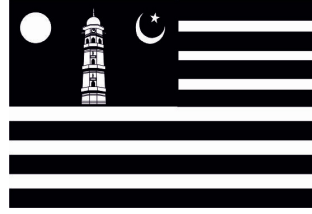


وَلِكُلٍّ وِجْهَةٌ هُوَ مُوَلِّيهَا فَاسْتَبِقُوا الْخَيْرَاتِ

AND EVERY ONE HAS A GOAL WHICH DOMINATES HIM;  
VIE, THEN, WITH ONE ANOTHER IN GOOD WORKS  
(AL-BAQARAH-149)



# **LAEH-E-AMAL**

(Rules of procedure)

**Majlis Khuddamul Ahmadiyya  
&  
Atfalul Ahmadiyya Bharat**

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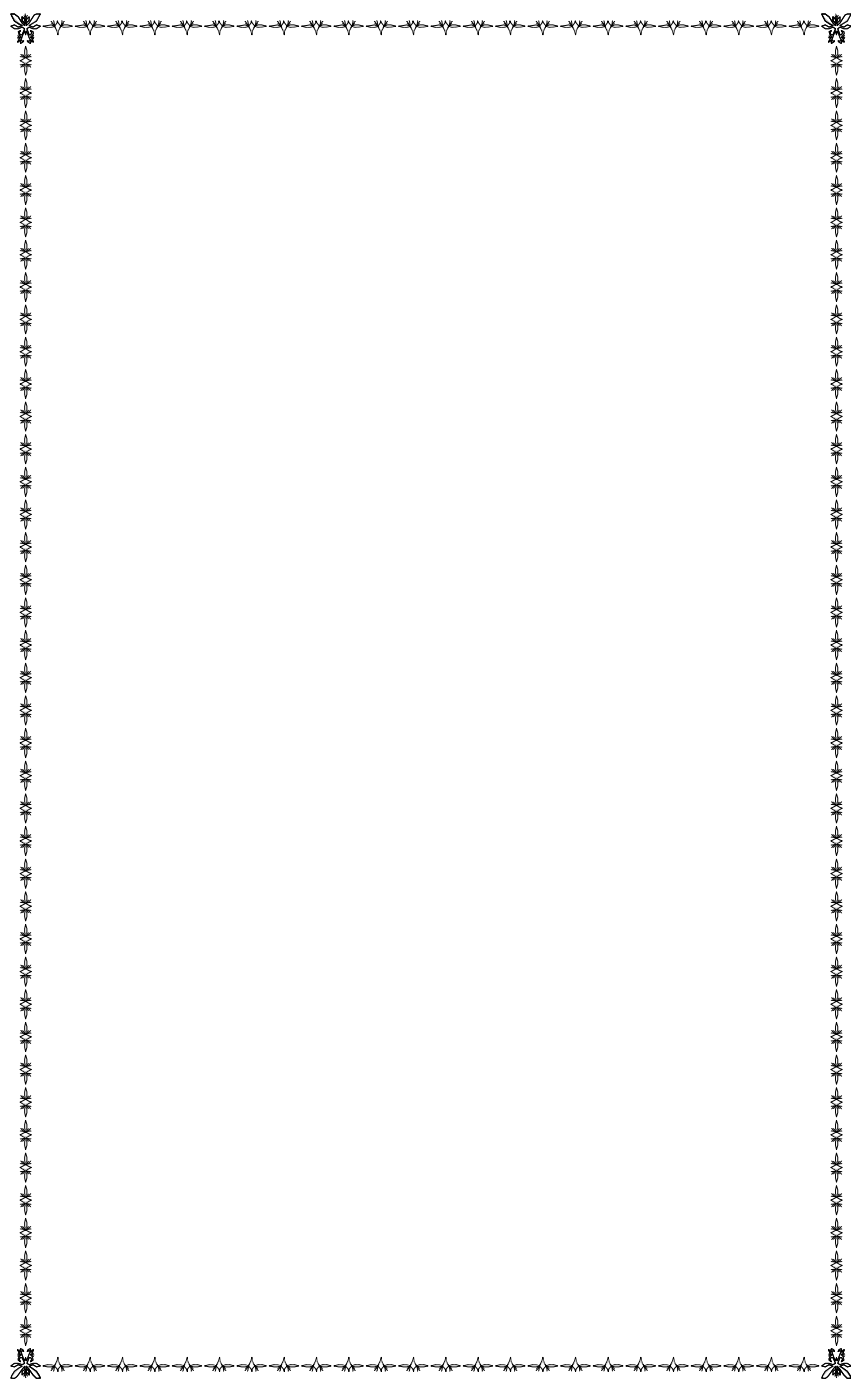
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## **Guidance from Hazrat Khalifatul Masih V<sup>(ATBA)</sup>**

“The object of Khuddamul Ahmadiyya or Jama’at Ahmadiyya or any auxiliary organization of the Jama’at is to get the pleasure of Allah and to create righteousness within us. Hazrat Musleh Mawood<sup>(RA)</sup> who had established these sub-ordinate organizations had said that our Jama’at should improve in goodness, righteousness, worship, honesty, truthfulness and justice to such an extent that not only our people but also others should witness it. Again he said “In order to achieve this goal I have launched the movements of Khuddamul Ahmadiyya, Ansarullah and Lajna Imaillah. The object of these organizations is not only to stand firm in goodness within ourselves but also to inculcate the same in others..... If we intend to fulfill this object for which Hazrat Masih Mawood<sup>(AS)</sup> had appeared, we have to bring about changes in the youth. The young men shall have to bring changes within them. We have to bring changes in our children. There should be some modifications in our elderly people and also in ladies. Only then we will be true in our claim that we shall put an end to the violence and oppressions throughout the world.”

(Concluding address at Annual Ijtema Khuddamul  
Ahmadiyya, UK 19-09-2004)



## KHADIM'S PLEDGE (AHAD)

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ  
وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

*(Ash Hadu Ann Laa Ilaha Illallahu Wahadahu La Sharika Lahu  
Wa Ash Hadu Anna Muhammadan Abduhu Wa Rasuluhu)*

Main Iqrar karta Hun Ke Dini, Qoumi Aur Milli Mafaad Ki  
Khatir Main Apni Jaan, Maal, Waqt aur Izzath Ko Qurban  
Karne Ke Liye Har Damm Thayyaar Rahunga.

Isi Tarah Khiafat –e- Ahmadiyya Ke Qaayam Rakhne Ki  
Khatir Har Qurbani Ke Liye Thayyaar Rahunga aur Khalifa-e-  
Waqt Jo Bhi Ma'ruf Faisla Farmayenge Uski Pabandhi Karni  
Zaruri Samjhunga. (Insha Allah tala)

*"I solemnly pledge that I shall be ready at every moment to  
sacrifice my life, property, time and dignity for the benefit of  
religion, nation and community.*

*Likewise, I shall be ready for every kind of sacrifice for the  
institution of Khilafat-e-Ahmadiyya. Moreover I shall consider it  
necessary to obey every virtuous order of the Khalifa of the  
time." (Insha Allah Tala)*

### PROCEDURE OF RECITING AHAD

- ❖ Khuddam shall stand up jointly to recite the pledge in every session and function of the Ijtema.
- ❖ The one who holds the highest rank among Khuddam shall take the oath (Ahad).
- ❖ Repeat Tash-hud, thrice and 'Ahad' (Urdu text) once.

## TIFL`S PROMISE (WADAH)

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ لَا شَرِيكَ لَهُ  
وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

*(Ash Hadu Ann Laa Ilaha Illallahu Wahadahu La Sharika Lahu  
Wa Ash Hadu Anna Muhammadan Abduhu Wa Rasuluhu)*

Ma'in Wadah Karta Hun Ke Deen-e-Islam aur Ahmadiyyat,  
Qoum aur Watan Ki Khidmat Ke Liye Har Damm Thayyaar  
Rahunga. Hamesha Sach Bolunga. Kisi Ko Gaali Nahi Dunga  
aur Hazrat Khalifatul Maasih Ki Tamaam Nasihatun Par Amal  
Karne Ki Koshish Karunga (Insha Allah Tala)

*"I sincerely promise that I shall always be ready to serve  
the religion of Islam, Ahmadiyyat, Nation and my Country. I  
shall always speak the truth. I shall never abuse anyone and I  
shall try to act upon all the advices of Hazrat Khalifatul Masih,  
Insha Allah."*

**Note:** - Children should memorize the Urdu text of 'Wadah'

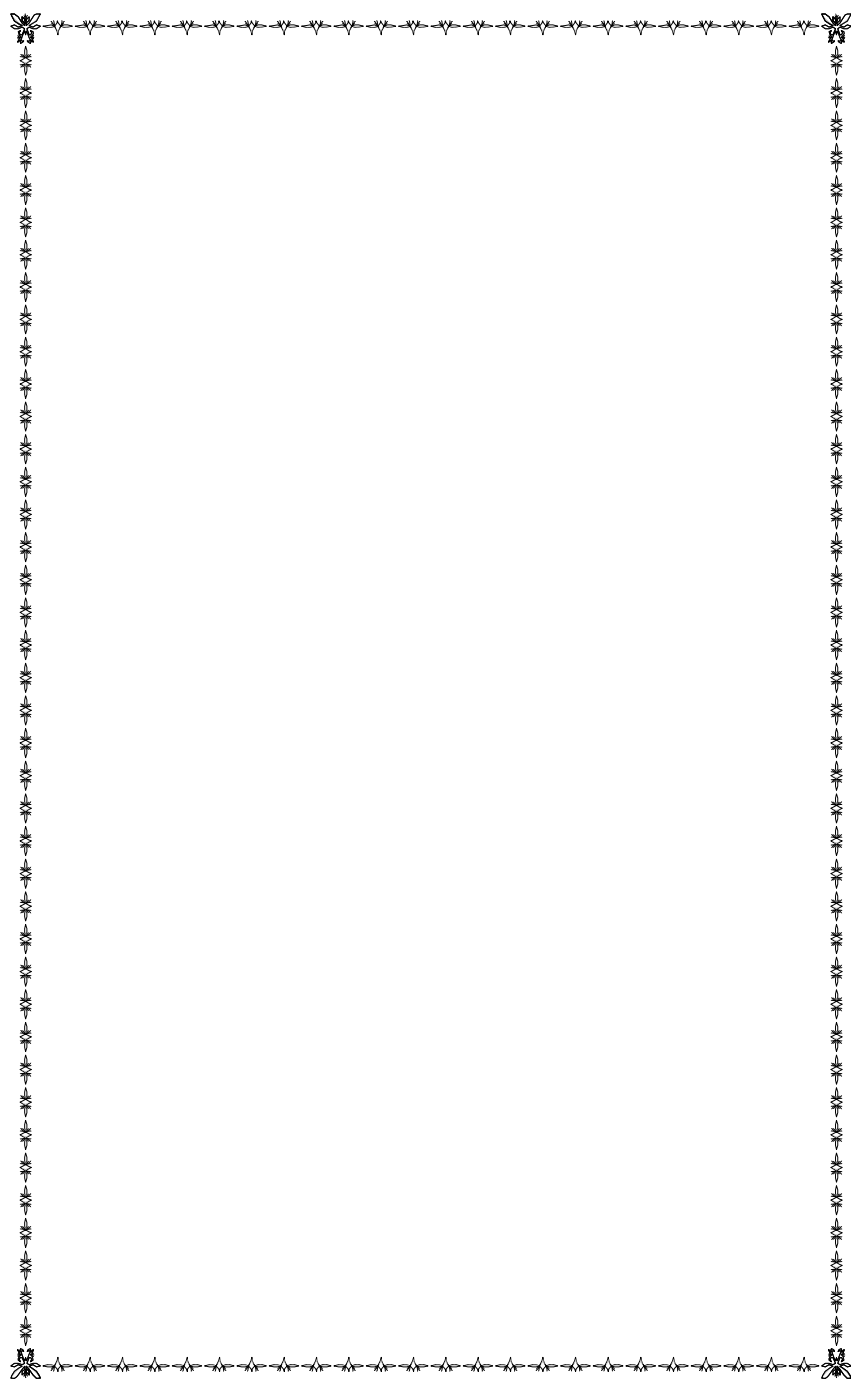
## Contents

Heading	Page #
Guidance from Hazrat Khalifatul Masih V <sup>(ATBA)</sup>	3
Khadim's Pledge (Ahad)	5
Procedure of reciting Ahad	5
Tifl's promise (wadah)	6
Contents	7
Foreword	11
Address to the Nau Nehalan-e-Jama`at	13
A servant of God is in search of you	21
A brief introduction of Khuddamul Ahmadiyya Organization	23
Local Tanzeem	24
Majlis	24
Halqa (Sector)	25
Hizb (Group)	25
Appointment of Office-bearers	25
Responsibilities of state/Zonal Organization	26
Procedure for establishment of new Majalis	26
Rules and regulations of election	27
Advisory Council (Majlis Shura)	28
Comparison between Majalis Khuddam and Atfal	29
Publications of Majlis	27
For the attention of Qa`ideen	30
<b>Laah-e-Amal, Majlis Khuddamul Ahmadiyya</b>	<b>31</b>
Dept. of Secretariat (Sho`ba Itemad)	31
Elections	31
Appointment of Office-bearers	31
Office of the Majlis	32
Meetings	32
Monthly performance Report	32
Ijtema	33

Security of assets (Books and forms)	33
Important duties of General Secretaries (Mu'tamideen)	34
Annual Performance report	34
Participation in Annual Central Ijtimā	35
Dept. of Enrollment (Sho'ba Tajneed)	36
Dept. of spiritual training (Sho'ba Tarbiyat)	37
Dept. of spiritual training to New converts (Sho'ba Tarbiyat Nau Muba'in)	43
Dept. of preaching (Sho'ba Tabligh)	45
Dept. of education (Sho'ba Taleem)	47
Schemes in detail	47
The Holy Qur'an	47
Prayer (Namaz)	48
Reading books of Hazrat Masih Ma'ud <sup>(AS)</sup>	48
Majlis Ansar Sultanul – Qalam	49
Majlis Husn-e-Bayan	50
Daily or weekly teaching classes	50
Reading room and Library	50
Examination of Deeni Nisab (Religious syllabus)	50
Dept of student affairs (Sho'ba Umoor Tulba)	51
Dept. of community services (Sho'ba Khidmat-e-khalq)	52
Dept. of Finance (Sho'ba Maal)	55
Rates of subscription/contribution	55
Budget appraisal	56
Collection and remittance of subscription	57
Collection of donations	58
Miscellaneous matters	59
Dept. of Tahrik-e-Jadeed	59
Dept. of Dignity of Labour (Sho'ba Waqar-e-Amal)	60
Individual waqar-e-Amal	61
Collective Waqar-e-Amal	61
Some important aspects of an ideal Waqar-e-Amal	62
Plantation	63
Dept. of Industry and commerce (Sho'ba Sanat-o-Tijarat)	63



Dept. of Physical health (Sho`ba Sehat-e-Jismani)	65
Cleanliness and safety of health, collective and individual games	65
Daily walk	67
Cycling	68
Horse riding and swimming	68
Shooting through catapult	68
Sports and ethics	68
Dept. of publication (Sho`ba Isha`at)	69
Dept of general affairs (Sho`ba Umoomi)	71
Dept. of Audit (Sho`ba Muhasiba)	72
Dept. of Atfal (Sho`ba Atfal)	73
Tanzeem (Organization)	73
<b>Laah-e-Amal - Majlis Atfal-ul- Ahmadiyya</b>	<b>76</b>
Sho`ba Umoomi	76
Sho`ba Tajneed	77
Sho`ba Tarbiyat	77
Sho`ba Taleem	79
Religious Examination (Deeni Imtehan)	80
Sho`ba Maal	81
Sho`ba Waqf-e-Jadeed	81
Sho`ba Waqar-e-Amal	82
Sho`ba Khidmat-e-Khalq	83
Sho`ba Sehat-e-Jismani	83
<b>Criteria for special prize –Majalis Khuddamul Ahmadiyya Bharat</b>	<b>84</b>
<b>Criteria for special prize—Majlis Atfalul Ahmadiyya Bharat</b>	<b>94</b>
For the attention of state/zonal Qa`ideen	97
Comparison between state/Zonal Qa`ideen	102
Some golden principles of leadership	103
Tawazun (How to balance)	105
Guidance from Hazrat Khalifatul Masih V <sup>(ATBA)</sup>	106



## FOREWORD

By the grace of Almighty Allah, the Majlis Khuddamul Ahmadiyya Bharat is being able to publish its LAEH-E-AMAL with some appropriate changes and additions. May Allah cause this publication to create further alertness in the Majalis of Bharat. May Allah also enable us to move ahead fast, in achieving the target in accordance with the expectations of Hazrat Khalifatul Masih V Atba under his divine and dynamic leadership. Amen.

Dear Khuddam and Atfal.....!!

For the progress of any nation it is necessary that :-

- ❖ We should have a definite goal and a particular purpose.
- ❖ The resources which are adopted to achieve the target should be clear and unambiguous.
- ❖ The nation should have such leaders and active workers who shall be engaged always to achieve the goal by utilizing the resources and shall be ready for any kind of sacrifice. It is a great favour and mercy of Allah that Majlis Khuddamul Ahmadiyya has a strong support and the divine guidance of Khilafat, due to which there is every chance of achieving the goal without any fear or danger. Therefore Majlis Khuddamul Ahmadiyya has secured a distinctive position when compared to other organizations and nations of the world. In the absence of proper leadership, the other young men of the world are wandering like an unbridled camel in the desert.

There is no one to guide them to the right path. Their skill and abilities gifted by the Almighty Allah are utilized to play mischief and to create a bad impression about the Muslim community, whereas they would have used such talent to develop and build up the nation, society and their homeland. Contrary to this, all young Ahmadis are lucky to have a single leadership and LAEH-E-AMAL. All guidelines are well defined.

One can easily follow the guide lines and endeavor to achieve the purpose.

