Nazim Umoomi

Signature Motamad Signature Qaid
Date Date