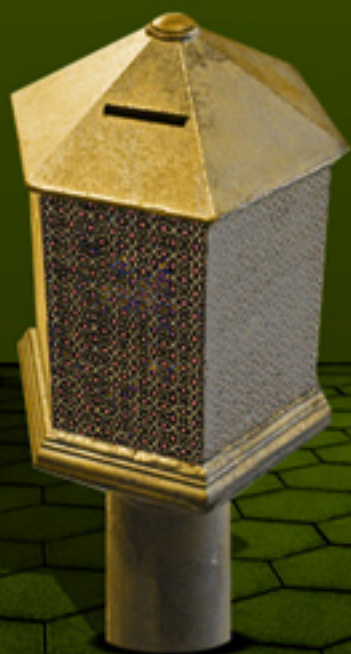


17

Madani pearls
of Majlis Madani Donation Box



اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ط بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

17 Madani pearls of Majlis Madani Donation Box

﴿World level Majlis (*Dawat-e-Islami*)﴾

Make arrangements according to “Madani pearls of Majlis Madani Donation Box” in countries where it is legally permissible.

The Holy Prophet صَلَّى اللهُ عَلَيْهِ وَآلِهِ وَسَلَّمَ said, "نِيَّةُ الْمُؤْمِنِ خَيْرٌ مِنْ عَمَلِهِ"

“The intention of a Muslim is better than his act.”

(*Tabarani Mu'jam-ul-Kabeer Al-Hadees 5942, vol 6, pg 185 Dar-ul- ahya-ut-turas Al-'Arabi Al-berut*)

Therefore, all responsible individuals should make this intentions that “I will do the Madani work of the department of Dawat-e-Islami named “Madani Donation Box” for gaining the pleasure of الله عَزَّوَجَلَّ and his beloved Prophet صَلَّى اللهُ عَلَيْهِ وَآلِهِ وَسَلَّمَ according to the principles laid down by Madani Center. اِنْ شَاءَ اللهُ عَزَّوَجَلَّ

**“Implementation of Madani pearls after being approved
is the real thing.”**

(*Madani pearl of Madani meeting of Shoora & kabina dated: 22 to 26 Aug*)

﴿1﴾ Ameer-e-Ahl-e-Sunnat دَامَتْ بَرَكَاتُهُمُ الْعَالِيَةَ said: “Madani Donation Box is silent preacher and it should be displayed, it will certainly be beneficial.” (*Madani Muzakara number 576*)

﴿2﴾ All Islamic sisters related to Madani donation box should read thoroughly book of Ameer-e-Ahl-e-Sunnat دَامَتْ بَرَكَاتُهُمُ الْعَالِيَةَ “Questions and answers about Donation”

﴿3﴾ Madani donation box Islamic sisters will be different from Madani donation box of Islamic brothers in respect of color and title.

- ❖4❖ Responsible Islamic sisters of Madani Donation box (kabinaat level) should mention the total number of Sunnah inspiring congregation, training congregation (If sunnah inspiring congregation and training session is held at the same place then separate madani donation box should be provided for both) Madrasa-tul-Madina for adults, Madrasa-tul-Madina (lil-banat) running under the supervision of Area Majlis, Madani Training centres and Madani work course in **“Details for receiving Madani donation boxes (Kabinat level)”** and receive madani donation boxes from Responsible islamic brother of Majlis madani work for Islamic sisters (kabina level) through mehram according to required quantity. (This paper is enclosed in record file.)
- ☆ Madani Donation box displayed in Madrasa-tul-Madina lil-banat, Dar-ul-Madina lil-banat, Jami’at-ul-Madina lil-banat and on stalls of Tawizat-e-Attaria are responsibility of their relevant Majlis. While in institutions (schools, collages, Universities, tuition centers, clinic and hostel etc), madani donation boxes could be displayed under our madani work. In this regard responsible Islamic sister of Majlis-e-Rabita (Area level) should inform to Responsible islamic sister of kabina Majlis the required number of madani donation box, so that Madani Donation box could be provided in these institutions.
- ☆ Responsible Islamic sister of Kabina should provide Madani Donation box in divisions through Responsible Islamic sister of division (in case of shara’i travel) according to the number of Sunnah inspiring congregation, training congregation, Madrasa-tul-Madina for adults, Madrasa-tul-Madina (lil-banat) running under the supervision of Area Majlis, Madani Training centres and Madani work course in that division.
- ☆ Responsible Islamic sister of Madani Donation box (Halqa to Division level) should keep record of displayed Madani donation boxes with the help of **“Details of Madani Donation box”** and update monthly if needed. (This paper is enclosed in record file)

☆ Numbers given to Madani donation boxes of each division should be kept separately to avoid any inconvenience.

﴿5﴾ Details of displaying points and keeping keys are as under:

S. No	Level	Responsibility
1	Weekly Sunnah inspiring congregation	It is better to assign to Responsible islamic sister of Maktaba-tul-Madina.
2	Training session	Responsible islamic sister of Madani Donation Box (Halqa/ Area level)
3	Madrassa-tul-Madina (Adults)	Responsible islamic sister of Madani Donation Box (Zeli level)(Responsible islamic sister of Maktaba-tul-Madina)
4	Madrassa-tul-Madina (lil-banat) running under supervision of Area Majlis	Responsible islamic sister of Madani Donation Box (Zeli level)(Responsible islamic sister of Maktaba-tul-Madina)
5	Madani Training Centre	Responsible islamic sister of Madani Donation Box (Division level)
6	Madani work course	Responsible islamic sister of Madani Donation Box (Division level)
7	Educational institutions (schools, collages, Universities, tuition centers, clinic and hostel etc) where cooperation of trusted personalities is possible	Responsible islamic sister of Majlis-e-Rabia & Sho'ba Ta'leem (Area level)

☆ 3 sets of keys should be arranged. One of it should be kept by relevant responsible Islamic sister, other should be submitted in Kabina maktab. While one set should be kept by Responsible Islamic sister of Madani Donation box (Area level).

☆ The lock for all Madani donation box would be same size.

☆ Numbers of Madani Donation box should be copied on keys too, and then keep safely.

﴿6﴾ Madani Donation box of Islamic sisters are not allowed to keep at residence of any Islamic sister (but if weekly sunnah inspiring congregation, Madrasa-tul-Madina or Training congregation is held at residence of any Islamic sister then it could be displayed there) Similarly to display in markets or at shops are not allowed.

☆ Although Madani donation box could be displayed at those shops which are running by women only.

﴿7﴾ It should be requested to those Islamic sisters who want madani donation box for their home that make any empty box as madani donation box of their home by labeling the Madani Donation box on it and when they will come in weekly sunnah inspiring congregation bring collected donation and put them in Madani donation box of weekly Sunnah inspiring congregation.

﴿8﴾ Islamic sisters should make persuasion through their maharim on trusted Islamic brothers for keeping Madni donation box on their shops. Arrangement of displaying and collecting donation from their shops would be made by Majlis Madani donation box of Islamic brother.

☆ Attari Islamic brother should be preferred for making persuasion. If they agreed then Responsible Islamic sister (Division level) should inform to Nigran of Area Majlis through his mehrama and he should further inform to Responsible Islamic brother of Madani Donation box that Madani Donation box should be provided at that place. Responsible Islamic sister of Kabina should make announcement through Responsible Islamic sister of Area in all weekly Sunnah inspiring congregation that “Only Sadqa-e-Nafila should be dropped in Madani Donation Box and if any Islamic sister wants to donate for any particular head such as Jami’a/ Madrasa/ Dar-ul-Madina/ Madani Channel/ Masjid etc then she should attach tag of specific head of account with her amount.”

☆ Responsible Islamic sister of any level is not allowed to fix the Madani donation box for any particular head.

