



Table of Contents

Aims and Objectives of Majlis Ansārullāh	2
Ansār Pledge	3
Mission Statement.....	4
Key Goals and Objectives – 2020.....	5
Alam-e-Inami Criteria 2020.....	7
Ansār Calendar 2020.....	8
Contact Information - National ‘Āmila.....	9
Contact Information - Nāzimeen A’ala.....	10
Plans and Responsibilities.....	11
Responsibilities of a Qā’id.....	12
Responsibilities of a Regional Nāzim A’ala.....	13
Responsibilities of a Za’īm	14
2: Umumi (General Secretary).....	17
3: Talim.....	19
4: Tarbiyat.....	20
5: Mal (Finance).....	22
6: Īthār - (Ee-saar) – Social Services	24
7: Tablīgh.....	25
8: Health (Dhahanat Wa Sihat Jismani).....	27
9: Waqf-e-Jadīd.....	28
10: Tahrīk-e-Jadīd.....	29
11: Tajnid (Membership)	31
12: Publications.....	32
13: Ta’līmūl-Quran	34
14: Tarbiyat Nau Mubā’i’īn.....	36
15: Audit	38
Shūrā/Election.....	40
Majlis Shūrā.....	41
Ansār Tahir Scholarship	45
Miscellaneous	46
Office Matrix and Commonly Used Terms	47

Aims and Objectives of Majlis Ansārullāh

1. To establish an organization for all Ahmadi men over the age of forty.
2. To inculcate the following amongst its members:
 - a. The love of Allah.
 - b. The spirit to promote and propagate the teachings of Islām.
 - c. The enthusiasm to call to Islām and serve mankind.
 - d. The spiritual and moral training of children and youth.
 - e. The spirit of protecting the institution of Khilafat.
 - f. The spirit of placing collective interests above individual interests.
3. It shall purely be a religious organization with no political interest whatsoever.

Ansār Pledge

Say this part three times:

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

*ash hado •al-laa ilaaha •il-lallaaho •wahdahoo•
laa shareekalahoo •wa ash hado •anna
Muhammadan • ‘abdohoo • wa rasooloh*

(Say this part once :)

*I bear witness that • there is none worthy of worship • except Allah. • He is One •
(and) has no partner, • and I bear witness • that Mohammad (peace be upon him) •
is His servant and His messenger. •*

(Say this part once :)

*I solemnly pledge that •I shall endeavor •throughout my life •for the propagation•
and consolidation of • Ahmadiyyat in Islām, • and shall stand guard •in defense of•
the institution of Khilafat. •I shall not hesitate •to offer any sacrifice •in this
regard. • Moreover, •I shall exhort my children •to always remain dedicated •and
devoted to Khilafat. • Insha’Allah.*

Notes:

- *Text in (parenthesis) is not in the original Arabic text and has been added in the translation.*
- *“•” in the text indicates where person leading the pledge should pause to allow members to repeat the same portion.*

Mission Statement

We are the Helpers of Allah

Key Goals and Objectives – 2020

Umumi	1. All Majālis holding Āmila meeting every month
	2. General meeting attendance 50% of total Tajnid or more every month
	3. Achieve National Ijtimā attendance target: 1500
Talim	40% of Ansār taking and completing Talim Test I and II
Tarbiyat	All Āmila members offering at least one daily prayer in congregation in the Mosques, Salat Centers or at homes with their families. All Ansār offering at least one daily prayer in congregation in the Mosques, Mission house, Salat Centers or at homes with their families. Help maximize the number of Salat centers around the country.
Mal	1. Ansār Chanda participation to approach Participation of Jamā'at Chanda (Āam/Wasiyyat): 2,800
	2. Reconcile reports monthly
	3. Manage bank transactions
Īthār	1. Plant 1000 trees
	2. 500 Waqar-e-Amal activities
	3. At least one charity walk under National Īthār Department.
Tabligh	1. Motivate 100% of Majlis Ansārullāh to participate at least one Tabligh activity a month.
	2. Enable local Muntazim to organize group Tabligh activity a month.
	3. Provide opportunity to all Ansār to bring guests to regional & national Ijtimā & Jalsa
	4. Expand & communicate Tabligh resources
	5. Four Daeen registration & activation drives.
Health	1. At least 35 % of members exercise regularly (150 Minutes or more / week)
	2. Arrange for Health Related Activities at all Regional and National events
	3. Provide Health material in monthly meetings
	4. Ansār Help Line for Free Health Services
	5. Expansion of Existing and Opening of New Health Clinics
	6. Special Projects to Promote Health in the Health Department - Nationally and Internationally
Waqf-e-Jadīd	1. 3100 Ansār participation in Waqf-e-Jadīd
	2. To call 10 Muntazimeen or Zu'amā monthly to motivate and give guidance
	3. Provide quarterly emails to entire Āmila and all Zu'amā to identify gaps and provide motivation.
	4. Share inspiring accounts of those who have participated in Waqf-e-Jadīd.
Tehrik-e-Jadīd	1. 100% Ansār participating in Tahrīk-e-Jadīd.
	2. To call 10 Muntazimeen or Zu'amā monthly to motivate and give guidance
	3. Share inspiring accounts of those who have participated in Tahrīk-e-Jadīd.

Tajnid	Verify contact information of 3500 members and update national Tajnid system with changes in mailing address, phone, email etc.
Publications	1. 26 bi-weekly e-newsletters
	2. 4 Quarterly print newsletters
	3. 1 Year-in-review issue of Al-Nahl
Ta'limul Quran	1. All Ansār of each Majlis (100%) to recite Holy Quran and read its translation and/ or commentary regularly.
	2. 100 Ansār to devote at least one week per year to participate in Jamā'at USA Waqf-e-Ardhi program.
Tarbiyat Nau Mubā'i'īn	1. Continue and maintain accurate database of Nau Mubā'i'īn
	2. Present a welcoming gift to each confirmed up to date data of Nau Mubā'i'īn
	3. Ensure that all Nau Mubā'i'īn know and recite Surah Al-Fatiha for non-Muslim (wallet card)
	4. Ensure Nau Mubā'i'īn are active and participating in National Auxiliary and Jamā'at events
Audit	1. Conduct yearly audit of income and expenses submitted by Majālis and National departments. Also, the National Auditor will make sure that the expense reimbursement policy was followed.
	2. Conduct random audits of National expenses during the year through access to the system (National Mal team will provide report of actual expense versus budget to National Auditor).
	3. National Auditor will perform physical audit of 5-8 large Majālis either online (emails) or at the time of Ansārullāh meetings or during the visits of the local Majālis.
	4. Review the end of the financial year closing.
Regional Nāzim-e-Ala	Visit every Majlis at least once a year

Alam-e-Inami Criteria 2020

Department	Local Goals	Due	Points
Umumi	General meeting attendance at least 50% or more every month	Monthly	100
	Achieve attendance target for National Ijtimā: 50% or more	Annually	100
	Hold Āmila meeting every month	Monthly	25
Talim	40% Ansār Participation in Talim Test I	June 15th	50
	40% Ansār Participation in Talim Test II	Nov 30th	50
Tarbiyat	100% of Ansār offering Salat in Congregation (at least one, most days of the week)	Monthly	100
	100% Āmila members offering Salat in Congregation (at least one most days of the week)	Monthly	50
Mal	100% Participation	Dec 31st	100
	Submit budgets for Members	Aug 2nd	100
Īthār	Plant trees	Annually	30
	Waqar-e-Amal	Annually	30
	Khidmat-Khalq	Annually	30
	Bonus	Annually	10
Tabligh	50% Percentage of Ansār participation in one Tabligh activity?	Monthly	50
	Number of group Tabligh activities organized by Ansārullāh? (2 activities a month / makeup ok)	Quarterly	50
	Number of non-Ahmadi guests to Jalsa or regional/national Ijtimā? 10 – Large / 8 – Medium / 5 – Small	Annually	25
Health	At least 35% of Members exercise 4 times a week	Monthly	50
Waqf-e-Jadīd	100% Participation	Nov 30th	50
Tahrīk-e-Jadīd	100% Participation	Oct 31st	50
Tajnid	Participate in Tajnid National Drive 1	Feb 9th	50
	Participate in Tajnid National Drive 2	Oct 25th	50
Publications	Four short stories submitted by a Majlis	see dates	100
Ta'limul Quran	Based on the number of Ansār recite Quran regularly	Quarterly	100
Tarbiyat Nau Mubā'i'in	Activating and involving New Converts at a local, regional and National level	Sadr Discretionary points	
Audit	Quarterly Report	Quarterly	50
Total Points:			1400

Ansār Calendar 2020

Local Events and Action Items

Monthly Report from each Majlis is due by the 7th of every month (responsible: Za‘īm)

Date	Day	Majlis Ansārullāh Local / Regional Event
Jan 10-12, 2020	Fri-Sun	Ansār Leadership Conference (Atlanta, GA)
May 1st	Fri	Start holding Shūrā elections and start collecting Shūrā proposals
June 6	Sat	National Āmila meeting (in person) - Location: TBD
June 15	Tues	Deadline to submit Talim Test I
July 31	Fri	Deadline to Submit Shūrā proposals and results of Shūrā Representatives election
Aug 02		Deadline to submit Budget for 2021
Aug 15	Sat	National Āmila meeting (in person) - Location: TBD
Sep 18 - 20	Fri-Sun	National Shūrā and Ijtimā‘
Nov 30	Mon	Deadline to submit Talim Test II
Jan 8 - 10, 2021	Fri-Sun	Ansār Leadership Conference 2021 (TBD)
Every 1st Monday of the month		National Āmila meeting conference call at 9 pm EST
Every 1st Tuesday of the month		Nāzimeen Ala monthly conference call with Sadr Majlis at 9 pm EST
Every 1st Tuesday of the month		Zu‘amā monthly conference call with Sadr Majlis at 9:30 pm EST
Other Important dates:		Ramadhan: April 25 to May 23
		Eidul Fitr : Sunday, May 24
		USA Jalsa Salana (Annual Convention): June 19 - 21 in Harrisburg
		Eidul Adha: Friday, July 31

