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Date of departure:

Arrival office:

**Monthly Office Report Form**

**Majlis -e-Khuddam -ul-Ahmadiyya India**

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| Strength Majlis Amila : | Total Number of Khuddam : | Province: | District: | Name of Majlis : |
| Mobile number: | Email Id: | Qaid Name: | Year: | Month of report: |
| Shoba Aitimad**:** Name: \_\_\_\_\_\_\_\_   1. Date of meeting of the Majlis -e-Amila\_\_\_\_\_\_ 2. No. of members present\_\_\_\_\_ Report attached on separatly?\_\_\_\_\_\_\_ 3. Have you studied Lahe amal and Dastur asasi for basic plan of action?\_\_\_\_\_\_\_ 4. Was refresher camp conducted and the results sent to Markaz?\_\_\_\_\_\_ 5. 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:\_\_\_\_\_\_\_\_   1. When was the Tajneed form filled and sent to the Markaz (Date)\_\_\_\_\_\_\_\_ 2. Is there a system of Sayeqain in your Majlis ?\_\_\_\_\_\_\_\_\_\_ 3. Please attach the list of newly joined Khuddam on a separate sheet of paper.   Shoba Taleem: Name: \_\_\_\_\_\_\_\_   1. Day Taleemi classes\_\_\_\_\_\_\_\_\_ 2. Attendance Khuddam \_\_\_\_\_\_\_\_\_\_ 3. The number of Khuddam attending classes where study of the books of Hazrat Masih Muad (AS) was done\_\_\_\_\_\_\_\_ 4. Were competitions held under Majlis Husn-e- Bayan? Attendance \_\_\_\_\_\_\_\_\_\_ 5. Ijlas held under Majlis Ansar Sultan Al-Qalam? Attendance\_\_\_\_\_\_\_\_\_\_ 6. Strength of Khuddam who’ve memorized the first 17 verses of Surah Al-Baqarah\_\_\_\_\_\_\_\_\_\_ 7. Strength of Khuddam who’ve memorized the last 10 surahs of Amma Para\_\_\_\_\_\_\_\_\_\_  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Prayer with translation | Prayer without Translation | Holy Quran with translation | Holy Quran Nazra |  | |  |  |  |  | Knows | |  |  |  |  | Learning |   Shoba Tarbiyat: Name of Nazim Tarbiyat\_\_\_\_\_\_\_\_\_   1. How many Tarbiyati ijlas were held during the month?\_\_\_\_\_\_\_\_\_\_ 2. Attendance of Khuddam involved\_\_\_\_\_\_\_\_ 3. Attach the report on separate paper. 4. Attendance of Khuddam attending congregational prayer of Tahajjud \_\_\_\_\_\_\_\_\_\_ 5. Khuddam who offers five times prayer\_\_\_\_\_\_\_\_\_\_ 6. Strength of Waqfe arzi Khuddam \_\_\_\_\_\_\_\_\_\_ period\_\_\_\_\_\_\_ 7. Majlis -e-Amila meeting regarding the attendance of prayers\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ 8. 15 days Tarbiyati classes\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_   Attach the report on separate paper.   1. Khuddam who wrote letters in the service of Huzoor-e-Anwar seeking his blessings\_\_\_\_\_\_\_\_\_\_ 2. Khuddam who listens to the Friday sermon\_\_\_\_\_\_\_\_\_\_ 3. Number of Khuddam who were able to show MTA’s programs to their Non-ahmadi friends\_\_\_\_\_\_ 4. Number of Khuddam who are part of Nizam-e-wasiyat\_\_\_ 5. Was a pamphlet containing Tarbiyati articles published this month?\_\_\_\_\_\_\_. Attach a copy.   Shoba Tabligh: Name:\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Contact with non-members | No of Bait | Book stalls | Literature/  leaflet | Through social media |  | |  |  |  |  |  | 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\_\_\_\_\_\_\_\_\_\_ | | 1. How many tarbiyati camps were organized in Nau mubaeen Majlis this month?