



General Secretary



Refresher Course Package

2025-26

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Guidance of Khilafat

Guidance of Khilafat

Reformation of Office Bearers

Self Reformation

Sayyedna Huzoor Anwar(aba) has advised: The actual thing is this that in these 100 years that no one should point his finger at us and say that 100 years have been completed, Jubilees are being celebrated, but only 75% or 50% of the Lajna are involved in Jama'at work, and the level of faith of the remaining is such that while the Holy Qur'an commands one to observe modest dress, their dress is not modest. **(March 27, 2021 Amila Meeting with Majlis Amila Lajna Ima'illah Germany)**

Engaging in Istighfar

Sayyedna Huzoor Anwar(aba) has advised: If they knew what a huge responsibility it is and failing to honor it can incur God's displeasure, more than others, each office holder would night and day be engaged in ISTAGHFĀR (Seeking forgiveness from God)." **(Friday Sermon dated April 12, 2013)**

Don't let Ego take Root

Huzoor (aba) cautioned that if one lets their ego take root, then instead of prosperity, they would encounter harm and destruction. So, every Jamaat's office-bearer must recognise the objectives, which are, and always will be, the same as those with which the Promised Messiah (as) was sent by God Almighty and those were to bring mankind closer to their Creator, to establish the Oneness of God, and to fulfil the needs of mankind. So, if in our hearts lies even a trace of impurity or if we come to possess the idol of one's ego, then it is not possible for an idol worshiper to establish the Oneness of God. **(Address to Majlis Shura UK 2025)**

Office Bearers to Offer 2 Nawafil

Sayyedna Huzoor Anwar(aba) has advised: **Every office bearer should offer at least two units of voluntary prayer every day for the betterment of their office** and for God to bestow His blessings. His Holiness (aba) said that in his estimation, if the Tarbiyyat department were to become active, then the work of other departments would automatically improve by at least 70%. Hence, it should always be remembered that office bearers must establish their examples, especially the Amirs, presidents and Tarbiyyat secretaries, and of course, all other office holders as well. If office holders do not set their own examples then it bears a great impact. **(Friday Sermon dated August 18, 2023)**

Office Bearers to offer Tahajjad Prayers for Peace of the World

Keeping in mind the current state of the world, Huzoor Anwar(aa) especially exhorted the life-devotees, missionaries and office holders to be regular in their Tahajjad. (Friday Sermon dated Oct 27, 2023)

Appeal for Prayers

Sayyedna Huzoor Anwar(aba) has recently made an appeal for the following prayers to be recited daily:

<i>SubhanAllahi wa bi Hamdihi SubhanAllahil Azeem Allahumma Salle ala Muhammadin wa aali Muhammad</i> Translation: Holy is Allah and worthy of all praise, Holy is Allah, the Great. O Allah, bestow Your blessings on Muhammad (sa) and on the people of Muhammad (sa).	• 200 times (Adults) • 100 times (Young person aged 15-25 years) • At least 33 times (Children) • Few times daily with parents (Young Children)
<i>Astaghfiruallha Rabbi Min Kulli Zanbinwwa Atubu Ilaih</i> Translation: I seek forgiveness of Allah from all my sins and repent to Him.	• 100 times (All Ahmadis)
<i>Rabbi Kullu Shay'in Khadimuka Rabbi Fahfazni Wansurni Warhamni</i> Translation: My Lord everything is subservient to You; My Lord protect me, help me and have mercy on me)	• 100 times (All Ahmadis)

Joining Nizam-e-Wasiyyat

Reminder to Office Bearers about Nizam Wasiyyat

Sayyedna Huzoor Anwar(aba) advised:

“Draw the attention of your own Amila members and remind them that everyone should join the institution of Wasiyyat. But your should not force them to do this. If someone says that he cannot join Wasiyyat because he is unable to fulfill the conditions of 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.” (National Amila Meeting with Majlis Amila Khuddamul Ahmadiyya New Zealand on November 1st, 2013)

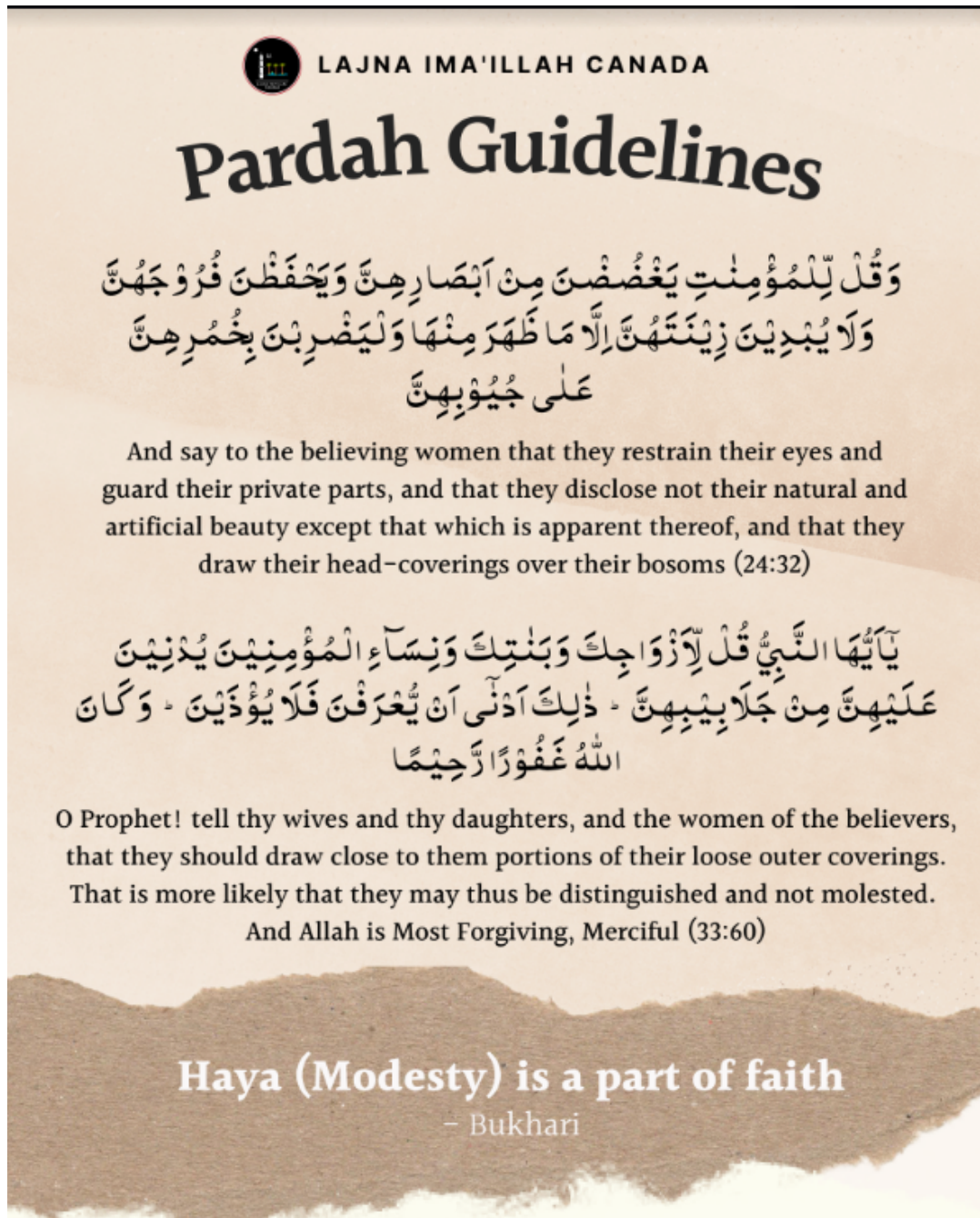
Click [HERE](#) for Urdu translation

Reminder about Modest Dress & Pardah

Instructions directed at Canadian Lajna Office Bearers

"Sadr Lajna is to draw the attention of all those who are the **office bearers of Lajna Imaillah Canada** towards modest dress." (Instructions given on Sept 12, 2017)

For specific guidelines about modest dress and minimum pardah please see: [Address to Lajna Imaillah Canada at Jalsa Salana Canada 2016](#)



 LAJNA IMA'ILLAH CANADA

Pardah Guidelines

وَقُلْ لِلْمُؤْمِنَاتِ 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 جَلَابِيبِهِنَّ - ذَلِكَ أَذْنَى أَنْ يُعْرِفْنَ فَلَا يُؤْذِينَ - وَكَانَ
اللَّهُ غَفُورًا رَحِيمًا

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 Ijtimā' 2021

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

Sides of the cheeks should be covered so no hair shows

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

The outer garment must fall below the knees

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

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

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

Watch this video for more details

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

Avoiding Un-Islamic Customs at Weddings

Click [HERE](#) for the detailed booklet outlining the specific guidance of Khilafat regarding Wedding and Marriage Rituals.

Lajna Imāillah Canada



Do's & Dont's

FOR ORGANIZING A MEHNDI EVENT

As advised by our beloved Khulafa', 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 ^{sa} didn't do it, neither should we!

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 can be sung containing decent language and prayers (for example verses from "hamd-o-sanaa usi ko jo zaat jaawidaani / ye roz kar mubaarak subhaana manyaarani")	☒ Songs that are vulgar or contain words that go against the unity of God should not be sung
	☒ The singing should not be so loud that it can be heard outside the house
	☒ Music should not be played in stereo systems
☒ Play a drum while singing	☒ Dancing is not permitted, even amongst women



LAJNA IMA'ILLAH CANADA

Do's & Dont's

FOR A WEDDING/WALIMA EVENT

As advised by Khilafat, Islamic Wedding Events should reflect **simplicity & modesty**. Avoid excessive & lavish spending & uphold the sanctity of this blessed occasion by focusing on prayers & observing proper pardah. Golden rule: If the Holy Prophet (sas) didn't do it, neither should we!