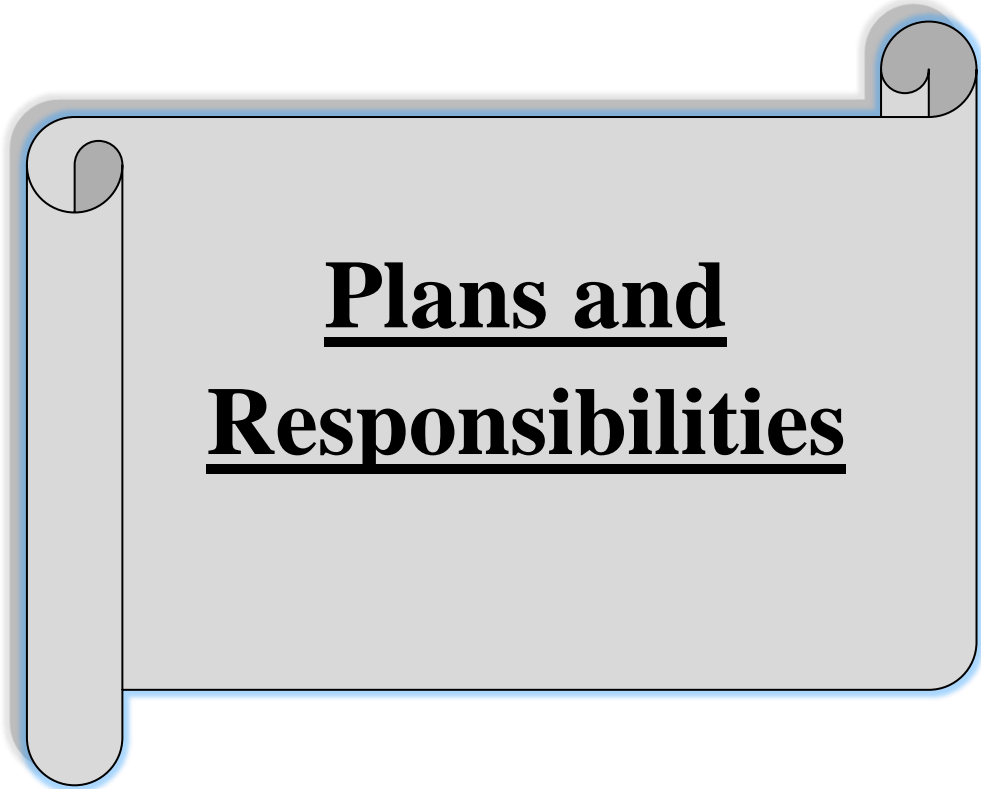
Contact Information - National ‘Āmila

No:	NAME	OFFICE	OFFICIAL E-MAIL (@Ansārusa.org)
1	Imran Hayee	Sadr	sadr@Ansārusa.org
2	Suhail Kausar	Nā'ib Sadr Awwal	naibsadr.awwal
3	Abdul Hadi Ahmed	Nā'ib Sadr Saf Dom	naibsadr.safdom
4	M. Dawood Munir	Nā'ib Sadr	naibsadr1
5	Mansoor Qureshi	Nā'ib Sadr	naibsadr2
6	Mahfooz Sheikh	Qā'id Umumi	qaid.umumi
7	Belal Khalid	Qā'id Ta'līm (Education)	qaid.talim
8	Lamin Sanyang	Qā'id Tarbiyat (Training)	qaid.tarbiyat
9	Zahid Mian	Qā'id Māl (Finance)	qaid.mal
10	Basharat Ahmad Wadan	Qā'id Ithar (Social Services)	qaid.ithar
11	Muhammad Ahmad	Qā'id Tablīgh (Preaching)	qaid.tabligh
12	Syed Tanvir Ahmed	Qā'id Zehanat wa Sehat-e-Jismani (Health)	qaid.health
13	Mooda Shiraz Mantara	Qā'id Waqf Jadīd	qaid.wj
14	Hassiem Abdullah Babatu	Qā'id Tāhrik Jadīd	qaid.tj
15	Muhammad Shahid Mahmood	Qā'id Tajnid (Membership)	qaid.tajnid
16	Iftikhar Ahmed	Qā'id Ishā'at (Publication)	qaid.publications
17	Munir Malik	Qā'id Ta'līmul Qur'ān (Education of the Holy Qur'ān)	qaid.talimulquran
18	Tahir Soofi	Qā'id Tarbiyat Nau Mubā'i'in (New Converts)	qaid.newconverts
19	Tayyib Rashid	Auditor	Auditor
20	Adil Mian	Mu'āwin Sadr (IT)	muawinsadr.it
21	Rizwan Alladin	Mu'āwin Sadr (Special Projects)	muawinsadr.sp

Contact Information - Nāzimeen A'ala

Majlis Ansārullāh is established in 61 chapters (Majālis) in USA, each headed by a Za'im. For the purpose of administration these Majālis are grouped into 13 regions, each headed by a Nāzim A'ala.

No		Nāzim Name	E-mail	CELL
1	Central East 403 members	Anas Ahmed Mirza Central Jersey, Lehigh Valley, North Jersey, Philadelphia, Willingboro	Nazim.ce@Ansarus.org	732-266-3733
2	Central West 177 members	Khurram Shah Bay Point, Merced, Sacramento, Silicon Valley	Nazim.cw@Ansarus.org	925-655-7772
3	Chicago 332 members	Khalid Aziz Ahmad Chicago, Indiana, Kansas, St. Louis	Nazim.ch@Ansarus.org	312-656-0251
4	Great Lakes 198 members	Nasir Bukhari Cleveland, Columbus, Dayton, Detroit, Kentucky	Nazim.gl@Ansarus.org	248-884-7880
5	Gulf States 372 members	Iftikhar Ahmad Sheikh Austin, Dallas, Fort Worth, Houston, New Orleans, Tulsa	Nazim.gs@Ansarus.org	832-867-5356
6	Headquarters 485 members	Naveed Malik Baltimore, Maryland, Pittsburgh, York	Nazim.hq@Ansarus.org	302-345-6994
7	Midwest 161 members	Abu Bakar Bin Saeed Iowa, Milwaukee, Minnesota, Oshkosh, Zion	Nazim.mw@Ansarus.org	414-731-5392
8	Northeast 239 members	Sarjo Trawalley Albany, Binghamton, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse	Nazim.ne@Ansarus.org	781-913-6461
9	Northwest 110 members	Atta Karim Chowdhry Portland, Seattle	Nazim.nw@Ansarus.org	360-609-0163
10	New York 344 members	Mahmood Ahmad Bhutta Bronx, Brooklyn, Long Island, New York	Nazim.ny@Ansarus.org	917-599-8382
11	Southeast 230 members	Imtiaz Rajayki Alabama-TN, Charlotte, Georgia-Carolina, Miami, Orlando,	Nazim.se@Ansarus.org	484-794-7644
12	Southwest 341 members	Abdul Basith Zafar Las Vegas, Los Angeles, Phoenix, Tucson	Nazim.sw@Ansarus.org	310-634-8773
13	Virginia 492 members	Shahid Malik Central Virginia, North Virginia, South Virginia, Research Triangle, Richmond	Nazim.va@Ansarus.org	301-943-8706



Plans and
Responsibilities

Responsibilities of a Qā'id

Key Contacts:

Sadr:		Nā'ib Sadr Awwal:	
Name:	Imran Hayee	Name:	Suhail Kausar
Cell:	(732) 801-4657	Cell:	(609) 217 3202
E-mail:	sadr@Ansarus.org	E-mail:	Nā'ibsadr.awwal@Ansarus.org

Responsibilities of a Qā'id

Responsibilities of each Qā'id are listed separately in the Ansār Constitution; numbers 96 to 148.

181. It shall be necessary that all the office bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.
16. If required one or more Nā'ib Qā'id (Deputy Qā'id) may be appointed in each Qiyadat, who may be allowed to attend the meetings of the executive committee with the permission of the Sadr, but shall not be entitled to vote.

The Qā'id should:

1. Lead his department as required and described in the constitution of Majlis Ansārullāh, USA.
2. Report on the activities of his department to Sadr Majlis every month.
3. Respond to all requests within 2 days.
4. Attend National Āmila meetings, Ijtimā'at, and meeting of Majlis Shūrā.
5. Act as mentor for Zu'amā (for implementation of all plans according to the schedule).
6. Make note of the departmental budget and track departmental expenses accordingly.

A Nā'ib Qā'id should:

1. Attend Ijtimā'at
2. Attend National 'Āmila meeting if for any reason Qā'id is unable to attend a meeting.
3. Assist Qā'id in discharging his responsibility.

Responsibilities of a Regional Nāzim A'ala

Key Contacts:

Sadr:		Qā'id Umumi:	
Name:	Imran Hayee	Name:	Mahfooz Sheikh
Cell:	(732) 801-4657	Cell:	(972) 697-7920
E-mail:	sadr@Ansarus.org	E-mail:	qaid.umumi@Ansarus.org

Responsibilities of a Regional Nāzim A'ala

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

151. Regional Nāzim A'ala shall be responsible for affairs of all Majālis in his region. may be appointed in each Qiyadat
152. He shall preside over the meetings of Majlis Āmila of his region.
158. He shall send a report of his activities to Sadr Majlis every month.
183. It shall be necessary for all Nāzimeen A'ala and Zu'amā to attend the national Ijtimā unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nāzim A'ala should:

1. Appoint at least one Nā'ib Nāzim A'ala to assist him.
2. Develop Plan and organize Regional Ijtimā in accordance with provided guidelines. He should work with Zu'amā to ensure maximum attendance at local, regional and National Ijtimā.
3. Be prompt in communications with Zu'amā and National Āmila members and be in touch with Zu'amā at least once a month to review their performance in meeting their local goals for every department.
4. Encourage every Za'im to involve his Nā'ib Za'im in communications to keep Majlis active consistently
5. Ensure his and Zu'amā's attendance in monthly conference calls with Sadr Majlis.
6. Personally visit all Majālis of his region at least once a year to develop personal relationships with their Ansār brothers and hold a quarterly teleconference with Zu'amā.
7. Ensure that each Majlis submits its monthly report by the 7th of each month; he should submit his own report by 12th of every month.

