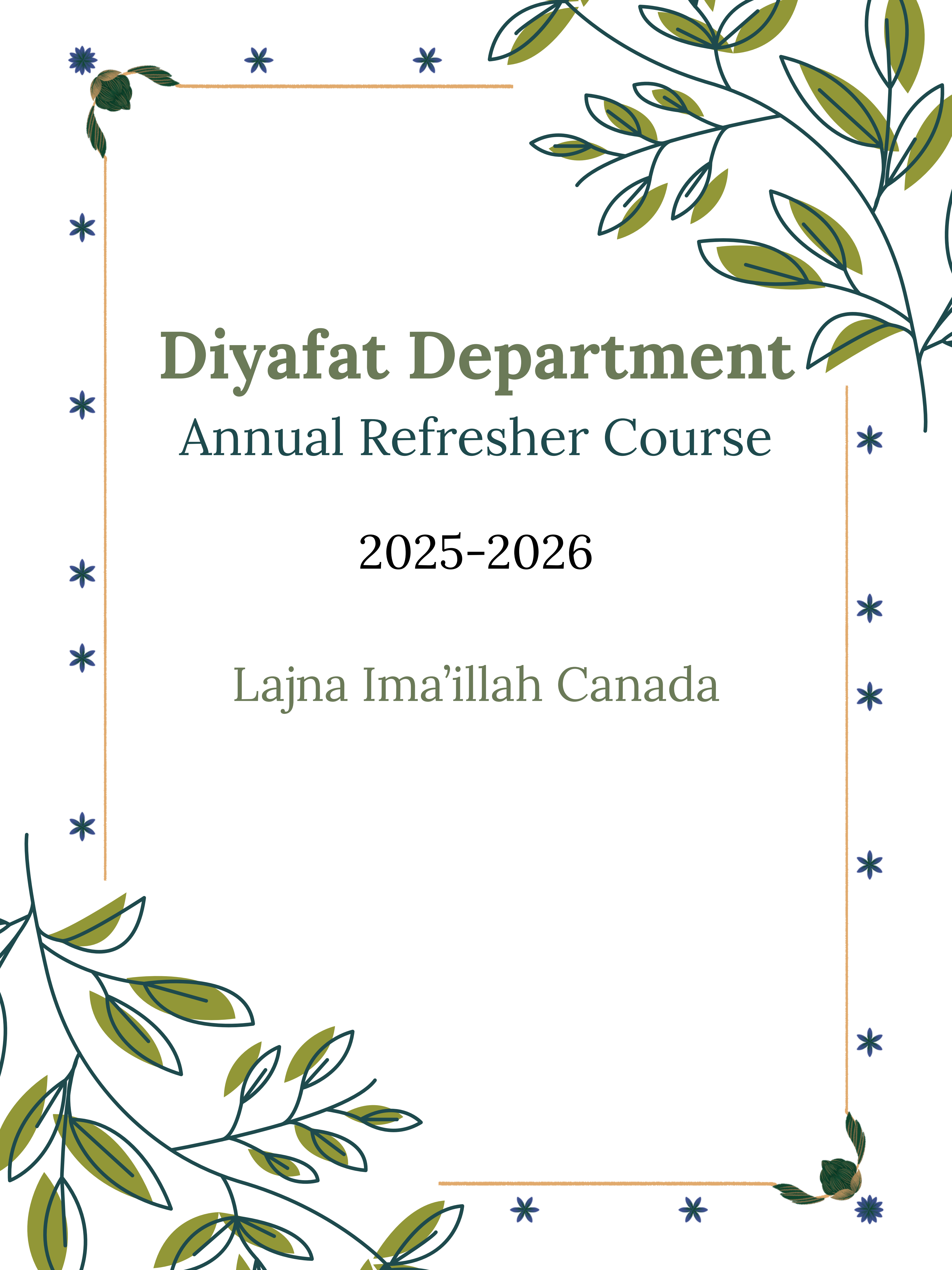




Diyafat Department

Annual Refresher Course

2025-2026

Lajna Ima'illah Canada

“Hospitality is not a trivial practice. It is mentioned in the Qur’an. A worldly person of good morals is also hospitable, however when one is hospitable purely for the sake of God and not just to look after one’s personal guests or relatives, rather most selflessly does it to attain the pleasure of God, certainly such hospitality earns twice as much merit with God.”

“Hospitality in general and hospitality of the guests of the Promised Messiah (on whom be peace) in particular should be considered Divine grace and for this, services should be offered and executed with heightened fervour.”

Friday Sermon August 31, 2012

مہمان نوازی کوئی معمولی بات نہیں ہے، قرآن میں اس کا ذکر ہے، اچھے اخلاق کا حامل دنیا دار بھی مہمان نواز ہے، تاہم جب کوئی شخص خالصتاً خدا کے لیے مہمان نوازی کرتا ہے نہ کہ اپنے ذاتی مہمانوں یا رشتہ داروں کی دیکھ بھال کے لیے، بلکہ انتہائی بے لوث ہو کر اللہ کی خوشنودی حاصل کرنے کے لیے کرتا ہے، یقیناً ایسی مہمان نوازی خدا کی رضا کے بہت زیادہ ملتی ہے۔

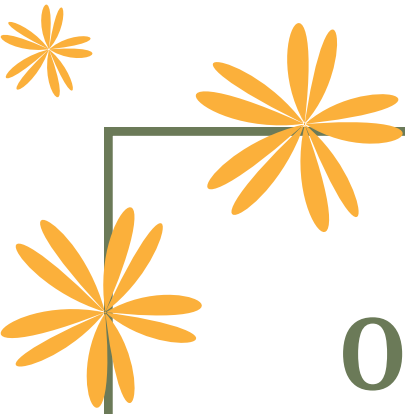
”عمومی طور پر مہمان نوازی اور حضرت مسیح موعود علیہ السلام کے مہمانوں کی مہمان نوازی کو خاص طور پر فصل الہی سمجھا جانا چاہیے اور اس کے لیے نہایت جوش و خروش سے خدمات پیش کی جانی چاہئیں۔“

Understanding the True Essence of Diyafat

“Hospitality is also a high quality that Allah Almighty will reward in the Hereafter. In fact, Allah Almighty has said that even the smallest good deeds that you do will be rewarded. But this good deed is such that when it is done cheerfully, it gains the pleasure of Allah Ta'ala, it attracts the pleasure of Allah Ta'ala and leads to strength in faith. The Holy Prophet (peace and blessings of Allah be on him) did not merely honour his guests with good arrangements of food; rather, he took care of their small needs and at times served them personally. He counselled his followers to do the same and said, ‘If you claim to love me, then follow me’. The hospitality he enjoined was without the hope or wish for a return of favour, or praise and purely for the sake of obeying God’s command.”

