STANDARD OPERATING PROCEDURE
for conducting the work of GPS Survey & Photography

1. Collect BDU Folder of Waqf Estate for which Waqf Properties are to be GPS Surveyed and Photographed, from concerned State/UT Waqf Board (SWB) or Central Waqf Council, New Delhi (CWC) as a soft copy preferably in CD/DVD.

2. BDU Folder is named by its Waqf_ID assigned to each Waqf Estate as per convention defined in WAMSI On-line System. Waqf_ID is a 8 characters long Format, in which first 2 Capital Alphabets represents SWB. Next 2 characters are either Capital Alphabets or Numbers if SWB maintain different Auqaf Registers for different Districts. Rest 4 Characters are Numbers representing Serial Number in Auqaf Register preceded by Zeros.

3. BDU Folder contains PDF Files pertaining to ORE Docs belonging to this Waqf Estates, detailing about all its Properties, i.e., locations, areas, statuses, boundaries, etc. ORE Docs are generally Waqf Deeds, Gazette Notification, Survey Commissioner Reports, Registration Form, Mutation Record/Records of Rights issued by Revenue Department for each Property, Land Possession Certificate, Approved Maps from Urban Local Body, etc.

4. Visit the locations of these Waqf Properties with the help of Mutawalli and/or SWB Officials. Identify each and every Waqf Properties on the ground as on today with their complete extents covering **TOTAL AREA OF COMPLETE WAQF ESTATE given in ORE Docs**. Under any circumstances, **no property should be left out** even if it is alienated or encroached or under litigation.

5. Manually fill **Data Verify Form** **one for each Property** as existing on the ground as on today under this Waqf Estate (without filling-up Prop.ID, as this can be filled-up later when added/confirmed in/by WAMSI On-line System) and get it verified by Mutawalli and/or SWB Officials.

6. Log into **WAMSI On-line System** with the given Credentials. Now, search this Waqf Estate by "Query → Report Card" by supplying its Waqf_ID. It will display all the Properties already added in this Waqf Estate by SWB Data Entry Operators. If you click on any row indicating one property, then you will get its complete information that has been entered/ modified by SWB in any module of WAMSI On-line System about this Property as on date.

7. Match WAMSI On-line System Properties with Properties existing on the ground as on today under this Waqf Estate. If more properties are to be added then add by "Registration → Immovable Waqf Property Details → Add" one-by-one with complete details available in Data Verify Form as mentioned in Step 5 above. Prop.ID would be generated by WAMSI On-line System automatically when submitted on the basis of Type of Property being added. This Prop.ID needs to be filled-up in Data Verify Form.

8. Prop.ID is 5 characters long Format, in which first 2 Capital Alphabets represents Type of Property and next 3 characters are auto incremented Numbers with preceded by Zeros within that Type of Property in this Waqf Estate. For example, PL001, PL002, AG001, AG002, etc.

9. Now, draw rough layout of straight lines of each Property in each Property Data Verify Form and marked their vertices in a cyclic order (either Clockwise or anti-Clockwise direction).

10. Start GPS Survey by noting down GPS Coordinates (Latitude and Longitude pair) in **Data Verify Form** against each Vertex from '1' to 'n' in the same cyclic manner as above. No need to noting down last Vertex (or starting Vertex) again. Format of GPS Coordinates should be decimal numbers upto 8 places. For example: Vertex1 (28.65202739, 77.23700545); Vertex2 (28.65203563, 77.23701752); etc.

11. Five Geo-tagged Photographs per Property in JPEG Format with max 500KB each are required. Waqf_ID, Prop.ID and Date of Photography should be printed on front-bottom side with legible fonts.

12. One Photograph of inside Property where name is displayed and rest Four Photographs from all sides/angles outside the Structure, so that Property is clearly visible and identifiable. In case of Mosque, Inside Photograph may be comprised of Prayers Time Table.

Waqf Properties - Type Codes

Type	Type Code	Property Type Description
I	AG	Agricultural Land
I	AS	Ashoorkhana
I	BL	Building Complex e.g., Market, Mall, etc
I	CA	Chilla
I	DH	Dargah or Mazaar or Makbara
I	DU	Darul-Uloom
I	GY	Graveyard
I	HO	House
I	HU	Hujra
I	IG	Idgah
I	IM	Imambara or Chauki or Karbala
I	IN	Musafirkhana or Inn
I	KK	Khankaha
I	MD	Madarsa
I	MK	Maktab
I	MQ	Mosque
I	OR	Orchard
I	PD	Pond (i.e., Fishing Pond)
I	PL	Plot (i.e., Urban Plots)
I	SC	School
I	SH	Shop
I	TA	Takiya
I	OT	Others (Code not defined − Should be used very rarely)
M	AL	Almirah
M	BB	Bulb
M	CH	Chair
M	CS	Cash
M	DB	Debentures
M	FD	Fixed Deposit
M	FN	Fan
M	GL	Gas Light
M	JW	Jewellary
M	MF	Mutual Funds
M	MI	Miscelleneous Item
M	MT	Mat
M	NS	Non Standard Item (Should be used very rarely)
M	RC	Rack
M	SR	Speaker
M	SS	Shares
M	TB	Table
M	TL	Tube Light
M	VH	Vehicle
M	VS	Vessels
M	WC	Wall Clock
M	OT	Others (Code not defined − Should be used very rarely)

Type I: Immovable Property and Type M: Movable Property