Responsibilities of a Za'im

Key Contacts:

Sadr:		Qā'id Umumi:		Regional Nāzim A'ala:	
Name:	Imran Hayee	Name:	Mahfooz Sheikh	Name:	
Cell:	(732) 801-4657	Cell:	(972) 697-7920	Cell:	
E-mail:	sadr@Ansarus.org	E-mail:	gaid.umumi@Ansarus.org	E-mail:	

Responsibilities of Za'im

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

167. Za'im shall be responsible for all the affairs of his Majlis. It shall be his duty to see that instructions from the headquarters are being carried out.

168. Za'im shall preside over meetings of his Majlis 'Āmila.

169. In case of emergency Za'im is allowed to authorize necessary expenditure on his own which will have to be presented before the local Majlis 'Āmila in the next meeting for approval.

172. Za'im has the power to temporarily appoint a person to officiate for him or for any other subordinate office-bearer in his jurisdiction but he will have to inform the Sadr about it immediately. In case of sector the intimation should be sent to Za'im A'ala.

174. Za'im shall send the report of his activities to the Sadr Majlis every month.

188. Every Majlis shall appoint one Sā'iḳ (group leader) for every 10 members; this group leader shall endeavor to activate these members and help keep them motivated.

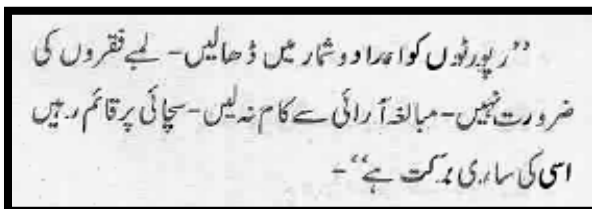
Za'im should:

1. Get to know all the members of the Majlis personally.
2. Form Āmila as early as possible and submit Āmila list through AManaT.
3. Train Nā'ib Za'im and 'Āmila members by delegating different responsibilities to them.
4. Hold Āmila meeting and Ansār general meeting every month. He must aim at energizing members for maximum attendance using all possible means like emails, phone calls and personal conversations.
5. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qā'ideen) and inspire members towards Alam-e-Inami
6. Should organize local Ijtimā and strive for maximum attendance at Regional and National Ijtimā.
7. **Must ensure his attendance at ALC, monthly conference calls with Sadr Majlis and any other event or meeting requested by national Headquarters.**
8. Submit monthly report of activities to Sadr Majlis by 7th of every month.
9. Report demise of a Nāsir to Sadr Majlis as soon as possible (send full particulars and photo if possible), and assist with burial arrangements when a Jamā'at member passes away.
10. Send report of new Bai'ats to Sadr Majlis, Qā'id Tabligh and Qā'id Membership (Tajnid).

Za'im Guidelines

Monthly Report: Ansār office holders should submit report of activities in their sphere of responsibility. All reports are combined and submitted to Hadhrat Khalīfatul-Masīḥ (May Allāh be his helper) by Sadr Majlis every month. It is important to send these reports in a timely manner so the information sent to Huzoor is current. Please remember to follow instruction of Hadhrat Khalīfatul-Masīḥ IV (may Allah have mercy on him) when the preparing monthly reports:

- Convert reports into numbers and figures.
- There is no need for long sentences.
- Don't exaggerate.
- Be truthful.
- All blessings are in this (being truthful).



"Instructions for Majālis Ansārullāh Pakistan, 2007 (Hida'yaat)"

Local 'Āmila: As instructed by the Sadr Majlis, every Za'im should nominate 'Āmila and submit names for approval as soon as possible if you have not done so already. In a small Majlis more than one department can be assigned to the same person. [Local 'Āmila should be created in AManaT.](#)

Majlis:		Date:	
Office / Muntazim	Name	Phone	E-mail Address
Za'im			
Nā'ib Za'im Awwal			
Nā'ib Za'im Saf Dom			
Muntazim Umumi			
Muntazim Education			
Muntazim Moral Training			
Muntazim Training New Members			
Muntazim Social Services			
Muntazim Tablīgh (Propagation)			
Muntazim Health			
Muntazim Finance			
Muntazim Waqf Jadīd			
Muntazim Tahrīk Jadīd			
Muntazim Membership			
Muntazim Publication			
Muntazim Qur'ān Education			
Auditor			

Āmila Meeting:

1. Hold Āmila meeting every month.
2. Prepare and distribute agenda for the ‘Āmila meeting to the ‘Āmila members at least three (3) days before the meeting. Suggested sample agenda is given below:

Agenda for ‘Āmila Meeting

• Recitation of the Holy Qur’ān	Assign
• Minutes of previous month’s meeting	Muntazim Umumi
• Communication from headquarters	Za’īm
• Report of activities	Each Muntazim
• Plans for next month
• Other agenda items
• Date of next meeting & Dua	Assign

** Pledge is not required in ‘Āmila meeting*

3. Keep minutes of all meetings as part of local records.
4. Minutes should be brief, and include attendance (by name), agenda, ‘Āmila’s decisions (if voting is required then note who favored and who opposed), and status of items requiring action.

2: Umumi (General Secretary)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Mahfooz Sheikh	Mujeeb Chowdhary	Osman Ahmed
Cell:	972-697-7920	240-429-6590	646-872-7237
E-mail:	Qaid.umumi@Ansarususa.com	Naibqaid.umumi1@Ansarususa.org	Naibqaid.umumi2@Ansarususa.org

Responsibilities of Muntazim Umumi:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

120. Muntazim Umumi shall be in charge of the office at local Majlis.
121. He shall see that instructions of Za'im are being carried out and remind all concerned when necessary.
122. He shall maintain the record of proceedings of local Majlis.

The Muntazim should:

- 1) Communicate:
 - a) Notify all members of the convening of 'Āmila and general body meeting.
 - b) Carry out correspondence as desired by the Za'im.
- 2) Maintain Records:
 - a) Inventory of all property and belongings of the Majlis.
 - b) Names of Ansār qualified to participate in Majlis elections.
 - c) List of local Āmila members and their contact information.
- 3) Monitor progress:
 - a) Record minutes of the proceedings of 'Āmila meetings.
 - b) Track implementation of Majlis Āmila decisions.
- 4) Report:
 - a) Assist the Za'im in preparing Majlis activity reports.
 - b) Obtain monthly reports from office holders.
- 5) Perform all other duties that the Za'im may assign.

National Departmental Goal(s)

1. All Majālis holding Āmila meeting every month
2. General meeting attendance 50% of total Tajnid or more every month
3. Achieve National Ijtimā attendance target: 1500

Local Majlis Goal(s)

1. Hold Āmila and General meeting every month
2. General meeting attendance at least 50% or more every month
3. Achieve attendance target for National Ijtimā: 50% or more

Monthly Reporting Question(s):

1. Did you hold Āmila meeting?
2. How many Ansār attended monthly general meeting?

Majlis Evaluation on Umumi Department

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
General meeting attendance 50% or more	Every month	45%
Achieving attendance target 50% or more for National Ijtimā	Annually	45%
Hold Āmila meeting every month	Every month	10%

Any Additional Information

- Monthly meetings may be held over the phone if distance and/or weather are a factor.
- Monthly meeting is not needed if you are holding local or regional Ijtimā.
- For Umumi resources, visit <http://Ansarus.org/departments/umumi>

3: Talim

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Belal Khalid		
Cell:	732-841-4924		
E-mail:	Qaid.talim@ansarusa.org		

Responsibilities of Muntazim Talim:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

125. It shall be the duty of Muntazim Education to propagate and inculcate the Islāmic teachings amongst the members of Majlis Ansārullāh.
126. Muntazim Education shall arrange the education of illiterate persons.

The Muntazim should:

- 1) Encourage Ansār to read Holy Quran and the books of Jama'at especially, the Talim Test syllabus books for 2020.
- 2) Encourage Ansār to complete Talim tests in time.
- 3) Promote and facilitate learning of Islamic teachings among Ansār.
- 4) Encourage those Ansār to learn English as a second language who do not know English very well. Links to useful websites/resources can be pointed out to such Ansār and are available at: <http://Ansarusa.org/content/education>

National Departmental Goal(s)

1. 40% of Ansār taking and completing Talim Test I and II

Local Majlis Goal(s)

1. 40% Ansār Participation in Talim Test I and II
2. 10% Ansār achieving advanced levels (level II and level III) of the Talim Test I and II

Monthly reporting Question(s):

None

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
Talim Test I	June 15	50%
Talim Test II	November 30	50%

Syllabus:

Talim Test 1 (Detailed syllabus available on March 15)

1. Our God (pages 1 to 111) and relevant selected pages of Revelation and Rationality.
2. Selected Q/A of Hadhrat Khalīfatul-Masīh IV^{ra}
3. Holy Quran, Surah Mulk (verses 1 to 16)

Talim Test II (Detailed syllabus available on September 1)

1. Our God (pages 112 to 225) and relevant selected pages of Revelation and Rationality.
2. Selected Q/A of Hadhrat Khalīfatul-Masīh IV^{ra}
3. Holy Quran, Surah Mulk (verses 17 to 31)

4: Tarbiyat

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Lamin Sanyang	Abdul Quddus Yahya	
Cell:	202-805-9394	915-873-3140	
E-mail:	Qaid.tarbiyat@ansarusa.org	Yakumu1@hotmail.com	

Responsibilities of Muntazim Tarbiyat:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

127. It shall be the duty of the Muntazim Moral Training to take necessary steps for the development of true Islāmic character amongst members of Majlis Ansārullāh.

The Muntazim should:

Muntazim should try to establish personal relationships with members.