As far as Laeh-e-Amal is concerned, truly speaking, the basic of Laeh-e-Amal of Khuddamul Ahmadiyya is mentioned in the poetic verses of Hazrat Musleh Mawood<sup>(RA)</sup> Drawing attention to the greatness and importance of the purpose of Khuddamul Ahmadiyya, Hazrat Musleh Ma'ud<sup>(RA)</sup> says in his poetic verses:

کام مشکل ہے بہت منزل مقصود ہے دور  
اے میرے اہل وفا سست کبھی گام نہ ہو

The task is very difficult; the destination is very far,  
O` my dear ones! Never get tired.

اپنی اس عمر کو ایک نعمت عظمیٰ سمجھو  
بعد میں تاکہ تمہیں شکوہِ ایام نہ ہو

Do understand: Your age at this moment, is a great blessing,  
You may have to repent later on when once it is lapsed.

In this way we can become a part of a great universal revolution for which the Almighty Allah has sent Hazrat Masih Mawood<sup>(AS)</sup> in this age. I request all office-bearers of the Majalis, throughout India, to read Laeh-e-Amal carefully and check out programmes in meetings for the whole year. Ensure that all your activities are well organized and systematic. May Allah enable us to do so. Amen!

Wassalam,  
Yours sincerely

**Hafiz Makhdum Sheriff**  
Sadr Majlis Khuddamul Ahmadiyya Bharat

## Nau Nehalan-e-Jama`at se Khitaab

(Hazrat Musleh Mawood<sup>(RA)</sup>, the founder of the Majlis  
Khuddamul Ahmadiyya and Atfalul Ahmadiyya)

نونهلان جماعت مجھے کچھ کہنا ہے  
پر ہے یہ شرط کہ ضائع میرا پیغام نہ ہو  
چاہتا ہوں کہ کروں چند نصائح تم کو  
تا کہ پھر بعد میں مجھ پر کوئی الزام نہ ہو  
جب گذر جائیں گے ہم تم پر پڑے گاسب بار  
سستیاں ترک کرو طالب آرام نہ ہو  
خدمت دین کو اک فضل الہی جانو  
اُس کے بدلہ میں کبھی طالب انعام نہ ہو  
دل میں ہو سوز تو آنکھوں میں رواں ہوں آسو  
تم میں اسلام کا ہو مغز فقط نام نہ ہو  
سر میں نخوت نہ ہو آنکھوں میں نہ ہو برق غضب  
دل میں کینہ نہ ہو لب پر کبھی دشنام نہ ہو

خیر اندیشیٰ احباب رہے مدّ نظر  
عیب چینی نہ کرو مفسد و نام نہ ہو  
بھوڑ دوحص کرو زہد و قناعت پیدا  
زر نہ محبوب بنے سیم دل آرام نہ ہو  
رغبت دل سے ہو پابند نماز و روزہ  
نظر انداز کوئی حصّہ احکام نہ ہو  
پاس ہو مال تو دو اُس سے زکوٰۃ و صدقہ  
فکر مسکین رہے تم کو غم ایام نہ ہو  
حسن اُس کا نہیں کھلتا تمہیں یہ یاد رہے  
دوش مسلم پہ اگر چارِ احرام نہ ہو  
عادتِ ذکر بھی ڈالو کہ یہ ممکن ہی نہیں  
دل میں ہو عشقِ صنم لب پہ مگر نام نہ ہو

عقل کو دین پہ حاکم نہ بناو ہر گز  
یہ تو خود اندھی ہے گر نیر الہام نہ ہو  
جو صداقت بھی ہو تم شوق سے مانو اُس کو  
علم کے نام سے پر تالبع اوہام نہ ہو  
دشمنی ہو نہ مجاہدِ محمدؐ سے تمہیں  
جو معاند ہیں تمہیں اُن سے کوئی کام نہ ہو  
امن کے ساتھ رہو فتنوں میں حصہ مت لو  
باعث فکر و پریشان حکام نہ ہو  
اپنی اس عمر کو ایک نعمتِ عظمیٰ سمجھو  
بعد میں تا کہ تمہیں شکوہ ایام نہ ہو  
حسن ہر رنگ میں اچھا ہے  
مگر خیال رہے دانہ سمجھے ہو جسے تم وہ کہیں دام نہ ہو

تم مدبر ہو کہ جرنیل ہو یا عالم ہو  
ہم نہ خوش ہوں گے کبھی تم میں گر اسلام نہ ہو  
سیلف رسپکٹ کا بھی خیال رکھو تم بے شک  
یہ نہ ہو پر کہ کسی شخص کا اکرام نہ ہو  
عُسر ہو یسر ہو تنگی ہو کہ آسائش ہو  
کچھ بھی ہو بند مگر دعوتِ اسلام نہ ہو  
تم نے دنیا بھی جو کی فتح تو کچھ بھی نہ کیا  
نفس و حشی و جفاکش اگر رام نہ ہو  
من و احسان سے اعمال کو کرنا نہ خراب  
رشتہ وصل کہیں قطعہ سرِ بام نہ ہو  
بھولیو مت کہ نزاکت ہے نصیب نسواں  
مرد وہ ہے جو جفاکش ہو گلِ اندام نہ ہو



شکل مے دیکھ کہ گرنا نہ مکس کی مانند  
دیکھ لینا کہ کہیں دُرد تہ جام نہ ہو  
یاد رکھنا کہ کبھی بھی نہیں پاتا عزت  
یار کی راہ میں جب تک کوئی بدنام نہ ہو  
کام مشکل ہے بہت منزل مقصود ہے دور  
اے مرے اہل وفا سست کبھی گام نہ ہو  
گامزن ہو کہ رہِ صدق و وفا پر  
گر تم کوئی مشکل نہ رہے گی جو سرانجام نہ ہو  
حشر کے روز نہ کرنا ہمیں رسواؤ خراب  
پیارو اتموختہ درسِ وفا خام نہ ہو  
ہم تو جس طرح بنے کام کئے جاتے ہیں  
آپ کے وقت میں یہ سلسلہ بدنام نہ ہو

میری تو حق میں تمہارے یہ دعا ہے پیارو

سر پہ اللہ کا سایہ رہے ناکام نہ ہو

ظلمتِ رنج و غم و درد سے محفوظ رہو

مہرِ انوار درخشندہ رہے شام نہ ہو

(کلام محمود)

**Translation :-**

- O' young men of Jama'at! I have something to tell you, but the condition is that my message should not go a waste.
- I would like to impart some advices to you, so that there is no blame on me later on.
- When we pass away, the entire burden will be on your shoulder, so avoid laziness and don't long for comfort always.
- Service to the religion itself is a grace of Allah; never ask for any reward in exchange.
- There should be feelings in the heart and tears in the eyes. There should be an essence of Islam, rather its name only within you.
- Do not have egoism in the mind and fire of anger in your eyes. Don't have jealousy in the heart and don't use vulgar language.
- Think about the welfare of the people. Don't be critical, mischievous and a back biter.

- Don't be greedy, be righteous and contented. Money should not be dear to you and the richness should not make you an idle.
- The punctuality in prayers and 'fasting' should come from the bottom of the heart. Don't ignore any part of the commandment
- If you possess wealth, pay Zakat and Sadqa from it. Be concerned more about the poor .May Allah never show you the days of sorrow.
- Do remember that the beauty shall not be visible unless there is veil of Ahram on the shoulder of a Muslim.
- Inculcate the habit of zikr (invoking God's name). If there is a love in the heart for beloved, it is not possible to keep quiet without expression.
- Don't let wisdom dominate over faith. The 'wisdom' itself is blind if there is no sun of revelation.
- If you find the truth, accept it with pleasure. Do not follow superstitions in the name of knowledge.
- Do not have enmity with the lovers of the Holy Prophet Muhammad<sup>(SAW)</sup>. Do not have liaison with whoever is enemy.
- Be peaceful always. Never take part in the violence as it causes worries and problems to the administrators.
- Do understand! Your age, at this moment, is a great blessing. You may have to repent later on , when once it is lapsed.
- Of course, beauty is good in every respect but be careful about the one whom you consider wise, is duping you.
- Whether you become a statesman, commander or a scholar, we will not be happy if there is no Islam within you.
- Be cautious about your respect no doubt, but see that the other person is not disregarded at the same time.

- Whether there is poverty or prosperity, difficulty or luxury, the preaching of Islam is never be hindered for any reason.
- You might have conquered the whole world but you did nothing, if your wild soul is not obedient.
- Do not spoil your virtuous deeds by boasting of favour conferred, lest the relationship with Allah be severed.
- Do not forget that ‘delicacy’ is the fate of a woman but a man is one who works hard, not with tenderness like that of a flower.
- Do not be like a honey bee which falls in the glass of wine. Look at the dirt gathered at the bottom of the glass.
- Remember that nobody gets respect until he is defamed in the way of Allah.
- The task is very difficult and the destination is very far. O’ my people of loyalty! Never get tired.
- If you follow the path of sincerity and loyalty, you will not face any difficulty in performing the task.
- O’ dear ones! Don’t make us miserable and disgrace us on the “Dooms day”. This lesson of loyalty should not go a waste.
- We will perform our duties somehow to the best of our ability but see that in your times, this mission shall not be blamed.
- Dear ones! My prayers are with you. May Allah protect you always and never be unsuccessful.
- May Allah keep you away from every grief and sorrow. Let the sun always shine on you and the dusk never appear.

(Kalam-e-Mahmood)

## A SERVANT OF ALLAH IS IN SEARCH OF YOU

- ❖ Do you know to work hard? So much so that it could be for 13 to 14 hours a day?
- ❖ Do you know to speak truth? So much so that you never lie at any cost? Even your near and dear friend would not lie before you. If anyone talks false stories having no reality, you should express your hatred towards it.
- ❖ Are you free from the sentiments of false prestige? Can you sweep in the streets and carry the luggage on your shoulders in the streets? Can you announce with high pitch in the market place? Can you walk in the street for whole day and stay awake for the whole night?
- ❖ Can you observe Itekaf (retirement for continuous prayers), which means
  - a. Sitting in a place for days together
  - b. Sitting in zikr (recital incantation) for hours together.
  - c. Speaking to no one for hours and days together.
- ❖ Can you travel alone with heavy loaded luggage without a penny in your pocket among enemies, opponents and strangers for days, weeks and months together?
- ❖ Do you agree that there are some people who do not come across any defeat? They don't like to hear the very word "defeat". They get ready to dissect the mountains and draw the rivers. Do you think that you can do such a sacrifice?
- ❖ Do you have the guts to say "Yes" when the whole world says "No"? When everyone laughs at you, you still maintain your decency? When people want to chase and threaten to kill you, instead of escaping, you should stay

and ask them to kill you. Don't get convinced by them because they tell lie, but you can convince them because you are sincere.

- ❖ You should never say that you had worked hard but Almighty Allah made you unsuccessful, rather, you should agree that you are responsible yourself for every failure. You should have a firm faith that whoever works hard, will be successful and the one, who is not successful, has not worked at all

If you are a person of these characters, then you possess the abilities of a successful Missionary and a good business man, but are you one?

A servant of Allah is in search of you since long a time.

O' Ahmadi young men! Seek such a person in your region, your city, your street, your house and in your heart.

**Mirza Mahmood Ahmad**  
**(Al –Musleh Mawood)**

## **A brief introduction of Majlis Khuddamul Ahmadiyya**

Majlis Khuddamul Ahmadiyya is a spiritual organization of young men. It came into existence in the year 1317 HS (1938) under the guidance of Hazrat Musleh Mawood<sup>(RA)</sup>. It is compulsory for every young man of 15 to 40 years to join this organization. Every member of this organization is called Khadim (servant). For Ahmadi children from 7 to 15 years, a separate organization called Majlis Atfalul Ahmadiyya is formed, working under the supervision of Majlis Khuddamul Ahmadiyya. Each member is called “Tifl”. The Sadr Majlis Khuddamul Ahmadiyya Bharat is the chief superintendent of both organizations, performing duties as per the constitution and instructions of Hazrat Khalifatul Masih.

In order to implement the programmes of the Majlis smoothly and to function better, the entire work of the organization has been divided into various departments. The following office-bearers are appointed to extend their help to Sadr (president) Majlis Khuddamul Ahmadiyya in the centre.

- Naib Sadr Awwal and Naib Sadr Duam
- Mu’tamad (General Secretary)
- Muhtamim (Manager) Khidmat-e-khalq (Service to humanity)
- Muhtamim Taleem (education)
- Muhtamim Umoor-e-Tulba (Student affairs)
- Muhtamim Tarbiyat (spiritual Training)
- Muhtamim Tarbiyat for Nau-Muba’in (New Members)
- Muhtamim Maal (Finance)
- Muhtamim Umoomi (General, Sundry)

- Muhtamim Sehat- e - Jismani (Physical Health)
- Muhtamim Waqar-e-Amal (Dignity of Labour)
- Muhtamim Sanat-o-Tijarat (Industry & Commerce)
- Muhtamim Tahrik-e-Jadeed
- Muhtamim Atfal
- Muhtamim Tabligh (Propagation/preaching)
- Muhtamim Tajneed (Enrollment)
- Muhtamim Isha'at (Publication)
- Muhtamim Muqami (local)
- Mavin Sadr I (Assistant)
- Mavin Sadr II (Assistant)
- Muhasib (Audit)

The Majalis shall prepare their programmes in the light of principle instructions of National office-bearers also and function accordingly.

**Note:** The monthly reports and all official letters should be addressed to Mu'tamad (General Secretary), Majlis Khuddamul Ahmadiyya Bharat.

## **LOCAL TANZEEM**

### **Majlis**

It is essential to form a local Majlis Khuddamul Ahmadiyya in a place, where there are more than one khadim or one Khadim and two Atfal. The Chief of local Majlis is called Qa'id. For the help of Qa'id, a local Majlis Amala (Executive body) is formed as in the case of National Majlis Amala and its members are called Nazimeen (Administrators). Each Nazim is responsible for his respective department. It is necessary that every Majlis shall



send its monthly report to the central office.

### **Halqa (Sector)**

If the area is wide and the strength of Khuddam is large and difficult to manage, the area of such Majlis shall be divided into Halqa (sector). The In charge of each Halqa is called “Zayeem” and other members are known as “Naib Zayeem” and “Muntazimeen”.

### **Hizb (Group)**

Every Majlis is divided into groups of ten members (more or less) each. A Sa’iq (leader) is appointed for each group to look after. Any Khadim, whether he is a Qa’id or any other office-bearer, shall not be out of the division of groups. This group-wise division is the essence of our organization. Therefore, special attention should be given to it. It is the duty of every SA’IQ to have a regular touch with all Khuddam of his group according to the instructions of local Qa’id and Zayeem. He shall supervise the performance of Khuddam and guide them in their respective department.

### **Appointment of Office- bearers**

The local Qa’id and Zayeem-Halqa are chosen through election, the approval of which has to be obtained from the Sadr Majlis Khuddamul Ahmadiyya Bharat. The local Qa’id shall be elected for two years and Zayeem-Halqa for one year. All other office-bearers are nominated for one year.

Remember that the year of Khuddamul Ahmadiyya commences from 1st Nabuwat (November) and ends on 31st Ikha (October). The local Qa’id has to get an approval of the

proposed Majlis Amala from Sadr Majlis, every year. The Zayeem then forms the Majlis Amala of Halqa (Sector) and gets approved from Local Qa'id.

### **Responsibilities of State/Zonal Qa'id**

Depending upon the requirement, the Sadr Majlis shall appoint his representatives to have an overall supervision on State/Zonal Majalis. That representative is called State/Zonal Qa'id. It is the duty of State /Zonal Qa'id to have a survey of all majalis as to whether they are complying with the instructions of the central office. They actuate inactive Majalis. The State/Zonal Qa'ideen can appoint an executive body at State/Zonal level, depending upon the necessity, for the sake of their assistance and its approval has to be obtained from Sadr Majlis.

### **Procedure for establishment of New Majalis**

In a place where there are minimum two Khuddam or one khadim and two Atfal, Majlis Khuddamul Ahmadiyya has to be established. Although It is the primary duty of State/Zonal Qa'id to establish Majalis at such places, but local Qa'ideen and other Khuddam should also find out such places in their surroundings where there is no Majlis established yet. The central office and the State/Zonal Qa'ideen should be kept informed whenever they come to know about such places so that Majlis can be formed immediately.

Bear in mind that every Khadim and Tifl should necessarily be linked with some or the other Majlis. Therefore in any place, if it is difficult to establish a Majlis due to lack of strength or any other reason, with the permission of State/Zonal Qa'id /central office, their names can be enrolled with a nearby Majlis. If there

are some Khuddam living alone and not attached to any Majlis, they should be contacted and their particulars should be sent to the central office.

### **Rules and regulations of election**

1. The election of Qa'id shall be held under the supervision of a central representative, State/Zonal Qa'id, Amir or president of the Jama'at. In the presence of more than one as mentioned above, the same order is to be maintained for presiding over the election meeting. Any Khadim, whose name is being presented in the election, will not preside over the election meeting. The election of Zayeem can be conducted under the supervision of the local Qa'id or his representative.
2. The Khadim, whose name is being presented for the post of Qa'id or Zayeem, should be regular in prayers (Namaz) five times daily. He should know to read the Holy Qur'an (Nazira). In case of rural and Nau-Muba'in-Majalis, if none is available who can recite the Holy Qur'an, there shall be a condition that he will start learning the Qur'an Kareem Nazira. He should be regular in paying compulsory subscription of Jama'at and Majlis. He should be truthful and honest. He shall abide by the rules of the Majlis. He should maintain beard. (If such a person having beard is not available, then special permission is to be obtained from the Markaz (centre) in this regard as an exceptional case.
3. The election of local Qa'id is for two years. A Qa'id shall not be elected for three consecutive terms except that Sadr Majlis has already permitted as an exceptional case. A Zayeem-Halqa is elected for one year and no Khadim can

be elected as Zayeem Continuously for more than four times. In other words, there should be a change in every fifth year compulsorily.

4. The election shall be open (for e.g., by show of hand). The propaganda against any person is undesirable and improper. If anyone tries to canvas, it should be brought to the notice of the centre. Also it is not fair on our part to remain impartial during election process. It is compulsory for every Khadim to exercise his right to vote in favour of anyone.
5. The proceedings of the election should be sent to the Sadr Majlis in the prescribed report form. The Sadr Majlis has full right to approve or reject the election. The present office-bearers shall continue to hold their offices till the approval of the next election.