﴿9﴾ **Monhly targets:**

Responsible Islamic sisters of Madani donation box of each level should set monthly targets and strive willingly and sincerely to achieve assigned targets.

﴿10﴾ **Procedure of assigning responsibilities:**

- ☆ Appointing levels for Madani work of Madani donation box are Halqa to Country level. It is better to appoint such Islamic sister who does not possess high level organizational responsibilities.
- ☆ Responsible Islamic sisters of Madani donation box should be obedient, honest, good moral, mingling, sincere, courteous, serious, expert in calculations, Wealthy (preferable) confident, have sense of responsibility, observes shara'i veil, refrains from personal friendships, follower of madani in'amat, practices Madani rules of Dawat-e-Islami, known to terms of Dawat-e-Islami, regular in madani meetings and training sessions i.e. participates in madani work practically and duration of association with Madani environment should be at least 26 months.
- ☆ For any designation, any Islamic sister should not be appointed on this ground that her mehram Islamic brother is also appointed, but what should be keep in view at the time of assigning responsibility is that whether she is eligible for this responsibility? One of the madani pearls of Madani meeting of nigran-e-shoora held on 11 May 2009 is that:

“Madani Tasks should be assigned to capable and alike mindset.”

S. No	Level	Responsibility
1	Halqa	Responsible islamic sister of Madani Donation BOX (Halqa level)
2	Area	Responsible islamic sister of Madani Donation BOX (Area level)
3	Division	Responsible islamic sister of Madani Donation BOX (Division level)
4	Kabina	Responsible islamic sister of Madani Donation BOX (Kabina level)
5	Kabinaat	Responsible islamic sister of Madani Donation BOX (Kabinaat level)
6	Country	Responsible islamic sister of Madani Donation BOX (Country level)

﴿11﴾ Monthly Madani meetings and Madani pearls:

☆ Responsible Islamic sisters of Madani Donation box (Halqa to Kabina Level) should perform Fikr-e-Madina in madani meetings of every level.

S. No	Who will conduct Madani meeting	Level	Participants	Madani pearls
1	Responsible Islamic sister of Madani Donation box (Halqa level)	Halqa	All Responsible Islamic sisters of Madani Donation box (Zeli level)	Individual Performance, Schedules, performance according Schedule, review of progress & decline and objectives for next month etc.
2	Responsible Islamic sister of Madani Donation box (Area level)	Area	All Responsible Islamic sister of Madani Donation box (Halqa level)	Individual Performance, Schedules, performance according Schedule, review of progress & decline and objectives for next month etc.
3	Responsible Islamic sister of Madani Donation box (Division level)	Division	All Responsible Islamic sister of Madani Donation box (Area level)	Individual Performance, Schedules, performance according Schedule, review of progress & decline and objectives for next month etc.
4	Responsible Islamic sister of Madani Donation box (Kabina level)	Kabina	All Responsible Islamic sister of Madani Donation box (Division level)	Individual Performance, Schedules, performance according Schedule, review of progress & decline and objectives for next month etc.
5	Responsible Islamic sister of Madani Donation box (Kabinaat level)	Kabinaat	All Responsible Islamic sister of Madani Donation box (Kabina level)	Individual Performance, Schedules, performance according Schedule, review of progress & decline and objectives for next month etc.
6	Responsible Islamic sister of Madani Donation box (Country level)	Country	All Responsible Islamic sister of Madani Donation box (Kabinaat level)	Individual Performance, Schedules, performance according Schedule, review of progress & decline and objectives for next month etc.

☆ Dates of conducting Monthly Madani meeting: ☆ Halqa 1st, ☆Area 2nd, ☆Division 3rd ☆Kabina 5th ☆Kabinaat 7th ☆Country 9.

- ☆ To hold madani meeting of other than the designated level, permission of concerned responsible Islamic sister of relevant Majlis is necessarily required so as to abundance of Madani Meetings could be avoided. (Remember! Report collecting is not dependent upon madani meetings, report form should be submitted on decided date to your Responsible Islamic sister whether routine monthly madani meeting is held or not during month)
- ☆ Responsible Islamic sisters of Madani donation box (Halqa to country level) should submit “**schedule**” and “**Monthly predictive schedule**” in monthly madani meeting according to organizational procedures.
- ﴿12﴾ Madani donation box displayed in weekly sunnah inspiring congregation and Madrasa-tul-Madina (Adult) should be opened by Responsible Islamic sister of Maktaba-tul-Madina (zeli level) on 26th of every month in presence of Zeli level Responsible Islamic sister and submit to Responsible islamic sister of Madani Donation box (Halqa level) on 28th of every solar month and get Report form signed by her.
- ☆ Madani donation box displayed in Training sessions should be opened by Responsible Islamic sister of Madani donation box (Halqa/ Area level) on 28th of every month in presence of Co-Responsible Islamic sisters of her Majlis and submit to Responsible islamic sister of Madani Donation box (Area level) on 30th of every solar month and get Report form signed by her.
- ☆ Madani donation box displayed in institutions should be opened by Responsible Islamic sister of Majlis-e-Rabita and Sho’ba Ta’leem (Area level) on 26th of every month in presence of Responsible Islamic sister of Area Majlis and submit to Responsible islamic sister of Madani Donation box (Area level).
- ☆ Then Responsible Islamic sister of Madani donation box (Area level) should submit all the madani donations collected from congregations, Training sessions, Madrasa-tul-Madina (Adult) to

Responsible Islamic sister of Madani donation box (Division level) on 1st of every month after writing in Report form and get Report form signed by her.

- ☆ Responsible Islamic sister of Madani donation box (Division level) should fill details of all the madani donations collected from Areas, Madani Training centres and Madani work course in **“Monthly Report Form for Madani Donation box (Division level)”** and submit to appointed islamic brother of your division or kabina through mehram before 3rd of every month after writing according to **“Important tasks before submitting Madani Donations”** and receive signed receipt from him. Also submit powder copy of monthly report form to Responsible Islamic sister of Madani donation box (Kabina level) on 3rd of every month. (These papers are enclosed in record file)
- ☆ Responsible Islamic sister should keep safely the receipts of previous 12 months.
- ☆ Responsible islamic sisters of Madani donation box (Kabina level) should submit written details of Madani donation box to Responsible Islamic sister of Madani donation box (kabinaat level) up to 5th of every solar month.
- ☆ Responsible islamic sisters of Madani donation box (Kabina level) should submit the **“Monthly Report Form for Madani Donation box (Kabinaat level)”** to Responsible Islamic brother of Majlis Madani work of Islamic sisters (kabina level) through mehram. And he should further submit this report to Reponsible Islamic brother of Madani donation box Rukn-e-kabinaat. Also submit to Responsible islamic sisters of Madani donation box (Country level) up to 7th of every month.
- ☆ Responsible islamic sisters of Madani donation box (country level) should mail the **“Monthly Report Form for Madani Donation box (Country level)”** to Responsible Islamic brother of

Majlis madani work for Islamic sister (country level) and to relevant member of World level Majlis up to 11th of every month.