1. Organize activities like table tennis and related resources around Salat times to encourage Ansār to attend Salat at masjid at least once a day.
2. Send reminder to all Ansār in the local Tarbiyat group about Salat times and changes when they occur.
3. Regularly contact inactive Ansār and invite them to the Mosque, auxiliary meet as well as organize a one on one session with them at a mutually agreed location to enquire if everything is ok with this person (Za'im and I). National, regional and local Āmila members should be monitor closely for regularity in congregational Salat.
4. Create a friendly environment for members of Ansārullāh and others to be encouraged to visit the masjid for Salat on a regular bases. E.g. Ansār game night, Saturday morning Tahajjud with breakfast. Monthly sporting events and team building around Salat times. This will foster a culture of brotherhood revolving around Salat.
5. Za'im should share educational material regarding the importance of Salat particularly congregational Salat with all Ansār member.
6. Lastly maintain a close contact with the national Tarbiyat department for feedback purposes through monthly reporting and bi-weekly conference calls.

National Departmental Goal(s)

1. All Āmila members offering at least one daily prayer in congregation in the Mosques, Salat Centers or at homes with their families.
2. All Ansār offering at least one daily prayer in congregation in the Mosques, Mission house, Salat Centers or at homes with their families.
3. Help maximize the number of Salat centers around the country.

Local Majlis Goal(s)

1. All Ansār offering at least one daily prayer in congregation in the Mosques, Salat Centers or at home with their families.
2. All Ansār to offer five daily prayers.

Monthly reporting Question(s):

1. How many Ansār offer five daily prayers regularly (please estimate in percentage)?

2. How many Ansār live within 15 mins of Mosque, mission house or an active Salat center?
3. How many Āmila members live within 15 mins of Mosque, mission house or an active Salat center?
4. How many Ansār offer at least one congregational Salat most days of the week at Masjid, mission house or an active Salat center?
5. How many Ansār offer at least one congregational Salat most days of the week at home?
6. How many Āmila members offer at least one congregational Salat regularly at Masjid, mission house or an active Salat center?
7. How many Āmila members offer at least one congregational Salat regularly at home

Majlis Evaluation:		
Goal (how a Majlis will be evaluated on local goals?)	Due Date/ Frequency	Points
100% of Ansār offering Salat in Congregation (at least one, most days of the week)	Monthly	66%
100% Āmila members offering Salat in Congregation (at least one most days of the week)	Monthly	34%

Any Additional Information:

1. 1. Best Practices:

- a) Muntazim should inform members of their Chanda status whenever they are behind by more than
 - a. 2 months.
- b) Review Tajnid regularly and update plan accordingly
- c) Muntazim must always be respectful and avoid asking in presence of others. Also, he must
 - a. Maintain strict confidentiality of members' finances.
 - b. Chanda should be paid at regular intervals throughout the year. Those who pay full year's obligation all at once should try to pay earlier in the year.
- d) Za'im, Muntazim Finance, and Āmila members should lead by example and not be in arrears for more than 2 months.
- e) Efforts to collect Chanda should be documented in monthly report
- f) Instances of refusal to pay should be reported to Sadr Majlis through Qā'id Māl.
- g) A receipt must be issued for all collections within one week (preferably immediately).
- h) Muntazim should remind Ansār to pay Chanda by:
 1. Announcing once a month at meetings and Friday Prayer.
 2. Contacting privately in the mosque or by phone and E-mail.
 3. If necessary Muntazim can mail letters or visit members at home after consulting with Za'im.
- i) Focus on participation early in the year
- j) Muntazim should motivate members by sharing inspirational messages from Islamic history
- k) Ask local missionary for assistance, if necessary
- l) Share how Chanda helps the Majlis carry out its goals

5: Mal (Finance)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Zahid Mian	Hisham Qureshi	Layeequdeen Ahmed
Cell:	508-353-8909	781-572-0035	414-243-6188
E-mail:	qaid.mal@ansarusa.org	naibqaid.mal1@ansarusa.org	naibqaid.mal2@ansarusa.org
		Akbar Shah	
		330-419-0038	
		naibqaid.mal3@ansarusa.org	

Responsibilities of Muntazim Mal:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

128. Muntazim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget.
130. He shall correspond with Qā'id Māl on matters concerning his Majlis.
131. He shall present names of members who are defaulters in the payment of subscription to the Za'im and take action according to the Za'im's instructions.
132. He shall present annual budget of his Majlis to Qā'id Māl for presentation to Majlis Shūrā
133. He shall present the income and expense statement before local Majlis Āmila every month.
187. Every Majlis shall prepare the annual budget of its subscriptions according to the prescribed rates and send it to the Center by the due date.

The Muntazim should:

1. Collect, report, deposit Chanda; submit income budgets on time
2. Remind members of finance obligations regularly, at least once a month
3. Go "door-to-door" to collect income budgets
4. Consult with Āmila about expenses

National Departmental Goal(s)

1. Ansār Chanda participation to equal Participation of Jamā'at Chanda (Āam/Wasiyyat): 2,800
2. Reconcile reports monthly
3. Manage bank transactions

Local Majlis Goal(s)

1. Contact (in-person or by call) 100% of members for Chanda
2. Submit batch regularly (deposit checks within 2 weeks)
3. Encourage online Chanda payments

Monthly reporting Question(s):

None

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points %
100% Participation	December 31, 2020	50%
Submit budgets for Members	August 02, 2020	50%

Any Additional Information

1. Best Practices

- a. Do a quarterly assessment and inform members of their Chanda status.
- b. Review Tajnid regularly and update plan accordingly
- c. Muntazim must always be respectful and avoid asking in presence of others. Also, he must maintain strict confidentiality of members' finances.
- d. Chanda should be paid at regular intervals throughout the year. Those who pay full year's obligation all at once should try to pay earlier in the year.
- e. Za'im, Muntazim Finance, and Āmila members should lead by example and not be in arrears for more than 2 months.
- f. Instances of refusal to pay should be reported to Sadr Majlis through Qā'id Māl.
- g. A receipt must be issued for all collections within one week (preferably immediately).
- h. Muntazim should remind Ansār to pay Chanda by:
 1. Announcing once a month at meetings and Friday Prayer.
 2. Contacting privately in the mosque or by phone and E-mail.
 3. If necessary Muntazim can mail letters or visit members at home after consulting with Za'im.
- i. Focus on participation early in the year
- j. Muntazim should motivate members by sharing inspirational messages from Islamic history
- k. Muntazim should try to establish personal relationships with members
- l. Ask local missionary for assistance, if necessary
- m. Share how Chanda helps the Majlis carry out its goals
- n. Encourage online Chanda payments (<https://amanat.ansarusa.org/chanda>)

6: Īthār - (Ee-saar) – Social Services

Key Contacts:

Qā'id		Nā'ib Qā'id	
Name:	Basharat Wadan	Munawar Ahmed Malik	Nasir Sami Jadran
Mobile:	571-294-4580	540-642-3111	701-201-9384
E-mail:	Qaid.ithar@ansarusa.org	Munawar20@gmail.com	njadran@gmail.com
Address:	4039 Pender Ridge Terr, Fairfax, VA 22033	8-Barley Corn Dr. Stafford, VA, 22556	

Responsibilities of Muntazim Ithar

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

134. Qā'id Īthār shall chalk out programs in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shall ask all the Majālis to act upon these programs.

Expectations:

Under the ninth condition of Bait.

1. Service to humanity: Identify service needs in your local area and partner with organizations (if needed) to provide service to humanity.
2. Plant trees
3. Waqar-e-Amal
4. Involved in Khidmat-e-Khalq activities like blood donations, Feed the Hungry, job help, distribute gifts, help refugees, etc.

National Goal:

1. Plant 1000 trees
2. 500 Waqar-e-Amal activities
3. At least one charity walk under National Īthār Department.

Local Majlis Goal(s)

1. Plant trees Medium and large Majlis: 6 per every 30 members up to 30 trees at the most. For small Majlis with Tajnid 30 or less, the goal is 2 per 10 members.
2. Waqar-e-Amal: Each Majlis to do at least 4 Waqar-e-Amal Activities (preferably quarterly)
3. Involve or arrange any Īthār activities (Khidmat-e-Khalq) like blood donations, Feed the Hungry, job help, distribute gifts, etc.

Monthly reporting Question(s):

1. Any Waqar-e-Amal activity arranged this month (Y/N). If yes:
 - I. How many Ansār participated in Waqar-e-Amal this month?
 - II. How many total man hours spent in Waqar-e-Amal? (If 10 Ansār participated for 1 hour then there is 10 man hours)
2. How many trees were planted this month? _____
3. Any other Īthār activities (Khidmat-e-Khalq) done this month like blood donations, Feed the Hungry, Waqar-e-Amal, job help, distribute gifts, etc. If yes, please write specific details.

Majālis Evaluation	Due Date	Points
Plan Trees	Annually	30%
Waqar-e-Amal	Annually	30%
Khidmat Khalq	Annually	30%
Bonus	Annually	10%

Resources: <http://Ansarusa.org/aithar>

7: Tabligh

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Muhammad Ahmad	Muhammad Ahmad	(734) 646-6401
Cell:	(512) 629-6092		
E-mail:	Qaid.tabligh@ansarusa.org		

Responsibilities of Muntazim Tabligh:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

135. Muntazim Tabligh shall prepare all members to practically participate in preaching.

136. Muntazim Tabligh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

The Muntazim should:

1. Write to Huzoor at least once a month requesting prayers for local Majlis Tabligh efforts.
2. Motivate every Nasir to participate in some Tabligh activity every month.
3. Arrange/Coordinate monthly group Tabligh activity for Majlis
4. Motivate Ansār to participate in national Tabligh activities
5. Help Za'im with data for monthly Tabligh report
6. Enable local Ansār to increase in their Tabligh related religious knowledge.
7. Highlight Huzoor's instructions regarding Tabligh to local Ansār.