Focus on prayers and Zikre Ilahi (i.e. Remembrance of Allah)



Refrain from showing off, such as by displaying the bride's gifts and dowry (burri & jahez)



Create a budget and stick to it! Avoid going into debt when paying for the wedding



Avoid unnecessary spending such as extravagant decorations, lavish clothing, expensive halls, fireworks, rose petals, lavish buffet, giving clothes to the bride's in-laws



Make a financial contribution to Maryam Shaadi Fund



Include on the wedding card: guest arrival, program start time, and Family Photo session time



Do not write "No boxed gifts" on the wedding invitation or have a wedding registry



Remember to invite Lajna who may not have any family or who are not well off



The bride should observe proper pardah once she leaves her home or salon to come to the hall



Men should not walk the bride into the ladies hall, including the groom, father, brothers, etc



Female family members can sing the couplets from the Nazam "Mahmood ki Ameen" as the bride enters the ladies hall



No music should be played during the wedding



DJ should not be hired



Have a simple agenda that includes tilawat, nazam and dua; there's no need to have speeches



Avoid unIslamic customs & traditions, such as:

- bridal showers, bachelorette parties
- hiding the groom's shoes
- putting a garland around his neck
- presenting milk to him
- cake cutting
- bridesmaids & flower girls



Do hire a female photographer/videographer for the ladies side



Do not have male photo/videographers/waiters on the ladies side



Female photographer on the ladies side should be mindful of asking guests first before taking their picture



Guests should avoid taking pictures/making videos with cell phones as it compromises the Pardah of other guests



Preliminaries

Preliminaries

Contact Information

National General Secretary

Mansoor Rauf

gs@lajna.ca

National Naib General Secretary

Nuzhat Aamir

naiba1.gs@lajna.ca

National Naib General Secretary/In-Charge IT

Sadaf Jat

naiba2.gs@lajna.ca | it@lajna.ca

National Naib General Secretary

Mariam Mirza

naiba3.gs@lajna.ca | 647-702-2894

Shura Implementation Report Marking

shuramarking1@lajna.ca

shuramarking2@lajna.ca

Lajna Archives

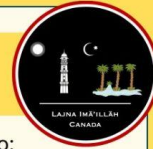
archives@lajna.ca

Lajna IT Support Guidelines

LAJNA IT SUPPORT



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 (ex. Talim Report Issues).
3. 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.

IMPORTANT REMINDER! Please **DO NOT** send emails to Jama'at for IT Support. Jamaat emails end with **@ahmadiyya.ca** and **@amjinc.ca**. Please use **ONLY** the email addresses provided above.

Overview

As per the Constitution of Lajna Ima'illah...

General Secretary Majlis

169. The General Secretary of every Majlis shall keep a record of all the decisions of Majlis Amila Mulk that concern their Majlis and are conveyed to it.

170. The General Secretary of a Majlis shall maintain the record of all decisions of Majlis Amila Majlis.

171. It shall be the duty of the General Secretary of every Majlis to present her report to the Sadr Majlis. A brief summary of this report should be read out in the meeting of the Majlis Amila Majlis.

172. It shall be her duty to prepare the monthly report on the prescribed form and send it to national Headquarters every month after having it countersigned by the Sadr Lajna Majlis. A copy of this report should also be sent to the Regional/District Sadr.

Na'ib (Assistant) General Secretary

50. It shall be the duty of the Na'ib (Assistant) General Secretary to co-operate fully with the General Secretary and to perform all her duties during her absence.

51. In the absence of the General Secretary, the powers of the General Secretary will be assumed by the Naib General Secretary.

Summary of GS Department Tasks

As you will learn, there are high expectations of the GS Department. GS Department is the backbone of the Majlis and Naib General Secretaries must be equally trained and prepared to execute all of the responsibilities of the General Secretary in her absence. Teamwork, mutual respect, patience and understanding are essential for the success of this department.



Reporting Deadlines

MONTH	Quarterly Reports (Due Every 3 months)	Semi-Annual Reports (Due Every 6 months)	Monthly Reports
OCT		Tahrik Jadid (May - Oct) Due Date: Nov 7	The following reports will be sent EVERY month: Local Tajnid Report: must be verified by 25th of the month All other Local Reports: must be Complete Status by last day of month verified by 7th of the month GS Talim Tarbiyat Tabligh Khidmat Khalq Nāsirāt Umoor Talibaat Mal Waqf Nau Wasaya Monthly Shura Implementation Report NEW! All Sept Reports must be verified by: Sept 30th for Annual Results***
NOV			
DEC	Ishaat, Sanat wa Dastkari, Sihat Jismani, Diyafat, Tarbiyat Nau Mubai'at (Oct-Dec) Due Date: Jan 7	Waqf Jadid (July-Dec) Due Date: Jan 7	
JAN			
FEB			
MAR	Ishaat, Sanat wa Dastkari, Sihat Jismani, Diyafat, Tarbiyat Nau Mubai'at (Jan-Mar) Due Date: Apr 7		
APR		Tahrik Jadid (Nov-April) Due Date: May 7	
MAY			
JUNE	Ishaat, Sanat wa Dastkari, Sihat Jismani, Diyafat, Tarbiyat Nau Mubai'at (Apr-Jun) Due Date: July 7	Waqf Jadid (Jan-June) Due Date: July 7	
JULY			
AUG			
SEPT	Ishaat, Sanat wa Dastkari, Sihat Jismani, Diyafat, Tarbiyat Nau Mubai'at (July-Sept) Due Date: Oct 7		

NEW! Lajna Marking Year is now Oct 2025 – Sept 2026

1. National Secretaries will post feedback each month but post marks on a quarterly basis.
2. There will be a Quarterly Marking Review Period after each Quarter. Once the Review period has passed, the reports of the concerned quarter will no longer be reviewed for corrections.
3. The first 3 Quarterly review periods will be 15 days, however Quarter 4 Marking Review Period will only be from Oct 5-12.
4. Annual Results at Refresher Course in November 2026, Insha'Allah!

Important Events & Dates

Month	Events	Dates
EVERY MONTH	Hold Amila Meeting & GBM/GBM Replacement Event every month (except during Ramadhan & Summer months)	Submit Reports in Complete Status on the last day and verified by 7th of next month
October	Hold Jalsa Seeratun Nabi(sa)	
November	Hold Jalsa Qur'an Kareem	Nov 1-2: National Refresher Course TBA: Part 2 of GS Refresher Course about Reporting Procedure TBA: Shura Implementation Plan 2025 Orientation Session
December	- Jalsa Salana Qadian - Hold Local GBM	Dec 31: Listening Report Jalsa Salana Qadian
January	Hold Local Lajna Ijtima & Shura Elections	Jan 1-15: Quarter 1 Marking Review Period
February	Hold Jalsa Yaum-e-Musleh Maud(ra)	Feb 19: 1st Ramadhan
March	- No GBM in March - Hold Local Nasirat Ijtima from Mar 21-April 30	Sun, Mar 1 OR Sun, Mar 8: Quarterly GS Dept Meeting Mar 20: Eidul Fitr
April	Hold Jalsa Masih-e-Maud(as) in April	April 1-15: Quarter 2 Marking Review Period April 30: Submission of Shura Proposals
May	- Jalsa Yaum-e-Khilafat OR - Regional Ijtima	
June	- Regional Ijtima OR - Local Jalsa Yaum-e-Khilafat	Mon, Jun 1: Quarterly GS Dept Meeting
July	- Jalsa Salana Canada - Jalsa Salana UK - No GBM Canada-wide	July 1-15: Quarter 3 Marking Review Period July 31: Listening Report Jalsa Salana UK
August	- Jalsa Salana Germany - Jalsa Salana Western Canada - No GBM Canada-wide - Quebec will hold Yaumus Salat	Aug 31: Listening Report Jalsa Salana Germany
September	- Jalsa Salana Francophone - Yaumus-Salat Canada-wide (except in Quebec)	Mon, Sept 7: Quarterly GS Dept Meeting Sept 30: Submission of Sept Reports in Verified Status Sept 30: Listening Report Ijtima Address Lajna UK Sept 30: Submission of Annual Local Visits Report Oct 5-12: Quarter 4 Marking Review Period

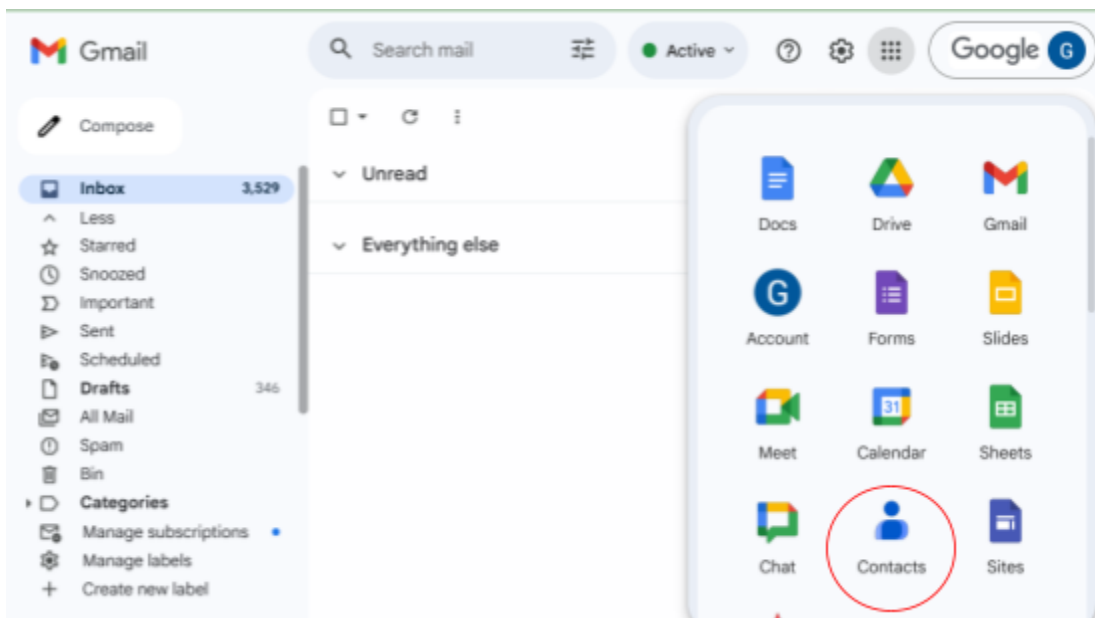
Communication Tools

Using Gmail

Maintain an Updated Contact list

Work with Local Sadr Sahiba and Secretary Tajnid to maintain an up-to-date **Centralized Tajnid list** for your Majlis. (See **Tajnid Section** for more information.)