“مہمان نوازی بھی ایک اعلیٰ صفت ہے جس کا بدلہ اللہ تعالیٰ آخرت میں دے گا، درحقیقت اللہ تعالیٰ نے فرمایا ہے کہ تم جو چھوٹی سے چھوٹی نیکی کرو گے اس کا بھی صلہ ملے گا، لیکن یہ نیکی ایسی ہے کہ خوش دلی سے کی جائے تو اللہ تعالیٰ کی خوشنودی حاصل کر لیتی ہے، اللہ تعالیٰ کی خوشنودی حاصل ہوتی ہے اور ایمان پر ایمان کو مضبوط کرتا ہے۔ اس نے اپنے مہمانوں کو صرف کھانے کا انتظام نہیں کیا بلکہ ان کی چھوٹی چھوٹی ضرورتوں کا خیال رکھا اور بعض اوقات اپنے پیروکاروں کو بھی ایسا کرنے کی تلقین کی اور کہا کہ اگر تم مجھ سے محبت کا دعویٰ کرتے ہو تو میری پیروی کرو۔”

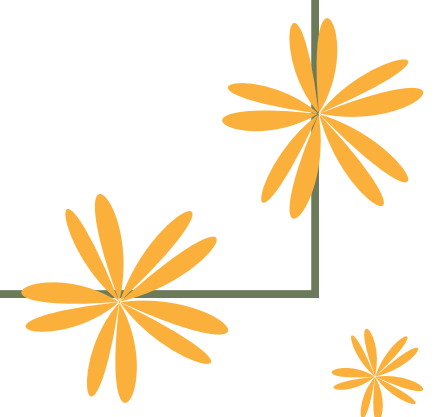
(Friday Sermon, July 17, 2009)



One of the most important parts of hospitality is Diyafat, as secretaries of Diyafat we have the honour to serve the guests of the Promised Messiah (AS)

Expectations

- **Diyafat secretaries should offer 5 daily prayers, recite the Holy Quran daily, and listen to Friday sermons live.**
- **Write a letter to Huzoor e Anwar regularly (ABA).**
- **Our Pardah should always be in accordance with the teachings of the Holy Qur'an and the guidance of Sayyedna Hazrat Khalifatul Masih V (ABA).**
- **Always be kind and respectful when working together, and perform your duty with enthusiasm and sincerity.**
- **Maintain a good connection with the members of your halqa.**



مہمان نوازی کا ایک اہم ترین حصہ ضیافت ہے، بطور سیکرٹری ضیافت ہمیں حضرت مسیح موعود علیہ السلام کے مہمانوں کی خدمت کا شرف حاصل ہے۔

توقعات

- تمام سیکریٹریاں ضیافت پانچ وقت کی نماز کی پابندی کریں، تلاوت قرآن کریم میں باقاعدہ ہوں اور خطبہ جمعہ باقاعدگی سے سنیں۔
- حضور انور کو باقاعدگی سے خط لکھیں۔
- ہم سب کا پردہ ہمیشہ خدا تعالیٰ کے حکم کے مطابق اور حضور انور ایدہ اللہ تعالیٰ بنصرہ العزیز کی توقعات کے مطابق ہونا چاہیے۔
- ضیافت کی ڈیوٹی کو ادا کرتے ہوئے ہمیشہ ایک دوسرے کا احترام اور عزت کریں اور اپنے فرض کو پوری دیانت داری اور جذبے سے ادا کریں۔
- اپنے حلقہ کے ممبران سے اچھے تعلق کو برقرار رکھیں۔



LAJNA IMA'ILLAH CANADA

Pardah Guidelines

وَقُلْ لِّلْمُؤْمِنَاتِ يَغْضُضْنَ مِنْ أَبْصَارِهِنَّ وَيَحْفَظْنَ فُرُوجَهُنَّ
وَلَا يُبْدِينَ زِينَتَهُنَّ إِلَّا مَا ظَهَرَ مِنْهَا وَلْيَضْرِبْنَ بِخُمُرِهِنَّ
عَلَى جُيُوبِهِنَّ

And say to the believing women that they restrain their eyes and guard their private parts, and that they disclose not their natural and artificial beauty except that which is apparent thereof, and that they draw their head-coverings over their bosoms (24:32)

يَا أَيُّهَا النَّبِيُّ قُلْ لِّأَزْوَاجِكَ وَبَنَاتِكَ وَنِسَاءِ الْمُؤْمِنِينَ يُدْنِينَ
عَلَيْهِنَّ مِنْ جَلَابِئِبِهِنَّ ۚ ذَٰلِكَ أَذْنَىٰ أَنْ يُعْرِفْنَ فَلَا يُؤْذَيْنَ ۚ وَكَانَ
اللَّهُ غَفُورًا رَّحِيمًا

O Prophet! tell thy wives and thy daughters, and the women of the believers, that they should draw close to them portions of their loose outer coverings. That is more likely that they may thus be distinguished and not molested. And Allah is Most Forgiving, Merciful (33:60)

Haya (Modesty) is a part of faith
– Bukhari

As Per Instructions of Huzoor Anwar^(aba)

"Similarly, Ahmadi women and girls should always remember that, in the name of fashion or following the latest trends, they should not sacrifice their modesty. Some Lajna members say they have covered part of their heads and consider that enough. Similarly, some ladies wear overcoats in the name of observing pardah [the veil] but with sleeves rolled all the way up their arms. Yet, Allah the Almighty has already stated that the hijab requires a woman to fully cover her hair in public and to wear loose fitting garments and ensure that her collar and chest area is not exposed. So, Ahmadi women should pay careful attention to protecting their modesty and chastity. Failing to do so is to violate the commands of Allah and those limits established by Islam for the sake of protecting the dignity and virtue of Muslim women."