National Departmental Goal(s)

1. Motivate 100% of Majlis Ansārullāh to participate at least one Tabligh activity a month.
2. Enable local Muntazim to organize group Tabligh activity a month.
3. Provide opportunity to all Ansār to bring guests to regional & national Ijtimā & Jalsa
4. Expand & communicate Tabligh resources
5. Four Daeen registration & activation drives.

Local Majlis Goal(s)

1. Motivate 100% of Ansār to perform at least one Tabligh activity a month.
2. Organize at least two Tabligh activities a month.
3. Increase involvement of Ansār in monthly group Tabligh activities.
4. Register and activate Daeen in Tabligh activities.
5. Bring Tabligh guests to Regional/National Ijtimā'at & Jalsa Salana.

Monthly reporting Question(s):

1. What number of Ansār participated in at least one Tabligh activity this month?
2. How many group Tabligh activities your Majlis organized or substantially supported during this month?
3. Please include any Ba'iat or guests to regional & national gatherings in comment section.

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
50% Percentage of Ansār participation in one Tabligh activity?	Monthly	50%
Number of group Tabligh activities organized by Ansārullāh? (2 activities a month / makeup ok)	Quarterly	35%
Number of non-Ahmadi guests to Jalsa or regional/national Ijtimā? 10 – Large Majlis / 8 – Medium Majlis / 5 – Small Majlis	Annually	15%

Any Additional Information

Ansārullāh USA Tablīgh Department page [<http://www.ansarusa.org/tabligh>]
Daeen Training Guide [<https://www.alislam.org/library/books/Tabligh-Guide.pdf>]

Examples of individual Tablīgh activities in which a Nasir can participate:

1. Attend Congregational Tahajjud prayers for success in Tablīgh
2. Participate in a Daeen-illahllah class or a regional Tablīgh conference arranged by Jamā'at.
3. Having a brief conversation with a neighbor or a colleague to introduce himself as an Ahmadi Muslim
4. Having a one-to-one conversation with a Tablīgh contact about true Islam, Ahmadiyyat.
5. Inviting a non-Muslim or non-Ahmadi guest at home or at Mosque
6. Visit rehab facilities and prisons to introduce true Islam, Ahmadiyyat.
7. Post an article or a blog about Ahmadiyyat, the true Islam, on a social media avenue e.g. Twitter or Facebook.
8. Publish a newspaper article e.g., a letter to the editor or an opinion editorial on Islam and Ahmadiyyat.
9. Participation in any of the following Tablīgh events
 - a. Coffee Cake and True Islam
 - b. Flyer and literature distribution
 - c. Interfaith symposium
 - d. Quran Exhibition
 - e. Bookstall
 - f. Small town or University Tablīgh event
10. Any other Tablīgh activity, which is not listed here (a brief description of that activity, should be written by the Nasir).

Examples of group Tablīgh activities that a Majlis can organize:

- I. Arrange congregational Tahajjud prayers for success in Tablīgh
- II. Arrange a Daeen-illahllah class
- III. Host a regional Tablīgh conference arranged by Jamā'at.
- IV. Arrange a Quran exhibition at any venue
- V. Arrange an open house or other Tablīgh event
- VI. Organize a local flyer distribution event
- VII. Organize a bookstall at a flea market or another public place
- VIII. Organize a talk about Islam at a local school, library or university etc.
- IX. Organize an interfaith event
- X. Any other group Tablīgh activity, which is not listed here (a brief description of that activity, should be written by the Muntazim).

8: Health (Dhahanat Wa Sihat Jismani)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Syed Tanvir Ahmed	Irfan Chaudhry	Salman Akhter
Cell:	601-209-3546	425-269-4104	717-494-6271
E-mail:	Qaid.health@ansarusa.org	irfan.chaudhry@live.com	salmanakhtar77@gmail.com

Responsibilities of Muntazim Health:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

137. Qā'id Dhahanat Wa Sihat Jismani shall chalk out programs for maintaining intellectual and physical health of members.

The Muntazim should:

1. Promote Healthy Lifestyle and Arrange Sports and other Healthy Activities
2. Assist all those in need of health care through Ansār Help line
3. Coordinate with Qā'id Health to Establish Free Health Clinics in their Majlis
4. Encourage Physicians and other health Professionals to organize sports and other health related activities
5. Take a lead in Developing new ideas and health programs

National Departmental Goal(s)

1. At least 35 % of members exercise regularly (150 Minutes or more / week)
2. Arrange for Health Related Activities at all Regional and National events
3. Provide Health material in monthly meetings
4. Ansār Help Line for Free Health Services
5. Expansion of Existing and Opening of New Health Clinics
6. Special Projects to Promote Health in the Health Department - Nationally and Internationally

Local Majlis Goal(s)

1. At least 35% of members exercise regularly most days of the week (150 minutes / week)
2. Organize events (Bicycle riding, Walking Clubs, and Regular Sports)
3. Help those in need of Health Care - Through our helpline
4. Encourage Physicians and Health Professionals to Join the Help Line

Monthly reporting Question(s):

1. How many Ansār exercise at least 4 days a week or 150 minutes / week?

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points %
At least 35% of Members exercise 4 times a week	Monthly	100%

Any Additional Information

1. Please refer to Ansār Website for Departmental Resources
2. Please contact Qā'id Health anytime for anything at tahmedmd@me.com or Cell 601-209-3546

9: Waqf-e-Jadīd

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Shiraz Mantara		
Cell:	(913) 526-4809		
E-mail:	Qaid.wj@ansarusa.org		

Responsibilities of Muntazim Waqf-e-Jadid:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

138. Muntazim Waqf-e-Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices and other programs of Waqf-e-Jadīd.

The Muntazim should

1. Assist local Waqf-e-Jadīd Secretaries with pledges. All pledges should be sent to the center by March 30, 2019. 100% participation should be encouraged.
2. Follow up to ensure collection targets are on schedule. Members could be reminded through meetings, phone calls, E-mails or by personal visit.
3. Paying members should be encouraged to increase their contribution to Waqf-E-Jadīd over their previous contribution.
4. Paying members should also be used to recruit non participating members.
5. Encourage family members to participate in the blessed Waqf -E-Jadīd scheme.

National Departmental Goal(s)

1. 3100 Ansār participation in Waqf-e-Jadīd
2. To call 10 Muntazimeen or Zu'amā monthly to motivate and give guidance
3. Provide quarterly emails to entire Āmila and all Zu'amā to identify gaps and provide motivation.
4. Share inspiring accounts of those who have participated in Waqf-e-Jadīd.

Local Majlis Goal(s)

100% Ansār participating in Waqf-e-Jadīd

Monthly reporting Question(s):

Were Ansār reminded to make pledge or participate in Waqf-e-Jadīd? (Y/N)

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
100% Participation	Nov 30	100%

10: Tahrīk-e-Jadīd

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Hassiem A Babatu	Abdul Basit	
Cell:	414-305-9188	954-326-2390	
E-mail:	Qaid.tj@ansarusa.org	ajbasit@yahoo.com	

Responsibilities of Muntazim Tahrik-e-Jadid:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

139. Muntazim Tahrīk Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices of Tahrīk Jadīd. He shall also make the Demands of Tahrīk Jadīd known to all the members.

The Muntazim should

1. Assist Jamā'at Tahrīk-e-Jadīd Secretary with Tahrīk-e-Jadīd pledges. All pledges should be sent to the center by March 15, 2020
2. Follow up Ansār to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.
3. Regular Chanda paying members should be encouraged to increase their contribution to Tahrīk-e-Jadīd to 1/5th of one month's income payable in one year. For example, if one month's take home income is \$1,000 then \$200 should be paid for Tahrīk-e-Jadīd in one year.
4. Request Ansār to encourage their family members to participate in this blessed Tahrīk -E-Jadīd.

National Departmental Goal(s)

1. 100% Ansār participating in Tahrīk-e-Jadīd.
2. To call 10 Muntazimeen or Zu'amā monthly to motivate and give guidance
3. Share inspiring accounts of those who have participated in Tahrīk-e-Jadīd.

Local Majlis Goal(s)

1. 100% Ansār participating in Tahrīk-e-Jadīd
2. At least 25% of Ansār should be followed-up every month, to ensure collection targets are on schedule. Ansār members could be reminded through meetings, phone calls, E-mails or by paying them a personal visit.

Monthly reporting Question(s):

1. Were Ansār reminded to make pledge or participate in Tahrīk-e-Jadīd? (Y/N)

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
100% Participation	Oct 31	100%

Any Additional Information

Tahrīk Jadīd year begins on November 1 and ends on October 31.

Demands of Tahrīk Jadīd

1. Lead a simple life.
2. Participate in spreading the message of Islām worldwide.
3. Dedicate leave periods for the service of Jamā'at.
4. Members to dedicate their lives to serve Islām.
5. Dedicate during seasonal vacation, periods for the service of Jamā'at.
6. Offer your children for life-time Waqf.
7. Pensioners/Retired people to offer themselves for service of Jamā'at.
8. Dedicate part of your income and property.
9. Influential and learned Ahmadis should give lectures.
10. Prepare rebuttal of adverse propaganda.
11. Seek advice from the Jamā'at when deciding about higher education and future of your children.
12. Develop the habit of working with your own hands (instead of depending upon others).
13. Jobless persons should not hesitate to take up even petty jobs.
14. Promote Islāmic culture.
15. Promote honesty in the society.
16. Keep the paths clean.
17. Protect women's rights.
18. If possible members may build houses in Qadian.
19. Offer special prayers in order to succeed in these undertakings

Tahrīk Jadīd Registers

Khulāfa Ahmadiyyat have launched new registers of Tahrīk Jadīd at various time intervals (mostly 20 years) since its inception. Register periods are detailed below:

Register Number	Description	Timeframe (Years)
1	Awwal (First)	November 1934 – October 1944
2	Dom (Second)	November 1944 – October 1964
3	Soam (Third)	November 1964 – October 1984
4	Chaharam (Fourth)	November 1984 – October 2005
5	Punjam (Fifth)	November 2005 – to date

Hadrat Khalīfatul-Masīh V (May Allāh be his helper) initiated Daftar Punjam (Fifth Register) in 2005. All children born after October 2005 and members joining Jamā'at after October 2005 are in this Register.