Add Lajna members to your contacts list in Gmail and create a Majlis group. This will save time when sending out emails to members.



Sending Memorandums

1. Memorandums will be sent to members through email only.
2. Memorandums are time sensitive and should be sent within 24-48 hours or sooner if required. **Please read the instructions carefully before sending.**
3. Avoid sending Memorandums in bulk as it can be overwhelming for members. Send memorandums as soon as they are received from Markaz.
4. If GS is not available for any reason to send a memorandum within the required time, Naib GS should send the memorandum to avoid delay.
5. Most memorandums are to be shared with members. However, some relate to administrative matters and are for informational purposes. **Please read the instructions carefully before sending.**
6. When sharing memorandums, compose your own message on top and remove any threads from the National level. The message can be as simple as "Kindly please see the attached memorandum".

Email Etiquette

Dear "title of position" OR "name Sahiba"
Assalamu alaikum warahmatullah wabarakatohu!
[Message]
Jazakumullah Ahsanaljaza!
Wasalam,
FullName
Humbly Serving as Local General Secretary Majlis
123-456-7890

Don't forget to sign off with your full name, Majlis & phone number

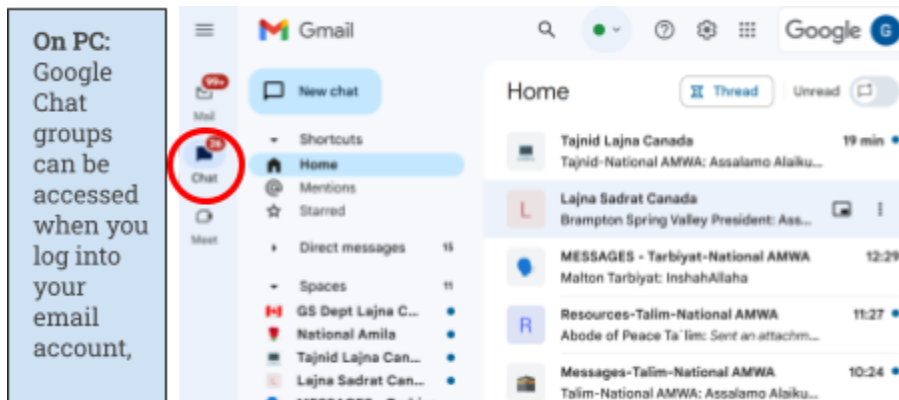
Always CC Local Sadr Sahiba on communication to local Amila and members of the Majlis.

Use Vacation Responder when Absent

Assalamu alaikum warahmatullah wabarakatohu!
Jazakumullah for your email. Please be advised that I will be away from Oct 9th to Oct 25th. In my absence please reach out to Naib General Secretary [Name] for any queries or assistance at 123-456-7890 or [email]
Jazakumullah Ahsanaljaza!
Wasalam,
Full
Humbly Serving as Local General Secretary Majlis

Don't forget to mention:
(1) the duration of the absence,
(2) the complete name and
(3) complete contact information of the person who will be working in your absence.

Google Chat How to Access Google Chat



On PC: Google Chat groups can be accessed when you log into your email account,

Gmail App



Google Chat App



On Phone: Download the Gmail App or Google Chat App

Some Reminders

When using these Apps, you will need to **sign into your lajna.ca account** to access the email and chat.

If you hold **multiple offices** or serve as a Nazima at Jalsa Salana, you will need to **sign in all of these accounts** in these Apps and **switch between accounts** to check messages for each account.

National & Local Google Chat Groups

National Google Chat groups have been set up by National Secretaries for local Secretaries Canada-wide. It is very important that ALL secretaries regularly check their groups for important instructions.

1. Please make sure you have been added to the GS Group. This can be done by clicking on the "Chat" icon on the left side of your email where you will see all the groups you are currently a part of.
2. Please download the Google Chat App OR Gmail App onto your phone.
3. Please contact naiba3.gs@lajna.ca if you are not in the GS group yet.
4. Please remind local Secretaries to check if they are in their National Groups and download these Apps.

NOTE: The Local Majlis Amila group must be on Google Chat ONLY. No Amila groups are permitted on WhatsApp or any social media platform.

WhatsApp Groups

Broadcast Groups

Local Majalis are permitted to have ONE Broadcast list and ONLY the following chat groups:

***No Amila group is permitted on WhatsApp.**

Group for Members at large (WhatsApp Broadcast Group):	Two admins are permitted (ex. Sadr & GS). Other Amila members will request Sadr/GS to post messages/itlas for their departments.
Group Chat for Nāsirāt	Secretary Nasirat will be the admin.
Group Chat for Waqf Nau	In-Charge Waqf Nau will be the admin.
Group Chat for Umoor Talibaat	Secretary Umoore Talibaat will be the admin.
Group Chat for Diayaat	Secretary Tabligh will be admin

WhatsApp Communities

Formation of Groups

1. Within the Communities, Majalis will create an **Announcement Group and Subgroups as per their needs.** (See table below)
2. **Regional Sadr Sahiba** must be included in **every Majlis' Announcements Group.**
3. **Local Sadr Sahiba** must be included in **every subgroup.**
4. Members will be able to enter any subgroup visible in the communities however the group admins should remove any member who does not belong in the group (ex. A senior Lajna joins the Umoore Talibaat group). Such members, once removed, will not be able to join that group again.

Mandatory Groups	Admin	Purpose
Announcements	Sadr, General Secretary and Naib General Secretary	Communication of all itlas and departmental messages geared to the entire membership
	Note: Only Admins can send messages under Announcements All other Amila members will post announcements through these Admins.	
Nasirat + Moms	Secretary Nasirat	Communicate with Nasirat and their mothers
Waqf Nau + Moms	In-Charge Waqf Nau	Communicate with Waqf Nau and their mothers
Daiyaat	Secretary Tabligh	Communicate with Lajna who actively engage in Tabligh
Umoore Talibaat	Secretary Umoore Talibaat	Communicate with Students
The following are SUGGESTED groups. Majalis can make any groups within WhatsApp communities according to their discretion.		
Seniors	Secretary Khidmat Khalq	Communicate with Seniors
Sihat Jismani	Secretary Sihah Jismani	Communicate with Lajna members to coordinate about SJ activities (ex. gym timings)
Sanat wa Dastkari	Secretary Sanat wa Dastkari	Communicate with Lajna members who are interested in skills training
Moosiyat	Muavina Sadr Wasaya	Communicate with Moosiyat
The following are NOT permitted. If any of these groups have been created, please dissolve IMMEDIATELY		
General Group: The general group allows everyone in the Majlis to access each others' contact and communicate with one another directly. Local Amila Group: All communication of Amila should be done in the Google Chat including communication about Event Planning. Talim & Tarbiyat Class Groups: All messages regarding Talim Tarbiyat class timings should be posted in the Announcement group. For this reason a separate group for this purpose is unnecessary.		

How to Keep Your Community Safe

1. Turn on 2-Step Verification when setting up the community.
2. All Admins have a responsibility to safeguard the contact information of members. No additional admins should be made.
3. Members should be added manually using their confirmed number of personal use. Members should not be invited to join via link.
4. Permission should be sought from Lajna members before adding them to the group. Members may be informed via phone/email that the Local WhatsApp Community will be established and if they are interested in being part of it they must give consent verbally or through text/email.
5. Please confirm the number belongs to the concerned Lajna member and not a male family member.

Please review the [Guidelines for Using WhatsApp](#) for detailed instructions.



Tajnid Guidelines

New Tajnid Guidelines!

Guidance from Sayyedna Huzoor Anwar(aba)

- **What Criteria should we use for Defining Active members?** (October 18, 2025 Mulaqat with National Majlis Amila Lajna Ima'illah Canada)

An amila member asked for guidance regarding Lajna members who attend general Jamaat events like Eid prayers or Jalsa but do not participate in Lajna-specific programmes, despite the efforts of local office-bearers.