Address at Lajna Ima'illah UK National Ijtima' 2021

Our hair should be completely covered, both at the front and back

Our chin should be covered at a minimum and a niqab worn if we are wearing embellished make-up

Sides of the cheeks should be covered so no hair shows

A Jilbab can be a burqah, coat, shador, etc as long as it is an outer garment

If the outer garment has buttons or a zipper, they need to close all the way down

The outer garment should be loose fitting, simple, not unnecessarily embroidered

The outer garment must fall below the knees

Watch this video for more details

<https://youtu.be/N2nz7QsqBF8?feature=shared>





Do's & Dont's

FOR ORGANIZING A MEHNDI EVENT

As advised by Khilafat, Islamic Wedding Events should reflect

simplicity & modesty

Avoid excessive and lavish spending and uphold the sanctity of this blessed occasion by focusing on prayers and observing proper pardah. Golden rule: If the Holy Prophet (sas) didn't do it, neither should we!

click here! ← FOR THE DETAILED BOOKLET

USE THIS CHECKLIST

- | | |
|--|---|
| ✓ Arrange a small party for women only that can be held at home for the bride - there is no mehndi for the groom | ✗ There should not be excessive spending (ex. Lavish dinners, mehndi invitation cards, multiple dholak programs, stage decorations, etc.) |
| ✓ Invite the bride's friends to the mehndi | |
| ✓ The female family members of the groom can hold a women's only function, such as a Dholak - the groom or other male family members should not attend | ✗ Men should not attend the mehndi function OR the Dholak function |
| ✓ Songs should be sung or music played containing decent language and prayers | ✗ Songs that are vulgar or contain words that go against the unity of God should not be played or sung |
| | ✗ The music and singing should not be so loud that it can be heard outside the house |
| ✓ Play a drum while singing | ✗ Dancing is not permitted, even amongst women |

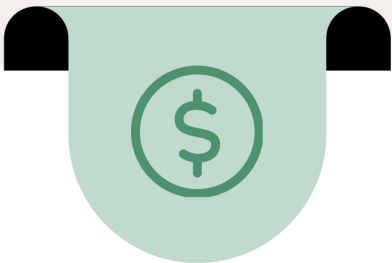


LAJNA IMA'ILLAH CANADA

CHANDA CHANGES

Sayyedna Hazrat Khalifatul Masih (aba) has graciously approved the following recommendations of National Majlis Shura 2025:

Below are the details of Lajna & Nasirat Chanda effective from October 1, 2025



CHANDA/YEAR	
Lajna Membership (Non-Earning Members)	\$30.00
Lajna Membership (Earning Members)	1% of monthly income every month
Lajna Ijtima'	\$45.00
Lajna Isha'at	\$5.00
Nasirat Membership	\$15.00
Nasirat Ijtima'	\$15.00



IMPORTANCE OF WASIYYAT FOR OFFICE BEARERS

"اپنی عاملہ کے ممبران کو توجہ دلائیں اور یاد دہانی کروائیں کہ ہر ممبر وصیت کے نظام میں شامل ہو۔ لیکن اس کے لئے آپ نے فورس نہیں کرنا۔ اگر کوئی کہتا ہے کہ میں اس لئے وصیت نہیں کرتا کہ میں شرائط وصیت کو پورا نہیں کر سکتا تو اس سے پوچھیں کیا جو دس شرائط بیعت ہیں وہ تم پوری کر رہے ہو۔ اس طرح تو پھر پورا نہ کرنے کے نتیجہ میں احمدی بھی نہیں رہتا۔ بہر حال ان شرائط پر عمل پیرا ہونے کی ایک کوشش ہوتی ہے اور وہ کوشش کرتے رہنا چاہیے۔"

(برموقع میٹنگ نیشنل مجلس عاملہ خدام الاحمدیہ نیوزی لینڈ مورخہ یکم نومبر 2013، شائع شدہ روزنامہ الفضل 30 نومبر 2013)

"Draw the attention of your own Amila members and remind them that everyone should join the institution of Wasiyyat. But you should not force them to do this. If someone says that he cannot join the Wasiyyat because he is unable to fulfill the conditions of the wasiyyat, then you can ask them whether they are fulfilling the ten conditions of Bai'at, and that if they are not doing so then they cannot even remain an Ahmadi. The aim is to try to live up to these conditions, and one should continue to strive towards this".

(Meeting with National Majlis Amila Khuddam-ul-Ahmadiyya New Zealand on 1st November 2013, published in Daily Al Fazl Rabwah 30th November 2013)



SECRETARY DIYAFAT

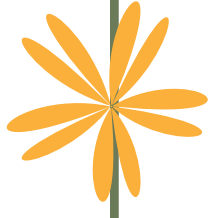
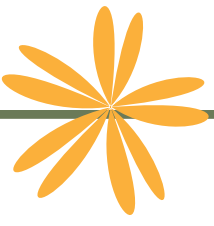
Guidelines for Office Bearers, Lajna Imaillah Worldwide, Pg 29, Secretary Diyafat

1. Secretary Diyafat shall be responsible for organising refreshments and catering at Lajna programs.
2. She should regularly remind members about hygiene practices.
3. She shall organise a Diyafat Team.
4. Secretary Diyafat shall be responsible for all the items relating to her department.
5. She shall keep a complete record of all the expenses together with receipts.

سیکرٹری ضیافت

لائسنس عمل رہنمائی و ہدایات برائے عہدیدارات، لجنہ اماء اللہ عالمگیر، صفحہ 26

1. لجنہ پروگراموں میں خوردونوش کے انتظام کی ذمہ دار ہوں گی۔
2. ممبرات ک حفظان صحت کے متعلق توجہ دلاتی رہیں گی۔
3. ضیافت ٹیم بنائیں گی۔
4. سیکرٹری ضیافت اپنے شعبہ سے متعلق تمام اشیاء کا خیال رکھنے کی ذمہ دار ہوں گی۔
5. اخراجات بمعہ رسیدات کے مکمل حساب رکھیں گی۔



Responsibilities and Tasks of Secretary

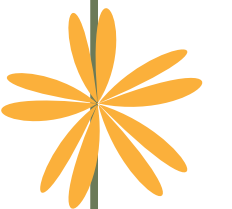
Diyafat:

1. Food arrangements for local events
2. Waqar Amal and cleaning the kitchen and utensils properly
3. Catering/Shopping
4. Hospitality at local events
5. Teach the etiquette of eating and drinking
6. Teach Gardening (Planting fruits & vegetables)

سیکرٹری ضیافت کی ذمہ داریاں:

1. لوکل مجالس کے جماعتی پروگرامز میں کھانے کا انتظام کرنا۔
2. سیکرٹری ضیافت کی ذمہ داری ہوگی کہ وہ جماعتی پروگرام سے پہلے سارا انتظام، پروگرام کے دوران سب معاملات اور وقار عمل کے ذریعے برتنوں اور ضیافت کی جگہ اور چن کی صفائی کا انتظام کریں گی۔
3. جماعتی پروگرامز میں کھانے کا جو بھی انتظام ہے اس کی ذمہ داری اور خریداری کہاں سے مناسب اور سستی ہو سکتی ہے اس کی ذمہ دار ہونگی۔

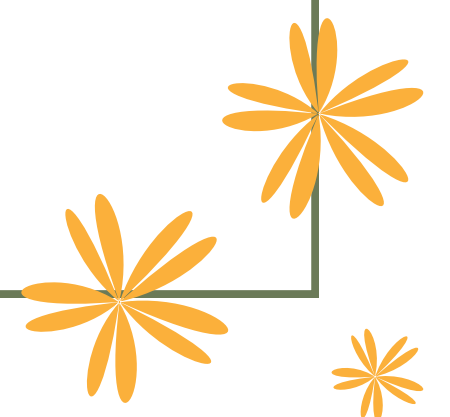
4. لوکل پروگرامز میں مہمان نوازی
5. کھانے پینے کے آداب سکھانا
6. گھروں میں باغبانی کو فروغ دینا اور توجہ دلانا





Instructions to Remember and Follow

- If something unpleasant happens while on duty, try not to discuss it in front of everyone at that time, but write your opinion at the end of the program and give it to your halqa Sadar Sahiba.
- Working together, whenever a team leader is made, all the sisters who work with her should listen and obey her.
- Focus on home-cooked meals and inform members about their benefits.
- In this regard, focus on promoting home gardening throughout the year.
- The etiquette of the Diyafat should be shared with the members throughout the year.
- The events related to hospitality, Ahadiths, and points from the speeches of Hazrat Anwar ABA and Al-Fazal International for hospitality should be shared with the members throughout the year.



- ڈیوٹی کے دوران کوئی ناخوشگوار واقعہ پیش آئے تو
کو تشش کریں کہ اس وقت سب کے سامنے بحث نہ
کریں بلکہ پروگرام کے آخر میں اپنی رائے لکھ کر اپنے
حلقہ صدر صاحبہ کو دیں۔
- مل کر کام کرتے ہوئے، جب بھی ٹیم لیڈر بنایا جائے،
اس کے ساتھ کام کرنے والی تمام بہنوں کو اس کی
بات سننی اور مانتی چاہیے۔
- گھر کے یکے کھانوں پر توجہ دیں اور ممبران کو ان کے
فوائد سے آگاہ کریں۔
- اس سلسلے میں سارا سال گھریلو باغبانی کو فروغ دینے
پر توجہ دیں۔
- ضیافت کے آداب ممبران کے ساتھ سال بھر شیئر
کیے جائیں۔
- مہمان نوازی سے متعلق واقعات، احادیث اور حضور
انور ایدہ اللہ بنصرہ العزیز کے خطابات کے نکات اور
الفضل انٹرنیشنل سے مہمان نوازی کے موضوعات
پورے سال ممبران کے ساتھ شیئر کیے جائیں۔

How to Complete Diyafat report Form?

ضیافت فارم کس طریقہ سے پُر کیا جاتا ہے؟



Lajna Ima'illah Canada
Women's Auxiliary of the Ahmadiyya Muslim Community



Reporting Portal

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Date: 2025-09-24

Login user: Fariha Qamar

Prepared by: attiya(test)

Date posted: 2025-09-19

Status: Received

Department of Diyafat - Monthly Report

Jama'at Month Year

I have regularly offered 5 daily prayers this month

☒

I regularly recited the Holy Qur'an (Tilawat) this month

☒

I have listened to all of the Friday Sermons this month

☒

I have read the following books of the Promised Messiah(as) during this month

I have attended General Body Meeting/Jalsa this month

☒

Diyafat at Local Events

Events include GBM/Jalsa Jaat/Seniors' Meeting/UT Coffee & Chat

	Month1		Month2		Month3	
	No. of times	No. of members served	No. of times	No. of members served	No. of times	No. of members served
Hospitality/Catering	1	2	3	4	5	7

Awareness and Teaching Activities

**Please provide details of all of the efforts made during this period to teach the Lajna members of the Etiquettes of Dining such as Etiquettes of Eating; Discipline when food is being served; and Cleanliness etc.

	No of Times this Quarter	No of Lajna Benefited
Healthy Diet	8	9
Food wastage	11	14
Promoted planting a fruit & veg garden	12	16
Eating Etiquette	13	17

Comments by the Local Secretary:

Please write down your extra activities here.

