

NATIONAL TAJNEED DEPARTMENT

Refresher Course 2014 – Fakhra Safeer

| | |
|---|------------------------|
| Total Tajneed (Lajna + Nasirat + Under 7s): | |
| Total Lajna: | |
| Total Nasirat: | |
| Total Under 7s: | |
| Total No. of members with whom there is no contact: | (AIMS, Names, Address) |

Tajneed Representative Contact

| | |
|--|--------|
| Regional Tajneed Representative Name: | |
| Did you contact your Regional Tajneed Representative this month? | Yes/No |
| Issues discussed: <i>Please use extra sheets if necessary.</i> | |
| | |

Tajneed Changes

Please write figures in this section.

| | |
|--|--|
| No. of members that joined your Majalis: | |
| No. of members that moved out of your Majalis: | |
| No. of Births: | |
| No. of Deaths: | |

If you have not reported your Tajneed Changes to your Tajneed Representative or have not provided a Tajneed Change Form, your Tajneed will not be changed on AIMS.

New Report form

| Section | Description |
|--|--|
| Section 1 – Mandatory Figures | First four boxes should only be figures only. The last box should be where you write the names and addresses of members with whom there is no contact. |
| Section 2 – Tajneed Representative Contact | Write the name of your regional coordinator assigned. You do not need to contact her every month but at least once in six months in case there are any issues with the tajneed of you jamaat. |
| Section 3 – Tajneed Changes | Similar to the former report form. |

Regional Tajneed Representatives

| Representative | Region |
|----------------|---|
| Naveed | Scotland |
| Zafira | South, Midlands (co-ordinated with Saira) |
| Alicia | East |
| Thesina | London, Middlesex, North West |
| Kaenat | Islamabad, Herts/Beds |
| Sofia | South West, Yorkshire |
| Adila | North East |
| Kawal / Najia | Baitul Futuh, Ayesha |
| Bareera | Baitul Noor |

New procedures to make Tajneed changes

- All Tajneed Changes for your Jamaat need to be informed to your local male Sadr, who will contact the AIMS department and make the relative changes.

Jalsa Salana procedures

- All guests require some form of verification in order to attend the International Jalsa.
- Guests who arrive without any invitation letter or a proof of verification need to cooperate with the Registration team. The team will help them with the verification process. May take 1-2 days.

| Origin | Procedure |
|-------------------------------------|--|
| Germany, Norway, Holland, Indonesia | Only require their own ID cards from their country |
| Pakistan | Invitation letter signed by Tabsheer. This will have an ID number that identifies the guests verification record and is used to create their guest card for Jalsa. |
| Other countries | An official invitation letter should be signed by their local sadr. This is used to verify and to create their guest card for Jalsa. |