Huzoor(aba) explained that the very task of the organisation is to make such members active. As long as they profess to be Ahmadi, they are members of Lajna and it is the duty of the Tarbiyat Department to reach out to them. He cautioned that if contact is only made to ask for donations or attendance at meetings, members may feel it is a transactional relationship and may even give their contribution reluctantly. The core challenge and purpose of the office-bearers, Huzoor(aba) stressed, is to lovingly and genuinely bring inactive members into the fold. **If all members were already active, he noted, there would be no need for an amila.**

(<https://www.alhakam.org/national-amila-of-lajna-imaillah-canada-huzoor/>)

- **In the Tajneed of various Majlis, there are names of some members who have not been associated with the Jamaat for a long time. What should we do in this situation?** (October 12, 2024 Mulaqat with National Majlis Amila Lajna Ima'illah France)

Question: In the tajnid of various majalis, there are names of some members who have not been associated with the Jamaat for a long time. We have no contact with them, and even their details have changed, making it challenging to create an accurate register. What should we do in this situation?

Answer: Huzoor(aba) suggested that if these members have absolutely no contact and even their details have changed, they should be temporarily removed from the main register. He advised creating a separate register titled "Requiring Reform" or "Requiring Contact." Then, continuous efforts should be made to locate their relatives or acquaintances within the Jamaat to re-establish contact with their help.

Huzoor(aba) recommended approaching these individuals with love and excellent morals, enquiring politely whether they wish to remain on the Jamaat's list. If they request removal, it should be honoured.

Huzoor(aba) said: "Make sure your behaviour sets a good example and demonstrates excellent morals. Try to reach out to them through those with whom they have good relations, as some people wish to remain connected but distance themselves due to the attitudes of office-bearers. Office-bearers should improve their behaviour, exercise kindness, and try to bring them closer through love. If done properly, some people indeed return. A comprehensive review will be necessary, but for the time being, keep a separate list for them."

(<https://www.alhakam.org/amila-lajna-imaillah-france-2024/>)

Tajnid Status Summary Table

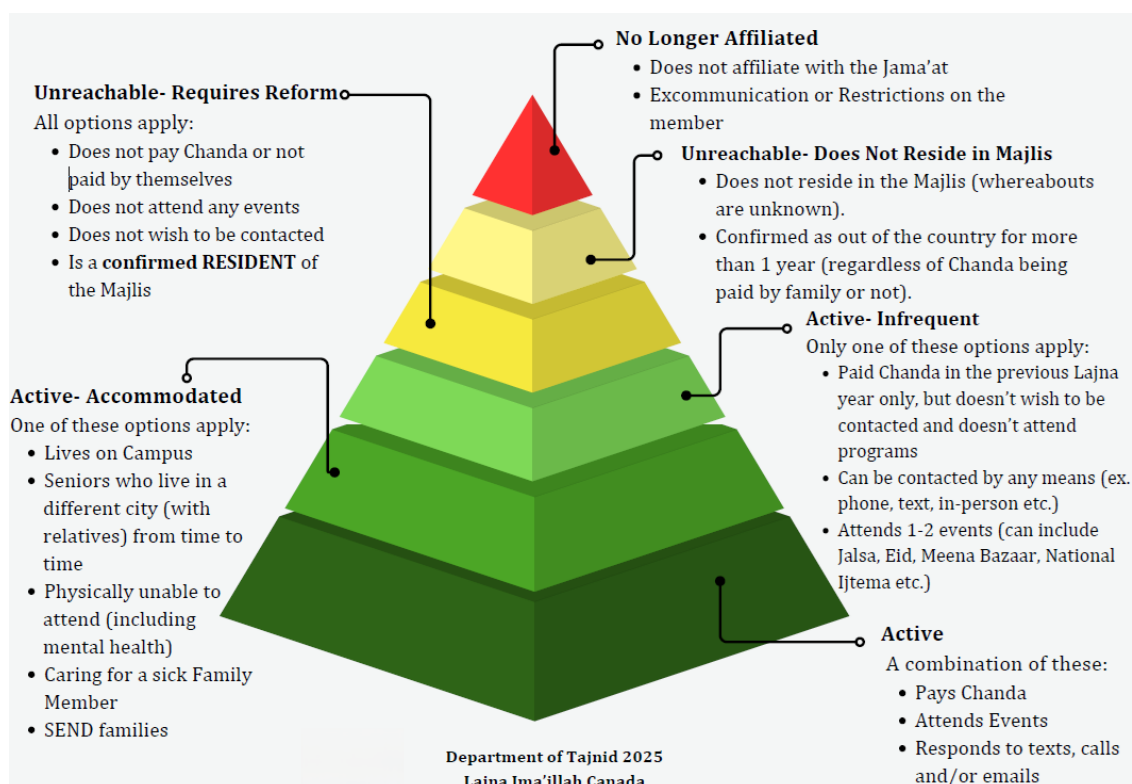
Status	Chanda Paying ✳	Attends Programs	Can be Contacted
Active	YES	YES	YES
Active- Infrequent or Active- Accommodated ☆	YES	NO	NO
	NO	NO	YES
	NO	Attends 1-2 events (can include Jalsa, Eid, Meena Bazaar,	NO
Unreachable- Requires Reform	Not paying or Not paying themselves (ex. parents of adult Lajna)	NO	Does not wish to be contacted OR cannot be contacted via any means even though she is a confirmed resident of the Majlis.
Unreachable- Does Not Reside in Majlis	A. Does not reside in the Majlis and cannot be reached (whereabouts are unknown). B. Confirmed as out of the country for more than 1 year (regardless of Chanda being paid by family or not)		
No Longer Affiliated	1a. Umur Aama case: No Longer Affiliated with the Jama'at and has denounced the Jama'at (officially submitted through National Sadr Sahiba and National Secretary Tajnid) 2b. Other Umur Aama Issues: Excommunication or Restrictions on the member (although these members should not appear in Tajnid list, if they are, they would be considered no longer affiliated)		

✳ Any Chanda is paid (either by husband or parents when they are dependents) and member herself wants to stay connected.

☆ These members are in the active category - but infrequent or accommodated - thus, require focused efforts to activate them further. Will include even those Lajna whose husbands are estranged from Jama'at but she is in her heart connected.

☆ Members who do not attend due to health or SEND families or students living on campus will fall under active - accommodated category where we understand that they have valid reasons for absence.

Tajnid Status Breakdown



Where does the Member Fit

Category	Member Description / Criteria
ACTIVE	Attends Lajna programs and combined Jama'at events like Ijlas e Aam or Jalsa Salana
	Pays Chanda themselves (Any Chanda is paid (either by husband or parents when they are dependents) and member herself wants to stay connected.)
	Responds to texts/emails or can be reached in person
	Out of country/province for less than 1 year (eg. vacation, visiting family etc.)
ACTIVE-ACCOMMODATED	Caring for sick family
	SEND family
	Physically unable to attend (including mental health)
	Seniors who live in a different city (with relatives) from time to time
	Lives on campus, attends AMWSA
	Newly immigrated/moved to majlis (given them a grace period of up to 6 months to settle). <i>Refer to Welcome Package in Refresher Course regarding action steps for first 6 months.</i>
	Members who pay membership chanda or are reachable, but do not attend program due to husbands disconnected from Jama'at.
ACTIVE-INFREQUENT	Attends 1-2 events (can include Jalsa, Eid, Meena Bazaar, National Ijtema etc.)
	Paid Chanda (after numerous reminders with intention) in the previous Lajna year only, but doesn't wish to be contacted and doesn't attend programs
	Were reachable in the past year by any means (ex. phone, text, in-person, social venues etc.) through active efforts in connecting with members. <i>Members should be contacted by calling at different times of day (morning, afternoon, evening) on at least three separate days, using alternate phone numbers if needed, and if calls go unanswered, a text or WhatsApp message should be sent. Please make a note and follow up to address any challenges such as, wrong or deactivated numbers, full voicemail, abroad or WhatsApp-only numbers, language barriers, or cases where a male contact is required but not yet communicated to the local Sadr Sahib.</i>
UNREACHABLE-REQUIRES REFORM	Cannot be contacted in the past 2 years or more, does not attend programs, is a resident of majlis and Chanda is not paid.
	Cannot be contacted in the past 2 years or more, does not attend programs, is a resident of majlis but someone pays Chanda on their behalf (ex. parents of independent Lajna)
	In-Laws or husband pay Chanda (including situations with previous converts) but do not facilitate connection (don't attend any programs or can not be contacted)
	Husband/father are connected with Jama'at and is paying Chanda of wife and/or children, but wife and children cannot be contacted (they clearly say they are not interested in keeping connection).
	If parents are separated and Chanda is paid by the parent the child doesn't live with.
UNREACHABLE-DOES NOT RESIDE IN MAJLIS	Does not live in the Majlis – address falls outside or resides outside boundary or whereabouts are unknown
	Confirmed as out of the country for more than 1 year (regardless of Chanda being paid by family or not)
NO LONGER AFFILIATED	No Longer Affiliated with the Jama'at and has denounced the Jama'at (officially submitted through National Sadr Sahiba and National Secretary Tajnid)
	Excommunication or Restrictions on the member (although these members should not appear in Tajnid list, if they are, they would be considered no longer affiliated; <i>submit online AIMS request through Local Sadr Jama'at by emailing a formal request and copying National Tajnid Secretary and National Sadr Lajna.</i>

What if the Member cannot be Identified...

Use the Resources Provided by the Tajnid Department

Tajnid Counter https://lajna-tajnid-counter.web.app/	When not certain if member falls under the Infrequent or Unreachable category Note: to better facilitate your request, with summary provide, please contact your Local Sadr Sahib to submit a request through AIMS.
Boundary Check App https://canada-majlis-lookup.web.app	When a member is out of the Majlis boundary or not sure about their Majlis

What's the Best Way to Update Member Information?