Helpful ideas to help your report

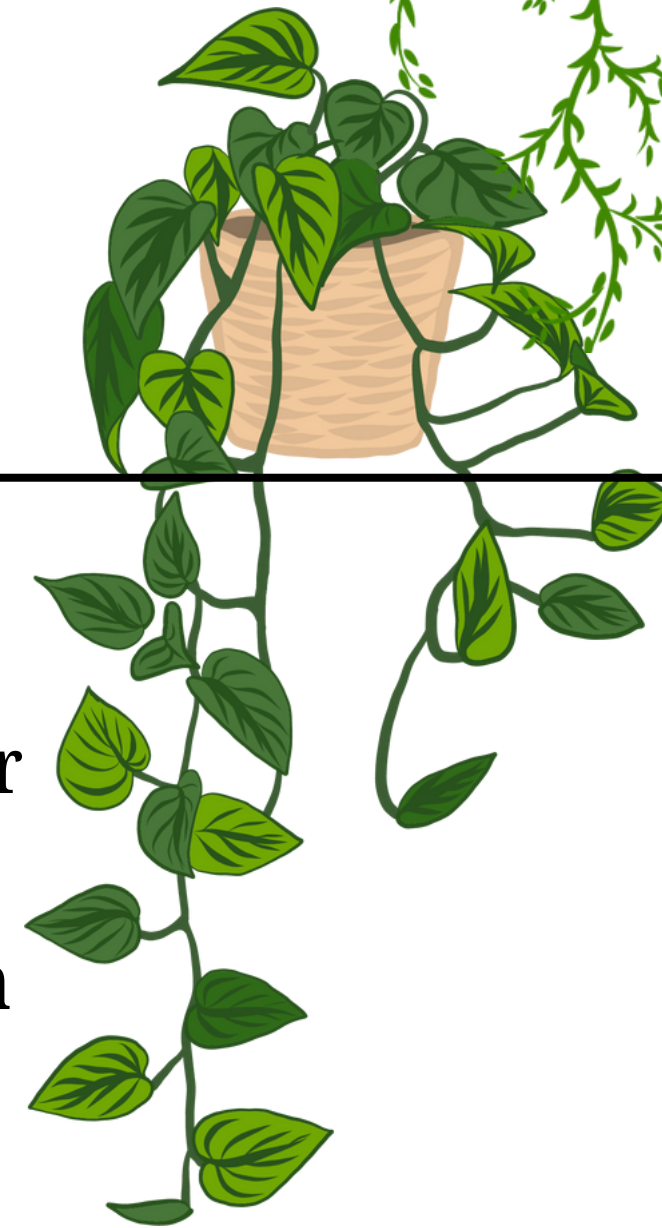


Gardening

Gardening: A Path to Mental Wellness and Life Skills

Gardening isn't just about growing plants – it's a powerful tool for growing people too. According to experts, early exposure to nature, including gardens, is linked to better mental health later in life. Whether it's a small herb pot on the windowsill or a backyard patch, gardening offers kids a chance to connect with nature and boost their well-being.

Gardens are natural spaces to nurture children's mental health, helping them feel calmer and more connected. But the benefits go beyond emotional wellness. Gardening teaches valuable life skills, such as patience, perseverance, responsibility, and the ability to understand different perspectives – all crucial for emotional and social development.



How to start a container garden in 5 simple steps

If you've got some containers and some soil, you can easily grow a garden without needing a ton of outdoor space. Here's how to get started.

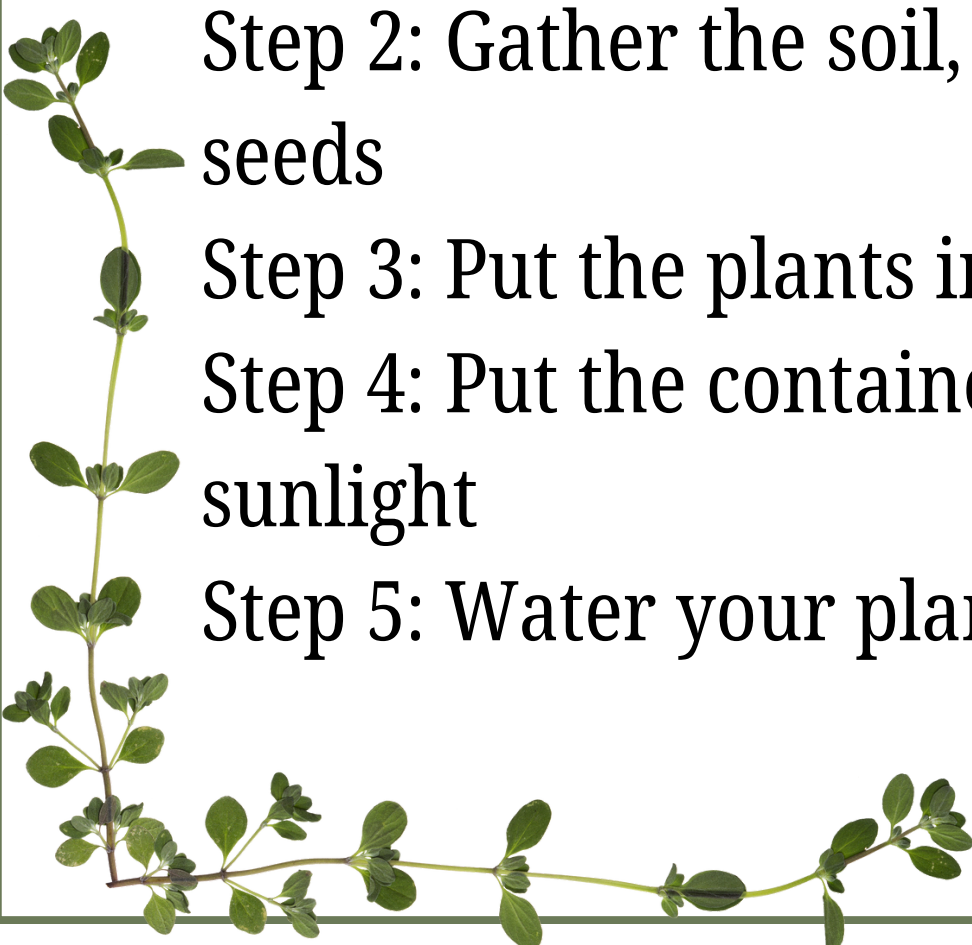
Step 1: Get a container with proper drainage

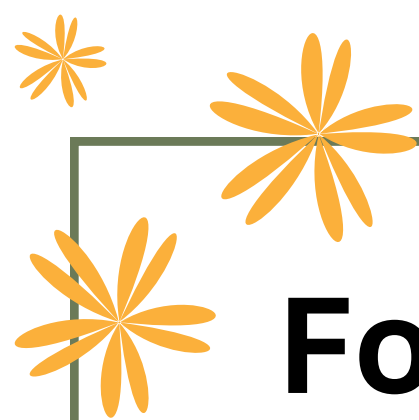
Step 2: Gather the soil, gardening tools, flowers, and seeds

Step 3: Put the plants in the containers

Step 4: Put the containers in a location with optimal sunlight

Step 5: Water your plants regularly

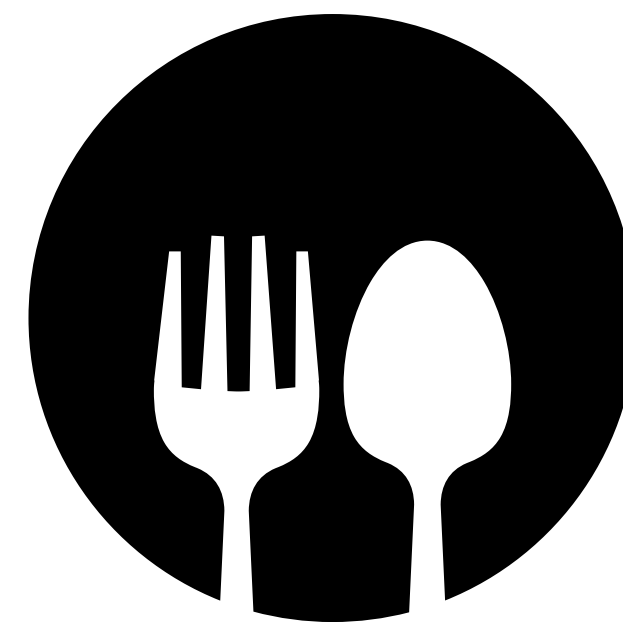




Food Waste

Reducing food waste is one of the simplest and most effective ways individuals can shrink their carbon footprint. By wasting less food, we not only cut greenhouse gas emissions but also conserve vital natural resources. It's a practical step that saves money—yet despite these benefits, food waste remains a significant issue, not only in Canada but across many Western nations.