### **ADVISORY COUNCIL (MAJLIS SHURA)**

Majlis Shura is the central institution of consultation, where all the important matters about the Khuddamul Ahmadiyya and the suggestions received from Majalis (after discussing in general meetings) are considered. Also, this institution reviews the budget of income and expenditure. The election of Sadr Majlis is held in Majlis Shura. The session of Majlis Shura is held every year on the occasion of Annual Central Ijtema .The proposals of Majlis Shura are sent to Hazrat Khalifatul Masih for sanction and enforcement thereafter.

For every 20 members or part thereof, one representative from each Majlis, shall be elected for Majlis-e-Shura. Every Qa'id shall be a member of Majlis-e-Shura but shall be included in the total number of representatives for which Majlis is entitled. The one who officiates in place of Qa'id cannot be the

representative of Majlis Shura unless he is elected like other representatives.

### **COMPARISON BETWEEN MAJALIS (KHUDDAM & ATFAL) STATE/ZONAL /LOCAL (Criteria for special prize)**

In order to create a competitive spirit among all Majalis of Khuddam-ul- Ahmadiyya and Atfal-ul-Ahmadiyya, throughout India, the Central Office of Khuddamul Ahmadiyya Bharat, after duly considering their meritorious services and activities, distributes certificates of distinction to first ten Majalis every year and these certificates shall be signed by Huzur Anwar, apart from Sadr Majlis. The Khilafat jubilee flag as a rolling award for one year is handed over to the first outstanding Majlis in over all activities.

It is a great honour, which every Majlis should try to secure. The prescribed criteria for securing a special prize are enlisted in the last pages of this booklet, so that the Majlis can take serious note of it and act accordingly. There shall be a comparison between State/Zonal Qa`ideen also for their yearly performance. Special certificates shall be distributed to the first five state/zonal Qa`ideen.

### **PUBLICATIONS OF MAJLIS**

The following books and forms are supplied by the office of the Majlis Khuddamul Ahmadiyya Bharat to all Majalis according to their need.

- Basic constitution and the Laeh-e-Amal of Majlis

Khuddamul Ahmadiyya and Atfalul Ahmadiyya.

- Monthly report forms - Khuddam and Atfal
- Tajneed (enrollment) forms - Khuddam and Atfal.
- Budget forms - Khuddam and Atfal.
- Individual account forms and Day Book(of accounts)
- Receipt Books of subscription –Khuddamul Ahmadiyya

Majlis Khuddamul Ahmadiyya Bharat has published some religious books to educate Khuddam and Atfal (Mashal-e-Rah, Maloomat- Ba- silsila Khilafat Ahmadiyya, Kamiyabi ki Rahaen, Aqlaq-e-Ahmad) Monthly magazines namely “Mishkat” and “Rah-e-Iman,” are also published and sent to the subscribers through post.

### **FOR THE ATTENTION OF QA`IDEEN**

1. Persuade all office-bearers to read specifically the basic constitution, Laeh-e-Amal of Khuddam and Atfal and the norms for securing special prize. After organizing classes of refresher course, examination should be conducted and the result should be informed to the Markaz.
2. Those Qa`ideen who have not yet obtained the approval of new Majlis Amala, should form the Majlis Amala immediately and get an approval.
3. The monthly performance report should be sent till the 5th of next month. Likewise, the enrollment and budget appraisal forms in printed format should be completed and dispatched to the central office till 31st December.

# **LAEH-E-AMAL MAJLIS KHUDDAMUL AHMADIYYA**

**(Departmental guidelines and information in detail to  
Office- bearers of Khuddamul Ahmadiyya)**

## **SHO'BA ITEMAD (Department of Secretariat)**

### **1. Elections**

The election of a local Qa`ideen shall be held once in two years but before the end of the period from 15th September to 1st October. After getting the approval, the new Qa`id shall take over the charge with effect from 1st November. Wherever the election of Qa`ideen is not held for the current term, the Majlis shall arrange for the same immediately and obtain approval from Sadr Majlis. Likewise, the Majalis-Halqa should complete the election process of Zayeem for the next one year. Whenever the necessity arises to elect Qa`id or Zayeem during the year, there should not be a delay, so that the Majlis should not face any problem, during the course of action while taking reformatory measures.

### **2. Appointment of Office- bearers**

It is necessary for Qa`ideen to form the Majlis Amala in time and get the approval from central office as per rules. In the same way, the Zo'ma of Halqa should get the Majlis Amala formed and approved from Qa`ideen in time.

### **3. Office of the Majlis**

As far as possible, every Majlis should set up its office, where all the office- bearers and staff can perform their duties in a pleasant manner and the entire record of the Majlis can be preserved safely.

### **4. Meetings**

- Every month there should be a meeting of Majlis Amala.
- Every Majlis should hold general meeting (Ijlas Aam) at least once in a month. In case, Majlis is divided into Halqa, each Halqa should conduct separate meetings in addition to the meeting of main Majlis. Try to include all Khuddam of Halqa in such general meetings.
- It is necessary to conduct separate meetings for Atfal also.
- The proceedings of the meetings both, local as well as sector wise Majlis, should be properly recorded in a register so that the central representatives can verify these registers during their official visit. Moreover, a copy of the proceedings of such meetings should be forwarded to the central office.

### **5. Monthly performance report**

Every Majlis shall necessarily send its monthly performance report till the 5th of next month. All columns in the prescribed monthly report form should be filled up completely with definite facts and figures. Also, do not forget to write the replies to enquiries and comments on the previous monthly report. A copy of the monthly report should be sent to state /zonal Qa'id and the third copy



should be retained for office record. The details of the department of general affairs (Sho'ba Umoomi), the minutes of the meetings of Majlis Amala and general monthly meeting should be sent to the central office separately.

**6. Ijtema (Gathering)**

In order to manifest the hidden talents of Khuddam and Atfal and to create the competitive spirit among them, a local Ijtema is held once a year. The programme of Ijtema is usually sent to all Majalis by the central office in the beginning of the year itself. As per this programme the Majalis hold various educational as well as sports competitions. After celebrating the Ijtema locally, the Ijtema is held at State/Zonal level. All Majalis of the state/Zone represent and participate in this Ijtema without fail. The approval of the dates of Ijtema is obtained from the central office in advance. Sadr Majlis or his representative would attend State/Zonal Ijtema with a view to encourage Khuddam and Atfal.

**7. Security of assets (Books and forms)**

It is necessary for every Majlis to keep an account of the stock such as official record, Receipt book, Daybook, Account book, Stationary items etc. Whenever the leadership is changed, the charge should be handed over as per record, in the presence of a high rank officer of the Majlis or Jama'at, a copy of which should be sent to the central office.

## **8. Important Duties of Mu'tamadin (General Secretaries)**

- a. The mu'tamad (General Secretary) is responsible for maintaining the record of all proceedings of the Majlis, central publications, circulars, total correspondence and for keeping an account of stationary items. Further he is responsible to send his report to the central office in time.
- b. The Mu'tamad is responsible to give replies to the inquiries made by the central office in time.
- c. It is responsibility of the Mu'tamad to collect reports from Nazimeen and Zo'ma every month.
- d. Every Mu'tamad should have a special register called "RED BOOK" in which suggestions to improve the quality of work, identification of errors, on the basis of past experience and methods of rectification should be noted down so that the new office- bearers can be guided by referring these registers.

## **9. Annual Performance Report**

It is necessary that the annual performance report should reach the office of Khuddamul Ahmadiyya Bharat before one and half month from the date of annual Ijtema. The correct procedure of compiling the annual performance report is to refer the copies of the monthly reports preserved safely and make a gist of all such reports. While preparing the annual report, it should be noted that the gist contains definite facts and figures along with necessary explanations. For example in respect of Sho'ba Waqar-e-Amal, the information to be submitted is as

under:

The total number of Waqar-e-Amal during the year.....,

Names of places where Waqar-e-Amal was arranged.....,

Type of Waqar-e-Amal..... percentage of attendance in Waqar-e-Amal.....

#### **10. Representing the Annual central Ijtema**

The Annual Central Ijtema of Khuddamul Ahmadiyya Bharat is usually held at Qadian in the month of Ikha (October). On such occasion, the Khuddam and Atfal spend their time according to the programmes prescribed.

In addition to informative and reformative speeches, various academic and sports competitions are conducted.

Our central annual Ijtema is purely a religious gathering, which is organized to fulfill the vital object of education and spiritual training for the youth and children of Jama'at Ahmadiyya. Keeping in view the extreme importance and benefits of Ijtema, Hazrat Khalifatul Masih III RA had emphatically said:

“Our goal can be achieved only when we put our efforts.

Our traditions and practices should be such that every Jama'at is necessarily participating in these gatherings and this is the least requirement”.

It is to be taken seriously that not only Qa'ideen themselves should attend this blessed spiritual gathering but see that a large number of Khuddam also, especially Nau Muba'in attend such gathering. Let it be clear that the number of participants in the previous Annual Ijtema is also taken into account while comparing Majalis.

**SHO'BA TAJNEED**  
**(Department of Enrollment)**

1. Every year all Majalis should note down the following particulars of Khuddam in the register of enrollment, Name, father's name, date and year of birth, date of taking oath of allegiance, educational qualification, whether you can read the Holy Qur'an orally and with translation? Do you know the commentary of the Holy Qur'an? Do you know the Namaz with translation? Occupation, monthly income, Mosi or non-Mosi, whether your name is included in Waqf-e-Jadeed & Tahreek-e-Jadeed? Do you know driving and cycling? Do you know to operate a computer? Swimming? When are you completing 40 years of age? Married or single? Blood group? Field of expertise? Educational awards, permanent address. Do you hold any official post (Uhada) in Khuddamul Ahmadiyya and in Jama'at?
2. Nazim Tajneed shall be responsible to keep the enrollment (Tajneed) register updated always. There should not be any young man of 15 to 40 years in his Halqa (sector) who is not included in the organization of Khuddamul Ahmadiyya.
3. All Majalis shall send the enrollment form duly filled up by the end of Fateh (December) to the Central office. Forward a copy to state / Zonal Qa'id and retain a copy safely for the office record.
4. In a Majlis where the number of Khuddam is more than 15, such Majlis shall be divided into groups of 10 Khuddam each. A Sa'iq is appointed for each group to have a close supervision. Special attention is to be given to a group

system i.e., "Ahzab". These groups shall be identified in the names of noble characters, such as sincerity, bravery, trustworthiness or shall be named after great people like 'Umar' 'Tariq' 'khalid' etc.

5. Those Atfal who complete 15 years of age as on 31st October shall become the member of Khuddamul Ahmadiyya from 1st November i.e. the commencement of the New Year. Those who are completing 40 years shall be relieved to join Majlis Ansarullah with effect from 1st Suleh (January) i.e. the beginning of the next calendar (Shamsi) year.
6. It is the duty of every Khadim to inform his Qa'id before leaving the present Majlis. He should inform the new Qa'id about his joining to the new Majlis immediately.

### **SHO'BA TARBIYAT** **(Department of spiritual Training)**

1. The purpose of this department is to provide spiritual training for all Ahmadi young men in such a way that they follow Qur'anic injunctions, adopt high morals and good manners. National spirit should be created within them. They should develop a live relationship with Allah, the sense of honour towards the oneness of Allah, loyalty and trust with Allah. They should have a passion of love towards the Holy Prophet SAW and sympathy towards the creature of Allah. The real purpose of the advent of Hazrat Masih Mawood AS has to be fulfilled through these young men. To achieve this purpose, the following ways can be adopted.

❖ Tarbiyati speeches

- ❖ Tarbiyati articles
- ❖ Official tours
- ❖ Letters and circulars
- ❖ Pamphlets and announcements containing spiritual matters
- ❖ Personal visits
- ❖ Spiritual training classes
- ❖ Providing opportunities for Khuddam to have the company of scholars and elderly people.
- ❖ Have a regular contact with and extend co-operation to Nazarat Islah-o-Irshad, Ansarullah, etc
- ❖ Reading books of Hazrat Masih Mawood AS, literature of the Jama'at, newspapers and magazines.
- ❖ Pay holy visit to Qadian, the centre of Ahmadiyyat at least once a year.
- ❖ Write letters to Hazrat Khalifatul Masih v Atba.
- ❖ Have a close watch on non-Islamic tendencies in the society and adopt possible ways to overcome.
- ❖ Listen and watch Huzur's Sermons and addresses, Majalis Irfan and Mulaqat programmes.
- ❖ Draw benefits from MTA programme (If there is no MTA facility in Majlis, arrange for installation of MTA immediately).
- ❖ Be punctual in offering congregational prayers.
- ❖ Convey the instructions of Hazrat Khalifatul Masih to every Khadim Immediately.
- ❖ Advise Khuddam to keep away from drugs and other social evils.

**Note:** It is necessary to mention in every monthly report, the steps taken for spiritual training and reformation

## **2. Educational & Training classes and Gatherings**

Every Majlis shall conduct educational and training classes during vacations depending upon the circumstances, every year and shall necessarily organize gathering till the month of August. Likewise, annual gathering is to be held at state/Zonal level also. Local Tarbiyati classes have to be conducted for at least 15 days during the year.

## **3. A blessed scheme of Waqf-e-Arzi**

The blessed scheme of Waqf-e-Arzi has been proved to be the most effective source of education and spiritual training for every member of the Jama`at especially for young men and children. This scheme has come up with lot of good results. Therefore, every Majlis should persuade Khuddam to take part in this blessed scheme. Khuddam shall necessarily render their services, especially in their nearby regions under Waqf-e-Arzi scheme.

## **4. Muslim Television Ahmadiyya International**

By the grace of Allah, out of many blessings of Khilafat-e-Rabia, "MTA international" is one among such greatest blessings. In the present age, the vulgar programmes of TV, nudity and obscenity are creating a very bad effect on children and young men, but the Almighty Allah has granted us the great blessing of MTA, through which various programmes of Huzur are telecasted. Likewise, the Almighty Allah has bestowed upon us, an unparallel institute, functioning 24 hours a day, where we can quench our thirst religiously, worldly, spiritually, and educationally. Now, the need of the hour is to watch as

many programmes as possible. Try to achieve maximum benefit from Huzur's sermons, addresses, Majalis Irfan' (Q & A session) etc. We should pass on this benefit to others also. Prepare and send excellent and informative programmes for MTA.

#### **5. Tahreek Waqf-e-Nau**

In view of the huge responsibilities coming ahead on Jama'at and in response to the will of Allah Hazrat Khalifatul Masih IV R A announced a scheme of Waqf-e-Nau on 3rd April 1987 to prepare a divine Army. By the grace of Almighty Allah, a large number of Waqfeen-e-Nau has joined the organization of Khuddamul Ahmadiyya at present. It is a great trust of Almighty Allah, flourishing in our hands or in our surroundings. We owe a great responsibility to educate and reform them. Every Majlis should try to educate them and provide spiritual training as per the instructions received from Markaz (centre). Prepare them as per syllabus of Waqf-e-Nau according to their age. Thus, every possible effort shall be made to bring them up, in such a way that they shall be able to fulfill the object of this scheme in the most dignified manner. Every possible effort should be made to educate and train them, jointly with the help of local secretary Waqf-e-Nau.

#### **6. Special programme**

The department of spiritual training (Tarbiyat) is the essence of all departments, because the object of the religion itself is to reform the mankind and to establish a live relationship with Allah. Special programmes under this



department are noted below. The office-bearers should pay special attention to the following virtues and put into practice.

- ❖ Show a sense of honor towards the unity of Allah and be loyal to Him.
- ❖ Show a sense towards the lofty station of the Holy prophet, SAWS the seal of the prophets.
- ❖ Offer prayers in congregation and Tahajjud prayers as far as possible.
- ❖ Congregational Tahajjud prayer should be arranged at least once a month.
- ❖ Inculcate the spirit in Khuddam that they are satisfied not only in offering mandatory prayers (farz) but also voluntary prayers (Nawafil), to seek the pleasure of Allah.
- ❖ Passion of brotherhood and sympathy towards creatures.
- ❖ Perform every good deed in a beautiful manner with hearty pleasure.
- ❖ Adopt high moral qualities like honesty, integrity, truthfulness, obedience, fulfillment of promises, sacrifice and forgiveness and adherence to Islamic traditions.
- ❖ Read books of Hazrat Masih Mawood. AS

The Majlis shall endeavor to remove the following defects:-

Falsehood, back-biting, suspicion, cruelty, laziness, intoxication, absurdity, misrepresentation, dishonesty, bad intention, wearing no veil, spending on costly dresses and luxurious lifestyle (spendthrift), mutual differences creating bad effect on Jama'at

- ❖ The Qa'ideen of Majalis shall make Sa'iqeen responsible for tarbiyat of the members of their group

individually .Whatever guidelines are issued with regard to tarbiyat, the Sa'iqeen should convey the same to all Khuddam and see that these guidelines are followed.

- ❖ Special attention should be given with regard to offering of Congregational prayers and for this purpose, select a few Khuddam monthly, and make them punctual to offer Congregational prayers, so that by the end of the year, there will not be any Khadim who is not punctual in prayers. Moreover Sa'iqeen should bring the members of their group (Hizb) to the mosque for prayers. The result of such efforts should be mentioned in the monthly reports with facts and figures. With regard to offering of prayer in congregation, Hazrat Khalifatul Masih v ATBA says. "Every Ahmadi Khadim and Tifl should be so punctual in prayers five times that every Ahmadiyya Mosque should be in full swing with Namazi. The prayer should be your spiritual food .Your condition without prayer should be like that of a fish which does not exist without water. Remember, your life without prayer will be tasteless as well as baseless.

(Mashal e Rah Vol 5 page 164-165)

- ❖ Majlis should pay full attention to the scheme of memorizing the Holy Qur'an (Tahreek Hifz Qur'an) launched by Hazrat Khalifatul Masih III RA. Under this scheme maximum number of Khuddam should be made to learn by heart at least one volume (Parah) each. Majlis should maintain record of such Khuddam who have memorized one Parah. Their names and addresses should be furnished to the Central office. These names will be sent to Huzur for prayers, Insha Allah.