Update Contact Information	https://www.ahmadiyya.ca/member/update-email-phone
Address Change or Lajna gets Married or moved out of Canada	http://www.ahmadiyya.ca/form/request-change-address
New Birth Registration	http://www.ahmadiyya.ca/member/form/new-born-registration
New Member moved into Canada	Please fill Tajnid Registration Form which can be obtained from local Sadr Sahib, Jama'at
Submit Tajnid Updates: Deceased Request, Majlis/ Boundary Change, Tanzeem Update, Name Change, Reactivate AIMS, An Nisa Inactivation or Reactivation Members Not Listed under the Same Household	Use the Lajna Tajnid Google Form: https://forms.gle/xks6Um4EeyjEBLD4A

Centralized Majlis Tajnid List

Collaborative Efforts Sadr, GS Department and Tajnid

- The National Lajna Tajnid department has provided each Majlis with access to a Centralized Majlis Tajnid List where Majalis will work to maintain and keep updated throughout the year.
- This sheet has a row dedicated to each member's contact information and Tajnid related definitions.
- Certain columns are assigned to the GS department to complete.
- For Data security purposes, there are limited persons who are authorized to access this document.
- **However, Local Sadr Sahiba, General Secretary Sahiba and Naib General Secretary Sahiba must support the local Tajnid department in maintaining this list.**

Member code	Member name	Address Boundary check: https://canada-majlis-lookup.web.app/	Phone Number	Email Address	Status	T a n z i d e e m	Only write 1 or 0 in the columns. No text in these. Only write 1 or 0 in the columns. No text in these. Only write 1 or 0 in the columns. No text in these.									
							D e c e a s e d	Active or Active - Infrequent				Active - Accommodated members				
								Pays Chanda	Attends Lajna/ Nasirat Program	Attends any Jamma't Program (ex. Eid, Jumma & Jalsa Salana)	Can be Contacted - responds to texts, calls and/or emails	Lives on campus	Seniors who live in a different city (with relatives) from time to time	Physically unable to attend (including mental health)	Caring for a sick family member	SEND family
4567	Doe, Jane	124 Street name, City, Province, Postal Code			Unknown	L										
6789	Doe, Jane	124 Street name, City, Province, Postal Code			Unknown	N										
65432	Doe, Jane	125 Street name, City, Province, Postal Code			Unknown	B										

How to fill out the Centralized Tajnid Data Sheet...Please attend the Tajnid Refresher Course!

- We have provided a basic overview of the Tajnid related matters.
- **General Secretaries and Naib General Secretaries must attend the Tajnid Refresher Course to get a solid understanding of the Tajnid Guidelines and how to Complete the Tajnid DataSheet.**

REMINDER: Sayyedna Huzoor Anwar(aba) has instructed that the "Tajnid of the Tajnid department and GS Department must be the same." *This is only possible if both departments work collaboratively.*

Data Security

Centralized Tajnid Datasheet

- This document is highly sensitive and should be handled with utmost care.
- **DO NOT SHARE** the Centralized Tajnid Datasheet with anyone including Amila members.
- This file should only be accessible by **Local Sadr, General Secretary , Tajnid secretaries**.

Create an Internal List with Selected Information

- Create an internal list which contains only **names, phone numbers & email addresses of members**.
- Local Sadr, General Secretary, Tajnid, Ta'lim, Tarbiyat & Mal secretaries
- This internal list should be shared via **Google Drive only** so you can manage who can access it.
- Do not send via email (because then you have no control over who can access that list.)

Smaller Internal Lists

- **Nāsirāt & Umoor-e-Talibaat** will maintain their own lists as a shared file on their lajna.ca google drive which Local Sadr, Secretary Tajnid & General Secretary will have access to.
- **Saiqaat** will be provided with names and phone numbers of only those members they are responsible for calling.
- **Remaining Amila members** will not have access to the internal list, they will send out their itlas and messages through the General Secretary department. However, if they need any member's information for their departmental work they can request Secretary Tajnid.

Keep a Record

- Keep a record of which members have been provided a list and for what purpose.
- This list should be returned if the Saiqa or Amila members discontinue the task for which the list was provided.
- Destroy any hard copies and keep a record of when they were destroyed.



Connection with Members

Connection with Members

Strategy 1: Majlis Visit Plan

Guidance of Khilafat

Sayyedna Huzoor Anwar(aba) explained that those who have been behind for 10 years have grievances against female office bearers, or their husbands have grievances against male office bearers, or they have more worldly priorities. Make contact with members by visiting their houses. Convey greetings to them and come back so that at least a personal contact will be established. If they are approached in a negative manner about their shortcomings, they will further distance themselves. Plans for Tarbiyat should be made according to each person's psychology. There are different types of people.

When the various forces of Dajjal are working so strongly, planning should be appropriate in order to break them. For this reason, Allah the Almighty teaches us to adopt the principle of Mau-e-zatal Hikmah & Hasna [i.e. "wise and loving speech"] in the Holy Qur'an. When Allah the Almighty sent Moses^{as} to Pharaoh, He said Qaulallayinan [i.e. "adopt soft speech"]. He was told to adopt soft speech. It was not that he threw the rod on the first day and turned it into a snake or turned the hand white. This did not happen initially.

Despite having a miracle, the command was to adopt soft speech. Here, we don't even have a miracle so who would understand harsh speech? Allah the Almighty told the Holy Prophet^{sa} to consult his companions but it was his treating them in a soft and loving manner that had kept them close to him.

If this can be said about the Holy Prophet^{sa} [whose status is so high], then all female office bearers and their teams will have to adopt a soft demeanour. Secretary Tarbiyat, General Secretary, Sadr, and those at every level should not assert their authority over others.

(Al-Fazl International, Sept 3, 2016, p. 4-5; National Majlis-e-`Amila Meeting Lajna Ima'illah Canada, October 29, 2016)

How to Organize Well-Being Visits

- In Oct or Nov, chalk out a visit plan and assign Local Amila to visit all **members of the Majlis during the year.**
- Set a goal for each month as some months are busier than others. The month of Ramadhan is a good opportunity to visit members as there are no other events and members would not feel obliged to present food to their guests.
- Certain departments are required to make monthly or quarterly visits (ex. Tarbiyat secretary needs to visit 5 members a month). Please keep this in mind when formulating the visit plan.
- Secretary Tajnid will let Sadr Sahiba know as soon as someone new moves into the Majlis. Sadr Sahiba and an Amila member should call this member right away and arrange a visit.

- Secretaries should go in pairs. Each member should be visited at least once a year.
- In each Amila meeting, examine the progress made and challenges to address.
- Please see the guide below for how Amila members can visit members. However, where it is apparent that it is more beneficial for certain Amila members to visit certain members, then the Sadr can assign as needed.
- Financial matters should not be discussed in well-being visits.

Secretaries	Type of Members
Sadr and all local Amila	Should aim to visit all members, focusing on inactive/weaker families, members requiring reform
Nasirat + Waqf Nau	Nasirat/Waqf Nau and their mothers
Umoore Talibaat + Any Amila Members	Students
Khidmat Khalq + Any Amila Member	Seniors, new immigrants, families of Shuhada
Nau Mubai'at	New Converts

How to keep Track of Visits

Use the Centralized Tajnid Datasheet (under the visits column)

Member code	Member name	Address	Status	Preferred Language	Is the member a Nau Mubai'at?	New Immigrants moved to Canada within the last 3 Years	Is this a shuhada family?	Has been visited this year?
12345 Doe, Jane	123 Street name, City, Province, Postal Code	Inactive			☐		☐	Y
4567 Doe, Jane	124 Street name, City, Province, Postal Code	Active			☐		☐	N
6789 Doe, Jane	125 Street name, City, Province, Postal Code	Inactive			☐		☐	Y
45678 Doe, Jane	126 Street name, City, Province, Postal Code	Inactive			☐		☐	N

How to Report Visits

(A) Monthly GS Report Form on Reporting Portal

1. Provide the number of members visited each month since October.
2. This section is there to help you track your visits on a monthly basis.
3. Please indicate number of members visited not households.
4. Please complete this section correctly each month.

(B) Annual Visits Report Form of Google Form

1. Provide the total number of members visited for the entire year
2. This form will also take into consideration the specific circumstance of members so that we can give more marks to Majalis for their efforts
3. Marks for the Annual Visits Report is equivalent to one month's GS Report.