- ☆ Member of world level Majlis should submit the “**Monthly Report Form for Madani Donation box (countries level)**” to Responsible Islamic sister of World level Majlis through mail up to 15th of every month.
- ☆ Responsible Islamic sister of world level Majlis should submit to Nigran of Majlis Madani work for Islamic sister (Rukn-e-shoora) through mail up to 17th of every Madani month.
- ☆ All Responsible Islamic sisters should count donations at the time of receiving. (**Monthly Report forms for Madani Donation box (Halqa to World level)**” are enclosed in record file)
- ☆ If Sadqa-e-wajiba (Zakat or fitra) in envelope is found in Madani donation box, then submit according to procedure of submitting donations of Area to Majlis Maliyyat.
- ☆ At the time of receiving Madani donations and report forms, check that Donations from all Madani donation boxes have been collected or not?
- ﴿13﴾ Responsible Islamic sisters of Madani Donation box (Halqa to country level) should present the Madani gifts (Books/ booklets V.C.D and cassettes etc. of Maktaba-tul-Madina) to their subordinate Responsible islamic sisters as appreciation in their monthly Madani Mashwara (meeting) if their performance is better e.g. being regular in Sunnah inspiring congregations and madani meetings, increase in monthly collected donations, submitting of report forms up to given dates every month etc.
- ☆ Whatever Madani gift (Books/ booklets V.C.D and cassettes etc. of Maktaba-tul-Madina) is given, make her intend that in how many days will she listen/ watch/ read? (Remember! It’s not allowed to give gifts from madani Donations)

﴿14﴾ Responsible Islamic sisters of Madani Donation box of each level should keep contact with the respective Responsible. Keep informing them about your performance and keep seeking advices. The one, who is in more contact with his/her Responsible Islamic sister, will be strengthening with each passing day. ان شاء الله عَزَّوَجَلَّ

﴿15﴾ If any Responsible Islamic sisters of Madani Donation box (Halqa to country level) is not appointed yet then Responsible Islamic sisters of Majlis (Halqa to kabina level) should perform madani tasks of Responsible Islamic sister of Madani Donation box.

﴿16﴾ To get the best in this world and hereafter, Responsible Islamic sisters of Madani Donation box (Halqa to country level) should strive to adopt the following pearls:

☆ Strive to seek obligatory knowledge. To learn obligatory knowledge, make it a habit to read the books written by Ameer-e-Ahl-e-Sunnat دَامَتْ بَرَكَاتُهُمُ الْعَالِيَةِ, Fatawa Razawiyya, Bahar-e-Shari'at, Ehya-ul-'uloom etc.

☆ Strictly follow the Shar'i veil, and avoid wearing fancy gowns.

☆ Spend at least two hours daily in performing Madani activities. e.g. participating in weekly congregations and training sessions from start to end.

☆ For self-reforming, act upon Madani In'amat along with practicing daily Fikr-e-madina and submit your Madani In'amat booklet to responsible Islamic sister and to reform the people of the entire world, persuade maharim (non-marriageable men) to travel in Madani Qafilas of 12 months at a stretch of life time, 30 days in each 12 months, At least 3 days in each 30 days observing the Qafila schedule.

☆ Joind Mustaqil Qufl-e-Madina campaign by practicing use of minimum words even during unavoidable conversations,

communicate occasionally through gestures and writing and keep your eyes down. Keep striving to become **Ajmeri, Baghdadi, Makki and Madani Daughter of Attar** by practicing daily Fikr-e-Madina. Make

- ☆ Read the madani peals of meetings of Markazi Majlis-e-Shoora, Kabina and concerning your department and also deliver these to concerned subordinate responsible immediately.
- ☆ During Madani activities, persuade to become disciple of Qadri chain through Maulana Muhammad Ilyas Qadri دَامَتْ بَرَكَاتُهُمُ الْعَالِيَةِ. If anyone become Mureed/ Taleb then deliver letter after receiving from Malis Maktoobaat-o-Ta'weezat.
- ☆ Practice Madani Inaam number 21 and 24 particularly to be determinant in Madani environment. * **Madani Inaam No 21.** Today, did you abide by the Markazi Majlis-e-Shoora, Kabinaat, Mashawarats and various Majalis you are subordinate of (within the stipulations of Shari'ah)? * **Madani Inaam no 24.** If some responsible sisters (or any common Islamic siste) committed a wrongdoing and he needs to be rectified, did you attempt to rectify her (in a polite manner) either in writing or by meeting him in person or مَعَادَ اللَّهِ عَزَّوَجَلَّ you committed the grave sin of backbiting by revealing it to some other without stipulation of Shari'ah?

﴿17﴾ **Follow up**

Statement of Ameer-e-Ahl-e-Sunnat دَامَتْ بَرَكَاتُهُمُ الْعَالِيَةِ:

“Follow up is the root of Madani works”

(Booklet: Madani kamo ki taqseem kay taqazay)

- ☆ Responsible Islamic sisters of Madani Donation box (Halqa to country level) should note down Madani work included in “17 Madani pearls regarding Madani Donation box” as memorandum or highlight so that all Madani pearls could be acted upon.

- ☆ Responsible Islamic sisters of Madani Donation box (Halqa to country level) should follow up her sub-ordinate in routine monthly Madani meetings that how far all these Madani pearls were acted upon?
- ☆ Make arrangements for rectification of responsible Islamic sisters and improvement for next time in case of any lacking or weaknesses.
- ☆ Submit your suggestions related to “17 Madani pearls regarding Madani Donation box” to your Responsible islamic sister according to organizational procedures.
- ☆ Submit your problems if you faced related to “17 Madani pearls regarding Madani Donation box” to your Responsible islamic sister according to organizational procedures.
- ☆ Amendments can be made according to the situation of your country, with the consent of Responsible Islamic brother of Majlis madani work for Islamic sister (kabina level) and relevant Member islamic sister of world level Majlis.

﴿These Madane pearls have been approved after Shara’i and organizational procedures.﴾

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Details for Receiving Madani Donation Box

Kabina _____
Kabinat _____

﴿Kabina Level﴾

Month: (Madani) _____ (Eesvi) _____

S. No	Division	Required number of Madani Donation Box	Address where Madani Donation Box should be deliver
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Madani Phool: It is requested to Responsible islamic brother of Majlis madani work for islamic sister (kabina Level) to provide Madani donation boxes in one division according to serial numbers, if possible.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Details of Madani Donation Box ﴿Halqa Satha﴾

Halqa _____

S. No	Zeli halqa	Number of Madani Donation Box	Box number
1			
2			
3			
4			
5			
6			
7			

Madani Phool: The Madani donation box displayed in institutions would be count in that Zeli halqa in which they are located.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Details of Madani Donation Box ﴿Area Level﴾

Area _____

S. No	Halqa	Number of Madani Donation Box	Box number
1			
2			
3			
4			
5			

Madani Pearl: The Madani donation box displayed in Training Session would be count in that halqa in which its venue is located.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Details of Madani Donation Box ﴿Division Level﴾

Division _____

S. No	Area	Number of Madani Donation Box	Box number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11	Madani Training Centre		
12	Madani work Course		

Madani Pearl: If there is “Madani training centre” or “Madani work course” then its Madani donation box would be count in that Division in which they are located. * If number of areas is more than provided space then make arrangement on two forms.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Halqa _____

Area _____

Schedule

Date(Madani) _____ (Solar) _____

Responsible islamic sister of Maktaba-tul-Madina & Madani

Donation BOX (Halqa Level)(Umm-e-/Bint) _____

☞ Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box (Halqa Level) ☜

Schedule is extraction of long time experiences, so all of us should perform madani tasks according to it.
By following Schedule, all madani tasks would be completed at appropriate time.

Day	Madani Tasks	Duration	1 st week	2 nd week	3 rd week	4 th week	5 th week
1	Attending Training session every week from start to end and performing tasks to be done at the end.	2 hours 26 minute	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
2	Attending regional visit for calling people towards righteousness every week in different Zeli Halqa.	2 hours	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____
3	(1)Attending weekly Sunnah inspiring congregation from start to end every week in different Zeli Halqa with making individual efforts in the end of congregation	2 hours 26 minute	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____
	(2)Madani meeting in the end of weekly congregation with subordinate islamic sisters regarding targets (Once in a month)	26 minute	_____ to _____				
	(3) Make Individual efforts on those islamic sisters who were associated with Madani environment but are not in touch now and for congratulating or condoling of subordinate Islamic sister occasionally by visiting their residence (if required).	26 minute	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____	Zeli halqa _____ to _____

Madani Pearl: Set your “Predictive Schedule” according to madani pearls given at back of this paper. And try at most to follow this schedule.