Each year, vast amounts of food are lost or discarded around the world, leading to both environmental damage and economic loss. Much of this waste is preventable, but rates remain stubbornly high in most industrialized countries.

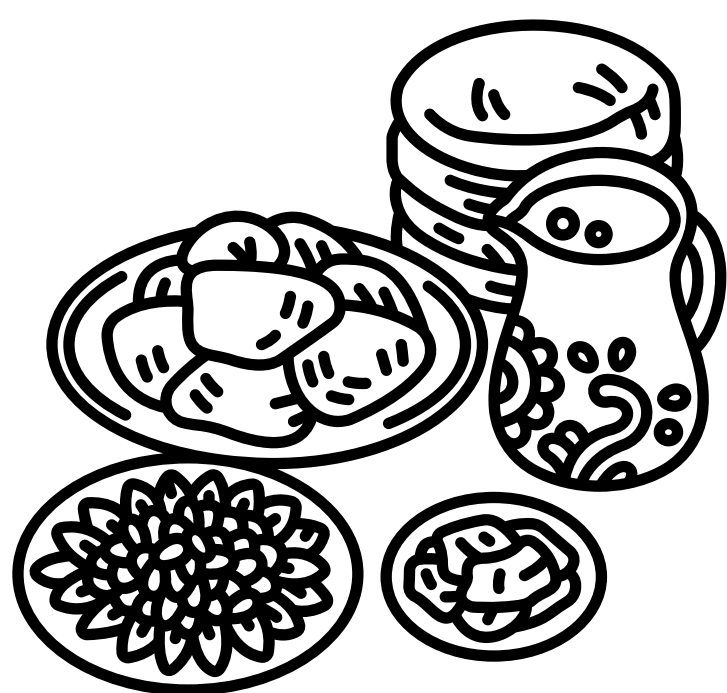


Food Waste Statistics for Canadians

- Globally, 2.5 billion tonnes of edible food are wasted or lost every year.
- The average consumer household food waste in Europe and North America is between 95 and 115 kilograms, while in sub-Saharan Africa and South and Southeast Asia, it is only 6-11 kilograms per year.
- Saving just a quarter of food lost or wasted globally each year would feed 870 million people.
- Canadians create over 50 million tonnes of food waste every year, despite 60% of it being avoidable through better planning and awareness.
- The average Canadian household produces 79 kilograms of food waste per year, according to the UN Food Waste Index.
- 47% of food waste in Canada is generated at the household level.
- Over six-tenths of food waste in Canada could be easily avoided.
- Canada's yearly food waste is equivalent to 9.8 million tonnes of CO₂.
- Fruits and vegetables account for 45% of food waste.
- Redirecting or rescuing surplus edible food could save 3.82 tonnes of greenhouse gas emissions per tonne of food.
- 4 million Canadians, including 1.2 million children, live in food-insecure households



<https://madeinca.ca/food-waste-canada-statistics/>



Helpful Canadian Resources:

- Love Food Hate Waste Canada: lovefoodhatewaste.ca
- Second Harvest: secondharvest.ca
- FoodRescue.ca: Platform to redistribute surplus food
- Food Secure Canada: foodsecurecanada.org





Healthy Eating Habit

Canada's Food Guide encourages eating a variety of healthy foods every day, with a focus on choosing plant-based options more often and limiting highly processed or ultra-processed foods.



1. Eat Plenty of Vegetables and Fruit

Vegetables and fruits are rich in essential nutrients like vitamins, minerals, antioxidants, and fibre. They help you feel full longer, making it easier to maintain a healthy weight. Fill half your plate with vegetables and fruit at every meal and snack.

2. Choose Whole Grain Foods

Whole grain options like brown rice, oatmeal, quinoa, hulled barley, and whole grain bread or crackers use the entire grain, keeping their nutrients intact. They're packed with fibre, protein, and B vitamins to help you stay energized and full. Fill one-quarter of your plate with whole grain foods. Choose whole grains instead of refined grains like white bread or pasta.

3. Eat Protein-Rich Foods

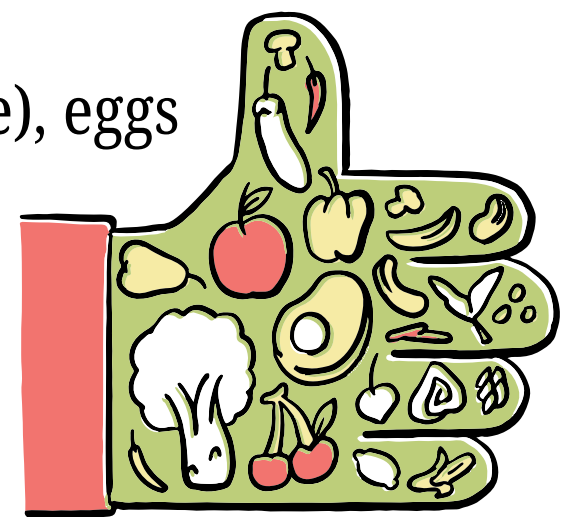
Protein is essential for building and maintaining bones, muscles, and skin. Great protein sources include:

- Plant-based options: legumes, tofu, fortified soy beverages, nuts, seeds
- Animal sources: fish, shellfish, poultry, lean red meat (including wild game), eggs
- Dairy: lower-fat milk, yogurt, kefir, and cheese with less fat and sodium

✓ Tip: Fill one-quarter of your plate with protein foods.

✓ Eat protein every day. Choose plant-based proteins more often.

✓ Try to eat fish at least twice a week.



4. Limit Highly Processed and Ultra-Processed Foods

Ultra-processed foods are heavily altered from their original form and often contain added sugars, salts, and unhealthy fats. Important nutrients are usually removed during processing.

⊘ Examples to limit: fast food, chips, cookies, deli meats, hot dogs, frozen pizzas, white bread, white rice.