Strategy 2: Focused Approach on Less Active Members

Guidance of Khilafat

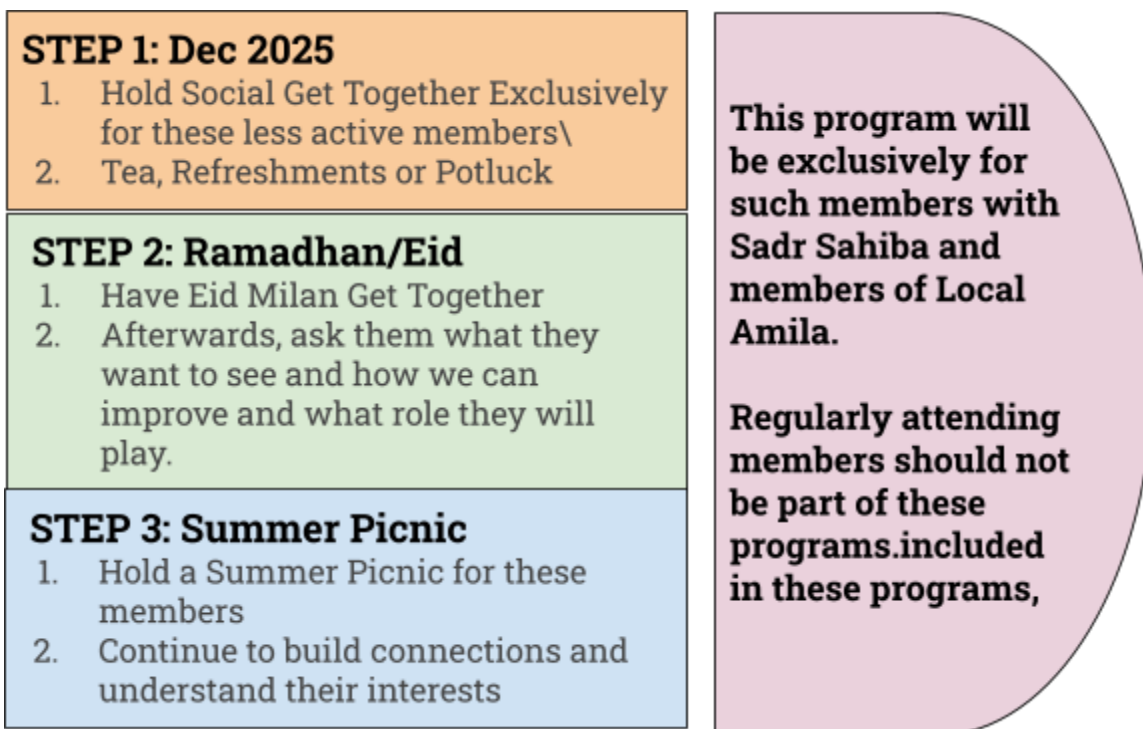
Some of our Lajna Youth do not attend the monthly meetings and the Taleem classes. Can Huzoor please provide guidance on what kind of recreational programmes we should develop to help those members.

Basically the question is what should be the line of action to involve such Lajna members. Invite Lajna members and tell them that we shall have a general gathering which will not be like the traditional meeting that is often held. So, invite them to such a gathering and explain the objectives of Lajna. You can explain that since you attend the gatherings to a lesser degree (that others) perhaps the reason for this is that you do not have interest in those programs. So you tell us, how can we make our programs better so that more of you get involved. Take their advice and when their suggestions come forward, you will know of the things that interest them. In this way, at least 50% of such Lajna members will begin to attend your gatherings. Make programs based on their interests in your gatherings. Don't simply hold traditional meetings where Hadith is presented just for the sake of presenting something, a verse of the Holy Qur'an is presented with its translation, an extract of the Promised Messiah(as) is presented and advice is presented on what to do and what not to do by a person who doesn't act upon those things herself. Women who know each other well will say that this person should at least reform herself first. This creates a kind of frustration and as a result they show some kind of reaction. So it is better for you to invite them to ask them how the program should be. You can also request such members to present something on any given topic in the meeting. They can present something on a worldly subject like health care or other psychological aspects; or if there is a psychiatrist or if there is someone who is interested in psychology you can request them to deliver a talk. In this way, they will feel that programs are being conducted which are of interest to them. **So sometimes, it is necessary to move away from traditional methods. Move away from traditional methods and ensure a certain percentage of programs are tailored to their interests and then they will attend.** Initially, just invite such Lajna members for some tea. Invite them and say that we'll just have some tea and have a get-together. Then explain that these are the issues, how can we improve them. Then they will offer their advice or suggestions. Then ask them that since you've given us your suggestion, what role will you play in bringing your suggestion to fruition. How can you undertake this task in the best possible manner? What role will you play in this? In this way, some improvement will surely be attained,

<https://www.youtube.com/watch?v=NlbU-6kgDfw>

Implementation Plan

More detailed guidance will be provided. Below is an overview of how Lajna Canada will implement the above guidance of Khilafat.



Strategy 3: Strong Saiqaat System

Main Tasks of Saiqaat



New! [Guidelines Regarding the Saiqaat System](#)

Please review these guidelines with Saiqaat to ensure they understand their role and responsibilities.



Events & Attendance

Events & Attendance

Amila Meeting

Frequency: Every month even during Ramadhan and Summer months

Duration: 1.5 hour program

Must cover: All Special Aspects including monthly review of efforts made to activate all members.

Please also See [Guidelines for Holding Local Amila Meeting](#)

General Body Meeting

Required Items

Duration: 1.5 hour program followed by 30 mins for socialization (total 2 hours).

Agenda Must include:

1. Tilawat with Translation
2. Commentary of Tilawat Verses (5 min max.)
3. Hadith with Durood Sharif Recited before and after
4. Pledge (only during GBMs, not required during Jalsa Jaat)
5. Malfoozat (Optional)
6. Summary of Friday Sermon by Tarbiyat (5 min max.)
7. Mandatory monthly topics prescribed by National level (will be provided annually)
8. 10 minute speech/presentation from Nasirat on the agenda of all GBM/Jalsa Jaat.
9. **NEW! A non religious topic of members' interest.**
10. Quarterly Book Review from Ishaat department
11. Quarterly Brain-stimulating activity from Sihat Jismani Department
12. Routine Announcements from Departments (2 minutes per department on a monthly or quarterly basis as per their requirements)

Prescribed GBM Schedule & Mandatory Topics

Earlier in the Important Dates & Events, we have informed about which programs will be held each month. In addition to this, **certain topics have been prescribed by the National level** based on the Guidance of Khilafat, Shura Proposals, and Departmental requirements.

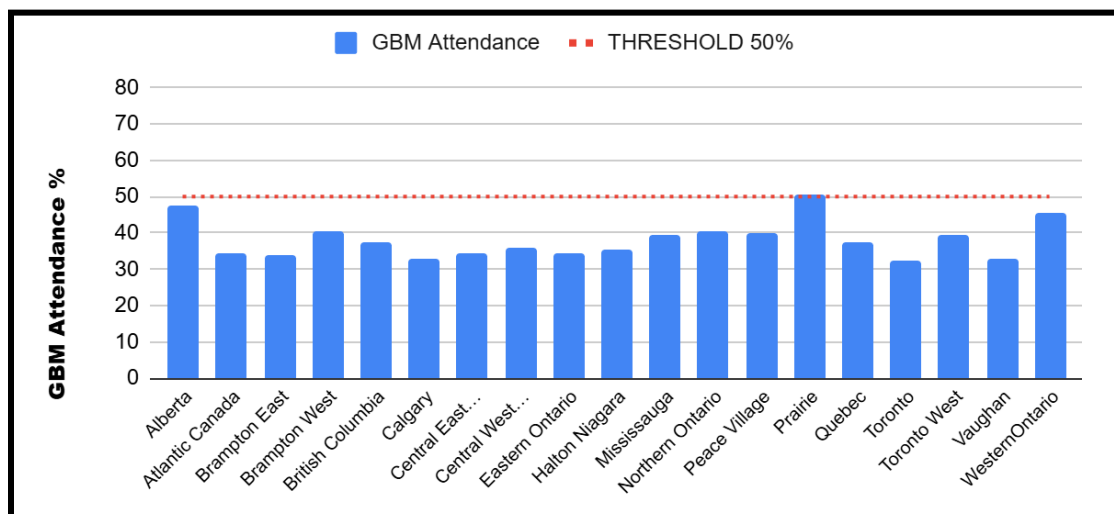
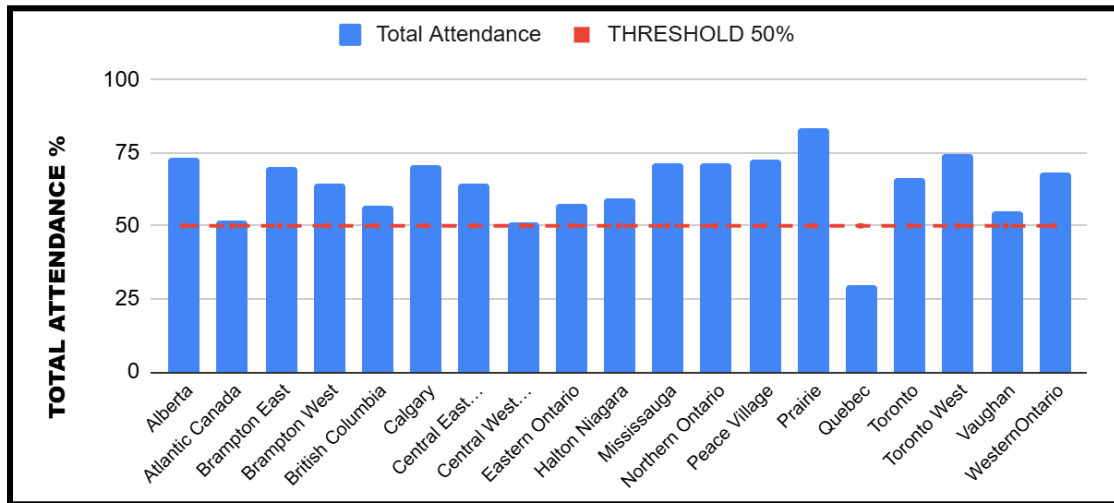
GOAL To cover mandated topics in a focused and organized manner. All National Departments are sharing the same guidance with local secretaries.

IMPORTANT NOTE: In addition to the prescribed topics, please include those topics which interest your members or those you feel need to be addressed in the Majlis.

Please also See [Guidelines for Conducting General Body Meetings](#)

How to Improve Attendance in Events

The Current Situation



Some Helpful Strategies Used by Majalis

1. Activate Sadr, Local Amila, Saiqaat to motivate members through personal connection.
2. Promotion of Events through different channels (WhatsApp, Newsletter, Calenders)
3. Look at Members' Preferences (Ex. time and place)
4. Involve active friends of members requiring reform to encourage them.
5. Involve youth, nasirat and seniors in the program
6. Involve youth and Nasirat in the event planning process.