- ❖ Hazrat Khalifatul Masih IV RA, during his Friday sermon dated 24th November 1989 had drawn our attention towards the five basic moralities to be adopted in our day-to-day life. The five basic moralities are :-
  1. Truth
  2. Soft and smooth language
  3. Sympathy towards creatures, realizing other's problem and solving it.
  4. Courage
  5. Firm determination and bravery.
- ❖ Special arrangements should be made to listen and to make others listen to the sermons of Huzur Anwar. Ask Khuddam to prepare summary of the sermons also.

### **SHO`BA TARBIYAT NAU MUBA`IN** (Dept. of spiritual training for new converts)

Hazrat Khalifatul Masih IV RA graciously accepted the proposal of Majlis Shura, Khuddamul Ahmadiyya Pakistan - 1995 and permitted to establish a department of spiritual training for Nau Muba`in in Khuddamul Ahmadiyya Pakistan in the year 1995-96.

In India, this department was started in the year 2001-02. Hazrat Khalifatul Masih IV RA graciously permitted the post of Muhtamim Tarbiyat Nau Muba`in. The following instructions have been received from Hazrat Khalifatul Masih v ATBA regarding this department on 10 -10-2003.

In his own words,

*“I am adding a new department of Muhtamim Tarbiyat- Nau Muba`in in your Majlis Amala. It will be*

*a full-fledged department and the In-charge/Qa'id/Muhtamim of this dept will be the regular members of Majlis Amala and from this angle, they will be the members of Majlis Shura also."*

The purpose of establishing this department is to provide education and training to new members of Khuddamul Ahmadiyya and Atfalul Ahmadiyya in such a way that they become active, sincere and dignified Khuddam of silsila Ahmadiyya, founded by Hazrat Masih Mawood AS. The following points are to be kept in view in this connection.

1. Bring maximum number of Nau Muba'in on the occasion of Jalsa, Ijtema, Training camps etc., as a visit to the sacred relics at Qadian Darul- Amaan.
2. Enroll the names of all Nau Muba'in in the register of Khuddam and Atfal according to their age and include them in the local budget.
3. Advise Nau Muba'in members to become punctual in offering congregational prayers and have a close supervision on them.
4. They should attend Friday prayer compulsorily.
5. Explain the importance and blessings of paying obligatory as well as voluntary contributions and include them in every financial sacrifice.
6. Inculcate the habit of writing letters to Huzur Anwar<sup>(ATBA)</sup> for prayers.
7. Arrange for competitions between Nau Muba'in Khuddam and encourage them by distributing prizes.
8. Invite them on happy or sad occasions and your social functions also so as to make them aware of real Islamic traditions

9. Persuade them to watch programmes on MTA especially Huzur's Friday sermons and suitable arrangements should be made for this. Persuade them and supervise continuously in this regard.
10. Prepare Nau-Muba'in to become Dai-Ilallah (Callers to Allah) so that, along with their self-reformation, they themselves can preach their own families and people of their locality, effectively
11. Arrange separate gatherings for Nau Mubai Khuddam and Atfal at state/Zonal level. Entrust the whole management of such gatherings to Nau Mubai Khuddam and Atfal.

### **SHO'BA TABLIGH** (Department of Propagation)

The Almighty Allah says in the Holy Qur'an:

أُدْعُ إِلَى سَبِيلِ رَبِّكَ بِالْحُكْمَةِ وَالْمَوْعِظَةِ الْحَسَنَةِ

(Al-Nahl v-126)

*Call unto the way of thy Lord with wisdom and goodly exhortation.*

In view of the above Qur'anic injunction, it is obligatory on every true Muslim to convey the message of Allah, but there is an extra obligation on every Ahmadi to a real Missionary of Islam. Hazrat Khalifatul Masih IV RA had advised us frequently that every member of the Jama'at should become Dai –Ilallah (caller to Allah). In the same manner, Hazrat Khalifatul Masih V ATBA has also drawn special attention towards Dawat-ilallah. To achieve this purpose, pay heed to the following points.

1. Organize "Haftha Tabligh" twice in the first and second

half of the year.

2. Organize Q & A sessions and invite non-Ahmadis. CDs containing Q&S sessions of Hazrat Khalifatul Masih IV RA, can be utilized and MTA programmes also can be shown.
3. Every Majlis should conduct Tablighi classes, in which the art of preaching, the arguments and replies in favour of 'Ahmadiyya school of Thought' and beliefs should be taught.
4. Propagate through personal as well as collective contacts, visits, letters and articles in News papers
5. Organize Tablighi meetings.
6. Distribute literature, pamphlets and booklets.
7. Arrange for keeping books, newspapers and magazines of Jama'at in public libraries.
8. Have good contacts with media of communication so that they should not spread any misunderstanding about Ahmadiyyat i.e. true Islam, due to lack of Knowledge. If any poster, news or pamphlet is published about Jama'at, send its original or Xerox copy to the Central office without fail. After obtaining approval from the centre a reply can also be given to them
9. The non-Ahmadis should be made aware of the "Ahmadiyya school of thought", our Tablighi and Tarbiyati activities and our services to humanity.
10. Organize Book stalls of the Jama'at.
11. Bring non-Ahmadis to Qadian, the centre of Ahmadiyyat on the occasion of Ijtema and annual conventions.
12. Develop social relationship and invite people to your residences. Contact at least five persons and make them

- aware about the beliefs and activities of the Jama`at.
13. Every Majlis should establish a branch of Ahmadiyyat in new village annually.

### **SHO'BA TALEEM**

#### **(Department of Education)**

The Holy prophet SAW says that seeking of knowledge is obligatory on every Muslim man or woman. In view of this, the purpose of educational department is not only to enable Khuddam acquiring knowledge of worldly things but also to enlighten them with spiritual Knowledge. The illiteracy is to be eradicated completely. Every Khadim shall at least:

- ❖ Have basic knowledge of Islam and beliefs
- ❖ Be able to read the Holy Qur'an (Nazira)
- ❖ Learn Namaz with translation
- ❖ Memorize any part of the Holy Qur'an with translation, specially the first 17 verses of Surah Al-Baqarah and the last 10 Surahs.
- ❖ Learn the funeral prayer and other short traditional prayers.

### **Schemes in detail**

#### **The Holy Qur'an**

- a. Try to create interest in recitation of the Holy Qur'an among Khuddam. For this purpose, competitions in recitation and memorization of the Holy Qur'an should be held from time to time.
- b. Create interest in Khuddam to learn the Holy Qur'an orally and with translation. Taleemul Qur'an classes have to be conducted regularly. Take assistance from local

Mubaligheen and Mu'allimeen and those who can teach the Holy Qur'an with correct pronunciation. Majalis can get audio cassettes and CDs from the office of the Taleemul Qur'an-Waqfe Arzi. We can also draw benefit from MTA programmes of teaching the Holy Qur'an.

- c. Persuade those Khuddam, who know the translation, to read the commentaries of the Holy Qur'an.
- d. Arrange for Dars of the Holy Qur'an in every Majlis regularly.

### **Namaz**

For those Khuddam who have not learned Namaz with or without translation, a proper arrangement has to be made for their learning. There should not be any Khadim who does not know the Namaz with translation. Every month, there should be some programmes for a week, in which special attention is to be given to teach Namaz with translation, memorize prayers and learn the Holy Qur'an by heart. In monthly reports, the number of Khuddam who are learning should be mentioned. Further we can be benefited by the book namely "Tadrees Namaz" in which Syedna Hazrat Khalifatul Masih IV RA has shed light on the philosophy of Namaz during Urdu classes.

### **Reading the books of Hazrat Masih Mawood<sup>(AS)</sup>**

Explain the importance of reading books of Hazrat Masih Mawood AS. Majalis Amala and office-bearers should be a role model for all Khuddam in reading these books. Books which are prescribed for reading in a particular month by the Muhtamim Taleem should be read by all Khuddam. At the end of every month, Khuddam should be examined. Ensure that



100% Khuddam are participating in the examination. The names of those Khuddam who have read the prescribed books should be written in the register. A library, containing books of Hazrat Masih Mawood AS, has to be set up in every Majlis. Khuddam should deliver lessons (Dars) on these books at home.

At the end of every month, “Majlis Muzakira” (open discussion) should be held on the prescribed book in which the introduction and subject matter of the book should be presented. It is better if the services of some noble and scholarly people are utilized. Khuddam should be provided opportunities to ask questions so that they can understand and remember the subject matter of the book. A lesson (Dars) should be delivered on the prescribed book in the mosque with the assistance of local Jama'at. As per the scheme of “reading books”, a particular book should be read, which is prescribed in the circular issued by Muhtamim Taleem.

Special prizes shall be distributed to those Khuddam who have completed the Holy Qur'an with translation and all volumes of Ruhani Khazayaen.

### **Majlis Ansar Sultanul- Qalam**

In order to create interest among Khuddam to write articles/essays, “Majlis Ansar Sultanul Qalam” has to be established.

Essay writing competitions should be held at local level, and every Khadim should take part in such competitions. Send good articles through Sho'ba Taleem to get them published in news papers, magazines, ‘Badr’, ‘Mishkat’ and ‘Rah-e-Iman’. Every year essay writing competition is held by the central office. At least one khadim from every Majlis should necessarily

participate in it. Prizes will be distributed to Khuddam securing first, second and third position in essay writing competition, on the occasion of annual central Ijtema. Stick on to the topic and date of submission of the article as per circular issued by the Muhtamim Taleem during the year.

### **Majlis Husn-e- Bayan**

In order to promote the ability of addressing, the Majalis should set up a “Majlis Husn Bayan”. Hold a meeting (ijlas) every month in which every Khadim should necessarily be given a chance to speak at least once during the year.

### **Daily /Weekly educational Class**

Every Majlis shall try to organize daily or weekly educational classes in which we the Majlis should arrange to teach the Holy Qur’an with translation, the Arabic and Urdu languages and educate illiterate Khuddam. List of illiterate Khuddam should be prepared and efforts should be made that every one of them is able to sign, read and write, up to a certain level. The illiterate or less educated Khuddam should be entrusted to highly educated Khuddam who can educate them suitably.

### **Reading Room and Library**

A reading room has to be necessarily set up by the Majalis. Large Majalis should establish a library and increase number of useful books gradually. Supervise that Khuddam are drawing maximum benefit from it.

### **Examinations-Deeni Nisab**

With a view to improve the standard of religious knowledge of

Khuddam, the religious syllabus is divided into two groups.

- a. Group No 1 – For Khuddam from 15 to 25 years
- b. Group No 2 – For Khuddam from 26 to 40 years

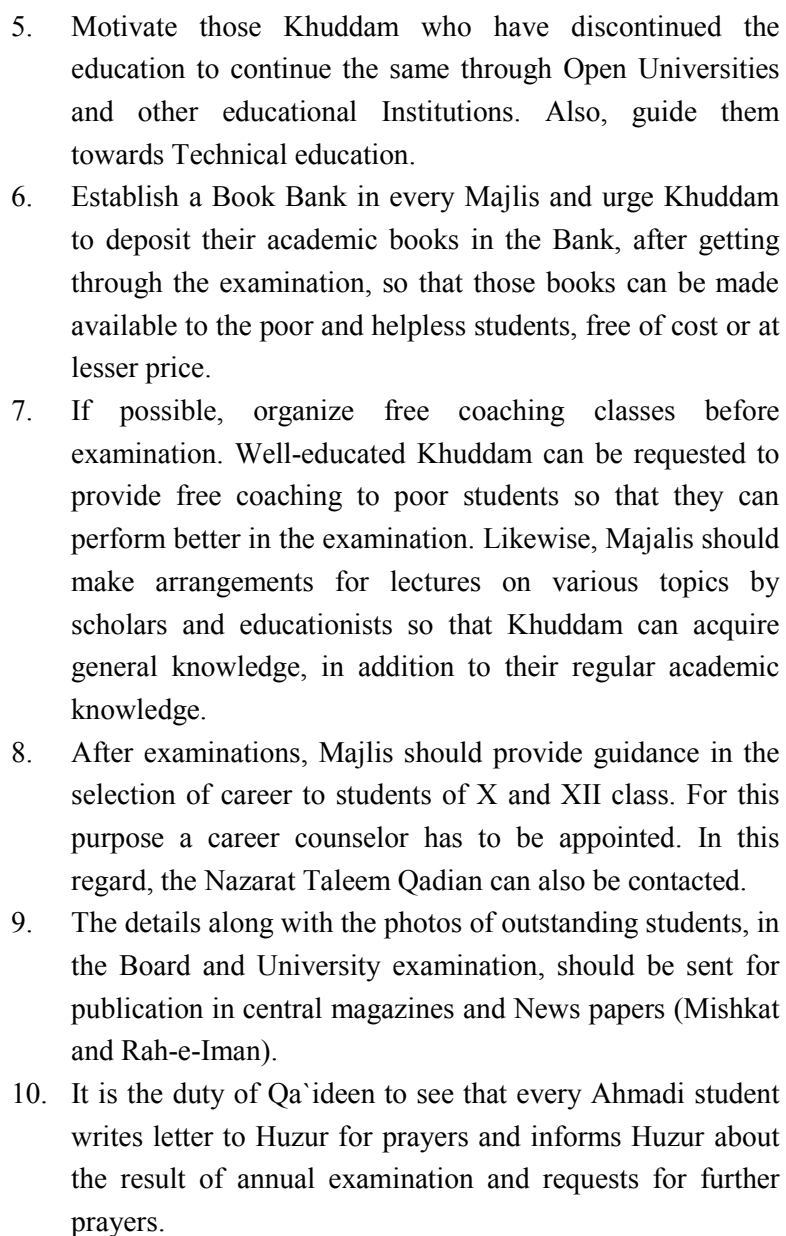
**Note:** As per the instructions of Hazrat Khalifatul Masih vATBA the religious examination shall be conducted three times during the year. The syllabus will be sent by Muhtamim Taleem for each group separately. Khuddam should prepare for the examination as per syllabus of their respective group.

All Qa`ideen are requested to prepare Khuddam for examination from the beginning of the year itself. Ensure that every Khadim and all office-bearers participate in the examination. The names of those office-bearers, who did not participate in the examination, should be reported to the centre. Certificates will be given to successful Khuddam from Central Office.

### **SHO'BA UMOOR-E-TULBA** **(Department of Student Affairs)**

Hitherto, the department of student affairs was functioning under the department of education. In the year 2005-06, at the request of Sadr Majlis Khuddamul Ahmadiyya Bharat, Hazrat Khalifatul Masih VATBA graciously approved the department of Muhtamim Umoor-e-Tulba and this department was separated from Sho'ba Taleem permanently. The purpose of this department is to raise the standard of Ahmadi students especially; those of colleges and Universities, from religious, moral and educational point of view and to safe guard the students from the present materialistic atmosphere and to persuade them to adhere to Islamic spirit and customs.

1. The Ahmadi students shall be made to understand that the future of their country, nation and Jama'at is very much dependant on them. It is their duty to seek worldly knowledge, but at the same time it is their duty to get decorated with the ornament of spiritual knowledge.
2. Examine as to what extent, the Ahmadi students of colleges and universities are connected with the Jama'at. Somehow, make them an integral part of the Jama'at and enlighten them regarding administration and traditions of the Jama'at.
3. In large Majalis, where the strength of Ahmadi students is more and in places where there is a good number of colleges and universities, we have to form the "Ahmadiyya students Association", Organize spiritual conventions, seminars and other programmes. Non-Ahmadi people can also be invited in such programmes. In this way, the Ahmadi students will be trained spiritually and their relations with others will develop and Jama'at will be introduced ultimately.
4. In compliance with the blessed scheme of Syedna Hazrat Khalifatul Masih VATBA, no Khadim should discontinue his education before intermediate (+2). The department of Umoor-e-Tulba should hold sessions to emphasize more on the importance and benefits of education. Parents also should be invited and insisted to provide higher education to their children. Advise parents to pay visits to the educational institutions frequently to know about their children's attendance and performance. It is the duty of Qa'ideen and Nazimeen of student affairs to supervise every khadim and Inform the Central office about the efforts made.

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5. Motivate those Khuddam who have discontinued the education to continue the same through Open Universities and other educational Institutions. Also, guide them towards Technical education.
  6. Establish a Book Bank in every Majlis and urge Khuddam to deposit their academic books in the Bank, after getting through the examination, so that those books can be made available to the poor and helpless students, free of cost or at lesser price.
  7. If possible, organize free coaching classes before examination. Well-educated Khuddam can be requested to provide free coaching to poor students so that they can perform better in the examination. Likewise, Majalis should make arrangements for lectures on various topics by scholars and educationists so that Khuddam can acquire general knowledge, in addition to their regular academic knowledge.
  8. After examinations, Majlis should provide guidance in the selection of career to students of X and XII class. For this purpose a career counselor has to be appointed. In this regard, the Nazarat Taleem Qadian can also be contacted.
  9. The details along with the photos of outstanding students, in the Board and University examination, should be sent for publication in central magazines and News papers (Mishkat and Rah-e-Iman).
  10. It is the duty of Qa`ideen to see that every Ahmadi student writes letter to Huzur for prayers and informs Huzur about the result of annual examination and requests for further prayers.

## SHO'BA KHIDMAT-E-KHALQ (Department of Community services)

Almighty Allah says in the Holy Qur'an:

كُنْتُمْ خَيْرَ أُمَّةٍ أُخْرِجَتْ لِلنَّاسِ

*"you are the best people raised for the good of mankind".*

*(Aal-e-Imran 111)*

As per this injunction we have to chalk out a comprehensive and a collective programme of social welfare and implement it. The real sympathy towards human beings is to be created among Khuddam. Khuddam should be ready to dedicate every kind of service to humanity irrespective of religion or caste, according to Qur'anic teachings. At times, when national calamities occur, we should make every effort in helping the victims. Motivate Khuddam, who are financially well off, to fulfill the needs of suffering people individually as well.

Following are the few examples of Khidmat-e-Khalq.

1. Be helpful in purchasing commodities for neighbors and try to remove the difficulties of the sick and miserable people.
2. Help the Mislead, blind and disabled people. To remove the troublesome objects like thorns and fruit peels from the road, to carry the luggage of weak and old people till their destination.
3. Visit sick people and be prepared to donate blood to the patients. If possible, get assistance from Doctors and hospitals for treatment of these people. The Homeopathic prescriptions of Hazrat Khalifatul Masih IV RA may also be used. Every Majlis should establish a "Tahir Homeo Dispensary". Every Majlis should keep a record of the blood group of Khuddam. Send a copy of this record to Central office and

additional copy to state/Zonal Qa'id.