☆ Submit your schedule to your Responsible Islamic sister of Maktaba-tul-Madina and Madani Donation box alongwith Statement form in start of solar month.

Madani Tasks	Madani Pearl ﴿Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box (Halqa Level)﴾	Mark <input type="checkbox"/> if acted accordingly, mark <input type="checkbox"/> if did not act upon otherwise mark <input type="checkbox"/>
Training Session	Make arrangement of madani tasks done by Responsible Islamic sisters (zeli level).	
	Seek guidance from responsible Islamic sister of Halqa majlis and Responsible Islamic sister of Madani Donation Box (Area level) for improvement in your madani work.	
Regional visit for calling people towards righteousness	-----	
Weekly Sunnah Inspiring Congregation	Avail the privilege of performing Speech or announcements or Duá in every Sunnah Inspiring Congregation.-	
	If stall of Maktaba-tul-Madina in sunnah inspirin g congregation is not according to Madani pearls then make rectification of relevant Islamic sisters in polite manner.	
	Prepare Islamic sister for doing Madani works by making individual efforts on new islamic sister and on those islamic sisters who are now being lazy.	
	To improve Madani work, persuade Responsible islamic sister of zeli mashawarat to achieve their assigned targets. if responsible Islamic sister of area level majlis/ Responsible Islamic sister of Majlis-e-Rabita (Area level)/ Responsible Islamic sister of Halqa level majlis is present then this meeting should be conducted by her. (This should be done in first week of Madani month)	
	For visiting residence of subordinates and making individual efforts, make arrangements before or after Sunnah inspiring congregations.	
Madani Donation Box	Madani donation box displayed in Madrasa-tul-Madina (adult) and Sunnah inspiring Congregation should be opened by Responsible Islamic sister of Maktaba-tul-Madina (Zeli level) on 26 th of every solar month in presence of Responsible Islamic sister of Zeli Majlis. And she will submit its details to you after writing in Statement Form up to 28 th of Solar month.	
	In case of any lacking make rectification of relevant Islamic sisters in polite manner.	
	Madani donation box displayed in Training congregation should be opened by you on 28 th of every solar month in presence of Responsible Islamic sister of Area Majlis. And submit its details to your Responsible Islamic sister after writing in Statement Form.	
Ijtim-e-Zikr-o-na'at	At occasions of happiness or condolence, ijtima-e-zikr-o-Na'at could be arranged when needed, once or twice in a month if could be hold with ease. (3 rd May 2010, Madani meeting of Rukn-e-Shoora)	
Written work	Make arrangements for preparation of Speeches, filling of Report forms, checking of report forms of subordinate islamic sisters, rectification of Madani works of previous week (i.e follow up) and preparation according to schedule of next week (e.g to inform priorly) etc.	
Madani Meeting	Hold madani meeting of Responsible islamic sister of Maktaba-tul-Madina.	
	Make arrangement of delivering Madani pearls to those responsible Islamic sisters of Maktaba-tul-Madina (zeli level) who did not attend the meeting or are not appointed yet.	
	Attend madani meeting held by responsible Islamic sister of Regional visit (Area level). If during month madani meeting is hold by responsible Islamic sister of Regional visist (Division/Kabina level) then that meeting should be attended. (who have to hold or attend Madani meeting are allowed to go every month) (madani meeting of member of shura dated 3 May 2010)	

Madani pearl: ☆All Madani tasks should be completed before Maghrib Salah. ☆Schedulize individual worships, recitation of Quran, supplications of Shajrah Shareef, Reading books, seeking obligatory knowledge, acting upon Madani In'amaat and daily Fikr-e-Madina. ☆Be punctual, as it beautifies personality.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Area _____

Division _____

Schedule

Date(Madani) _____ (Solar) _____

Responsible islamic sister of Maktaba-tul-Madina & Madani

Donation BOX (Area Level)(Umm-e-/Bint) _____

﴿Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box (Area Level)﴾

Schedule is extraction of long time experiences, so all of us should perform madani tasks according to it.

By following Schedule, all madani tasks would be completed at appropriate time.

Day	Madani Tasks	Duration	1 st week	2 nd week	3 rd week	4 th week	5 th week
1	(1) Attending Training session every week with performing madani tasks to be done in the end	2 hours	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___
	(2) Attending Madani meeting hold by Responsible islamic sister of Area level Majlis	26 minutes	___ to ___	___ to ___	___ to ___	___ to ___	___ to ___
2	(1)Attending regional visit for calling people towards righteousness of different Halqas every week	2 hours	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___
3	(1)Attending weekly Sunnah inspiring congregation from start to end every week with making individual efforts in the end of congregation	2 hours 26 minutes	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___
	(2)Madani meeting in the end of weekly congregation with subordinate islamic sisters regarding targets (once in a month)	26 minutes	_____ to _____				
	(3) Make Individual efforts on those islamic sisters who were associated with Madani environment but are not in touch now and for congratulating or condoling of subordinate Islamic sister occasionally by visiting their residence (if required).	26 minutes	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___	Halqa _____ ___ to ___

Madani Pearl: Set your “Predictive Schedule” according to madani pearls given at back of this paper. And try at most to follow this schedule.

☆ Submit your schedule to your Responsible Islamic sister of Maktaba-tul-Madina and Madani Donation box alongwith Statement form in start of solar month.

Madani Tasks	Madani Phool	Mark <input type="checkbox"/> if acted accordingly, mark <input type="checkbox"/> if did not act upon otherwise mark <input type="checkbox"/>
Training Session	Train subordinate islamic sister for improvement of madani work.	
	Seek guidance from Responsible islamic sister of Responsible Islamic sister of Area level majlis for improvements in your work.	
	Make individual efforts in case of laziness of subordinate islamic sisters.	
Regional visit for calling people towards righteousness	-----	
Weekly Sunnah	Attend that congregation regularly for one month where Madani work is slow reputed.	
	Avail the privilege of performing Speech or announcements or Duá in every Sunnah Inspiring Congregation.-	
	Make rectifications of Responsible of congregation, responsible Islamic sister of Maktba-tul-Madina, Volunteer of Safety issues and voluteers in the end of congregation regarding their tasks in appropriate manner.	
Inspiring Congregation	Prepare Islamic sister for doing Madani works by making individual efforts on new islamic sister and on those islamic sisters who are now being lazy.	
	To improve Madani work, persuade Responsible islamic sister of zeli majlis to achieve their assigned targets. (This should be done in first week of Madani month)	
	For visiting subordinates or making individual efforts, make arrangements before or after Sunnah inspiring congregations.	
Madani Donation Box	Madani donation box displayed in Madrasa-tul-Madina (adult) and Sunnah inspiring Congregation should be opened by Responsible Islamic sister of Maktaba-tul-Madina (Zeli level) on 26 th of every solar month in presence of Responsible Islamic sister of Zeli Majlis. And she will submit its details to you after writing in Statement Form up to 28 th of Solar month.	
	In case of any lacking make rectification of relevant Islamic sisters in polite manner.	
	Madani donation box displayed in Training congregation should be opened by you on 28 th of every solar month in presence of Responsible Islamic sister of Area Majlis. And submit its details to your Responsible Islamic sister after writing in Statement Form.	
Ijtim-e-Zikr-o-na'at	Participation in Ijtima-e-zikr-naát could be made once or twice in a month at pleasant or condoling occasions, if required. (Madani meeting of Member of shura dated 3 rd May)	
Written work	Preparation of Speech, filling of Report forms, checking of report forms of subordinate islamic sisters, rectification of Madani works of previous week (i.e follow up) and preparation according to schedule of next week (e.g to inform priorly) etc.	
Madani Meeting	Arrange meeting of responsible islamic sister of Madani Donation box (Halqa level) in first week of madani month	
	Make arrangement of delivering Madani pearls to that Zeli halqa whose responsible Islamic sister did not attend the meeting or are not appointed yet.	
	Attend madani meeting hold by responsible Islamic sister of Madani Donation Box (Division level).	
	If madani meeting is hold by responsible Islamic sister of Madani Donation Box (Division/Kabina level) then Responsible islamic sister of Madani Donation box (Area level) should not conduct her own madani meeting during that month. (who have to hold or attend Madani meeting are allowed to go every month) (madani meeting of member of shura dated 3 May 2010))	
Madani pearl: ☆All Madani tasks should be completed before Maghrib Salah.☆Schedulize individual worships, recitation of Quran, supplications of Shajrah Shareef, Reading books, seeking obligatory knowledge, acting upon Madani In'amaat and Fikr-e-Madina daily. ☆Be punctual, as it beautifies personality.		