Coming Soon! Shura Implementation Plan for Proposal 3 "Develop a plan for improving Lajna and Nasirat Attendance and Participation in Jama'at & Lajna Events"



Majlis Shura

Majlis Shura

Timeline & Summary of Shura Process

January	1. Hold Shura Elections
January-March	2. Collect proposals from members. 3. Discuss proposals in the GBM 4. Review and Voting in the Local Amila meeting
March 30	5. Submission of Proposals from Majalis and National Amila
April Amila Meeting	6. Review of Proposals in NMA Meeting
July	7. Submission of Proposals on Agenda for Approval of Sayyedna Hazrat Khalifatul Masih & Proposals not Included (with reasons for not including them)
Day of Majlis Shura	8. Subcommittee Formation 9. Discussion and Vote of the Subcommittee 10. Presentation of the Report and Recommendations of the Subcommittee 11. Open Discussion 12. Vote on Recommendations by the House
September	13. Submission of Consolidated Recommendations for Approval of Sayyedna Hazrat Khalifatul Masih with Urdu translation & Shura Report
October - November	14. Start Working on Shura Implementation Plan according to the assigned monthly tasks

Approved Recommendations of Majlis Shura 2025

Please Check:

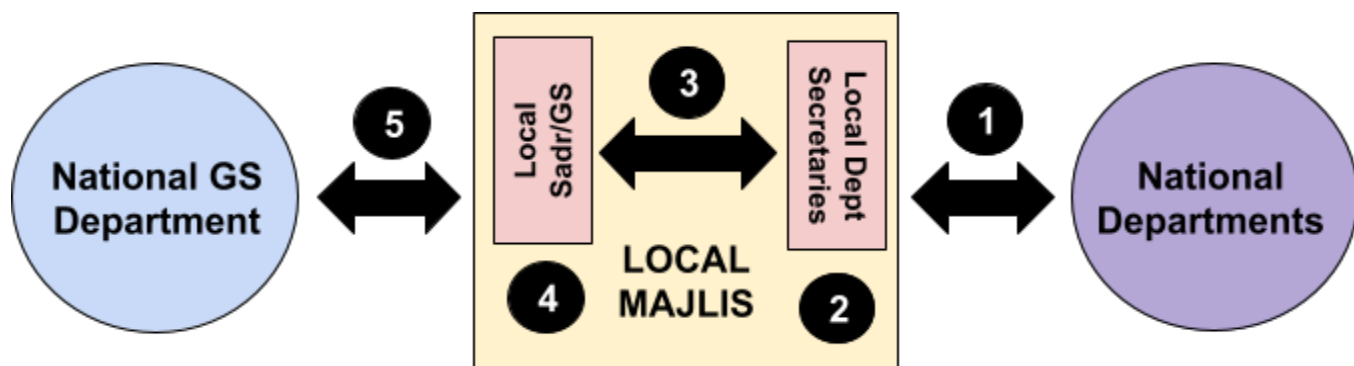
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Lajna Chanda Changes

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

Role of Majalis in Shura Implementation Process



1. **National Secretaries will share and explain Shura Implementation Plan** for their respective department with local Majalis at time of Refresher Course.
2. **Local Secretaries will make implementation efforts** as per the implementation timeline and report to Local Sadr Sahiba and National departments.
3. **Local Sadr Sahiba & General Secretary Sahiba will oversee the implementation efforts assigned at the Majlis level.**
 - They will chalk out a plan for the year with local secretaries and delegates.
 - They will help make sure implementation efforts are done **according to the implementation timeline** and **collect the report from local Secretaries**. This means, Local Sadr Sahiba should provide local secretaries a platform to do her implementation efforts (ex. Give her time during the GBM or TTT classes, etc.)
 - **This year we struggled to gather reports from Majalis even though efforts had been made.**
4. **The Local Sadr Sahiba & General Secretary Sahiba will verify** the Local Shura Implementation Form each month by the 7th.
5. **National General Secretary department will check the local Shura Implementation Report** and give written feedback in the comments as well as assign monthly marks to the Majlis for their Local Shura Implementation Form based on an established criteria.

NOTE ON MARKING:

- The new marking year for Shura will also be from Oct 2025-Sept 2026.
- Marking is cumulative for the year. Hence, some months will be worth more marks than other months.

Coming Soon! Shura Implementation Plan 2025



Reporting

GS Report Form

IMPORTANT NOTE:

Alhamdulillah, based on the new Guidance of Khilafat GS Report Form will be revised November onwards. We will be holding **PART 2 of this Refresher Course this month** to explain the New Report Form. Insha'Allah!

**TODAY, the Report Form is being explained
so that you are able to complete the October Reports.**

General Secretary Report Form

Section 1: Self Reformation

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	☒

Reformation begins with Office Bearers! Please fill out every month to assess yourself!

Section 2: Tajnid, Attendance and Membership Data

Tajnid & Attendance Data this month	
Lajna Tajnid of Majlis as Reported by Local Secretary Tajnid	Attendance of 'Active' members
Active Tajnid: 75	(required) Valid Reason for Absence
Inactive Tajnid: 10	(required) Out of Country
Unreachable - Not reside in Majlis: 5	(required) Only Pay Chanda or Attend Eid/Jalsa
Unreachable Not Connected with Jama'at, but someone Chanda on their Behalf: 5	(required) No Valid Reason for Absence
Unreachable - No Jama'at Affiliation: 5	
Total Tajnid Reported (automatic): 100	Total Attendance of the Month (Active Tajnid - Active members not Present)
AIMS Tajnid (automatic): 100	

This Lajna Tajnid of Majlis section is linked to the Tajnid Report! This is a joint effort of the GS and Tajnid department. Please work with Tajnid to ensure it is complete by the 25th of each month.

If this section is blank, marks will be deducted from the GS report!

How to Calculate Total Attendance of the Month:

Step 1: Count each member's attendance ONCE regardless of how many events they attend.

Keep track of Attendance of Members in				
LAJNA MEMBER	GBM/Jalsa	TOT Class	Other (ex. Juma, Eid, etc.)	Total Attd. Of Month
Member A	Y	Y	Y	1
Member B		Y		1
Member C			Y	1
Member D	N	N	N	0

Take attendance at GBM/Jalsa

Get attendance from Secretary Talim, Tarbiyat or Tabligh

If unsure, confirm with Sadr Sahiba/Amila members

How to Calculate Total Attendance of the Month:

Valid Reason Includes any unavoidable circumstance (ex. Sickness, living on campus, etc.)

Tajnid & Attendance Data this month

Lajna Tajnid of Majlis as Reported by Local Secretary Tajnid

Active Tajnid: 75

Attendance of 'Active' members

(required) Valid Reason for Absence 5

(required) Out of Country 5

(required) Only Pay Chanda or Attend Eid/Jalsa 5

(required) No Valid Reason for Absence 5

Total Attendance of the Month (Active Tajnid - Active members not Present) 55

Step 2:

Determine number of members not present and categorize them correctly.

- (1) Valid reason for Absence
- (2) Out of Country
- (3) Only pays Chanda or only attends Eid/Jalsa
- (4) No valid reason for absence

Step 3:

Calculate Active Members not Present

= Valid Reason + Out of Country + Only Pay Chanda/Attends Eid/Jalsa + No Valid Reason
= 5+5+5+5
= 20

Step 4:

Calculate Total Attendance of the Month

= Active Tajnid - Active Members not Present
= 75-20
= 55

Breakdown of LAJNA Tajnid of Majlis

From the Total Tajnid Reported above, please provide a breakdown of the **LAJNA** for the following categories (if applicable). Please count the member in **each category** they may belong. For example, if a member is a Nau Mubai'at, a University student and from Syria, she will be counted in all three categories.

	Total Tajnid (automatic)	Active	Inactive	Unreachable	Attd. in GBM/TTT Class
Nau Mubai'at					
Migrants (who have been in Canada less than 3 yrs)					
Members with Non-Pakistani Ethnicity					
Arab / Syrian					
African					
Bangladeshi					
Philippine					
Other					
Please specify the 'other' ethnicity (if applicable)					
Please specify the efforts made to activate Nau Mubai'at, Migrants and non-Pakistani Ethnicity sisters					
IF YOU HAVE NO MEMBERS BELONGING TO ANY OF THE CATEGORIES ABOVE, PLEASE MENTION IN THIS COMMENTS BOX EACH MONTH.					

Snapshot of the Majlis:

Every month, please keep track of and report:

- (1) How many active, inactive, unreachable Nau Mubai'at, Migrants & Members of non-Pakistani ethnicity there are in the majlis and their attendance in GBM & TTT Class.
- (2) If a non-Pakistani ethnicity member is a Nau Mubaiah or a newcomer, please fill out the information for her in both sections.

Note about Nau Mubai'at & Non-Pakistani Sisters

Take special care when communicating with Nau Mubai'at and non Pakistani sisters. When sending messages in the Majlis group, take extra time to message these sisters separately as they may not have understood the terminology and found the message to be cold. Please involve Local Secretary Nau Mubai'at in your efforts towards Nau Mubai'at.

Section 3: General Body Meeting

General Body Meetings & Events Replacing General Body Meetings					
Please enter information for all GBM & GBM-Alternate Meetings below.					
Please Note: <u>Yaumus-Salat must be held ONCE each year.</u>					
<u>Jalsa Salana Canada</u> will only replace GBM for <u>GTA Majalis</u> and <u>Jalsa Salana Western Canada</u> will only replace GBM for <u>Majalis in Western Canada</u> . Also, <u>Francophone Jalsa Salana</u> will only replace GBM for Majalis in Quebec region.					
Please note: In cases where only meetings of certain levels (ie. Local, Regional, National) qualify as a GBM replacement then it is specified in the brackets besides the Meeting type.					
Add Row		Delete Row			
	GBM Events Meeting Type	Event Date YYYY-MM-DD	Lajna Attd.	Nasirat Attd.	Organized By
☐	Yaumus-Salat	11/19/2024	50	20	Local Lajna
☐	*Jalsa Seeratun Nabi(sa)	11/30/2024	55	25	Local Jama'at

Use the add row option to add multiple events. For example, in certain months Jama'at will also hold Jalsa Jaat which Lajna are required to listen to.