✓ Minimally processed foods (like bagged salad, frozen vegetables, milk, flour, or dried herbs) retain most nutrients and are generally okay.

Research by Heart & Stroke found that ultra-processed foods make up nearly half of Canadians' diets.

5. Make Water Your Drink of Choice

Water hydrates without adding calories or sugar. Sugary drinks — like soft drinks, fruit drinks, energy drinks, and flavored coffees — are high in sugar and low in nutritional value, leading to “empty” calorie intake and potential weight gain.

⊘ Avoid fruit juice, even if it's 100% juice. It contains more sugar and less fibre than whole fruit.

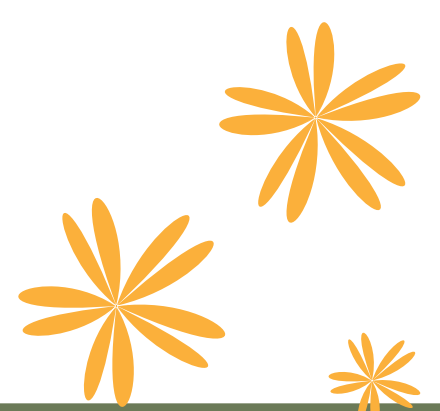
✓ Tip: Eat your fruit, don't drink it.

✓ When safe tap water isn't available, opt for:

- Coffee or tea (unsweetened)
- Unsweetened, lower-fat milk
- Previously boiled water



<https://www.heartandstroke.ca/healthy-living/healthy-eating/healthy-eating-basics>





Discussion Topics

1. Discuss a hadith or verse from the Holy Qur'an about:

- How Islamic teachings promote environmental stewardship.
- The Holy Prophet's SAW love for nature, trees, and planting.
- The reward in Islam for planting and sustaining life.

2. Medicinal Plants in Traditional Healing

Which common herbs have been used for centuries?

3. Design Your Dream Garden

What would it include?

4. Taste Test: Grocery Store vs. Homegrown Veggies

Which tastes better? Why?

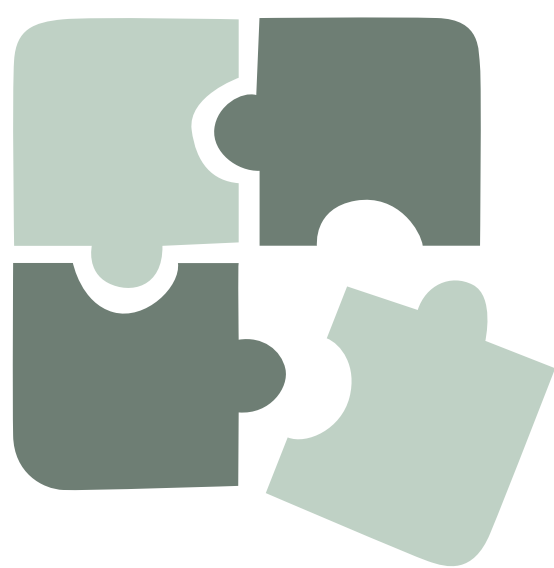
5. Indigenous Gardening Traditions in Canada

6. What can we learn from First Nations, Inuit, and Métis food-growing practices?

Explore: The "Three Sisters" planting method (corn, beans, squash), and Traditional knowledge of medicinal plants

7. Gardening in Cold Climates How do Canadians grow food with such a short growing season?

8. What's your favorite fruit, vegetable, or flower — and have you tried growing it?



1. Leftovers Challenge

Goal: Cook a meal using only leftovers or ingredients you already have at home.

Purpose: Encourages creativity and reduces waste from unused food.

2. Best Before vs Use by Quiz

Goal: Give members different food label scenarios and ask: "Can you still eat this?"

Purpose: Educates people on confusing expiration labels.

"What's On Your Plate?"

- How it works: Ask everyone to share what they ate for their last meal (or their favorite meal) and then rate how healthy they think it was (1-10).
- Why it works: It encourages honest reflection and opens up discussion about food choices without judgment.

Provide a variety of real food labels (or images of them) and have participants work in teams to spot hidden sugars, misleading health claims, or identify healthier options.

Provide a list of ingredients and ask groups to create a balanced meal. They present their dish and explain why it's healthy.



Eating Etiquettes/Table Manners

Table Manners

1. Wash your hands before every meal. If napkins or serviettes are available spread one on your lap so that any particle of food may not spoil your clothes.

2. Before starting to eat recite the following prayer:

بِسْمِ اللَّهِ وَعَلَى بَرَكَاتِهِ اللَّهُ.

"In the name of Allah and with the Blessings of Allah."

If you have started eating without saying the above you should stop eating and say:

بِسْمِ اللَّهِ أَوَّلُهُ وَآخِرُهُ.

"In the name of Allah first and best."

3. Eat with your right hand and do not dip your hand in the dish.

4. Take small morsels, keep your mouth closed and chew the food slowly without making a sound.

5. Do not open the mouth wide when putting a morsel in it.

6. When putting food on your plate take what is in the dish in front of you and do not pick out bits of meats or other food that you like best.

Page 8



7. Initially put a small quantity of food on your plate - if necessary you can take some more later on.

8. Put only that amount of food on your plate that you can eat. Finish whatever is on the plate.

9. If there is only a small amount of food think of others and only take a measured quantity.

10. Do not overeat. Eat what you need and stop when you are still somewhat hungry. The Holy Prophet (saw) said that "you should fill your stomach thus: 1/3 food, 1/3 drink and 1/3 air."

11. You should always eat whilst sitting straight up and never eat in a reclining position.

12. If you are using forks or knives or spoons make sure that you do not make a sound.

13. Do not drink water in one gulp. Drink it slowly in two or three instalments. When you have finished drinking do not 'burp'.

14. After having finished your meal recite the prayer: 'All praise belongs to Allah who has provided us with food and drink and has made us Muslims.' (see page 11)

15. If there is a serviette or a napkin on your lap, after the meal, having wiped your lips and your hands, fold it. Then wash your hands and rinse your mouth.

16. Make sure that there is no excess of sweeteners, chillies or other spices.

17. Do not eat when the food is very hot nor should you drink tea or milk when it is very hot.

18. Similarly you should not drink very cold water.

Discussion Topics

- Give a list of statements, and participants guess if it's a myth or a Sunnah.
- How does mindful eating affect your relationship with Allah?"
- Share a hadith or sunnah regarding eating etiquette.
- Discuss and compare common Canadian table manners with other cultures.