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Division _____

Kabina _____

Schedule

Date(Madani) _____ (Solar) _____

Responsible islamic sister of Maktaba-tul-Madina & Madani

Donation BOX (Division Level)(Umm-e-/Bint) _____

﴿Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box ﴾(Division Level)﴿

Schedule is extraction of long time experiences, so all of us should perform madani tasks according to it.

By following Schedule, all madani tasks would be completed at appropriate time.

Day	Madani Tasks	Duration	1 st week	2 nd week	3 rd week	4 th week	5 th week
1	(1) Attending week Training session every week with Madani tasks to be done at the end of session.	2 hours 26 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
	(2) Make Individual efforts on those islamic sisters who were associated with Madani environment but are not in touch now and for congratulating or condoling of subordinate Islamic sister occasionally by visiting their residence (if required)	26 minutes	Area _____ _____ to _____	Area _____ _____ to _____	Area _____ _____ to _____	Area _____ _____ to _____	Area _____ _____ to _____
2	Attending regional visit for calling people towards righteousness of different Areas every wee	2 hours	Area _____ _____ to _____	Area _____ _____ to _____	Area _____ _____ to _____	Area _____ _____ to _____	Area _____ _____ to _____
3	(1)Attending weekly Sunnah inspiring congregation of weak areas from start to end every week with making individual efforts in the end of congregation	2 hours 26 minute	Halqa _____ _____ to _____	Halqa _____ _____ to _____	Halqa _____ _____ to _____	Halqa _____ _____ to _____	Halqa _____ _____ to _____
	(2) Madani meeting in the end of weekly congregation with Responsible Islamic sisters of congregation	12 minute	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

Madani Pearl: Set your “Predictive Schedule” according to madani pearls given at back of this paper. And try at most to follow this schedule.

☆ Submit your schedule to your Responsible Islamic sister of Maktatba-tul-Madina and MAdani Donation box alongwith Statement form in start of solar month.

Madani Tasks	Madani Phool Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box (Division Level)	Mark <input type="checkbox"/> if acted accordingly, mark <input type="checkbox"/> if did not act upon otherwise mark —
Training congregation	Inform to area level responsible Islamic sister 15 days before going in training congregation.	
	Participate in same training congregation regularly for 2 months.	
	Deliver reforming speech once in a month. Perform just one segment of training congregation and give guidance to area level responsible Islamic sister for performing other segments of training session.	
	If any lacking is seen in training congregation, explain in the end to Responsible Islamic sister of Training congregation, Responsible Islamic sister of Area level Majlis and relevant Islamic sister if needed.	
	For visiting subordinates or making individual efforts, make arrangements before or after Training congregation.	
	Seek guidance in last week of Muharram-ul-Haram, Rabi-un-Noor, Jamadi-ul-oola, Rajab-ul-Murajjab, Ramazan-ul-Mubarak and Zil-qada-tul-Haram from responsible Islamic sister of Division level majlis that which area's training session is to be participated for next two months.	
Regional visit for calling people	Inform to area level responsible Islamic sister 15 days before going in regional visit.	
Weekly Sunnah inspiring Congregation	Avail the privilege of performing Speech or announcements or Duá in every Sunnah Inspiring Congregation.	
	Attend that congregation regularly for at least 6 weeks where Madani work is slow reputed.	
	After 6 weeks, seek guidance from Responsible Islamic sister of Division level Majlis for attending Sunnah inspiring congregation.	
	Investigate the sunnah inspiring congregation according to "Investigation Form" and hold madani meeting at the end of congregation about lacks. If number of participants is less then guide Responsible Islamic sisters about method of increasing participants.	
Madani Donation Box	Madani donation box displayed in Madrasa-tul-Madina (adult) and Sunnah inspiring Congregation should be opened by Responsible Islamic sister of Maktaba-tul-Madina (Zeli level) on 26 th of every solar month in presence of Responsible Islamic sister of Zeli Majlis. And she will submit its details to you after writing in Statement Form up to 28 th of Solar month.	
	In case of any lacking make rectification of relevant Islamic sisters in polite manner.	
	Madani donation box displayed in Training congregation should be opened either by you or Responsible islamci sister of Madani Donation box (Area level) on 28 th of every solar month in presence of Responsible Islamic sister of Area Majlis. And submit its details to Responsible Islamic sister after writing in Statement Form.	
Ijtim-e-Zikr-o-na'at	Participation in Ijtim-e-zikr-naát could be made once or twice in a month at pleasant or condoling occasions, if required. (Madani meeting of Member of shura dated 3 rd May)	
Written works	Preparation of Speech, filling of Report forms, checking of report forms of subordinate islamic sisters, rectification of Madanin works of preivous week (i.e follow up) and preparation according to schedule of next week (e.g to inform priorly) etc.	
Madani Meeting	Attend madani meeting hold by responsible Islamic sister of MADani Donation Box (kabina level).	
	If there is madani meeting of any important responsible islamic sister during the days of schedule then participation in that madani meeting should be preferred.	
	Hold meeting of responsible islamic sister of Madani donation box (Area level). Also hold meeting of responsible islamic sister of Madani donation box (Halqa level).once in every 4 months.	
	Make arrangement of delivering Madani pearls to those Areas whose responsible could not attend the meeting or are not appointed yet. (who have to hold or attend Madani meeting are allowed to go every month) (madani meeting of member of shura dated 3 May 2010)	
Madani pearl: ☆All Madani tasks should be completed before Maghrib Salah.☆Schedulize individual worships, recitation of Quran, supplications of Shajrah Shareef, Reading books, seeking obligatory knowledge, acting upon Madani In'amaat and daily Fikr-e-Madina. ☆Be punctual, as it beautifies personality.		

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kabina _____

Kabinat _____

Schedule

Date(Madani) _____ (Solar) _____

Responsible islamic sister of Maktaba-tul-Madina & Madani

Donation Box (Kabina Level)(Umm-e-Bint) _____

☞ Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box ☞ (Kabina Level) ☞

Schedule is extraction of long time experiences, so all of us should perform madani tasks according to it.

By following Schedule, all madani tasks would be completed at appropriate time.

Din	Madani Tasks	Duration	1 st week	2 nd week	3 rd week	4 th week	5 th week
1	(1) Attending Training session every week with Madani tasks to be done at the end of session.	2 hours 26 minutes	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____
2	Attending regional visit for calling people towards righteousness of different Areas (Twice in a month)	2hours	Division _____ Area _____ _____ to _____		Division _____ Area _____ _____ to _____		
3	(1)Attending weekly Sunnah inspiring congregation in areas of different divisions from start to end every week with making individual efforts	2hours 26 minutes	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____
	(2) Madani meeting in the end of weekly congregation with Responsible Islamic sister of Congregation	12 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
	(3) Make Individual efforts on those islamic sisters who were associated with Madani environment but are not in touch now and for congratulating or condoling of subordinate Islamic sister occasionally by visiting their residence (if required)	26 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

Madani Pearl: Set your “Predictive Schedule” according to madani pearls given at back of this paper. And try at most to follow this schedule.