4. Include less privileged people in all your happy occasions like festivals etc , behave well with prisoners and workers, fulfill the requirements of the needy people for e.g. feeding the hungry, donating seasonal clothes and taking care of orphans and poor. The particulars of orphans and poor should be sent to the Central office through Jama'at. Provide books to needy students and set up a Book- Bank for this purpose in large Majalis.
5. Motivate Khuddam to donate their eyes.
6. Arrange for cold drinking water in the summer season.
7. Observe needy houses with silence so as to help them in every possible way depending upon the sources available.
8. Extend help in the administration of marriages.
9. Extend help in funeral arrangements.
10. Offer services during floods or any other natural calamities
11. Put efforts collectively for the eradication of un-employment.
12. Conduct free medical camps at zonal and local level depending upon the circumstances.
13. There should be a team of blood Donors in every Majlis. In Government hospitals where there is a blood Bank; Majlis should get registered in the name of "Khuddamul Ahmadiyya, Khidmat-e-Khalq".

**SH' OBA MAAL**  
**(Department of Finance)**

**(A ) Rates Of Subscription**

**Chanda Majlis**

All earning Khuddam shall pay 1% of their monthly income

which means 1/100th of monthly income, with a minimum of Rs 5/- per month as Chanda Majlis. Non-earning Khuddam and students shall pay a minimum subscription of Rs 5/-per month as Chanda Majlis.

### **Chanda Salana Ijtema**

Every non-earning Khadim shall pay a minimum of Rs 20/- per annum towards Chanda Salana Ijtema. A Khadim, who is earning, shall pay @ 4% of one month's income towards Chanda Salana Ijtema in a year. Suppose if the monthly income is Rs.200, the subscription towards Ijtema payable will be Rs. 8/- per annum.

### **Chanda Atfal**

There is a separate budget appraisal form for Atfal. While preparing the budget of Khuddam, prepare budget for Atfal also. Every Tifl (child) shall pay a minimum of Rs 2.50 per month i.e.Rs 30/- per annum towards Chanda Atfal and minimum Rs 5/- towards Chanda Ijtema Atfal per annum.

## **(B) Budget Appraisal**

1. Every Majlis should complete the "Budget Appraisal Form" carefully and send it to the Central office by the end of Fateh (December). It is necessary to prepare the budget on actual income. While preparing the budget, ensure that every Khadim is included. If the name of any Khadim is included in the last year's budget but not in the current budget, mention the reason.

Also, mention the reason where income of any Khadim is



shown less, compared to last year. At the time of budget appraisal, the budget of Chanda Aam (compulsory subscription) should be referred. In this regard, seek co-operation from the Secretary Finance of local Jama'at.

2. The figures shown in the New Year's budget should be more, when compared to the previous year. This is the dignity of a Momin (believer).
3. To strengthen the faith of new members (Nau Muba'in), it is necessary to include them in financial Jihad. Hence, Nau Mubai Khuddam and Atfal should necessarily be included in the budget. 100% chanda should be collected from them as per the budget. In this connection, Hazrat Khalifatul Masih V ATBA has said "unless we include all Jama'at and Majalis in the financial Jihad and motivate them for financial sacrifices, neither we will come to know about their faith nor about our progress"

(Meeting of Majlis Amala Khuddamul Ahmadiyya Bharat  
with Huzur Anwar : 7th January 2006)

### **(C) Collection and remittance of subscription**

1. Special arrangement should be made to collect subscription every month from all Khuddam and Atfal according to Budget. Inculcate the habit of paying subscription by their will, in Khuddam.
2. The amount collected should be entered in the daily account book under different heads and each head of account should be totalled and it should be remitted to the central office by 20th of every month.

The subscription collected should be remitted through Bank

draft or cheque in the name of “Sadr Anjuman Ahmadiyya Qadian”. The details of subscription along with the draft / cheque should be sent to the office of the Majlis Khuddamul Ahmadiyya, Bharat

3. During the year, all Majalis should organize ‘Hafta Maal’ twice in the first half and the second half of the year, during which special attention should be given to recover the dues.
4. Every Majlis is responsible to remit 78% of the budget to the office of Khuddamul Ahmadiyya, Bharat. The remaining 22% can be utilized to meet the local expenses. It is necessary to maintain the account of all such local expenses. All other subscriptions should be remitted in full to Khuddamul Ahmadiyya Bharat.

### **(D) Collection of Donations**

1. One more category in the budget of Khuddamul Ahmadiyya, Bharat, is ‘Ataya’ (Donations), approved by Hazrat Khalifatul Masih. Hence every Majlis can collect donations during the year and remit the whole amount to Khuddamul Ahmadiyya, Bharat.
2. Majlis should prepare the budget, before collecting donations, keeping in view the local necessities, expenditure to be incurred on Tarbiyati classes and gatherings etc., and send it to the office of Khuddamul Ahmadiyya Bharat for approval. Majlis can collect donations only after getting the approval and not before. Proper record of receipts and payments of donations should be maintained and a copy of the same should be sent to Khuddamul Ahmadiyya, Bharat. It is necessary that all

kinds of contributions of Khuddam and Atfal, donations and subscriptions towards Mishkat and Rahe- Iman should be collected on receipt books supplied by Majlis Khuddamul Ahmadiyya only. No Majlis is authorized to get the receipt books printed locally.

**Note:-** The collection of such donations should not create any adverse affect, whatsoever, on obligatory subscriptions of Jama'at or Khuddamul Ahmadiyya.

### **(E) Miscellaneous Matters**

1. Bring the list of used 'Receipt books' audited by Inspectors and Representatives, and submit to the Central office so that the used 'Receipt books' can be dislodged from the records. Majalis should keep the used 'Receipt books' in their own custody. Majalis should maintain proper record of existing 'Receipt books'.
2. Do not collect any amount without issuing a "Receipt".
3. Use carbon paper necessarily while issuing a Receipt. If any receipt is to be cancelled, staple the original copy to the duplicate copy in the 'Receipt book', marking it as "cancelled" across the receipt and attest a signature.

### **SHO'BA TAHRIK-E-JADEED (Department of Tahrik-e-Jadeed)**

In every Majlis, a Nazim Tahrik-e-Jadeed has to be appointed.

- ❖ There are two parts of financial jihad in Tahrik-e-Jadeed.
  1. Obtaining commitments.

## 2. Collection of subscription

As far as commitments are concerned, every Majlis should obtain from all Khuddam and send this list to Majlis Khuddamul Ahmadiyya Bharat and maintain the record of commitments and collection of subscription (Tahrik-e-Jadeed). Remind Khuddam regularly, throughout the year for the payment of the subscription.

Try to include Khuddam who are financially sound, in the list of Mujahedeen (warriors in defense of faith) as “Mavineen-e-Khususi” (Special donors). (Mavineen-e-Khususi are those who donate Rs.1000/- or more)

- ❖ Every Majlis shall endeavor that at least one of its members dedicates his life for the cause of Islam. (Large Majalis where the strength of Khuddam is more than fifty should take it as obligatory on them to dedicate.) To achieve this motive, arrange for at least two speeches during the year on the subject of “dedication of life “ (Waqf-e-Zindagi)
- ❖ Draw the attention of all Khuddam in general meetings from time to time towards various aspects of simple life. There should be a regular supervision that Khuddam are adopting simplicity in food and clothing etc. Likewise, endeavor to fulfill the demands of Tahrik –e-Jadeed in every possible way. The financial year of Tahrik-e-Jadeed starts from 1st November.

## **SHO’BA WAQAR-E-AMAL** **(Department of Dignity of labour)**

The real spirit of Waqar-e-Amal is to create the sense that the Labour is a matter of dignity and sitting idle is matter of

shame. Therefore false prestige should not interrupt your work. Do not look down upon anyone with hatred for his lower job or occupation. Inculcate the habit of doing work on your own. Get used to hard work with struggle and pain. Waqar-e-Amal can be conducted at an individual as well as collective level.

### **(A) Individual Waqar-e-Amal**

There should be a special attention to the following matters and review simultaneously as to what extent they are being implemented.

1. Extending help at home
2. Shopping for the house.
3. Carry the luggage yourself, as far as possible during the travel.
4. Clean the mosques, graveyards, buildings owned by the Jama`at, streets and locality.
5. Wash your clothes by yourself.
6. Polish your shoes by yourself.

### **(B) Collective Waqar-e-Amal**

Majalis shall necessarily organize a group Waqar-e-Amal, at least once a month depending upon the sources and circumstances. In a collective Waqar-e-Amal, every member of the Majlis should participate. The activities of Waqar-e-Amal include repairing of roads, drainage and passage, filling the path holes, cleaning of mosques, prayer centers and graveyards , plantation, repairs of pillars, public parks, preparation of play grounds, decoration of surroundings etc. It is necessary to

organize ideal Waqar-e-Amal at least two during the year.

**For organizing an ideal Waqar-e-Amal, the following points have to be considered necessarily.**

1. From attendance point of view, the participating strength in a waqar-e-Amal shall not be less than 60% of total Khuddam.
2. The Waqar-e-Amal shall be a significant one and related to public welfare.  
For e.g. Road repairs, construction of bridge, Mosque and mission house, construction of houses for destitute and helpless people, decoration and cleaning of public places like Hospitals, Schools, Railway stations, Bus stand etc,
3. The duration of Waqar-e-Amal shall be at least for 3 hours.
4. Atfal shall be trained to work together with Khuddam during Waqar-e-Amal.
5. An ideal Waqar-e-Amal shall be held at least once a year at State/Zonal level also.

**The following points are to be kept in mind necessarily with regard to an ideal Waqar-e-Amal.**

1. Invite influential person of your locality either at the time of inauguration or at the end of the programme.
2. Send a copy of the appreciations received from non-Ahmadis or their comments if any, to the central office.
3. Send cuttings, photographs and reports published in the newspapers.
4. Send a specific report of Waqar-e-Amal to the Central office as early as possible. Send a report along with the pictures of Waqar-e-Amal so as to publish in “Mishkat” and

“Rah-e-Iman”.

Every Majlis should implement the following schemes and send a specific report.

### **Plantation**

Celebrate “Plantation week” by growing flowering plants and shady trees on the road sides, in vacant places and suitable areas near by Mosque and buildings owned by the Jama`at.

- ❖ Every Majlis should keep proper tools safely; rather one should try to add further tools every now and then. The central representatives and inspectors, during their visits, will observe, whether Majalis are having proper tools for Waqar-e-Amal or not.

## **SHO’BA SANAT-O-TIJARAT** **(Department of Industry and commerce)**

1. We should try to eradicate the unemployment and idleness among the young Ahmadi men. Persuade young men to adopt honorable professions in crafts like Blacksmith, Tailor, Carpenter, plumber etc., and bring back the dignity of such professions. Advise students especially to get education in technical institutes. Likewise, young farmers in villages should be provided information about professional courses like agriculture, poultry farming, fishery and horticulture. In villages some people do not have satisfactory job. (For e.g. there is a small piece of land but the dependent workers are more.) In such cases, persuade those people to come out from their houses and take up some other job. Send a list of such Khuddam who

are jobless and also details of their education and technical skill to State/Zonal Qa'id so as to provide them guidance in search of a job.

2. Every Khadim should have at least one technical skill besides his profession.
3. Every skilled Khadim should pass on his skill free of cost to at least one Khadim during the year.
4. Majalis should make efforts to establish Industrial training Institute in their own places.
5. A committee has to be formed at State/Zonal level in which the Nazim of Industry and commerce and other expert professionals should be included. Get the approval of the committee members from the centre. The committee should conduct meetings and suggest some possible ways and means of livelihood and employment, depending upon the necessity. This committee should gather information about the sources of employment. The centre should be kept informed by Qa'ideen about the employment opportunities which they know, so that other Khuddam also can draw benefit from such information.
6. At the time of Annual Local Ijtema, an exhibition cum sale of hand-made commodities by Khuddam should be organized so as to motivate other Khuddam.
7. Send a list of Technical experts and traders to the Central office with full particulars.
8. In places where technical training centers exist, Majalis should inform about this to the centre.
9. Simple techniques should be taught to Khuddam which can be useful at home.
10. Typing and computer knowledge is very much useful to



Khuddam.

11. Majlis should persuade Khuddam who are students, to learn various techniques and skills during vacations so that the leisure time can be made use of, in the best possible manner.
12. Professional experts in various fields should be invited to share their knowledge and skill with Khuddam. Majalis should provide information about the “Vocational Training” to Khuddam from time to time.
13. In order to provide technical education to young men, technical institute and Computer institute have been established at Qadian Darul- Amaan under the administration of Majlis Khuddamul Ahmadiyya Bharat, Khuddam should take maximum benefit from these institutes. Qa’ideen should inform Khuddam about this frequently

### **SHO’BA SEHAT-E-JISMANI** **(Department of Physical Health)**

Hazrat Khalifatul Masih III<sup>(RA)</sup> had said:

*“we cannot defeat the western nations unless we defeat them in the field of physical health, which means we should leave them behind from health point of view. We should do the work with full devotion”.*

(Al-Fazal Jalsa Salana Issue 1981)

### **Cleanliness and safety of health, collective and individual games.**

1. Teach etiquettes of cleanliness to Khuddam and advise

them to follow. With this intention, arrange for speeches by specialists, Doctors and other prominent personalities on various aspects of maintaining good health, for e.g. Keeping the body clean, maintaining cleanliness in the house, streets and localities, balanced diet, dangers of intoxication and smoking cigarettes, benefits of sports and exercises etc.

2. There should be a medical check-up for all Khuddam and Atfal at least once a year.
3. Provide good opportunities of entertainment and recreation through picnic and collective eating programme (kullu-jami-an).

Some precautionary measures of maintaining a good health:-

- a. Wear neat clothes and be clean.
  - b. Have regular bath and keep the body clean.
  - c. Use perfume/scent while participating in meetings and gatherings.
  - d. Avoid odorous eatables like onion, garlic etc., when you are attending meetings.
  - e. Follow the etiquettes of Islam while sneezing, yawning and coughing. These matters seem to be small but a small negligence may lead to, not only an unhappy atmosphere in the society but also cause diseases.
4. **Collective sports** : Pay maximum attention towards collective games like Kabaddi, Football, Badminton, Volley ball, Hockey, and Basket ball etc. Every Majlis should prepare a team of a particular game and send the names of good players with details to the Central office and a copy to State/Zonal Qa'id.

5. Sports competitions have to be conducted between other teams of the locality, city or district. Competitions are very much necessary to improve the standard of sports and to keep the competitive spirit alive.
6. **Individual sports :** Draw the attention of Khuddam to create an interest and play in individual games like running, Jumping, Shot-put etc., from the beginning of the year itself.
7. Supervise Khuddam players in such a way that they should make great efforts to raise their standard by working hard with a firm determination and interest during the year. If it is possible, establish “Ahmadiyya Sports club”.  
Make arrangements for sports of Khuddam and Atfal in places near to the Mosque so that they can be supervised from spiritual point of view, offer congregational prayers and be safe from the evils of the society.
8. After having a general survey of Khuddam, persuade those who are physically strong but are wasting their energy due to laziness and lack of knowledge, to play games. Arrange for their Tarbiyat and attendance in Namaz. New players should be groomed in every field of sports.
9. If Majlis does not have a sports team of its own and Khuddam are playing with other teams, in such case, keep a record of good players.
10. Depending upon the circumstances and financial sources, every Majlis should start a “Khuddam Club” (Gym) where Khuddam can play and do physical exercise.

### **Daily Walk**

Khuddam should inculcate the habit of going for walk daily

in the morning. Pay special attention in this regard.

### **Bicycle riding**

Bicycle riding has to be introduced among Khuddam and they should practice to go on long distance with fast speed. Training should be provided to those Khuddam who do not know cycling. Organize a programme of tour on bicycle at least once a year. During State/Zonal/ Ijtema, the members of nearby Majalis should arrive at Ijtema by cycling.

### **Horse riding and Swimming**

Depending upon the situation, persuade maximum Khuddam towards horse riding. The details of such Khuddam, who know horse riding, should be sent to Markaz. Advise Khuddam to learn swimming also.

### **Shooting with Catapult**

Shooting with catapult should be made common among Khuddam, and competitions in shooting with catapult should be held from time to time. Every Khadim should be advised to keep a catapult with him.

### **Sports and ethics**

While playing, we should never ignore truthfulness, obedience, principles and good manners. Try to encourage Khuddam. Along with the competitive spirit, one should accept the defeat with full pleasure. Even after the decision taken by judges seems to be wrong, accepting it without any reluctance, is a great morality without which, no one is fit to be called a player. It should be brought to the notice of Khuddam, time and again

that unless we compete with one another in the field of sports like any other competition, we should never remain satisfied. Players should inculcate the habit of praying, before the competition starts.

Further they should adhere to Islamic manners and shun from the non-Islamic formalities like touching the ground with hands and then to forehead, touching the feet of elderly people etc. Further, to encourage players during or at the end of the game, instead of clapping and whistling, the procedure of saying “Habbaza” (well done) should be introduced. The Nazimeen of physical health should organize these programmes locally after going through the instructions received from Markaz carefully.

### **SHO’BA ISHA’AT** **(Department of Publication)**

1. Every Majlis should subscribe for magazines like “Mishkat” and “Rah-e-Iman” in its name. State/Zonal Qa’ideen should strive in this regard. Urge members of the Jama’at who are financially good, to donate for magazines in the names of those Majalis which are unable to afford. Start periodicals in the names of those whom you preach.
2. Co-operate with the centre in recovering the arrears of subscription.
3. Persuade knowledgeable people to write informative, spiritual and educative articles in Mishkat and Rah-e-Iman.
4. Qa’ideen Majalis should try to increase the circulation of Mishkat among Khuddam. Large Majalis should pay special attention in this regard.
5. In addition to monthly reports, a brief report along with

photographs worth publishing in Badr, Mishkat, Rahe-Iman, about the activities of the Majlis Khuddamul Ahmadiyya and Atfalul Ahmadiyya, 'should be sent to the Markaz separately.