11: Tajnid (Membership)

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Muhammad Shahid Mahmood		
Cell:	313-283-3521		
E-mail:	Qaid.tajnid@ansarusa.org		

Responsibilities of Muntazim Tajnid:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

140. Muntazim Membership shall see that each Ahmaḍī who has attained the age of Ansārullāh is included in the Membership (i.e. enrollment).
141. He shall see that complete enrolment is maintained and the system of Sa'iqin (i.e. group leaders) is established in local Majlis.

The Muntazim should:

1. Maintain complete membership record of all Ansār in [AManaT](#) online Tajnid/Finance system.
2. Promptly record any change in member's contact information (address, phone, email & profession) in [AManaT](#).
3. Report members who have moved in or out of Majlis using online [Tajnid update form](#).

National Departmental Goal(s)

Verify contact information of 3500 members and update national Tajnid system with changes in mailing address, phone, email etc.

Local Majlis Goal(s)

1. Maintain accurate contact information of all members in [AManaT](#) online Tajnid/Finance system.
2. Participate in national Tajnid drives.

Monthly reporting Question(s):

1. How many members Tajnid information is changed this month?
2. Are all Tajnid changes recorded in [AManaT](#): (Y/N)

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
Validate 100% of Ansār with correct phone number, mailing address, YOB, profession information and e-mail address in AManaT . <i>(Points will be deducted for mail returns, invalid email and phone call rejections).</i>		
Tajnid National Drive 1	Feb 9th, 2020	50%
Tajnid National Drive 2	Oct 25th, 2020	50%

****Detailed Tajnid Guidelines are available at: <http://www.Ansarusa.org/tajnid>

12: Publications

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Iftikhar Ahmed		
Cell:	408-203-0935		
E-mail:	qaid.publications@ansarusa.org		

Responsibilities of Muntazim Publications:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

142. Muntāzim Publications shall try to ... motivate members to contribute articles to [Ansār newsletters and Al-Nahl] ...

143. He shall assist Qā'id Publications with the sale and distribution of books and literature, as and when required...

The Muntazim should:

1. Remind all Ansār to read Al-Hakam newsletter (alhakam.org) as instructed by Huzoor (ayyadahullah).
2. Ensure that all Ansār are receiving Majlis' publications. If someone is not receiving these publications, submit mailing address and/or email address updates to Qā'id Tajnīd at qaid.tajnid@Ansarusa.org.
3. Urge Ansār to regularly read Majlis' publications.
4. Encourage Ansār to write short stories including accounts about how they accepted Ahmadiyyat. Story examples can be found at Ansarusa.org/publications/story-examples.
5. Send brief reports of significant local and regional activities and news about Ansār achievements, illness, demise, etc. to newsletter@Ansarusa.org.

National Departmental Goal(s)

1. 26 bi-weekly e-newsletters
2. 4 Quarterly print newsletters
3. 1 Year-in-review issue of Al-Nahl

Local Majlis Goal(s)

1. Submit at least 4 short stories (200-500 words each) during the year. Story examples can be found at Ansarusa.org/publications/story-examples.

Monthly reporting Question(s):

None

Majlis Evaluation:

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
1st Short story	Mar. 31st	25%
2nd Short story	May 31st	25%
3rd Short story	Jul. 31st	25%
4th Short story	Oct. 31st	25%

Additional Information

Examples of Short Stories

- Memories highlighting faith-enhancing incidents such as acceptance of prayer
- Narrating an inspiring experience of a Mulaqāt (meeting) with Khalīfatul-Masīh
- Describing a Tablīgh or Īthār event with pictures
- Local Ijtimā report with action shots
- Writing about Majlis' achievement of a goal such as Wasiyyat, Chanda participation, etc.
- Stories of brotherhood, Ijtimā experience

Useful Links

Publications material submission (stories, news, etc.): newsletter@Ansarus.org
Tajnid updates (mailing address, email address): gaid.tajnid@Ansarus.org
Online Tajnid updates: Ansarus.org/tajnid-update
Short story examples: Ansarus.org/publications/story-examples

Ordering Ansār publications

Books, pamphlets, and other materials published by Majlis Ansārullāh, USA can be ordered at Jamā'at's online bookstore at amibookstore.us.

Guidelines for Group Photos

The following protocol must be followed when taking group photos:

- **For local Ijtimā':** Front row should have odd number of chairs—5, 7, 9, 11, etc. (if no chairs are being used then odd number of standing people). Regional Nāzim A'ala (if attending) otherwise Za'im should be seated/standing in the middle; local President, if present, on the right, then right to the local President should be Nā'ib Za'im Şaff Dom; Nā'ib Za'im Şaff Awwal on the left to the Za'im, then Muntāzim 'Umūmī. After that, other 'Āmila members or elders can be seated.
- **For regional Ijtimā':** Front row should have odd number of chairs—5, 7, 9, 11, etc. (if no chairs are being used then odd number of standing people). Representative of National 'Āmila should be seated/standing in the middle; Regional Nāzim A'ala on the right, host Majlis' Za'im on the left. Zu'amā of other Majālis should then be on either side to fill the chairs and then elders. If a missionary is present, he should be seated right to the person sitting in the middle (Za'im, Regional Nāzim A'ala, or National Representative).

The protocol should also be followed for group photos taken at Majlis' other programs—such as general meetings. **Any photo submitted that does not follow these guidelines will not be published in Ansār publications.**

13: Ta'limul-Quran

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Munir Ahmad Malik	Shahzad Amjad	Maqbool Ahmad
Cell:	602-350-1121	480-363-8952	512-560-0818
E-mail:	Qaid.talimulquran@ansarusa.org	Shahzad_amjad@yahoo.com	Abu_sarim@hotmail.com

Responsibilities of Muntazim Ta'limul -Quran:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

144. Muntazim Education Quran shall motivate members to learn reading and recitation of the Holy Quran with correct pronunciation and teach it to others.
145. He shall urge members to participate in Waqf-e-Ardhi.

The Muntazim should:

1. Lead by example – follow the program for education of Holy Quran.
2. Inculcate love of the Holy Quran among Ansār with prayers and by encouraging members to:
 - (a) Recite Holy Quran Daily (b) Memorize prescribed verses of Holy Quran (c) Learn translation and commentary of Holy Quran.
3. Arrange Quran classes: (a) one to one (b) on line/via telephone. Additional help and resources are also available through Department of Talim-ul-Quran Jamā'at Ahmadiyya USA at www.alfurqan.us.
4. Encourage Ansār to devote at least one week (per year) to participate in Waqf-e-Ardhi for the purpose of teaching Holy Quran or doing other Jamā'at activities under the plan of National Talim-ul-Quran and Waqf-e-Ardhi Department (TAQWA).
5. Evaluate progress and report on it.

National Departmental Goal(s)

1. All Ansār of each Majlis (100%) to recite Holy Quran and read its translation and/ or commentary regularly.
2. 100 Ansār to devote at least one week per year to participate in Jamā'at USA Waqf-e-Ardhi program.

Local Majlis Goal(s)

To achieve the national goal of 100 percent, all efforts should be made at local level to ensure that all the Ansār of each Majlis recite the Holy Quran in Arabic with its meanings every morning or every day with great zeal, love and devotion.

Monthly reporting Question(s):

How many Ansār recite Quran with its meanings in most days of the weeks?

Majlis Evaluation

Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
Based on the number of Ansār recite Quran regularly	Quarterly	100%

Optional Goals:

- a) Memorization of allocated verses of Holy Quran on quarterly basis.
For year 2020: Sure Al-MULK Chapter 67 verses 1-31, divided into Eight (8) verses in each quarter for easy memorization in the entire year.
- b) In the Holy month of Ramadhan, all Ansār brothers are encouraged to complete the revision of Holy Quran in Arabic with its translation.

14: Tarbiyat Nau Mubā'i'īn

Key Contacts:

Qā'id:		Nā'ib Qā'ideen:	
Name:	Tahir Ahmed Soofi	Ansār Khan	
Cell:	847-687-5674	814-270-8354	
E-mail:	Qaid.newconverts@ansarusa.org	a.sfs@btinternet.com	

Responsibilities of Muntazim Tarbiyyat Nau Mubā'i'īn:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

146. Muntazim Tarbiyat Nau Mubā'i'īn shall try to maintain a strong liaison with New Members and try to make them an active part of the Jamā'at.

147. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansārullāh organization.

NOTE: Nau Mubā'i'īn (New Members) are defined as those brothers who have performed the initiation on or after January 1, 2017. (3 years)

The Muntazim should:

1. Build brotherly relationship with new members ("NM") and integrate our new brothers into the AMC
2. Update Tajnid/contact information of new members
3. Encourage and prepare new members to be part of USA delegation to UK Jalsa Salana
4. Encourage and prepare new members to attend USA Jalsa Salana
5. Encourage and prepare new members to attend National Majlis Ansārullāh USA Ijtimā
6. Encourage and prepare new members to attend their respective Regional Majlis Ansārullāh USA Ijtimā
7. Encourage Nau Mubā'i'īn to learn and recite Surah Al-Fatiha

National Departmental Goal(s)

1. Continue and maintain accurate database of Nau Mubā'i'īn
2. Present a welcoming gift to each confirmed up to date data of Nau Mubā'i'īn
3. Ensure that all Nau Mubā'i'īn know and recite Surah Al-Fatiha for non-Muslim (wallet card)
4. Ensure Nau Mubā'i'īn are active and participating in National Auxiliary and Jamā'at events

Local Majlis Goal(s)

1. Assist National department to identify Nau Mubā'i'īn and provide particulars
2. Follow up with Nau Mubā'i'īn to ensure that each Nau Mubā'i'īn know Surah Al-Fatiha
3. Assist National department to request Nau Mubā'i'īn to attend and participate in National, Regional and local Majlis and Jamā'at events

Monthly reporting Question(s):

1. Do you have any Nau Mubā'i'īn in your Majlis? (Y/N). If yes then:
 - i. How many Nau Mubā'i'īn attended any Majlis or Jamā'at activity this month?
 - ii. How many Nau Mubā'i'īn can recite or read Surah Al-Fatiha?