☆ Submit your schedule to your Responsible Islamic sister of Maktaba-tul-Madina and Madani Donation box alongwith Statement form in start of solar month.

Madani Tasks	Madani Phool		Mark <input type="checkbox"/> if acted accordingly, mark <input type="checkbox"/> if did not act upon otherwise mark <input type="checkbox"/>
Training Session	Inform to area level responsible Islamic sister 15 days before going in training session.		
	Participate in same training session regularly for 2 months.		
	Deliver reforming speech once in a month. Perform just one segment of training session and give guidance to area level responsible Islamic sister to perform other segments of training session.		
	If any lacking is seen in training session, explain in the end to Responsible Islamic sister of Training session, Responsible Islamic sister of Area level Majlis and relevant Islamic sister if needed.		
	Seek guidance in last week of Muharram-ul-Haram, Rabi-un-Noor, Jamadi-ul-oola, Rajab-ul-Murajjab, Ramazan-ul-Mubarak and Zil-qada-tul-Haram from responsible Islamic sister of Division level majlis that which area's training session is to be participated for next two months.		
Regional visit for calling people	Inform to area level responsible Islamic sister 15 days before going in regional visit according to organizational procedure.		
Weekly Sunnah inspiring Congregation	Avail the privilege of performing Speech or announcements or Duá in every Sunnah Inspiring Congregation.		
	Attend that congregation regularly for at least 6 weeks where Madani work is slow reputed.		
	After 6 weeks, seek guidance from Responsible Islamic sister of Division level Majlis for attending Sunnah inspiring congregation.		
	Investigate the sunnah inspiring congregation and hold madani meeting at the end of congregation about lacks. If number of participants is less then guide Responsible Islamic sisters about method of increasing participants.		
	For visiting subordinates or making individual efforts, make arrangements before or after Sunnah inspiring congregation.		
Madani Donation Box	Madani donation box displayed in Madrasa-tul-Madina (adult) and Sunnah inspiring Congregation should be opened by Responsible Islamic sister of Maktaba-tul-Madina (Zeli level) on 26 th of every solar month in presence of Responsible Islamic sister of Zeli Majlis. And she will submit its details to you after writing in Statement Form up to 28 th of Solar month.		
	In case of any lacking make rectification of relevant Islamic sisters in polite manner.		
	Madani donation box displayed in Training congregation should be opened either by you or Responsible islamci sister of Madani Donation box (Area level) on 28 th of every solar month in presence of Responsible Islamic sister of Area Majlis. And submit its details to Responsible Islamic sister after writing in Statement Form.		
Ijtima'-e-zikr-o-Na'at	Participation in Ijtima-e-zikr-naát could be made once or twice in a month at pleasant or condoling occasions, if required. (Madani meeting of Member of shura dated 3 rd May)		
Written works	Preparation of Speech, filling of Report forms, checking of report forms of subordinate islamic sisters, rectification of Madani works of previous week (i.e follow up) and preparation according to schedule of next week (e.g to inform priorly) etc.		
Madani Meeting	If there is madani meeting of any important responsible islamic sister during the days of schedule then participation in that madani meeting should be preferred.		
	Hold meeting of responsible islamic sister of Madani donation box (Division level). Also hold meeting of responsible islamic sister of Madani donation box (Area level) once in every 4 months.		
	Attend madani meeting hold by responsible Islamic sister of Regional visit (kabina level).		
	Make arrangement of delivering Madani pearls to those Areas whose responsible could not attend the meeting or are not appointed yet. (who have to hold or attend Madani meeting are allowed to go every month) (madani meeting of member of shura dated 3 May 2010)		
Madani pearl: ☆All Madani tasks should be completed before Maghrib Salah.☆Schedulize individual worships, recitation of Quran, supplications of Shajrah Shareef, Reading books, seeking obligatory knowledge, acting upon Madani In'amaat and daily Fikr-e-Madina. ☆Be punctual, as it beautifies personality.			

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kabinaat _____

Country _____

Schedule

Date(Madani) _____ (Solar) _____

Responsible islamic sister of Maktaba-tul-Madina & Madani
Donation Box (Kabinaat Level)(Umm-e-Bint) _____

﴿Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box ﴾(Kabinaat Level)﴿

Schedule is extraction of long time experiences, so all of us should perform madani tasks according to it.

By following Schedule, all madani tasks would be completed at appropriate time.

Din	Madani Tasks	Duration	1 st week	2 nd week	3 rd week	4 th week	5 th week
1	(1) Attending different Training session of Kabina every week with Madani tasks to be done at the end of session.	2 hours 26 minutes	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____
2	Attending regional visit for calling people towards righteousness of different Kabina	2hours	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____
3	(1)Attending weekly Sunnah inspiring congregation in areas of different Kabina from start to end every week with making individual efforts	2hours 26 minutes	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____	Kabina _____ Division _____ Area _____ _____ to _____
	(2) Madani meeting in the end of weekly congregation with Responsible Islamic sister of Congregation	26 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
	(3) Make Individual efforts on those islamic sisters who were associated with Madani environment but are not in touch now and for congratulating or condoling of subordinate Islamic sister occasionally by visiting their residence (if required)	26 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

Madani Pearl: Set your “Predictive Schedule” according to madani pearls given at back of this paper. And try at most to follow this schedule.

☆ Submit your schedule to your Responsible Islamic sister of Maktaba-tul-Madina and Madani Donation box alongwith Statement form in start of solar month.

Madani Tasks	Madani Phool (Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box (Kabinaat level))	Mark <input type="checkbox"/> if acted accordingly, mark <input type="checkbox"/> if did not act upon otherwise mark <input type="checkbox"/>
Training Session	Inform to area level according to organizational procedures responsible Islamic sister 15 days before going in training session.	
	Participate in same training session regularly for 2 months.	
	Deliver reforming speech once in a month. Perform just one segment of training session and give guidance to area level responsible Islamic sister to perform other segments of training session.	
	If any lacking is seen in training session, explain in the end to Responsible Islamic sister of Training session, Responsible Islamic sister of Area level Majlis and relevant Islamic sister if needed.	
	Seek guidance in last week of Muharram-ul-Haram, Rabi-un-Noor, Jamadi-ul-oola, Rajab-ul-Murajjab, Ramazan-ul-Mubarak and Zil-qada-tul-Haram from responsible Islamic sister of Division level majlis that which area's training session is to be participated for next two months.	
Regional visit for calling people	-----	
Weekly Sunnah inspiring Congregation	Avail the privilege of performing Speech or announcements or Duá in every Sunnah Inspiring Congregation.	
	Investigate the sunnah inspiring congregation and hold madani meeting at the end of congregation about lacks. If number of participants is less then guide Responsible Islamic sisters about method of increasing participants.	
	For visiting subordinates or making individual efforts, make arrangements before or after Sunnah inspiring congregation.	
Madani Donation Box	In case of any lacking, make rectification of relevant Islamic sisters in polite manner.	
Ijtima'-e-zikr-o-Na'at	Participation in Ijtima-e-zikr-naát could be made once or twice in a month at pleasant or condoling occasions, if required. (Madani meeting of Member of shura dated 3 rd May)	
Written works	Preparation of Speech, filling of Report forms, checking of report forms of subordinate islamic sisters, rectification of Madani works of previous week (i.e follow up) and preparation according to schedule of next week (e.g to inform priorly) etc.	
Madani Meeting	Hold meeting of responsible islamic sister of Madani donation box (Kabina level).	
	Hold meeting of responsible islamic sister of Madani donation box (From Area to Kabina level) once in 3 months (Rabi-ul-Ghous, Shaban-ul-Mu'azzam, Zul-Hijja-til-Haram) of the duration of 2 hours and make arrangements of solving their problems.	
	Hold meeting of responsible islamic sister of Madani donation box (From Area to Kabina level) once in 3 months (Rabi-ul-Ghous, Shaban-ul-Mu'azzam, Zul-Hijja-til-Haram) of the duration of 2 hours and make arrangements of solving their problems.	