6. The urban Majalis should try to get advertisements for Mishkat and send it to the Markaz.
7. Develop contacts and have liaison with local press and get your activities published and send a copy of these reports to the Central office.
8. We should ask Khuddam and writers to show their interest in national problems and to send their articles and letters to newspapers regarding the welfare of the country. But the articles containing beliefs and stand of the Jama'at should necessarily be got approved from the centre in advance. Mention about these efforts in your monthly report.
9. It is the duty of every Nazim Isha'at to keep the members of the Majlis informed about the aims and objects of Khuddamul Ahmadiyya and Laeh-e-Amal through circulars, speeches and articles.
10. Majalis should not publish any matter without obtaining the permission of central office, for which Khuddam will be held responsible. The Manuscripts should be sent to the Central office before publication. (The instructions which are sent to Khuddam or Zayeem- Halqa relating to the departments of Majlis Khuddamul Ahmadiyya are exception to this rule).
11. Arrange for translation of Huzur's Friday sermons and addresses into regional languages and circulate the same to every Khadim and Tifl.

## **SHO'BA UMOOMI**

### **(Miscellaneous department)**

The purpose of this department is to create alertness, presence of mind and to inform about the present conditions of the world and the problems being created against Jama'at.

1. Majalis should act in accordance with the instructions of the Centre (Markaz).
2. Every Majlis should select some Khuddam possessing good health and potentiality to render security services. In addition to Karate training, such Khuddam should do physical exercise regularly. Further, during the functions of Jama'at like festivals, conventions, and gatherings these Khuddam should be allotted duties of security guard for the sake of practice.

The list of these Khuddam should be sent to the Central office so as to avail their services on the occasion of Jalsa Salana and other important functions of the Jama'at.

3. Every Friday, some Khuddam should perform the duties of Security Guard during Namaz at mosques and centers of the Jama'at.
4. Send confidential information about national, political and religious affairs to the centre.
5. Send the details of those Khuddam who have joined the Army in defense of the country. to the centre and a copy of the same to State/Zonal Qa'id also. Persuade other Khuddam also to join the army.
6. Every possible effort should be made to maintain peace and national integrity in the country. Sympathize with every one irrespective of religion or community.

**SHO'BA MUHASIBA**  
**(Department of Audit)**

1. After auditing the accounts and verifying the subscriptions collected (the donations received, local expenses incurred and remittance of share to central office), the Auditor of every Majlis should send a report in detail to Sadr Majlis Khuddamul Ahmadiyya Bharat at the end of every quarter. Submit a copy of the audit report to Qa'id so as to know the irregularities found during the audit.
2. It is the duty of every State/Zonal auditor to verify all the accounts of the state and zonal office every quarter and send a detailed report to Sadr Majlis Khuddamul Ahmadiyya Bharat, and a copy to the concerned Qa'id.
3. Apart from the local Auditor, the central auditor or his representative shall visit the Majalis depending upon the circumstances and check the annual statement of income and expenditure account.
4. Every Majlis should send annual statement of income and expenditure to the central office at the end of each year. The last date for submission is 21st November. In the monthly report, the auditor's performance should also be mentioned.
5. Every Majlis should maintain accounts as per the format of Day Book (of accounts) and individual accounts prescribed by the central office.
6. During the audit, the auditor should ensure that no subscription other than compulsory subscriptions (of Khuddam and Atfal) or donations (pre-sanctioned by the Central office), is collected on the Receipt book of Khuddamul Ahmadiyya. No receipt should be issued



without details, which means the 'Receipt' issued should contain the amount and the head of account under which the amount is collected.

7. From a security point of view, it is the duty of an auditor to check the assets of Majlis as per the register maintained and create a sense of savings by curtailing unnecessary expenses.

### **SHO'BA ATFAL** **(Department of Atfal)**

The main purpose of the programmes, coming under the department of Atfal, is to have a proper supervision over Ahmadi children and enable them to use their skill gifted by Allah for the progress of the Jama'at in the most dignified manner and character. The office-bearers of Atfalul Ahmadiyya are requested to go through Laeh-e-Amal again and again and suggest their future programmes accordingly.

#### **Tanzeem (Organization)**

A separate organization by name Majlis Atfalul Ahmadiyya for Ahmadi children of 7 to 15 years has been established under the supervision of Khuddamul Ahmadiyya. Every member of this organization is called 'TIFL'. This Tanzeem came into existence first in the year 1317 HS (1938) under the noble guidance of Hazrat Musleh Mawood RA, the founder of the Majlis Khuddamul Ahmadiyya and Atfalul Ahmadiyya.

1. It is necessary for every Qa'id to appoint Nazim Atfal. In a place where there are more than two children of 7 to 15 years,

Majlis Atfalul Ahmadiyya has to be established. Likewise, in every sector (Halqa) where there are Atfal, a Mumtazim Atfal has to be appointed with the consent of Qa'id Majlis. In Addition to this, elderly people from Ansar or Khuddam have to be nominated as Murabbi (Trainer) for Atfal. The Murabbi-Atfal shall be nominated from among most sincere, trustworthy and kind hearted members of the Jama'at, who will take care of children in all spiritual matters.

2. The entire programme of the Majlis Atfalul Ahmadiyya is divided into various departments for the supervision of which the following office bearers are appointed.
  - i. Secretary Umoomi (General Secretary)
  - ii. Secretary Tajneed (enrollment)
  - iii. Secretary Tarbiyat (spiritual training)
  - iv. Secretary Taleem (education)
  - v. Secretary Maal (Finance)
  - vi. Secretary Waqf-e-Jadeed
  - vii. Secretary Waqar-e-Amal (Dignity of Labour)
  - viii. Secretary Sehat-e-Jismani (physical health)
  - ix. Secretary Khidmat-e-Khalq (Community services)
  - x. Secretary Sanat-o-Tijarat (Industry and commerce)
  - xi. Secretary Isha'at (Publication)
  - xii. Secretary Tahrik-e-Jadeed
3. The Nazim Atfal of every Majlis should form an executive committee consisting of members as mentioned above and get it approved from Qa'id Majlis. The state/zonal Nazim Atfal should get his executive committee approved from state/zonal Qa'id. The Nazim Atfal of both at state as well as local level should send the list of executive members to

the Central office.

4. A Sa'iq should be appointed for each group of 10 Atfal. He will convey the information immediately about the programmes of the Majlis, Waqar-e-Amal, and Tarbiyati sessions and will have a close watch on the attendance of Atfal in congregational prayers. The detailed Laeh-e-Amal for Sho'ba Atfal is as under.

# **LAEH-E-AMAL, MAJLIS ATFALUL AHMADIYYA**

## **SHO'BA UMOOMI (General department)**

1. The monthly performance report of the Majlis Atfalul Ahmadiyya shall necessarily be sent to the Central office by 5th of every next month in the prescribed format so that the Central office can guide the Majalis after observing the facts in a better way. Send a copy of this report to state/zonal Qa'id, retaining a copy of this for local record. Every month a general meeting of Atfal should be held. Endeavour to make this meeting very much useful and interesting. Further, supervise that every Tifl takes part in the programmes of the meeting in some way or the other.
2. In addition to monthly report, a separate report has to be sent regarding important activities of the Majlis. Further, along with the annual report of Khuddamul Ahmadiyya, the annual report of Atfal also should be sent, so that these reports can be referred at the time of comparison between Majalis. (Mavaazna Majalis).
3. All Nazimeen Atfal should conduct meetings of Majlis-e-Amala at least twice a month.
4. The secretary Umoomi shall be responsible to send the report to Central office about the activities of the Majlis, to maintain the record of central publications, circulars, total correspondence, to secure all kinds of asset of the Majlis and to reply the enquiries of Central office and local office-bearers. Likewise, he is responsible to receive the reports

from all secretaries every month.

5. Make arrangement for maximum participation of Atfal in Annual Central Ijtema.

### **SHO'BA TAJNEED** (Department of Enrollment)

The following particulars of Atfal of the local Majlis should be entered in the register of enrollment and after completing it, a copy of the same should be sent to the office of Majlis Khuddamul Ahmadiyya Bharat by 31st December,

Name, Father's Name, Date of Birth, Educational qualification, Father's/Guardian's full address, whether you know to read Yassarnul Qur'an, Qur'an Kareem Nazira, Namaz with and without translation? Whether the child is included in Waqf-e-Nau scheme? Whether included in Tahrik-e-Jadid? Whether included in Waqf-e-Jadeed? Educational distinctions. All these details are to be entered in a register. Remember that every child of 7 to 15 years of age shall necessarily be the member of Majlis Atfalul Ahmadiyya. The Atfal of 7 to 12 years of age are categorized under Saf-e-Duamm (Rank II) and Atfal of 13 to 15 years of age come under Saf-e-Awwal (Rank I)

### **SHO'BA TARBIYAT** (Department of spiritual Training)

1. Endeavour to see that every Ahmadi child is punctual in offering congregational prayers and invocations and is very truthful and honest. He should have high regards towards his parents, teachers and elders and is very obedient and full

of manners and fully aware of the etiquettes of Majalis. For this purpose, Tarbiyati speeches from scholars and elderly people should be arranged. Murabbian (Trainers) should supervise these children from spiritual (Tarbiyati) point of view.

2. Remind them frequently through speeches etc, not to forget the real meaning of their oath (wadah) and ensure that every Tifl has memorized the oath (Wadah).
3. Every month, there should be at least one meeting of tarbiyat in which various aspects of tarbiyat should be enlightened. The attendance of Atfal should be 100% in such meeting.
4. During vacations, organize training classes for 15 days at least. Special attention should be given to Islamic teachings, good character and discipline in such classes.
5. Include maximum number of Atfal in Tarbiyati classes organized under the leadership of state/Zonal Qa'id.
6. Persuade Atfal to watch MTA as much as possible. Under special supervision, persuade them to watch programmes on MTA especially Huzur's Friday sermons, classes of Waqifeen-Nau, Gulshan –Waqf e Nau and Bustan- Waqf e Nau etc.
7. Inculcate the following moralities in Atfal
  - i. ruth.
  - ii. Soft and clean language.
  - iii. Sympathy towards creature, understanding and resolving other's Problem.
  - iv. Courage.
  - v. Firm determination and bravery.

Make every possible effort to eradicate the following evils.

Falsehood, backbiting, verbal abuse, fighting and quarrelling, disobedience, vagrancy, absurdity, theft, dishonesty, company of bad friends, use of intoxicating things, roaming with bare head etc.

8. As said by the Holy Prophet SAW “Afshussalaama”, children should learn the habit of saying Assalam-o-Alaikum and shake hands with every young and old person.
9. Every child should be asked to write letters to Huzur for prayers at least once a month.
10. Pay special attention towards children of Waqf-e-Nau and supervise them to become active members of the organization.
11. “Parents Day” should be celebrated once in six months sector wise or Majlis wise in which all ladies, gents and children should be present. Draw the attention of all parents to co-operate with Atfalul Ahmadiyya and secondly to take maximum care of their children educationally and spiritually and to make their children aware of the religious issues and Islamic morals.
12. Celebrate “Children’s week” (Hafta Atfal) in the first half year at local level. During this week, endeavor to make all the programmes successful. The central office should be informed about such activities.

## **SHO’BA TALEEM**

(Department of Education)

In order to create interest in seeking the knowledge about religion and to create a competitive spirit and to sharpen the memory power of children, the following competitions shall

necessarily be held among children at least once in six months.

1. Competitions should be held in recitation of the Holy Qur'an, memorization of the Holy Qur'an, learning Namaz with translation, Azaan, Nazm, Bait-Bazi (competition of reciting a couplet beginning with the last letter of couplet recited by the adversaries), speech, general knowledge, memory test, communication skill etc., Atfal securing 1st, 2nd and 3rd position shall be awarded.
2. The children should learn the first 17 verses of Surah Al-Baqarah and short Surahs of Parah 'Ammah' by heart.
3. Arrangement should be made to teach Qa'ida Yassarnal-Qur'an and the Holy Qur'an Nazira (without translation) to all Atfal. Atfal should know simple Namaz. Make efforts to teach Namaz and the Holy Qur'an with translation.

### **Religious Examination**

The religious examination is conducted every year by the centre and prizes are distributed, on the occasion of Annual Central Ijtema to Atfal who secure outstanding positions in the whole country. From examination point of view, Atfal are divided into four groups, namely,

- i Sitarah Atfal : from 7 to 9 years
- ii Hilal Atfal : from 10 to 11 years
- iii Qamar Atfal : from 12 to 13 years
- iv Badr Atfal : from 14 to 15 years

**Note:** The examination syllabus shall be sent by Muhtamim Atfal in the beginning of the year through a circular. If any Majlis does not receive this circular, they can write to Central office and get it. The prescribed text book namely "Kamiyabi ki Rahein" can also be had from the Central office.



**SHO'BA MAAL**  
**(Department of Finance)**

1. All Majalis should fill-up and send the budget form of Atfalul Ahmadiyya to the office of Majlis Khuddamul Ahmadiyya Bharat before 31st December and a copy to State/Zonal Qa'id.
2. Remit 33% of Chanda Majlis Atfal to central office and the remaining 67% can be spent towards welfare of the local Atfal. The minimum rate of subscription is Rs 2.50 per month (30/- per annum).
3. Collect Rs 5/- towards Annual Ijtema from every Tifl and remit the whole amount to the central office.  
**Note:** The subscription should not be collected without issuing the 'receipt' of Khuddamul Ahmadiyya. Date wise entries should be made in the Day Book. Maintain an individual account of every Tifl separately so that these accounts can be audited easily at any point of time.
4. Hafta Maal (Finance-week) should be celebrated every year as per convenience. The Majlis should make great efforts to collect subscription.

**SHO'BA WAQF-E-JADID**  
**(Department of Waqf-e-Jadeed)**

Regarding Waqf-e-Jadeed, Hazrat Khalifatul Masih V ATBA has given instruction in the meeting with National Majlis Amala, Khuddamul Ahmadiyya Bharat:

“Hazrat Khalifatul Masih III RA had entrusted the department of Waqf-e-Jadeed to Sho'ba Atfalul Ahmadiyya.

You also should hand over the responsibility of Waqf-e-Jadeed to Atfalul Ahmadiyya. The minimum subscription for little Mujahedeen of Saf- e- Awwal is Rs 200/- and Rs 100/- for Saf- e- Duwwam.

Prepare a separate list of such Mujahedeen and send it to me. Include all the remaining Atfal in this scheme”.

(Address by Hazrat Khalifatul Masih V Atba in the meeting of Majlis Khuddamul Ahmadiyya, Bharat Dated 7-1-2006)

As per the above instructions of Huzur Anwar ATBA, it is incumbent on every Nazim Atfal to include all Atfal of his Majlis in this blessed scheme. Prepare a list of these little warriors (Mujahedeen) with names and commitments.( For Mujahedeen Saf-e-Awwal the contribution is Rs 200/- and for Saf-e-Duwwam Rs 100/-) and send it to the central office by 31st January so that a consolidated list of the entire country can be compiled and sent to Huzur Anwar. A copy of this list should be given to local Jama'at and also to state/Zonal Qa'id.

### **SHO'BA WAQAR-E-AMAL** **(Department of dignity of labour)**

1. Atfal should be advised to do their work themselves. For e.g. Polishing shoes, washing and ironing clothes, sweeping, shopping for the house and cleaning the house, locality, market, mosques and graveyards etc.
2. Organize a joint Waqar-e-Amal every month. Whenever Waqar-e-Amal for Khuddam is conducted, it is better to include Atfal also. If it is not possible to do so, organize a separate Waqar-e-Amal programme for Atfal.

## **SHO'BA KHIDMAT-E-KHALQ** (Department of community services)

Atfal should take interest in rendering services to humanity, like attending the patients, serving water, guiding the right path, bringing grocery for neighbors and helping the needy people.

## **SHO'BA SEHAT-E-JISMANI** (Department of Physical health)

1. It is necessary, for the progress of national health that we should adhere to the Islamic norms of maintaining health and cleanliness and to follow the general principles of safeguarding the health. Therefore, Atfal should be kept informed about the principles of maintaining a good health in general meetings(Ijlas-e-Aam)
2. Playing is very essential for a child's development. It saves Atfal from vagrancy, idleness and absurdity. Therefore try to conduct collective games also like kabaddi, football etc, besides individual games.
3. Organize sports competitions and tournaments every half year. Also arrange for picnic and recreation programmes at least twice a year.
4. Examine frequently and advise Atfal to maintain general cleanliness of the body, clothes, teeth and nails and to wash hands before eating.
5. Every Tifl should have a medical check-up once a year so that if any Tifl is suffering from illness, he can be taken for treatment in time.

## CRITERIA FOR SPECIAL PRIZE

### Majlis Khuddamul Ahmadiyya

No.	Departments	Marks
1.	ITEMAD	90
2.	TALEEM	90
3.	TARBIYAT	130
4.	TABLIGH	60
5.	TARBIYAT NAU MUBA`IN	100
6.	UMOOR-E-TULBA	70
7.	WAQAR-E-AMAL	20
8.	ATFAL	40
9.	MAAL	110
10.	SEHAT-E- JISMANI	70
11.	SANAT-O-TIJARAT	40
12.	ISHA`AT	40
13.	KHIDAMAT-E-KHALQ	70
14.	UMOOMI	20
15.	MUHASIBA	50
	<b>Total</b>	<b>1000</b>

#### SHO`BA ITEMAD - 90 Marks

1. The Central office should have received 11 monthly performance reports from November to September, out of which 9 reports should have been received within the time stipulated. In other words, the monthly report should be dispatched till the 5th of next month regularly and the report for the month of September should be dispatched till 25th September.

**Note:-** In case, more than one monthly report is dispatched

together at a time, it shall be treated as a single report except that or in an emergency case where prior permission has been obtained from Sadr Majlis.