\_\_\_\_\_\_\_\_\_\_ 2. No. of Nau mubaeen who listened to the sermon of Huzoor-e-Anwar\_\_\_\_\_\_\_\_ 3. Number of Nau mubaeen who’ve written letter to Huzoor-e-Anwar\_\_\_\_\_\_ 4. No. of those who offer five times prayer\_\_\_\_\_ 5. No. of those who recite the Holy Quran\_\_\_\_\_\_\_\_\_\_ 6. No. of Nau mubaeen who’ve volunteered to become Daeen-illallah\_\_\_\_\_\_\_\_\_\_ 7. No. of Nau mubaeen involved in financial movements\_\_\_\_\_\_\_\_\_\_ 8. 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: \_\_\_\_\_\_\_\_\_\_   1. Meeting on importance and benefit of education\_\_\_\_\_\_\_\_\_\_Khuddam involved\_\_\_\_\_\_\_ 2. Free coaching class\_\_\_\_\_\_\_\_\_\_Khuddam involved\_\_\_\_\_\_\_\_\_\_ 3. Khuddam who writes articles in Jamaati newspapers\_\_\_\_\_\_\_\_\_\_ 4. Is a special session organized to improve the religious and moral standards of students?\_\_\_\_\_\_\_\_\_\_ 5. Is Ahmadiyya Students Association established?\_\_\_\_\_\_\_\_\_\_ 6. Career Counseling is established to guide the students?\_\_\_\_\_\_\_\_\_\_ 7. Is information conveyed to students under career planning?\_\_\_\_\_\_\_\_\_\_   Shoba Waqar e amal: Name: \_\_\_\_\_\_\_\_   |  |  |  |  | | --- | --- | --- | --- | | Hafta shajarkari date | Misali Waqar-e- amal | Ijtemai Waqar-e- amal | Program | |  |  |  | Khuddam involved |   Shoba Atfal: Name: \_\_\_\_\_\_\_   1. Is Tanzeem atfal established in your Majlis ?\_\_\_\_\_\_\_\_\_ 2. Strength of atfal\_\_\_\_\_\_\_\_\_\_ 3. Was the Atfal’s monthly report sent to the atfal Office this month? Date\_\_\_\_\_\_\_\_\_\_   Shoba Maal: Name: \_\_\_\_\_\_\_\_\_   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Annual budget contribution membership | Annual budget Ijtema | Collected Chanda Membership this month | Collected chanda ijtema this month | Hafta maal/  date | |  |  |  |  |  | |  | **Total so far** |  |  |  |   Shoba Tehreek-e-jadid: Name:\_\_\_\_\_\_\_\_   1. Number of Khuddam paying chanda Tehreek-e-jadid \_\_\_\_\_\_\_\_ 2. 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: \_\_\_\_\_\_\_\_\_   1. Is Ahmadiyya Sports Association established?\_\_\_\_\_\_\_\_\_\_ 2. Were Khuddam medically examined?\_\_\_\_\_\_\_\_\_\_ 3. Individual and group games were conducted?\_\_\_\_\_\_\_\_\_\_ 4. Number of matches\_\_\_\_\_\_\_\_\_\_ 5. Number of tournament\_\_\_\_\_\_\_\_\_\_ 6. Was kullu jamia organised this month?\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_ 7. Did the picnic take place this month?\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_   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?\_\_\_\_\_\_\_\_\_\_ | | |
| Shoba Khidmat-e-khalq:Name of Nazim Khidmat-e-khalq\_\_\_\_\_\_\_\_   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Book Bank | Donate blood | Free medical camp | First aid | Assistance to the poor and needy |  | |  |  |  |  |  | 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 \_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Review of Religions | Badr in local language | Badr | Rah-e-Iman | Mishkat | Magazine | |  |  |  |  |  | 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 Signature of Qaid Majlis

Date: 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](file:///D:\Jamaat\Ata%20ul%20Basheer%20sb\www.khuddam.in) / Email IT: [Khuddam @qadian.in](file:///D:\Jamaat\Ata%20ul%20Basheer%20sb\khuddam@qadian.in) **.**

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