Madani pearl: ☆All Madani tasks should be completed before Maghrib Salah.☆Schedulize individual worships, recitation of Quran, supplications of Shajrah Shareef, Reading books, seeking obligatory knowledge, acting upon Madani In'amaat and daily Fikr-e-Madina. ☆Be punctual, as it beautifies personality.☆ If there is madani meeting of any important responsible islamic sister during the days of schedule then participation in that madani meeting should be preferred.

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Schedule

Date(Madani) _____ (Solar) _____

Responsible islamic sister of Maktaba-tul-Madina & Madani

Donation Box (Country Level)(Umm-e-/Bint) _____

Country _____

✦ Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box ✦ (Country Level) ✦

Schedule is extraction of long time experiences, so all of us should perform madani tasks according to it.

By following Schedule, all madani tasks would be completed at appropriate time.

Din	Madani Tasks	Duration	1 st week	2 nd week	3 rd week	4 th week	5 th week
1	(1) Attending Training session of different kabina within residential kabinaat with Madani tasks to be done at the end of session (Twice in a month)	2 hours 26 minutes	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____
2	Attending regional visit for calling people towards righteousness of different kabina within residential kabinaat (Twice in a month)	2 hours	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____
3	(1) Attending weekly Sunnah inspiring congregation in areas of different Kabina within residential kabinaat from start to end every week with making individual efforts	2 hours 26 minutes	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____	Division _____ Area _____ _____ to _____
	(2) Madani meeting in the end of weekly congregation with Responsible Islamic sister of Congregation	26 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
	(3) Make Individual efforts on those islamic sisters who were associated with Madani environment but are not in touch now and for congratulating or condoling of subordinate Islamic sister occasionally by visiting their residence (if required)	26 minutes	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
4	Telephonic Madani Meeting with Responsible islamic sister of Madani Donation box (Divisin level) in the presence of Responsible Islamic sisters of maktaba-tul-Madina and Madani Donation box (Kabina & kabinaat level) Every Week	1 hour	Kabinaat _____ Kabina _____ _____ to _____	Kabinaat _____ Kabina _____ _____ to _____	Kabinaat _____ Kabina _____ _____ to _____	Kabinaat _____ Kabina _____ _____ to _____	Kabinaat _____ Kabina _____ _____ to _____
	(1) Monthly Telephonic Madani Meeting with all Responsible islamic sister of maktaba-tul-Madina and Madani Donation box (Kabinaat level)						
	(2) Monthly Telephonic Madani Meeting with all Responsible islamic sister of Madani Donation box (Kabina & Kabinaat level)						

Madani Pearl: Set your "Predictive Schedule" according to madani pearls given at back of this paper. And try at most to follow this schedule.

☆ Submit your schedule to your Responsible Islamic sister of Maktaba-tul-Madina and Madani Donation box alongwith Statement form in start of solar month.

Madani Tasks	Madani Phool (Responsible Islamic Sister of Maktaba-tul-Madina and Madani Donation Box (country level))	Mark <input type="checkbox"/> if acted accordingly, mark <input type="checkbox"/> if did not act upon otherwise mark <input type="checkbox"/>
Training Sessi on	Inform to area level responsible Islamic sister 15 days before going in training session.	
	Participate in same training session regularly for 2 months.	
	Deliver reforming speech once in a month. Perform just one segment of training session and give guidance to area level responsible Islamic sister to perform other segments of training session.	
	If any lacking is seen in training session, explain in the end to Responsible Islamic sister of Training session, Responsible Islamic sister of Area level Majlis and relevant Islamic sister if needed.	
	Seek guidance in last week of Muharram-ul-Haram, Rabi-un-Noor, Jamadi-ul-oola, Rajab-ul-Murajjab, Ramazan-ul-Mubarak and Zil-qada-tul-Haram from responsible Islamic sister of Division level majlis that which area's training session is to be participated for next two months.	
Regional visit for calling people	-----	
Weekly Sunnah inspiring Congregation	Avail the privilege of performing Speech or announcements or Duá in every Sunnah Inspiring Congregation.	
	Investigate the sunnah inspiring congregation and hold madani meeting at the end of congregation about lacks. If number of participants is less then guide Responsible Islamic sisters about method of increasing participants.	
	For visiting subordinates or making individual efforts, make arrangements before or after Sunnah inspiring congregation.	
Madani Donation Box	In case of any lacking make rectification of relevant Islamic sisters in polite manner.	
Ijtima'-e-zikr-o-Na'at	Participation in Ijtima-e-zikr-naát could be made once or twice in a month at pleasant or condoling occasions, if required. (Madani meeting of Member of shura dated 3 rd May)	
Written works	Preparation of Speech, filling of Report forms, checking of report forms of subordinate islamic sisters, rectification of Madani works of previous week (i.e follow up) and preparation according to schedule of next week (e.g to inform priorly) etc.	
Madani Meeting	Telephonic Madani Meeting with all Responsible islamic sister of Madani Donation box (Kabina & Kabinaat level)	
	Telephonic Madani Meeting with all Responsible islamic sister of maktaba-tul-Madina (lil-banat) and Madani Donation box (Kabinaat level) Monthly Telephonic Madani Meeting with all Responsible islamic sister of Madani Donation box (Kabina & Kabinaat level)	
	Make arrangement of performing Madani tasks related to your department at least 12 and maximum 26 days (in 12 months).	

Madani pearl: ☆All Madani tasks should be completed before Maghrib Salah.☆Schedulize individual worships, recitation of Quran, supplications of Shajrah Shareef, Reading books, seeking obligatory knowledge, acting upon Madani In'amaat and daily Fikr-e-Madina. ☆Be punctual, as it beautifies personality.☆ If there is madani meeting of any important responsible islamic sister during the days of schedule then participation in that madani meeting should be preferred.

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Area _____
 Division _____
 Kabina _____
 Kabinaat _____

Date (Madani) _____ (Solar) _____
 Responsible islamic sister _____
 Organizational Responsibility _____

Monthly Predictive Schedule

Date		Day	Details of madani work	Venue	Duration
Madani	Solar				
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Madani Pearl: Set your "Predictive Schedule" according to Schedule set by Majlis (for 3 days). Except the 3 days of schedule, involvement in madani activities should be arranged in remaining days of week. Such as seeking obligatory religious knowledge, listening cassettes of speeches, written work (filling up report forms, follow up, preparation of speeches etc), individual efforts and attending ijtim-e-zikr-o-Na'at if needed.

Monthly Report Form for Madani Donation Box

Zeli Halqa _____

Zeli Level

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Number of boxes	Sadqa-e Nafila	Details					Others	Total
			For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1									
2									
3									
4									
5									
Total									

Madani Pearl:

- (i) In case of not receiving donation from any box, mention its reason _____
- (ii) Submit this form alongwith donations to Responsible islamic sister of Madani Donation box (Halqa level) up to 28th of every month. _____
- (iii) How many Madani Donation box are further required? _____
- (iv) "Others" means if donations is received for that account which is not mentioned in form, then writhe in this column and mention its details too. For example: Sadqa wajiba, Langar-e-Razawiyya etc.