2. The annual performance report should be dispatched one and a half month before the date of Ijtema.
3. For places other than Qadian, the attendance in the previous central Ijtema should be 10%, which means that for every 10 Khuddam one Khadim should attend. For Majlis in Qadian, the minimum attendance required is 80%.
4. At least one session of Majlis Amala is to be held every month, in which at least 2/3rd office-bearers should be present and a brief report of Majlis Amala should be sent every month, along with the monthly report.
5. In the month of July, August or September, the Majlis should hold Local Annual Ijtema, in which academic and athletic competitions should be conducted.
6. All office-bearers should read the Laeh-e-Amal and the basic constitution during the year. The refresher classes and examination should be conducted for them and the results should be informed to the Central Office.

#### **SHO'BA TALEEM - 90 Marks**

1. Educational classes should be conducted for a minimum period of 75 days in total during the year, whereas for Majlis in Qadian the period should be a minimum of 100 days.
2. The number of Khuddam who know the Namaz with translation should be 55% and for Majlis in Qadian it is 75%.The remaining Khuddam should be in the learning stage. (Mention the names of Khuddam who know the

Namaz and those who are still learning the Namaz, in the annual report.)

3. 75% of Khuddam should know to read the Holy Qur'an (Nazira) whereas for Qadian, the requirement is 90%, the remaining should be learning. (Mention the names of those Khuddam who know to read and those who are still learning the Qur'an-e-Kareem Nazira in the annual report).
4. 50% of Khuddam should know the translation of the Holy Qur'an whereas for Majlis in Qadian, it is 75%.
5. 5% of Khuddam should memorize the first 17 verses of Surah Al- Baqarah and the last 10 Surahs of the Parah 'Ammah', whereas for Majlis in Qadian it is 90%.
6. 60% of Khuddam should appear in the examination of central Deeni-Nisab (religious syllabus), whereas for Qadian the requirement is 75%.
7. Every Majlis should compulsorily participate in "Essay competition". Of course, where the number of Khuddam is more than 50 in a Majlis, one Khadim for every 40 Khuddam or its fraction, should participate in Essay writing.
8. In the bi-monthly scheme of reading books, at least 40% of Khuddam should take part. (The names of such Khuddam should be mentioned in the Annual report and send this report to the central office).
9. Has "Bazm Husn Bayaan" and "Ansar Sultanul Qalam" been established and whether educational competitions were held?

#### **SHO'BA TARBIYAT - 130 Marks**

1. At least one Tarbiyati session should have been held every

- month, in which the attendance of Khuddam should be 50%, whereas for Qadian, the minimum attendance should be 60 %.( mention about the attendance in monthly reports.)
2. During vacations or whenever possible, spiritual training classes should be organized for 15 days. As per the syllabus prescribed, the examination should be conducted for those Khuddam who attended the classes. (The names of such Khuddam should be informed to the central office).
  3. One meeting of Majlis Amala should be conducted regarding attendance in Namaz, every month.
  4. The attendance in congregational prayers should not be less than 60% whereas for Qadian it is 70%.
  5. According to Tehrik Waqf-e-Arzi, at least 5% of Khuddam should dedicate themselves for two weeks during the year.
  6. All Khuddam should write letters to Huzur for prayers.
  7. All Khuddam should watch Huzur's Friday sermons and 50% of them should make arrangements for non-Ahmadi friends to watch MTA programmes.
  8. 60% of Khuddam should join the Nizam-e-Wasiyyat and a list of such Khuddam should be sent to the central office.
  9. Majlis should publish pamphlets on educational and spiritual subjects.
  10. Tahajjud prayer in congregation should be arranged once a month at least.
  11. 100% Khuddam should be punctual in all five prayers daily.
- SHO'BA TABLIGH - 90 Marks**
1. "Hafta Tabligh" should be celebrated twice during the year in two half yearly periods and the attendance of Khuddam should be a minimum 50%.

2. Efforts with regard to Dawat-e-Ilallah (Call to Allah).
  - a. Through cassettes and MTA (Mention the number of people contacted)
  - b. Through Question and Answer session, (Mention the definite number of people who attended) letters of propagation,(definite number), distribution of literature through book stall, preaching sessions (definite number of persons attended)
3. At least, 10% of Khuddam should arrange for one new Bai'at (Oath of Allegiance) each, during the year in response to Tehrik Dawat-e-Ilallah.  
The names of such Khuddam and photo copies of Bai'at forms should be sent to Majlis Khuddamul Ahmadiyya Bharat.
4. Khuddam should participate in Tablighi Jihad in neighboring areas at least once a year for a minimum period of 10 days (The names of these Khuddam should be informed to the Central office)
5. Preaching (Tablighi) classes should be organized for Daayeen-Khuddam.
6. How many non-Ahmadis have been brought to Qadian on the occasion of Jalsa Salana and central Ijtema, at the expenses of local Majlis?

#### **SHO'BA TARBIYAT NAU MUBA'IN - 100 Marks**

1. The list of Nau Mubai Khuddam and Atfal, along with their details, should be sent to the Central office.
2. Tarbiyati (spiritual training) classes should be conducted for Nau Muba'in.
3. Tarbiyati camp should be organized in at least five Nau



Muba`in Majalis under the scheme of Waqf-e- Arzi.

4. The local Majlis should bring five Nau Mubai Khuddam and Atfal to Qadian, bearing all their expenses, on the occasion of Jalsa Salana and Central Ijtema.
5. Nau Mubai Khuddam and Atfal should watch Huzur's Friday sermons.
6. Nau Mubai Khuddam and Atfal should write letters to Huzur Anwar directly.
7. Inform about the efforts made for punctuality in five prayers daily, recitation of the Holy Qur'an. Also inform the number of Nau Muba`in who have become effective Daayeen Ilallah. (Callers to Allah).

#### **SHO'BA UMOOR-E-TULBA - 70 Marks**

1. Ahmadiyya student association' should be formed.
2. The list of Ahmadi students along with their particulars should be sent to the Central office.
3. At least, two sessions should be held during the year, emphasizing more upon the importance of education, advantages and its necessity.
4. Free coaching classes should be conducted.
5. Career counseling' should be organized for proper guidance of students.
6. Under 'career planning' information should be supplied, and guidance should be provided regarding various educational institutions and courses by publishing articles in 'Mishkat' and 'Rah-e-Iman'. The clips of the articles published, should be sent to the centre along with the monthly report.
7. Efforts should be made to improve the standard of Ahmadi

students morally and spiritually, and to maintain a firm relationship with Jama`at.

### **SHO'BA WAQAR-E-AMAL - 20 Marks**

1. Collective Waqar-e-Amal should be conducted at least once a month and the number of ideal Waqar-e-Amal should be two during the year. The average attendance in every Waqar-e-Amal should be a minimum of 60%.
2. A "Plantation week" should be organized during the year in which at least 30% of Khuddam should participate.

### **SHO'BA ATFAL - 40 Marks**

1. In a place where the number of Atfal is three or more, we have to establish an active and staunch organization of Atfalul Ahmadiyya.
2. The monthly report of Atfal should be sent in the printed form regularly.
3. The annual performance report should be sent to the Markaz (centre) till 15th August.
4. 100% Atfal should be included in Chanda Waqf-e-Jadeed and see that they are paying regularly.

As per the instruction of Huzur Anwar, a list of "Nannhey Mujahedeen" (Rupees 200/-for Rank I and Rupees 100/-for Rank II) and the list of commitments made for subscription of Waqf-e-Jadeed should be prepared and sent to the central office before 31st January. The collection of Waqf-e-Jadeed subscription should be 100%.

### **SHO'BA MAL - 110 Marks**

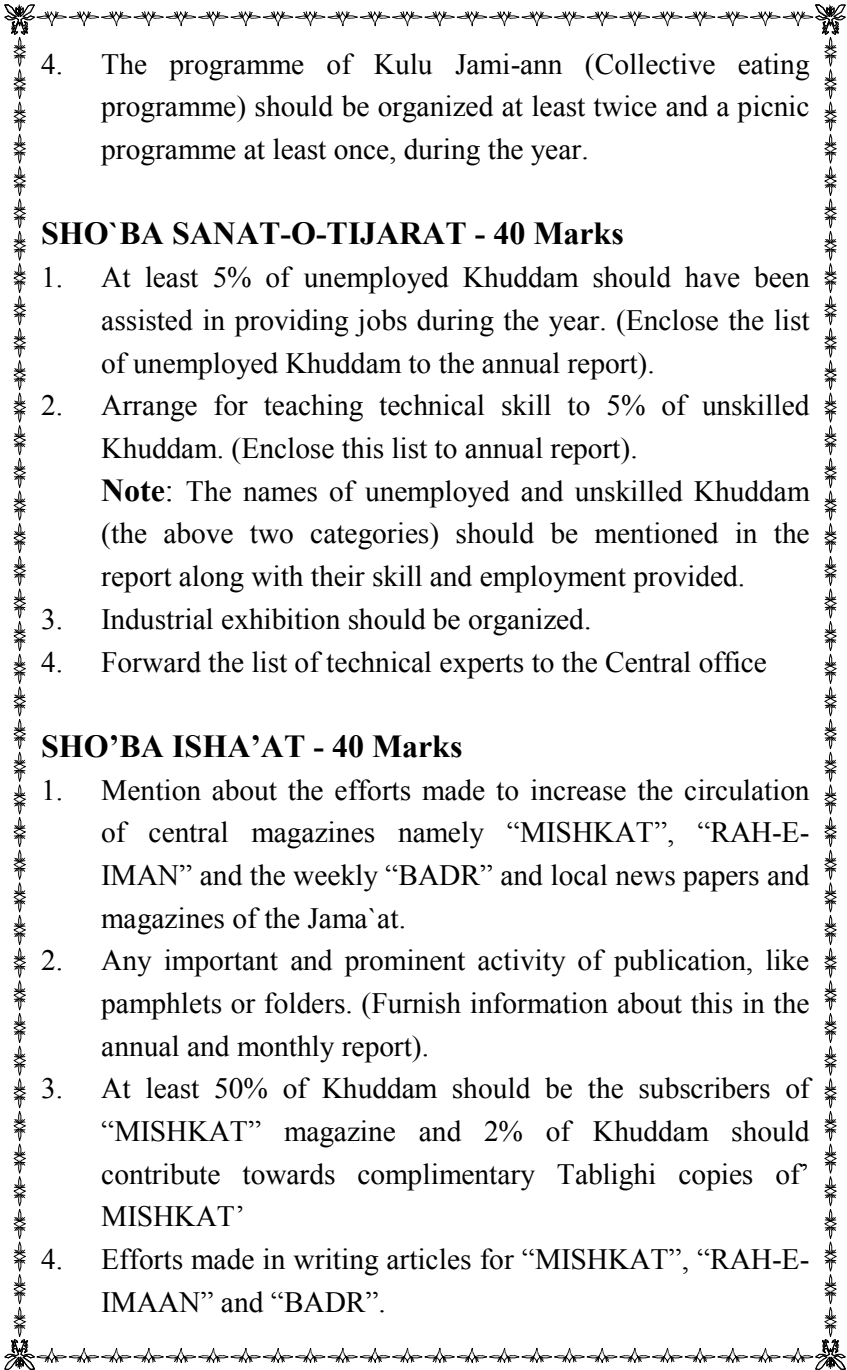
1. The enrollment form and the budget assessment form of

Khuddam and Atfal should be filled up and dispatched to the central office by the end of December.

2. The collection of subscription towards membership and Ijtema of Khuddam and Atfal should be 100%. In other words there should not be any Khadim who is a defaulter.
3. 78% of the subscription collected towards membership and 100% towards Ijtema should be remitted to the central office. Khuddam should take part in donations and financial assistance to needy people.
4. The amount collected should be remitted to the centre (Markaz) every month regularly.
5. At least 60% of Khuddam should take part in financial Jihad under the scheme of 'Tahrik-e-Jadid' and the list of these Khuddam should be sent to the Markaz.
6. A "Finance week" (Hafta Mal) should be celebrated at least twice, during the first and second half year.
7. The details of subscription collected should be entered under different Heads of Account in the Day Book and the Individual Account Book which should be verified by the local auditor every quarter.

#### **SHO'BA SEHAT-E-JISMANI - 70 Marks**

1. An 'Ahmadiyya Sports Association' has to be formed.
2. Number of matches played during individual and collective sports programmes
3. The medical examination of all Khuddam and Atfal has to be conducted once a year. (The record and report of medical check-up should be sent to the Markaz along with the annual report)

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4. The programme of Kulu Jami-ann (Collective eating programme) should be organized at least twice and a picnic programme at least once, during the year.

#### **SHO'BA SANAT-O-TIJARAT - 40 Marks**

1. At least 5% of unemployed Khuddam should have been assisted in providing jobs during the year. (Enclose the list of unemployed Khuddam to the annual report).
2. Arrange for teaching technical skill to 5% of unskilled Khuddam. (Enclose this list to annual report).  
**Note:** The names of unemployed and unskilled Khuddam (the above two categories) should be mentioned in the report along with their skill and employment provided.
3. Industrial exhibition should be organized.
4. Forward the list of technical experts to the Central office

#### **SHO'BA ISHA'AT - 40 Marks**

1. Mention about the efforts made to increase the circulation of central magazines namely "MISHKAT", "RAH-E-IMAN" and the weekly "BADR" and local news papers and magazines of the Jama'at.
2. Any important and prominent activity of publication, like pamphlets or folders. (Furnish information about this in the annual and monthly report).
3. At least 50% of Khuddam should be the subscribers of "MISHKAT" magazine and 2% of Khuddam should contribute towards complimentary Tablighi copies of "MISHKAT"
4. Efforts made in writing articles for "MISHKAT", "RAH-E-IMAN" and "BADR".

### **SHO'BA KHIDMAT-E-KHALQ - 70 Marks**

1. Helping the poor and deserving people, providing 'first aid', rendering humanitarian services, organizing free medical and blood donation camps and any other prominent work done.
2. Establishment of a Book Bank.
3. Segregate all Khuddam and Atfal according to blood group and send a report to the central office.
4. Establishment of "Tahir Homeo dispensary".
5. Organize gatherings on 'Safety of health'.
6. Majlis should get registered in the name of "Khuddamul Ahmadiyya Khidmat-e-khalq" in Government hospitals.

### **SHO'BA UMOOMI - 20 Marks**

1. Every Friday Khuddam should perform the duties of a security guard at prayer centres.
2. Khuddam should volunteer their services on the occasion of annual central convention and central Ijtema, under the department of Khidmat-e-Khalq.
3. Report should be sent about Sho'ba Umoomi, every month.

### **SHO'BA MUHASIBA - 50 Marks**

1. All accounts of the Majlis should be audited every month and this should be mentioned in the monthly report
2. The quarterly report of the local auditor should be sent to Sadr Majlis.
3. Send an abstract of the previous year's income and expenditure to the centre.
4. Extend your cooperation to the representatives of Majlis Khuddamul Ahmadiyya.
5. Remarks/comments of the centre.

## **CRITERIA FOR SPECIAL PRIZE**

### **(Majlis Atfalul Ahmadiyya Bharat)**

1. During the year, the centre (Markaz) should have received eleven monthly performance reports from November to September, out of which nine reports should have been received in time. This means, the report of every month should be dispatched before 5th of next month and the report for the month of September should be dispatched till 20th September.  
In case, when more than one report is sent together at a time, it shall be considered as single report at the time of comparison between Majalis, except where prior permission is obtained as an exceptional case or emergency case.
2. The annual performance report should be dispatched to the central office before 15th August.
3. The report regarding appointment of secretaries and Murabbian Atfal (trainers) and their names should be sent to central office in the month of December.
4. There should be at least two meetings of Majlis Amala held during the month.
5. The attendance of Atfal should not be less than 5% in the last annual central Ijtema whereas the attendance should not be less than 80% in Qadian.
6. The enrollment form should be completed and sent till the end of December.
7. Tarbiyati session (of Khuddam and Atfal) should be held jointly once a month at least.
8. Tarbiyati classes should be conducted for 15 days.
9. 100% Atfal should watch MTA regularly, especially Huzur

- Anwar's Friday sermons.
10. 60% of Atfal should write letters to Huzur Anwar for prayers.
  11. "Parents day" (Youm-e-Waledien) should be celebrated twice during the first and second half of the year.
  12. "Children's week" (Hafta Atfal) should be celebrated at least once in the first half-year. Educational and sports competitions should be conducted during this week.
  13. 100% Atfal should know the Kalama Tayyaba.
  14. At least 50% of Atfal Saf-e-Awwal should have completed the Qur'an Kareem Nazira and the remaining 50% should be learning it, whereas for Qadian, the minimum requirement is 70%.
  15. 75% of Atfal Saf-e-Duam should have completed 'Qa'ida Yassarnul Qur'an' and the remaining Atfal should have been learning it.
  16. 100% Atfal of Saf-e-Awwal should know the simple Namaz, whereas for Saf-e-Duam it is 50% and the remaining should be in the learning stage. In Qadian 70% Atfal should know the simple Namaz and the remaining should be learning it.
  17. At least 50% of Atfal should appear in the religious examination whereas in Qadian it is 60%.
  18. 100% Atfal should pay subscription of Waqf-e-Jadeed. A list of "Nannhey-Mujahedeen" (little warriors) of Saf-e-Awwal who contribute Rs 200/- and Saf-e-Duwwam who contribute Rs 100/- should have been compiled and sent to the central office till 31st January. The collection should be 100% as per the promise (Wadah) made.
  19. After completing the budget assessment form, it should

have been sent to the Central office by the end of December.

20. The collection of subscription of Majlis Atfal should be 100%.
21. At least one collective Waqar-e-Amal should have been conducted, every month.
22. Efforts made in connection with “Khidmat-e-khalq”.
23. Efforts made in connection with “Sehat-e-Jismani”
24. Efforts made in connection with publication
25. Medical check-up for all Atfal.

**Note:**

- A. At the time of scrutinizing the monthly and annual report, all facts and figures will be taken into account while allotting the marks.
- B. If any special work has been done under any department as mentioned in the monthly report form, the details should be sent to the centre on a separate paper.
- C. Any performance, mentioned in the annual report but not in monthly report, will carry no marks.
- D. If the monthly report format does not cover a particular activity of the Majlis, write in detail, the facts and figures on a separate piece of paper so as to consider it for a special prize.