Majlis Evaluation		
Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points (%)
Activating and involving New Converts at a local, regional and National level	All year	Sadr Discretionary points

Additional Information:

Three-year Targets for Nau Mubā'i'īn

In absence of the workbook, the following can be used:

1. Learn Surah Fatiha
2. Read the Holy Quran in native language
3. Learn to read the Holy Quran in Arabic
4. Learn daily prayers in full (Arabic)
5. Learn claims of the Promised Messiah (as)
6. Full participation in Chanda.
7. Regular participation at Jummah and/or Majlis Ansārullāh events
8. Have attended at least one National Majlis Ansārullāh Ijtimā

What Muntazimeen TNM or Zu'amā should do to assist Nau Mubā'i'īn:

1. Pair each new member with a Nāsir (preferably with the one who had introduced him to Ahmadiyyat). Provide names of each pair to Qā'id.
2. Encourage new members to develop strong affiliation with Jamā'at and Hadhrat Khalīfatul-Masīh (e.g. listening to Hazoor's Friday Sermon, letter writing, attend Jalsa Salana USA & UK, etc.)
3. Ensure that new members are receiving Al-Naḥl.
4. Give new members a tour of Jamā'at's websites and show them how to:
 - a. Access online periodicals, books, and bookstore.
 - b. Read Muslim Sunrise at www.muslimsunrise.com
 - c. Browse Ansār website www.ansarusa.org
 - d. Ensure that all Nau Mubā'i'īn know and understand the claims of the Hadhrat Promised Messiah (AS) through the website of <https://whyahmadi.org>
 - e. Encourage Nau Mubā'i'īn to enroll at www.Free-Islamic-Course.org to learn and understand Islam, etc.
5. Encourage new member to attend local, regional, and national events.
6. Inform about Jamā'at Financial Donation System
7. Ensure that the new member has access to Ta'līmul Qur'ān classes (local and/or on-line)

15: Audit

Key Contacts:

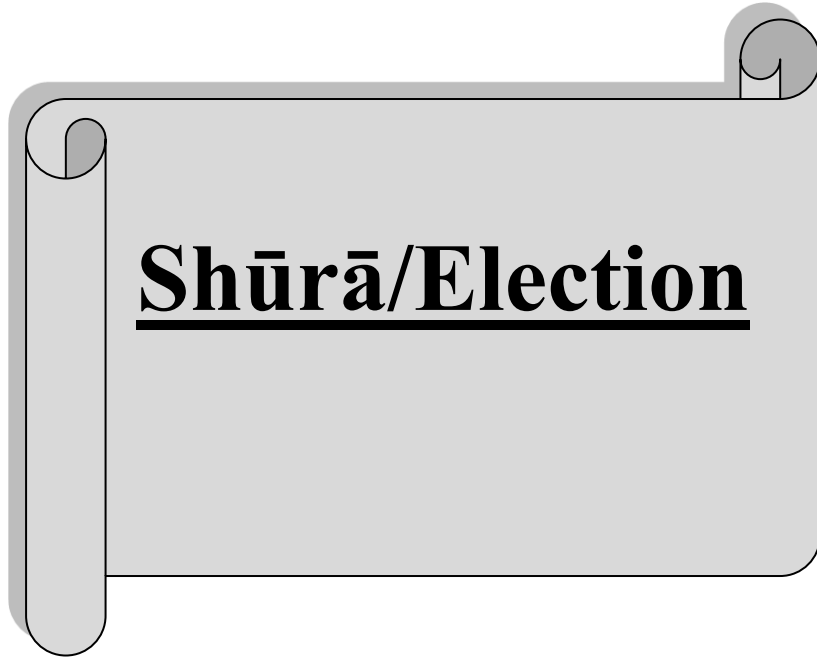
Auditor:		Nā'ib Auditor:	
Name:	Tayyib Rashid		
Cell:	630-689-6066		
E-mail:	auditor@ansarusa.org		

Responsibilities of Audit:

<i>Items in this box have been adopted from the Constitution of Majlis Ansārullāh:</i>		
148. Local Auditor shall assist National/Nā'ib National Auditor in auditing Majlis accounts.		
<p>The Muntazim (Auditor) should ensure that</p> <ol style="list-style-type: none"> 1. Inventory of receipt books provided by Finance Department is verified. 2. Prepare and submit quarterly audit report per required format, no later than 20th day after the quarter ends. It should be signed by the Auditor and Za'im. 		
<p>National Departmental Goal(s)</p> <ol style="list-style-type: none"> 1. Conduct yearly audit of income and expenses submitted by Majālis and National departments. Also, the National Auditor will make sure that the expense reimbursement policy was followed. 2. Conduct random audits of National expenses during the year through access to the system (National Mal team will provide report of actual expense versus budget to National Auditor). 3. National Auditor will perform physical audit of 5-8 large Majālis either online (emails) or at the time of Ansārullāh meetings or during the visits of the local Majālis. 4. Review the end of the financial year closing. 		
<p>Local Majlis Goal(s)</p> <ol style="list-style-type: none"> 1. Send quarterly audit reports, by the 20th day after the close of quarter to qualify for the full 12.5 points. 2. Reports received by the 30th would still get 8.0 points. 3. Submitting quarterly audit reports is mandatory even if submitted late, for which you may not get any points, however, do submit it ASAP. 4. Please “do not leave any boxes blank”, if there is no activity write “NIL”. 		
Majlis Evaluation:		
Goal (how a Majlis will be evaluated on local goals?)	Due Date	Points
Send quarterly audit reports, all boxes filled in, duly signed by Muntāzim, Mal and Za'im	20th day after close of calendar Quarter	25% per quarter
Reports received by the	30th day after close of calendar Quarter	16% per quarter

Any Additional Information

1. Muntazim Māl or Za'īm cannot be the Auditor. In case of typical situations, the National Auditor should be apprised of the problem and a solution worked out temporarily
2. It is mandatory that all Majālis submit the quarterly reports at some point of time.



Majlis Shūrā

Shūrā Representatives:

- Each Majlis should elect one representative for every twenty eligible voters [Dues (Chanda) paying members] or part thereof. The Za'im of a Majlis shall not be included in this number and he shall be an ex-officio member of the Shūrā).
- If Za'im is not attending the Majlis Shūrā with the permission of Sadr Majlis, the alternative representative **shall be elected** on the basis of Rule 48 (given above) if a Za'im knows that he will not be able to attend Shūrā, he should write to Sadr Majlis and also hold election when election for Shūrā delegates is being held. Approval of alternate for Za'im cannot be given if election is not held.
- Elections should be held in accordance with the rules and regulations as published in the constitution of Majlis Ansārullāh.
- Election of representatives of Majlis Shūrā shall remain valid for a period extending up to the Majlis Shūrā of the next year.

Election results for Shūrā delegates as well as Shūrā proposals should be submitted online at under <http://Ansarus.org/departments/umumi> before the deadline given in the calendar of events (Page 7) so that approval can be obtained and delegates can make travel arrangements.

Proposals for Majlis Shūrā:

- Proposals for Majlis Shūrā should be discussed in a general meeting.
- They should be developed with general consensus of members of local Majlis.
- Scope of proposals should be national in nature.

All proposals received from Majālis will be presented to National 'Āmila for approval. Proposals selected by the National 'Āmila will be submitted to Khalīfatul-Masīḥ for approval. Approved proposals will be presented to Majlis Shūrā for deliberation at its meeting.

Majlis Shūrā sub-committee deliberation guidelines:

1. During the proceeding of the Majlis Shūrā sub-committee discussions should be focused on the proposals that are under discussion.
2. Recommendation of the sub-committee should not consist of general comments rather these should be specific and outline the following:
 - What should be done,
 - Give time frame for the completion of the given task, and
 - Who is responsible for carrying out these tasks (Za'im, Qā'id or individual member).

Rules for Conducting Ansār Elections

Elections should be held in accordance with the rules listed on pages 12-15 of the Constitution:

- Every effort should be made to inform each member (both eligible and non-eligible) of the date, time and place of election at **least two weeks** in advance. If two weeks notification cannot be given then approval from Sadr Majlis should be obtained.
- Election meeting should be presided by highest office-holder in Majlis Ansārullāh. Meeting can be chaired by local Jamā'at President even if he is a Khādīm.
- Meeting should start with recitation of the Holy Qur'ān followed by Dua (silent prayer) and end by Dua.
- Before the start of the election process, announce the reason for election and read all relevant rules. Ensure that eligible voters are seated separate from others and their total number recorded.
- Each voter has only one vote except in case of Shūrā delegate election where each member has same number of votes as number of delegates for that Majlis (1 delegate for every 20 dues paying members).
- Any member who proposes a name or seconds it *must* vote for the same person.
- During the election members should refrain from joining or leaving the meeting.

1) **Term Limits:**

The Za'im of a local Majlis can be elected for a maximum of three consecutive terms. After break of one term, he becomes eligible again provided he fulfills all other requirements (see eligibility criteria).

If a person has served for three consecutive terms, his name should not be proposed in the election unless special permission has been obtained from Sadr Majlis. Local 'Āmila can request Sadr Majlis for this permission.

Ansār constitution states that No person shall be elected to the same office for more than three consecutive terms. However, Hadhrat Khalīfatul-Masīḥ may waive off this condition in case of Sadr Majlis or Nā'ib Sadr Saf Dom. The Sadr Majlis may waive off this condition in case of local Za'im.

2) **Character:**

The elected person should be regular in congregational prayers, be truthful, honest, and have regard for the institutions of the Silsila 'Aliya Ahmadiyya and the Majlis. He should observe the Islāmic Sharia. He should have a beard. In case of an exception it shall be necessary to obtain permission from Sadr Majlis.