Please mention in the report the event, date, attendance of Lajna & Nasirat and whether the program was organized by Lajna or Jama'at at the local, regional or national level..

Details of Local GBM / Jalsa Jaat					
Duration of program (1.5 hours)	Duration of time for socialization (30 mins)	Attendance of Amila members (Including Local Sadr and Saiqaat)			
0	0	0			
☐ Members informed at least 2 weeks in advance	☐ Program Conducted in English	☐ Urdu Translation provided	No. of Nasirat Involved in the Program & Program Organization		0
Program Items					
Please select Program Items and mandatory topics from markaz covered in the GBM or jalsa Jaat. These must be held according to the monthly GBM Schedule provided.					
Basic Elements:	☐ Tilawat with Translation	☐ commentary (5 mins)	☐ Hadith	☐ Saying of Promised Messiah(as) optional	☐ Nazm
Types of Items	☐ Powerpoint Presentation	☐ Video Clip (optional)	☐ Quiz/Q&A	☐ Speech (Mandatory)	
Interactive Item at least One Every Month:	☐ Panel Discussion	☐ Scenerio Discussion	☐ Personal Incidents	☐ Debate	
Quarterly Departmental Items	☐ Isha'at Book Review	☐ SJ: Brain Stimulating Activity	☐ KK: Presentation on assigned topics		
Jalsa Masih Mau'ud(as) - Nasirat: Share incidents that highlight the gentle, caring, and compassionate nature of Hazrat Mirza Ghulam Ahmad (as) towards children showcasing how he treated them with respect, love, and empathy.					☐
Jalsa Masih Mau'ud(as) - Ta'lim & Tabligh: Faith Inspiring Incidents of People Accepting the the Promised Messiah(as) based on the Fulfillment of Prophecies of His Advent from the Holy Quran & Ahadith					☐
Jalsa Masih Mau'ud(as) - Wasaya: Importance and blessings of Nizam-e-Wasiyyat with Q&A					☐
Jalsa Masih Mau'ud(as) - Mal: Financial Sacrifice - The Importance and Blessings of Lazmi Chanda Jaat in light of the teachings of the Promised Messiah (as)					☐
Jalsa Musleh Mau'ud(ra) - Nasirat: How Hazrat Musleh Maud (ra) empowered women					☐
Jalsa Musleh Mau'ud(ra) -Tahreekaat Tahrik Jadid & Waqf Jadid					☐
Jalsa Yaum-e-Khilafat - Ta'lim & Markaz: "Importance of Loyalty and Sincerity for Khilafat" OR "Blessings of Obedience to Khilafat"					☐
Jalsa Yaum-e-Khilafat - Tarbiyat & Shura: Speech on "Guidance of Khilafat for Mothers: Nurturing Polite & Respectful Speech in Children					☐
Jalsa Yaum-e-Khilafat - Nasirat: Share their personal experiences with Khilafat and how it has impacted their lives.					☐
Jalsa Yaum-e-Khilafat - Wasaya: Importance and blessings of Nizam-e- Nau with Q&A					☐

GBM Topics will be updated in the November Report

For October topics, we will be sending out a google form.

Section 4: Amila Meeting

Amila Meeting		
Note: Please refer to the Constitution for clarification about the offices that the Local Majlis Amila consists of. For example: Assistants other than Assistant General Secretary are not part of Amila. Furthermore, all Amila Members are expected to attend the Amila Meeting.		
Date of Amila Meeting	Total No. of Amila Members including Local President	Of these Amila Members (including President) how many were present
mm/dd/yyyy ☐	Enter a Number	Enter a Number
No. of Amila members with 3 absences this Lajna year (Oct-Sept)	Reasons for Absence	
0	Character Limit of 200	
Special Aspects covered in the Amila Meeting: ***All of these must be on the agenda each month***		
☐ Salat (2 mins)	☐ Importance of Modest Dress (2mins)	☐ Nizam-e-Jama'at (2mins) ☐ Tabligh Efforts (10mins) ☐ Discussion about Activating Inactive Members (10mins)
☐ Read out Lajna Circulars	☐ Review of Previous Events/Redbook Points	☐ Planning for upcoming events ☐ Reminder about upcoming Shura implementation tasks ☐ Reminder about important dates
Agenda of Amila Meeting:		

SAMPLE AGENDA

1. Tilawat: Surah al-Asr
2. Pledge
3. Guidance of Khilafat: Moral Values circular
4. Review of Previous Events: Jalsa Seeratun Nabi(sa) in Nov
5. Planning for Upcoming Events: GBM in Dec & Local Ijtimaa in Jan
6. Tabligh Planning: Strategies to bring guest to the regional symposium
7. Reminders about Shura Implementation Tasks for the coming month
8. Progress of efforts to Activate members through visits and calls.
9. Important Dates: Reports are due on last day of the month
10. Silent Prayers

Section 5: Implementation of Guidance of Khilafat

Respect & Obedience for Khilafat and Nizam Jama'at : Implementation of the Instructions of Hazrat Khalifatul Masih		
As per the guidance of Khilafat, please incorporate the following topics during any local event and mention the number of members benefitting.		
	Lajna Benefitted	Nasirat Benefitted
1. Moral values (cover ONLY ONE topic each month) - Using good words in conversation (guftagu main achay alfaz ka istimal kiya jaye) - Talking in a soft manner (dheemi awaz main baat ki jaye) - Talking with due respect (izzat say baat ki jaye)	Choose here ▼	0
2. Treatment of Elders and Young Children (cover ONLY ONE topic each month) - Having consideration for elders - Giving due respect to young children	Choose here ▼	0
3. Importance and Blessings of Responsibilities towards Khilafat (cover ONLY ONE topic each month) - Importance and Blessings of Khilafat - Obedience to Khilafat - The Need for the Imam - To Instill Love of Khulafa of Ahmadiyyat in Children - Importance of Loyalty and Sincerity for Khilafat	Choose here ▼ Choose here GBM/Jalsa Jaat Mother's Meeting Senior's Meeting Student Coffee Evening Youth Q&A Via WhatsApp/Google Chat	0

- Cover at least one of these topics every month.
- Try to cover those events where maximum members can benefit.

- Indicate the type of event it was covered in the no. of Lajna and Nasirat that benefitted.

- Using strategies during local programs is preferred.
- Excerpts & Clips can be shared with members not present in these events.

Listening Report

Listening Report for Addresses of Hazrat Khalifatul Masih V(aba)		
Please provide report of how many members listened to the following address(es) of Hazrat Khalifatul Masih V(aba) LIVE or as REPEAT. Local Majalis should send out a google form to members beforehand to serve as a reminder and added motivation to listen in a timely manner.		
	Lajna Benefitted	Nasirat Benefitted
Jalsa Salana Qadian Concluding Address (Dec only)	0	0
Jalsa Salana UK - Opening Address	0	0
Jalsa Salana UK - Lajna Address	0	0
Jalsa Salana UK - Saturday Address	0	0
Jalsa Salana UK - Concluding Address	0	0
Jalsa Salana Germany - Ladies Address	0	0
Jalsa Salana Germany Concluding Address (Aug only)	0	0
Address at National Ijtema Lajna UK (Sept only)	0	0

Reminder: Create a google form and share with members 1-2 days before the Address of Sayyedna Hazrat Khalifatul Masih V(aba). Remind members right before the Address begins to listen and complete the google form.

Section 6: Building Connections with Members

Building Connection with Active Members	
Efforts towards Active Members	
Has a letter been written to Huzoor Anwar(aa) requesting prayers for all members (active and inactive)	☐
Has Salam of Sayyedna Hazrat Khalifatul Masih V(aa) been conveyed to members	☐
Efforts of General Secretary, Assistant General Secretary, Local Majlis Amila and Saiqaat	
Please provide the details of efforts made by Sadr, GS Dept, Local Amila and Saiqaat to build connections with members. EVERY member must receive a phone call every month or EVERY member should be visited at least once during the Lajna year from October to September	
No. Saiqaat	
No. of Members contacted via Phone to inform about Program (If members are unresponsive to phone calls then they can be texted but member must confirm receipt of the text)	
Of your total active tajnid how many members have been visited since October	
Building Connection with Inactive Members	
Efforts of Majlis towards Inactive Members	
No. of inactive members contacted called/visited successfully	
No. of inactive members attempted to be called/visited	
No. of Inactive Members invited to special occasions (Ameen, weddings)	

All members should be visited AT LEAST ONCE between Oct 2025–Sept 2026*

1. Please report the **number of members visited** (not number of visits)
2. Each month, please report the number of members visited **SO FAR** since Oct 1st, 2025..
For example, if there were 10 visits done in October then the figure 10 should be reported in the October report. Then if there are 5 visits done in November, then the figure 15 should be reported in the November report

Section 7: Bonus Section

Bonus Efforts

1. Please report any effort made by General Secretary Department which is not already part of the report form and Refresher Course package. For example, preparation of a report for another department, assisting other departments with surveys, organizing programs, etc.
2. Events other than GBM and TOT classes that have been held in the Majlis with the help of GS may also be reported in the Bonus Section. For example, Virtual Holy Quran Exhibition, Food Drive, Blood Drive, Tabligh Workshop, etc.