



Date of departure:

Arrival office:

Monthly Office Report Form
Majlis -e-Khuddam -ul-Ahmadiyya India

Name of Majlis :	District:	Province:	Total Number of Khuddam :	Strength Majlis Amila :
Month of report:	Year:	Qaid Name:	Email Id:	Mobile number:

- How many tarbiyati camps were organized in Nau mubaeen Majlis this month? _____
- No. of Nau mubaeen who listened to the sermon of Huzoor-e-Anwar _____
- Number of Nau mubaeen who've written letter to Huzoor-e-Anwar _____
- No. of those who offer five times prayer _____
- No. of those who recite the Holy Quran _____
- No. of Nau mubaeen who've volunteered to become Daeen-illallah _____
- No. of Nau mubaeen involved in financial movements _____
- How many candidates (Nau mubaeen) were met this month? _____

Note: Nau Mubaeen refers to those Khuddam and atfal who have not completed 3 years of pledge of allegiance.

Shoba Umoor Tulaba: Name: _____

- Meeting on importance and benefit of education _____ Khuddam involved _____
- Free coaching class _____ Khuddam involved _____
- Khuddam who writes articles in Jamaati newspapers _____
- Is a special session organized to improve the religious and moral standards of students? _____
- Is Ahmadiyya Students Association established? _____
- Career Counseling is established to guide the students? _____
- Is information conveyed to students under career planning? _____

Shoba Waqar e amal: Name: _____

Program	Ijtemai Waqar-e-amal	Misali Waqar-e-amal	Hafta shajarkari date
Khuddam involved			

Shoba Atfal: Name: _____

- Is Tanzeem atfal established in your Majlis? _____
- Strength of atfal _____
- Was the Atfal's monthly report sent to the atfal Office this month? Date _____

Shoba Maal: Name: _____

Hafta maal/ date	Collected chanda ijtema this month	Collected Chanda Membership this month	Annual budget Ijtema	Annual budget contribution membership
			Total so far	

Shoba Tehreek-e-jadid: Name: _____

- Number of Khuddam paying chanda Tehreek-e-jadid _____
- Number of Khuddam s paying chanda Waqf-e-jadid _____

Note: Send the list of servants involved in both the movements along with the annual report.

Shoba Sehat-o-Jismani: Name: _____

- Is Ahmadiyya Sports Association established? _____
- Were Khuddam medically examined? _____
- Individual and group games were conducted? _____
- Number of matches _____
- Number of tournament _____
- Was kullu jamia organised this month? Date _____
- Did the picnic take place this month? Date _____

Shoba Aitimad: Name: _____

- Date of meeting of the Majlis -e-Amila _____
- No. of members present _____ Report attached on separately? _____
- Have you studied Lahe amal and Dastur asasi for basic plan of action? _____
- Was refresher camp conducted and the results sent to Markaz? _____
- Was the Majlis -e-Amila meeting held regarding the establishment of prayers and the implementation of the proposals approved by the Majlis -e-Shoora? Date _____

Shoba Tajneed: Name: _____

- When was the Tajneed form filled and sent to the Markaz (Date) _____
- Is there a system of Sayeqain in your Majlis? _____
- Please attach the list of newly joined Khuddam on a separate sheet of paper.

Shoba Taleem: Name: _____

- Day Taleemi classes _____
- Attendance Khuddam _____
- The number of Khuddam attending classes where study of the books of Hazrat Masih Muad (AS) was done _____
- Were competitions held under Majlis Husn-e-Bayan? Attendance _____
- Ijlas held under Majlis Ansar Sultan Al-Qalam? Attendance _____
- Strength of Khuddam who've memorized the first 17 verses of Surah Al-Baqarah _____
- Strength of Khuddam who've memorized the last 10 surahs of Amma Para _____

	Holy Quran Nazra	Holy Quran with translation	Prayer without Translation	Prayer with translation
Knows				
Learning				

Shoba Tarbiyat: Name of Nazim Tarbiyat _____

- How many Tarbiyati ijlas were held during the month? _____
- Attendance of Khuddam involved _____
- Attach the report on separate paper.
- Attendance of Khuddam attending congregational prayer of Tahajjud _____
- Khuddam who offers five times prayer _____
- Strength of Waqfe arzi Khuddam _____ period _____
- Majlis -e-Amila meeting regarding the attendance of prayers Date _____
- 15 days Tarbiyati classes _____ Date _____ Attach the report on separate paper.
- Khuddam who wrote letters in the service of Huzoor-e-Anwar seeking his blessings _____
- Khuddam who listens to the Friday sermon _____
- Number of Khuddam who were able to show MTA's programs to their Non-ahmadi friends _____
- Number of Khuddam who are part of Nizam-e-wasiyat _____
- Was a pamphlet containing Tarbiyati articles published this month? _____ Attach a copy.

Shoba Tabligh: Name: _____

	Through social media	Literature/ leaflet	Book stalls	No of Bait	Contact with non-members

Shoba Sanaat-o-tijaraat: Name: _____

1. Number of unemployed Khuddam _____
2. How many Khuddam were given employment? _____
3. The number of unskilled Khuddam _____
4. How many Khuddam were taught skills? _____
5. How many Khuddam are skilled in a craft? _____
6. Was an exhibition organized under this Shoba _____
Date _____

Note: Attach the list of unemployed workers/skilled workers/skilled workers in the annual report.