Signature: Responsible islamic sister of Madani Donation box (Halqa level) _____

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

Monthly Report Form for Madani Donation Box

Halqa _____

Halqa Level

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Zeli Halqa	Number of boxes	Sadqa-e Nafila	Details					Others	Total
				For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1										
2										
3										
4										
5										
Total										

Madani Pearl:

- (i) In case of not receiving donation from any box, mention its reason _____
- (ii) Submit this form alongwith donations to Responsible islamic sister of Madani Donation box (Area level) up to 28th of every month. _____
- (iii) How many Madani Donation box are further required? _____
- (iv) "Others" means if donations is received for that account which is not mentioned in form, then writhe in this column and mention its details too. For example: Sadqa wajiba, Langar-e-Razawiyya etc.

Signature: Responsible islamic sister of Madani Donation box (Area level) _____

Monthly Report Form for Madani Donation Box

Area _____

Area Level

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Halqa	Number of boxes	Sadqa-e Nafila	Details					Others	Total
				For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1										
2										
3										
4										
5										
Total										

Madani Pearl:

- (i) In case of not receiving donation from any box, mention its reason _____
- (ii) Submit this form alongwith donations to Responsible islamic sister of Madani Donation box (Division level) up to 1st of every month. _____
- (iii) How many Madani Donation box are further required? _____
- (iv) "Others" means if donations is received for that account which is not mentioned in form, then writhe in this column and mention its details too. For example: Sadqa wajiba, Langar-e-Razawiyya etc.

Signature: Responsible islamic sister of Madani Donation box (Division level) _____

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Monthly Report Form for Madani Donation Box

Area _____

﴿Division Level﴾

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Halqa	Number of boxes	Sadqa-e Nafila	Details					Others	Total
				For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1										
2										
3										
4										
5										
6										
7										
8										
Total										

Madani Pearl:

- In case of not receiving donation from any box, mention its reason _____
- Submit this form alongwith donations and photocopy of "Details of Madani donation boxes (Division level)" to Responsible islamic brother of Madani Donation box (Division/ kabina) up to 3rd of every month through your mehram. Also submit photocopy of this form to islamic sister (kabinat level) on 3rd of every month. _____
- How many Madani Donation box are further required? _____
- "Others" means if donations is received for that account which is not mentioned in form, then writhe in this column and mention its details too. For example: Sadqa wajiba, Langar-e-Razawiyya etc.

Signature: Responsible islamic sister of Madani Donation box (Kabina level) _____

الْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Monthly Report Form for Madani Donation Box

Kabina _____

Kabina Level

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Division	Number of boxes	Sadqa-e Nafila	Details					Others	Total
				For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
Total										

Madani Pearl:

☆ In case of not receiving donation from any box, mention its reason _____

☆ Submit this form alongwith donations to Responsible islamic sister of Madani Donation box (kabinaat level) up to 5 of every month. _____

☆ How many Madani Donation box are further required? _____

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Monthly Report Form for Madani Donation Box

Kabinaat _____

﴿Kabinaat Level﴾

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Kabina	Number of boxes	Sadqa-e Nafila	Details					Others	Total
				For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
Total										

Madani Pearl: ☆ In case of not receiving donation from any box, mention its reason _____

☆ Submit this form to Responsible islamic brother of Majlis Madani work for islamic sisters (kabinaat level) and through him to Responsible islamic brother of Madani donation box (Rukn-e-Kabinaat) up to 9th of every month. Also submit to Responsible islamic sister of Country level through mail

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Monthly Report Form for Madani Donation Box

Country _____

Country Level

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Kabinaat	Number of boxes	Sadqa-e Nafila	Details					Others	Total
				For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
Total										

Madani Pearl: ☆ In case of not receiving donation from any box, mention its reason _____

☆ Submit this form to Responsible islamic brother of Majlis Madani work for islamic sisters (Country level) and to Member islamic sister of world level Majlis through mail up to 11th of every month.

اَلْحَمْدُ لِلّٰهِ رَبِّ الْعٰلَمِيْنَ وَالصَّلٰوةُ وَالسَّلَامُ عَلٰى سَيِّدِ الْمُرْسَلِيْنَ اَمَّا بَعْدُ فَاَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ

Monthly Report Form for Madani Donation Box

Countries _____

﴿Countries Level﴾

Month: _____

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Kabina/ Kabinaat	Names of cities from where report is collected	Number of boxes	Sadqa- e Nafila	Details					Others	Total
					For Madrasa	For Madani Channel	For any Masjid	For Jamia- tul-Madina	for Darul madina		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
Total											

Madani Pearl:

- ☆ In case of not receiving donation from any box, mention its reason _____
- ☆ Submit this form to Responsible islamic sister of world level Majlis through mail up to 15th of every month.
- How many Madani Donation box are further required _____

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Nigran of Majlis
Madani work for
islamic sisters
(Rukn-e-Shoora)

Monthly Report Form for Madani Donation Box

Responsible islamic sister
of World level Majlis
(Umm-e-Bint-e-)

World Level

How many Madani Donation Box has been displayed? _____

From how many Madani Donation box, donation was collected? _____

S. No	Countries	Names of cities from where report is collected	Number of boxes	Sadqa-e Nafila	Details					Others	Total
					For Madrasa	For Madani Channel	For any Masjid	For Jamia-tul-Madina	for Darul madina		
1											
2											
3											
4											
5											
6											
7											
8											
Total											

Madani Pearl:

- ☆ In case of not receiving donation from any box, mention its reason _____
- ☆ Submit this form to Nigran of Majlis madani work for islamic sister (Rukn-e-Shoora) through mail up to 17th of every month.

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Important Madani Work before submitting Madani donations

❖(1) Arrange the same value currencies and bind them with help of rubber band and mention the amount on the top most note with the pencil. For example: if there are 7 notes of 1000/= then write down figure 7 on the top most note in the bundle. Likewise if there are 6 notes of 500/= then write down figure 6 on the top most note in the bundle and if there are 90 notes of 100/= then write down figure 90 on the top most note in the bundle. Then write down details on separate paper as follows:-

1000 rupee notes	x 7 in number	= 7000/-
500 rupee notes	x 6 in number	= 3000/-
100 rupee notes	x 90 in number	= 9000/-
Total amount		= 19,000/-

❖(2) Some notes might have two sizes, so keep same sized notes together. For example keep large sized 100/= notes together and small sized together.

❖(3) While submitting Madani Donations, also submit the written detail of categories in which donations are received For example: total madani donations collected are 19000/= then its details of categories will be as follows:

Zakat, Fitra and sadqa e wajibah	8000/=
Charity and sadqat as nifl	2000 /=
For Madrasa	1000/=
For madani channel	1064/=
For any Masjid	1936/=
For Jamia	1000/=
For Dar-ul-Madinah	1000/=
With complete authority	3000/=
Total Madani donations	19000/=

❖4❖ If amount of madani donations is in shape of coins, submit it after changing in shape of notes. If notes are of small value then change it into large value notes. For example if there are 5 notes of 1000/= then it is better to change into one 5000/= note.

❖5❖ Receivers should not only trust on written quantity, count carefully themselves and recheck.

أَلْحَمْدُ لِلَّهِ رَبِّ الْعَالَمِينَ وَالصَّلَاةُ وَالسَّلَامُ عَلَى سَيِّدِ الْمُرْسَلِينَ أَمَّا بَعْدُ فَأَعُوذُ بِاللَّهِ مِنَ الشَّيْطَانِ الرَّجِيمِ بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Content

S. No	Madani pearls & Record papers	Page number	Total Pages
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3	Details of Madani Donation Boxes (Halqa to Division level)	14-16	3
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