**VISIT AGENDA**

**Date: \_\_\_\_\_\_\_\_\_\_**

**Mauze (Change Title)**

A Representative from Idaarah Hasanaat Al-Qard Al-Hasan Al-Burhaniyah Office will be visiting your mauze for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Following table explains the subjects on which the meeting shall be conducted. The “**Current scenario**” explains the present position of the committee, and the “**Target**” explains what actions are required. For the achievement of targets, the “**Responsibilities**” shall be delegated to the members in the meeting, with “**Due date**” for the completion of work.

*Note:* In the meeting, the discussions shall be carried out in the guidance of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Hence, the Manual should be available in the meeting for trustees’ reference.

It is mandatory for all the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Members to be present in the meeting.

List of documents attached and to be kept ready for verification purpose: -

**Key Focus Areas** *Weightage of focus to be given for the following criteria*

|  |  |  |
| --- | --- | --- |
| Administration | Participation | Growth |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr No | Subject | Current scenario | Deliverables | Action Plan | Special Comments If any |
| Section I: **Administration** | | | | | |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| Section II: **Participation** | | | | | |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| Section III: **Growth** | | | | | |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

|  |  |
| --- | --- |
| **Sr. No.** | **LIST OF DOCUMENTS** |
| 1 | Meeting Minutes book |
| 2 | Interview form |
| 3 | Audit file |
| 4 | Circular resolution file |
| 5 | Defaulter file |
| 6 | Evaluation file |
| 7 | Individual file for each contributor in Husain scheme |
| 8 | Individual file for each applicant |
| 9 | Panchnama file |
| 10 | Receipt file for all Enayat (SHND Enayat letters) |
| 11 | Bank Locker, Cheques, Signatories |
| 12 | Ledger for Husain scheme |
| 13 | Application form |
| 14 | Rehen |
| 15 | Agreement – Pledge, Guarantor Bond |