## **FOR THE ATTENTION OF STATE/ZONAL QAI'DEEN**

1. See that all office-bearers of the state read the basic constitution, Laeh-e-Amal of Khuddam and Atfal and the norms for securing a special prize. After organizing the classes of refresher course, examination should be conducted.
2. Arrange for the election of Qa'id, immediately as per regulation, in those Majalis of your state, where election is not held in time and send its report to the centre.
3. As soon as possible the State/Zonal Majlis Amala should be formed for the current year, and its approval should be obtained from Sadr Majlis.
4. Every month, a performance report at the state level should be sent till 20th of next month regularly.
5. Likewise, Annual report of state/zone should be sent to the central office till 15th August.
6. Review the activities of Majalis by holding a meeting of State Majlis Amala and local Qa'ideen, at least once a month and draw the attention of all office-bearers. For further improvement, invite suggestions and opinions. Also, remind them through letters, circulars, phone and fax.
7. Go on tour at least three times during the year, visiting all Majalis in the state to create awareness and to review their educational, spiritual and their progress. Send its report to the Central office.
8. Try to strengthen the system of sending performance report in time, by all Majalis of the state to the central office regularly every month and in the same way the enrollment

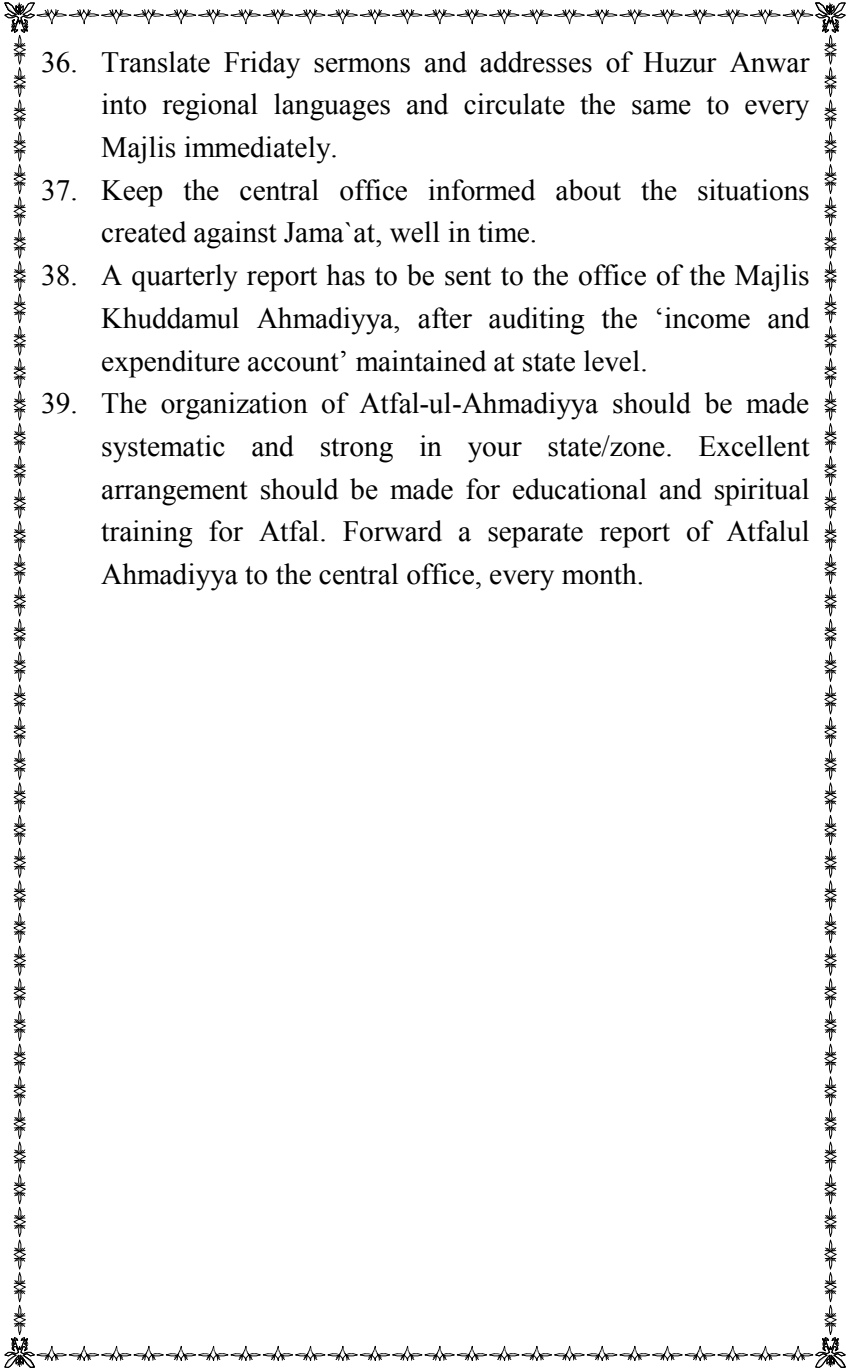
form and the budget form should be sent till 31st December.

9. Examine whether all Majalis are functioning properly as per Laeh-e-Amal and circulars issued by the Markaz.
10. Organize State/Zonal Ijtema necessarily and ensure that every Majlis has participated in the Ijtema.
11. Make every possible effort to bring new Ahmadis in Ijtema.
12. Divide your region into zones as per convenience. Appoint Naib state Qa'ideen and obtain approval of the Sadr Majlis so that all Majalis can be supervised in a better way.
13. Furnish the names of those Khuddam who have left your stat/zone and gone elsewhere. Inform their new addresses also to the central office.
14. Arrange to bring maximum representatives from your state/zone to Qadian, during the Annual central Ijtema.
15. Promote MTA in your state. There should not be a single Majlis which is deprived of MTA. If there is no facility, enquire about the reason for not installing MTA and take immediate steps for installation. Also, supervise that all Khuddam and Atfal are fully benefited through MTA, especially by watching `Live Friday sermon` of Huzur Anwar.
16. See that all Khuddam and Atfal of your state are punctual in offering Namaz five times daily and have become habitual of attending congregational prayers and reciting the Holy Qur'an daily.
17. Organize training camp for 15 days at state/zonal level to provide spiritual training for Khuddam and Atfal during vacations. Include Nau-Muba`in in such training camps as well.

18. Organize Taleemul Qur'an classes in all Majalis of your state/zone so that all Khuddam and Atfal are able to read the Holy Qur'an with full accuracy and good accent.
19. Under the scheme of Waqf-e-Arzi, prepare an effective and comprehensive programme for Nau Muba'in and provide education and spiritual training to them.
20. Try to have a continuous liaison with Majalis through various sources like regular tours, letters, telephone, fax etc.
21. Arrange for the education, spiritual training and supervision of Waqfeen-e-Nau (Khuddam and Atfal) of your state.
22. Wherever the link with Nau Muba'in Majalis is terminated, try to restore it. Send the list of re-established Majalis to Markaz.
23. Include new Khuddam (Nau Muba'in) in all functions of the Jama'at, organization and in personal and social functions.
24. A committee has to be formed for contacting Nau-Muba'in, at state/zonal level and its approval has to be obtained from Sadr Majlis. Training should be provided for Nau-Muba'in under a systematic programme.
25. Bring maximum number of Nau Muba'in from your state/zone to Qadian- Darul-Amaan, to visit the holy places, at the time of central Ijtema, annual convention or any other occasion.
26. Endeavour to establish new Majalis in your state.
27. Ensure that no Khadim in your state has discontinued his education before plus two (+2).
28. Set up a 'career counseling' at state level to guide the students. Guide those Khuddam who are gifted with sharp and brilliant mind to chose a proper line of their career and

help them accordingly. Also, arrange for free coaching classes.

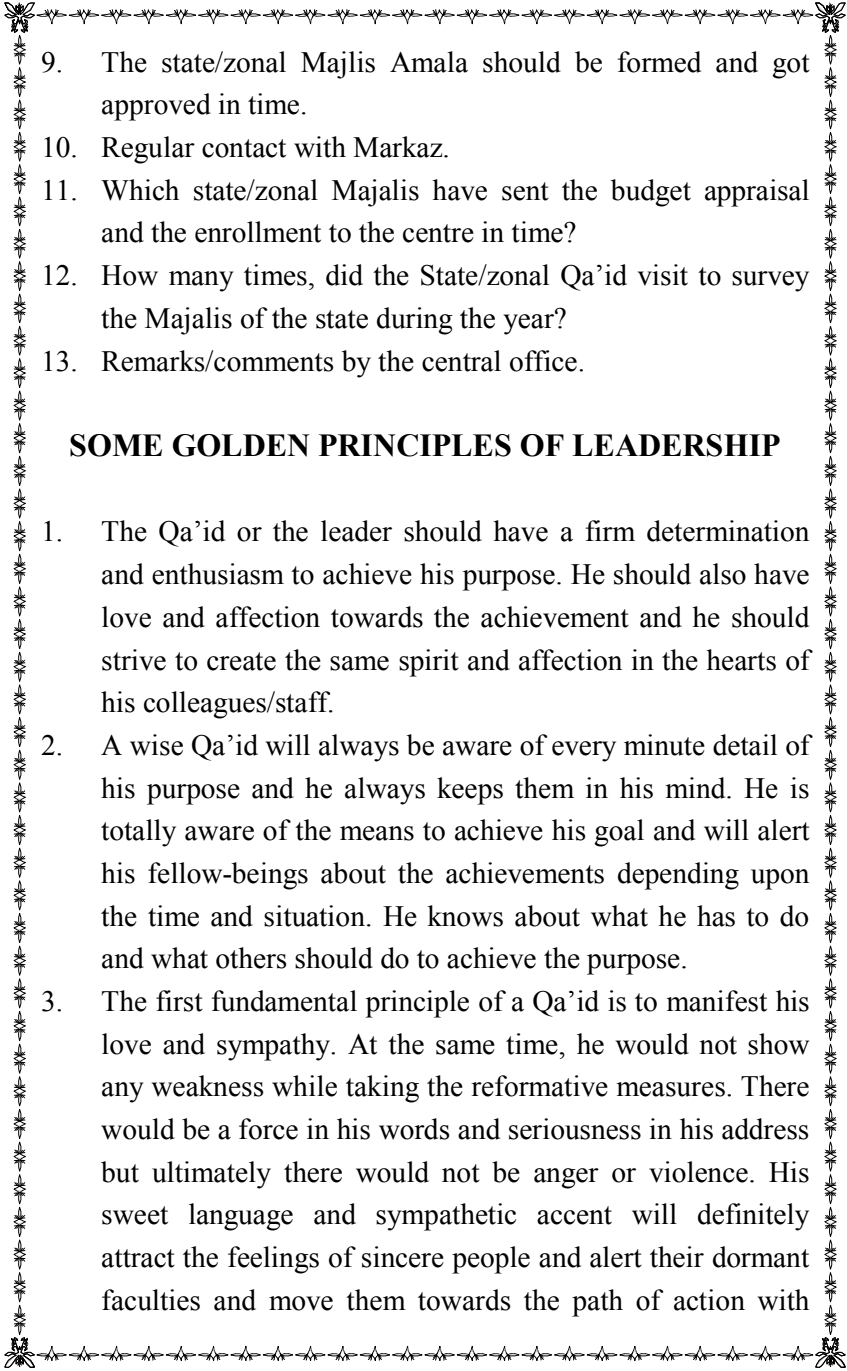
29. Ensure that all Khuddam and Atfal of your state/zone are participating in the Central 'Deeni Nisab' examination. In large Majalis of your state/zone where there are many students and colleges, "Ahmadiyya students Association" has to be formed, where conferences, seminars and other programmes can be organized.
30. Organize seminars on the necessity, merits and importance of education, at least once a year at state level.
31. Prepare a team of blood donors in large Majalis of your state and get your Majalis registered in Government hospitals in the name of "Khuddamul Ahmadiyya Khidmat-e-khalq".
32. Collect 100% subscription of Majlis Khuddam and Atfal from all Majalis in your state and remit this amount to Markaz.
33. Organize an ideal Waqar-e-Amal programme at state level, at least once a year.
34. A Review Committee has to be formed at state level, in which the state Nazim- Sanat-o-Tijarat and technical experts in various professions are to be included. Obtain an approval of the members of the committee from the centre. Depending upon the circumstances, this committee should conduct sessions to review the position of unemployment and to suggest various sources of employment. The committee should gather information about various employment opportunities.
35. Ask nearby Majalis to attend the state/zonal Ijtema by cycling.

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36. Translate Friday sermons and addresses of Huzur Anwar into regional languages and circulate the same to every Majlis immediately.
37. Keep the central office informed about the situations created against Jama`at, well in time.
38. A quarterly report has to be sent to the office of the Majlis Khuddamul Ahmadiyya, after auditing the ‘income and expenditure account’ maintained at state level.
39. The organization of Atfal-ul-Ahmadiyya should be made systematic and strong in your state/zone. Excellent arrangement should be made for educational and spiritual training for Atfal. Forward a separate report of Atfalul Ahmadiyya to the central office, every month.

## **COMPARISON BETWEEN STATE/ZONAL QA'IDEEN**

The activities of the Majalis shall be examined at state level in the light of the following points to which state Qa'ideen should pay special attention.

1. Of which state/zone, the Majalis have sent more number of monthly and annual reports?
2. In which state/zone, more number of new Majalis has been established and its information has been sent to the central office?
3. Which state/zone has secured more number of 'Baits (oath of allegiance) through the efforts of Khuddam?
4. Which state/zone has represented more in number, in the previous central Ijtema?
5. Of which state/zone, the Majalis have collected 100% subscription of Khuddamul Ahmadiyya during the year? In this connection it may be noted that the subscription should be collected regularly and continuously. Every Majlis should send the budget appraisal at the commencement of the year itself.
6. Which state /Zonal Qa'id organized meetings, wrote letters and issued circulars to remind the office-bearers of his Majalis and also put efforts to speed up the work of the Majalis in his state?
7. The Qa'id of the state/zone should conduct State Ijtema and report it to the Markaz. Mention the names of Majalis which have participated in the state Ijtema.
8. Which Qa'id of the state/zone has sent a monthly and yearly report to the central office?

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9. The state/zonal Majlis Amala should be formed and got approved in time.
  10. Regular contact with Markaz.
  11. Which state/zonal Majalis have sent the budget appraisal and the enrollment to the centre in time?
  12. How many times, did the State/zonal Qa'id visit to survey the Majalis of the state during the year?
  13. Remarks/comments by the central office.

### **SOME GOLDEN PRINCIPLES OF LEADERSHIP**

1. The Qa'id or the leader should have a firm determination and enthusiasm to achieve his purpose. He should also have love and affection towards the achievement and he should strive to create the same spirit and affection in the hearts of his colleagues/staff.
2. A wise Qa'id will always be aware of every minute detail of his purpose and he always keeps them in his mind. He is totally aware of the means to achieve his goal and will alert his fellow-beings about the achievements depending upon the time and situation. He knows about what he has to do and what others should do to achieve the purpose.
3. The first fundamental principle of a Qa'id is to manifest his love and sympathy. At the same time, he would not show any weakness while taking the reformative measures. There would be a force in his words and seriousness in his address but ultimately there would not be anger or violence. His sweet language and sympathetic accent will definitely attract the feelings of sincere people and alert their dormant faculties and move them towards the path of action with

eagerness.

4. The words of a successful Qa'id would be very brief but definite, clear, unambiguous and effective. The one, who listens, would understand him easily and feels pleasure in following his instructions.
5. A successful Qa'id gets confirmation that nobody has mistaken in understanding the meaning of his instructions.
6. The instructions of a successful Qa'id always contain positive sentences (except when the theme of the subject itself is negative). He does not utter any sentence like "I have instructed you a thousand times that you should not do so, but even then you act in the same manner." "Are you a mad". "You don't know what is to be done on such occasions". "Are you a blind?" "Can't you see?" "You are stupid." "You don't even know this" etc. He knows that it would be enough if he says once. He knows that when the work has been entrusted to some people of the same age, he should not disclose the weakness of any person. In fact, he empowers of his fellow beings.
7. An intelligent Qa'id does not waste his time or lose any opportunity. If there is a powerful attack of enemy or some incident which creates a severe reaction in the potentialities and attitudes of his fellow beings, he alerts them to the maximum extent. The Qa'id gets maximum benefit from such special atmosphere and he raises the standard of his nation to a greater height.



## **Tawazun (How To Balance)**

Hazrat Musleh Mawood<sup>(RA)</sup> says,

*“I would like to make this clear to Khuddam that they are not only the members of Khuddamul Ahmadiyya but also the members of local Jama`at. In addition to the work of local Jama`at the work of Khuddamul Ahmadiyya has been entrusted to Khuddam.. Therefore it is necessary to follow the instructions of the office-bearers of local Jama`at. May be they are Secretaries or President. Of course the Secretary or President does not have any authority to direct or issue orders to Khuddamul Ahmadiyya for any work. He can not call any Khadim individually to do a certain work. The President of local Jama`at can not ask Khadim in the capacity of a Khadim to do certain work for him. In case the president wants help from Khuddamul Ahmadiyya he should approach to the Qa'id stating that he is in need of some help from Khuddam. It is the duty of Zayeem/Qa'id to obey the instructions of local President.”*

(Mashaal-e-Rah, Page no 487-488)

**Address by  
Hazrat Khalifatul Masih V<sup>(ATBA)</sup>**

*“May Allah enable you to become Khuddamul Ahmadiyya in the real sense. There should not be only slogans, songs or promises. In fact, what is to be seen in an Ahmadi Khuddam should be seen within you. The children and the young Khuddam have to take up the responsibility of the Jama’at in future. As the Jama’at shall spread, Insha Allah, if you do not bring changes within yourself, you will feel deprived in your circles. In future, the responsibilities of Khuddamul Ahmadiyya will increase as the Jama’at expands.*

*Therefore, understand your duty as well as dignity. If you realize the responsibilities and understand your position, the enemy will never be successful even though he may use a thousand tricks to terminate the Jama’at. Let the enemy use his strength as much as he can but he cannot harm the Jama’at at all. Therefore O Ahmadi youth and children! Wake up and raise the standard of your prayers and your manners. May Allah help you all.”*

*(Monthly Khalid November 2004)*

(Concluding address, Salana Ijtema Khuddamul Ahmadiyya

UK 19th Sept.2004)