Common Mistakes in reports

Food Arranged/ Catering		Hospitality		Healthy Diet	
No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna benefitted
20	1500	12	20	2	500
8	10	129	15	1	167
8	12	7	694	1	80
6	475	6	475	0	0
6	5	6	5	2	
6	12	10	15	4	78

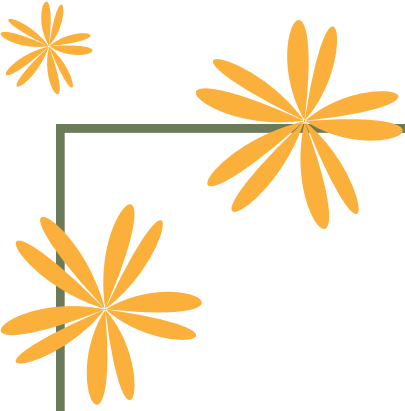
Food Arranged/ Catering		Hospitality	
No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna participated
20	10	1	5
10	420	10	420
10	26	10	21
6	80	8	67
56	3	40	6

Healthy Diet	
No. of times this quarter	No. of Lajna benefitted
90	190

Correct way

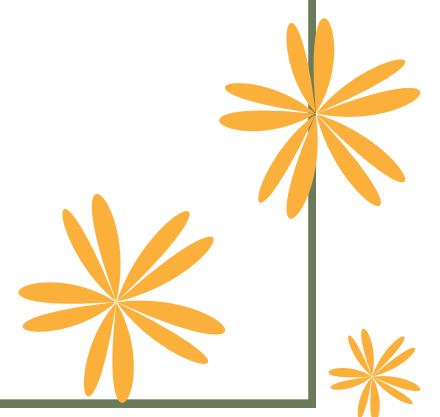
Food Arranged/ Catering		Hospitality		Healthy Diet	
No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna benefitted
3	109	7	93	1	22

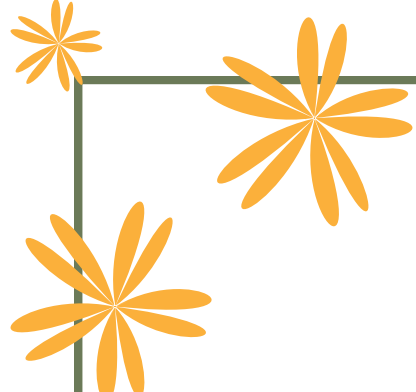
Food Arranged/ Catering		Hospitality		Healthy Diet	
No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna participated	No. of times this quarter	No. of Lajna benefitted
7	397	7	397	3	255
2	30	6	200	1	213



Points To Remember:

- If someone has cooked and sent food to help someone or for the elderly, as a help/food sent to the family of a deceased member, is NOT reported in the diyafat report. This is reported by the Khidmat-e-Khalq department.
- Write the total number of families who did gardening this summer. For example, in the Majlis, 10 families did gardening.
- Keep a record of giving food at jamaat events and mention them in your report.
- Please make sure you have access to your lajna.ca account.
- All the Diyafat Secretaries have been added to the Google Chat. Kindly check and respond to the messages there as soon as possible, according to the question.





IMPORTANT DATES

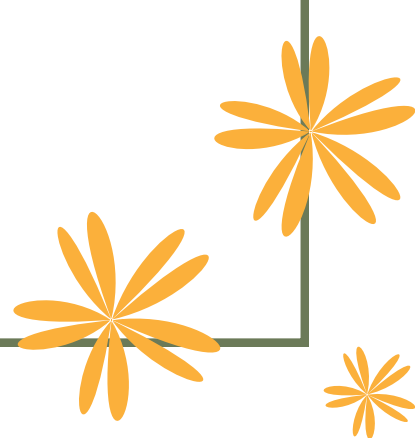
Quarter 1: October to December report due January 7th, 2025

Quarter 2: January to March Report due April 7th, 2025

Quarter 3: April to June report due July 7th, 2025

Quarter 4: July to September report due October 7th, 2025

IMPORTANT REMINDERS

- There will be only 4 reports in a year (quarterly).
 - Kindly keep track of the due dates.
 - If the reports will be late or missing, marks will be deducted.
 - It is the responsibility of the Diyafat Secretary to get the report verified by the President on time.
 - Please remind them upon submitting your report to verify it.
- 



EMAIL PASSWORD RESET



1. Lajna email password reset requests should be emailed to: gsuitesupport@lajna.ca
2. In your email, clearly state whether an email password reset or portal password reset is required.
3. Password reset email must be sent by local GS or Naib GS with CC to the local Sadr sahiba
4. Please do not send the request through multiple channels. (WhatsApp, Google Chat, Text Message, etc)
5. Any password reset request sent from a personal email address will not receive a temporary password.
6. Please include the email address that requires the password reset.
such as:
Majlis: ABC
Department: Tajnid
Email: abcdxyz@lajna.ca
7. When submitting requests for local departments, please send one request per email.



REPORTING PORTAL PASSWORD RESET

1. Password reset for the reporting portal is available as a **self-service option**.
2. Due to any technical issue if you need assistance to reset portal password please email:

reportingportalsupport@lajna.ca (NEW!)



ALL OTHER REPORTING PORTAL ISSUES

1. Please send us an email to: reportingportalsupport@lajna.ca
2. Include the department name in the subject line of the email
3. (ex. Talim Report Issues).
Include a **detailed description of the problem**. Simply stating "not saving reports" provides insufficient information for us to troubleshoot the issue.



FOR ALL OTHER INQUIRIES

1. Please email: it@lajna.ca
2. If the problem requires immediate attention, send a text message to Lajna IT In-Charge at **306-715-4616** informing them to check their email.

There is greatness in hard work. Continue to assist other departments with the permission of your President. May Allah Ta'ala help us all to fulfill our responsibilities in the best way (Ameen).

حنت میں عظمت ہے۔ اپنی صدر صاحبہ کی اجازت سے دوسرے شعبوں کی مدد کرتی رہا کریں۔ اللہ تعالیٰ ہم سب کو اپنی ذمہ داریاں احسن طریقے سے ادا کرنے کی توفیق عطا فرمائے (آمین)۔

Contact Information

Lajna Ima'illah Canada

Email: diyafat@lajna.ca

Serving as National Secretary Diyafat

Fariha Qamar