3) **Due Status:**

In compliance with Rule 22 of Ansār Constitution, he should be a regular dues paying member of the Jamā'at and Majlis Ansārullāh. Regular dues paying member is one who is not in arrears of:

- a. Obligatory dues ('Āam & Wasiyyat) for more than six months (please check status with the Jamā'at Finance Secretary) and Chanda Jalsa Salana for more than one year, and;
- b. Majlis Ansārullāh dues for more than six months and Chanda Ijtimā for more than one

year.

This condition will not apply to those who have taken permission from the appropriate office to pay up the arrears in installments or have been permitted to pay dues at a reduced rate. However, such a person will not be elected to any office or membership of Majlis Shūrā except with prior permission of the Markaz (Center)/Sadr Majlis.

4) **Eligibility:**

Any member who has paid dues can be elected (including one serving as Nāzim or Qā'id, or a Khādīm who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddāmūl Ahmadiyya) except:

- a. One who by-passes local Jamā'at/Majlis and sends dues directly to Center.
- b. One against whom disciplinary action was taken by Jamā'at and three years have not passed since his pardon.
- c. One who misused Jamā'at or Auxiliary funds (until three years after his pardon).
- d. If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

A Chanda paying member is defined as:

- One who is not in arrears of Chanda Āam/Wasiyat for more than 6 months and Chanda Jalsa Salana for more than a year.
- And not in arrears of Ansār Chanda for more than 6 months and Ijtimā Chanda for more than one year.

5) **Presiding Officer:**

The election for Za'im can be conducted by the regional Nāzim or Missionary or Jamā'at President even if he is a Khādīm. If Za'im has already served three terms (and permission has not been granted for him to be elected for an additional term) then current Za'im can hold the election as his name cannot be proposed for this office.

Za'im can conduct the Shūrā delegate election himself because he is an ex-officio member of the Shūrā. Technically highest officer in the Majlis should conduct the election: Ansār National 'Āmila Member -> Regional Nāzim -> Za'im.

The presiding officer should not nominate anyone, nor vote himself. In case of a tie in election results, the presiding officer should add comments/recommendation with reasons and send the complete report to Sadr Majlis.

6) **Quorum:**

Quorum for such a meeting will be one-half of the eligible members of the Majlis. If an election meeting is adjourned for lack of quorum, the quorum will be one-third of the eligible voters for the next scheduled meeting.

It is expected that members will not abstain from such meetings without genuine reason. To avoid any impression of grouping it is advisable that no member proposes more than one name. Election is held by a show of hands and all eligible voters must vote. **There is no**

quorum requirement should a need arise for a third attempt.

7) **Campaigning:**

Any action, which is aimed at influencing opinion in favor of or against an individual, will be considered propaganda. However, it is considered appropriate to say a few words in favor of a person during the election meeting. Adverse remarks against anyone are not permitted.

8) **Election results:**

Election serves as a recommendation from the local Majlis to the Sadr Majlis. The person with highest number of votes does not automatically get “elected”. All names that were proposed should be submitted to Sadr Majlis by presiding officer or Za’im for approval within one week of election. If a name was proposed and not seconded that name should also be submitted with a note that no one seconded it (a nomination that is not seconded is automatically dropped).

Regarding election for Sadr and Nā’ib Sadr Saf Dom

Question 1: For the Sadr or Nā’ib Sadr Saf Dom Election: What happens after the nominations of Sadr and Nā’ib Sadr Saf Dom? When will the membership get to vote?

Answer: After nominations are received from all Majālis, they are discussed in the National ‘Āmila meeting and then sent to Khalīfatul-Masīh for approval.

Once Khalīfatul-Masīh approves those names, then those names are sent back to all the Majālis for the second round of election. In the second round Majlis vote for one individual from the approved list by following proposing and seconding procedure - it is not necessary to vote for every individual on the list. Third and the final round of election takes place during the Shūrā. At this time Za’im and Shūrā representative(s) of the given Majlis MUST vote for the same person who was voted upon in the second round in their Majlis.

Question 2: For the Sadr or Nā’ib Sadr Saf Dom Election: Who can be nominated?

Answer: Sadr and Nā’ib Sadr Saf Dom can be nominated from anywhere in the USA. They do not necessarily have to be from your own Majlis. Please note that there is an age limit for Nā’ib Sadr Saf Dom; the nominated person should not be above 47 years of age. A nominated person should meet all the eligibility criteria (National ‘Āmila will check the status).

Related Question: What if we are not sure about the age for proposing a name for Nā’ib Sadr Saf Dom?

Answer: If you are not sure about the age, you can still propose the name. Qā’id Umumi will check the age of each person proposed for this office before presenting the names to National ‘Āmila for discussion.

Ansār Tahir Scholarship

Scholarship Purpose and Scope:

1. This scholarship is for secular training of Ansār in US to improve their employability. The funds should be used for tuition or training only. Funds cannot be used for any other purpose including as seed money to start a new business.
2. The scholarships will be awarded for a maximum of \$4,000 per applicant per year for up to two years (total amount cannot exceed \$8,000 per applicant).
3. Scholarships will be granted on “first come, first serve” basis until funds allocated for the year are exhausted. Applications can be submitted at any time - there is no deadline for the application.
4. Applicant must:
 - a. Be a bona fide member of Majlis Ansārullāh, USA in good standing.
 - b. Be less than 60 years old.
 - c. Have exhausted all avenues for employment, or wishes to get additional training/education to enhance his employability.
 - d. Be ineligible or have exhausted all available state and federal funding for unemployed and/or displaced workers.
 - e. Have identified a new career path.
 - f. Be capable and willing to undertake successful completion of the proposed training.
 - g. Not have received scholarship for a different course in previous 5 year.
5. In most cases payments will be made directly to the training institution.

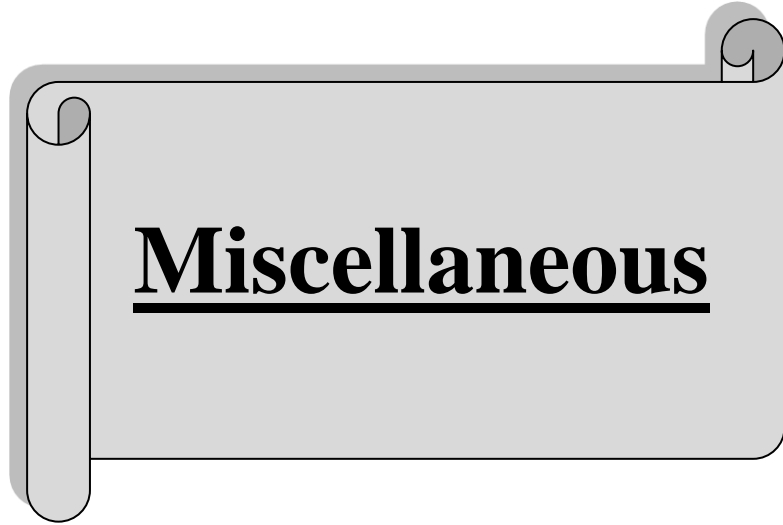
Application Requirements and Process:

1. Application should be accompanied by:
 - a. A letter of acceptance and financial requirement from the institution.
 - b. A cover letter stating that if applicant is unable to complete the planned training, he will promptly return the funds to Majlis Ansārullāh, USA.
 - c. Two letters of recommendations.
2. Applicant should complete Section A and then forward entire application to Za’īm of his Majlis. If the applicant does not live in a Majlis, he should forward it to Nāzim-e-A’ala of his region or Qā’id Umumi.
3. Za’īm (or Nāzim) should complete Section B and send entire application to: Tahir.Scholarship@Ansarus.org

Continued Support:

1. Grades will be evaluated at the end of each semester. Applicant should maintain a passing grade to receive funds for the next semester/session.

Scholarship application and complete instructions can be downloaded from <http://www.Ansarus.org> or request from Tahir.Scholarship@Ansarus.org



Office Matrix and Commonly Used Terms

Jamā'at	Majlis		
	Ansārullāh	Khuddāmul Ahmadiyya	Lajna Imā'illah
National Offices			
Amīr	Sadr	Sadr	Sadr
Nā'ib Amīr	Nā'ib Sadr	Nā'ib Sadr	Nā'ib Sadr
General Secretary	Qā'id Umumi	Mo'tamid	General Secretary
Departmental Secretary	Qā'id (pl: Qā'ideen)	Mohtamim (pl: Mohtamimeen)	Secretary
Local Offices			
President	Za'im (pl: Zu'amā)	Qā'id (pl: Qā'ideen)	President or Sadr
General Secretary	Muntazim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntazimeen)	Nāzim (pl: Nāzimeen)	Secretary
Member	Nāsir (pl: Ansār)	Khādim (Khuddām)	
Financial Years:			
Chanda 'Āam/Wasiyat/Jalsa Salana	July 1 to June 30		
Majlis Ansārullāh	January 1 to December 31		
Lajna Imā'illah	October 1 to September 30		
Majlis Khuddāmul Ahmadiyya	November 1 to October 31		
Tehrik-e-Jadīd	November 1 to October 31		
Waqf-e-Jadīd	January 1 to December 31		
Some common words:			
Urdu/Arabic	English	Urdu/Arabic	English
Chanda	Dues	Mu'awin Sadr	Assistant to Sadr
Dastūr Asāsī	The Constitution	Ta'līm	Education
Ijlas	Meeting	Ta'līmul Qur'ān	Education of Qur'ān
Intikhab	Election	Tajnid	Membership
Ishā'at	Publication	Tarbiyat	Moral Training
Īthār	Social Services	Tarbiyat Nau Mubā'i'in	Training for New Members
Māl	Finance	Zehanat wa sehat Jismani	Intellectual and Physical Health
Majlis 'Āmma Mulk	National Majlis	Za'im A'lā	Za'im Headquarters
Majlis 'Āmma Ilāqah	Regional Majlis	Ziyafat	Hospitality
Majlis 'Āmmah Muqām	Local Majlis		