Shoba Muhasib: Name _____

1. The accounts of the Majlis were checked? _____
2. Entries are being made in the proposed journal and account? _____
3. Audit report prepared and sent? _____

Shoba Waqfe nau: Name of Muawin Waqf-nau _____

1. No. of Khuddam waqfeen? _____
2. No. of Atfal waqfeen? _____
3. How many days of Taleemi classes were conducted? _____
4. How many Waqfeen joined the class? _____
5. How many Waqfeen were counseled for Jamia Ahmadiyya? _____
6. How many Waqfeen were counseled for worldly education? _____
7. Special session? _____

Shoba Rishta Nata: Name of Addtl nazim tarbiyat Rishta nata _____

1. Is the data of marriageable Khuddam being maintained in your Majlis? _____
2. No. of marriageable Khuddam _____
3. How many marriageable Khuddam were counseled during the month? _____
4. How many Khuddam relations were done during the month? _____
5. During the month, how many Khuddam 's details were sent to the office Rishta nata (Markaz)? _____
6. During the month, share the no. of Khuddam who've studied the book "Family problems and their solutions". _____
7. Share the number of meetings/seminars that were held during the month on the subject of relationship and marriage _____

Shoba Umoomi:

1. Name of Nazim Umoomi _____
2. Has security been arranged in your Majlis this month on the occasion of Ijlas, Fridays and other Jamaati gatherings etc _____
3. Has a regular team for security duty been formed and shared with Markaz? _____
4. Has the report of Shoba umoomi been sent separately this month? _____

Khuddam involved					
How many people did the message reach?					

1. Majlis question & answer _____
2. Number of Khuddam involved _____
3. Was Hafta Tabligh organized this month? _____ Date _____
4. Strength of attended Khuddam _____
5. Were Tablighi classes organized for Daeen Khuddam? _____
6. Number of Khuddam attending it _____

Shoba Tarbiyat Nau mubaeen: Name: _____

1. Strength of nau mubaeen Khuddam _____
2. Strength of nau mubaeen atfal _____
3. Were classes organized for nau mubaeen? _____
Attendance _____

Shoba Khidmat-e-khalq: Name of Nazim Khidmat-e-khalq _____

	Assistance to the poor and needy	Firstaid	Free medical camp	Donate blood	Book Bank
Number of beneficiaries					
Khuddam involved					

1. Was Khuddam 's blood grouping done? _____
2. Is Tahir Homeo Dispensary established and working? _____
3. Was jalsa hifzan held? _____ Date _____
4. Is Khuddam -ul-Ahmadiyya Khidmat-e- Khalq registered under government institution? _____
Description sent? _____

Note: Please include the blood grouping report with annual report.

Shoba Ishaat: Name of Nazim Ishaat _____

Magazine	Mishkat	Rah-e-Iman	Badr	Badr in local language	Review of Religions
Khuddam involved					

1. Any significant outstanding work in publication during the month (attach details) _____
2. Number of Khuddam issuing Tablighi leaflets _____
3. During the month, did a Khuddam submitted an article for a party magazine or newspaper (attach copy). _____
4. Have you published the report of the Majlis khidmat-e-khalq work in local newspapers and sent a copy of it? _____

Note: Copies of published pamphlets and articles sent as well as details of important outstanding work must be sent to the office along with this report.

It is certified that all the entries in this form have been checked and found correct by Khaksar.

Signature of Mutamad

Date:

Signature of Qaid Majlis

Date:

Some important and necessary instructions:

This form must be sent to the Khuddam -ul-Ahmadiyya office in India by the 5th of the following month. Also keep in touch with the office of Khuddam -ul-Ahmadiyya Bharat about the report you have sent. Enter specific data in entries, as needed (✓) or (✗) and leave no box blank. If significant work has been done in any department during the month, send a detailed report on a separate paper. Send a copy of the report form to the District Qaid and keep a copy for your records. Keep the previous month's report in front of you and fill the form so that all the departments are accounted for as well. Send the required lists to the Markaz in time so that work improvement programs can be made accordingly. In case of sending more than one report together, only one report will be counted during the comparison, provided that the President of Majlis -e-Khuddam -ul-Ahmadiyya has obtained timely permission for counting from India and attached the permission letter with the report. At the beginning of the year, hold a refresher class for the officials and take the test of the Dastur-e-asasi and Lay-e-amal and send the result to the office of Khuddam -ul-Ahmadiyya Bharat. According to the works and reports of the Majlis, the Office of Khuddam -ul-Ahmadiyya Bharat and the Mutamad of Khuddam -ul-Ahmadiyya Bharat can be contacted at any time for any guidance. As per the Lay-e-amal, the required lists must be included with the annual report.

Office phone number of Majlis Khuddam -ul-Ahmadiyya India: 8054153900-01872220139.

website: www.Khuddam.in / Email IT: Khuddam@qadian.in.

Publication year 2024.