



**OFFICE OF THE PRIVATE SECRETARY  
TO  
HAZRAT KHALIFATUL MASIH V**

Assistant Private Secretary (Honorary)

**LAJNA SECTION**

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London LS: 8024

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Respected National Presidents, Lajna Ima'illah,  
Assalamo Alaikum wa Rahmatullahe wa Barakatohu

**CIRCULAR: AMENDMENT AND ADDITION OF RULES IN THE  
CONSTITUTION OF LAJNA IMAILLAH REGARDING SECRETARY  
NASIRAT AND NASIRAT AMILA**

This circular is being sent to you in accordance with the directive of Hazrat Khalifatul Masih V (May Allah be his Helper), regarding the amendment and addition of Rules about Secretary Nasirat and Nasirat Amila in the Constitution of Lajna Imaillah. These rules are being circulated with temporary Rule numbers for your reference and implementation. Kindly inform your National and Local Secretary Nasirat, National Amila members as well as Majalis Sadrs about these rules and ensure that these are fully implemented.

It should be noted that for your ease of reference, you are being sent current, amended and new Rules that have been collated together in one place with temporary Rule numbers. These should be attached to the Lajna Imaillah Constitution.

Should you require any further guidance or clarification, please do not hesitate to contact Lajna Section. Jazakumullah Ahsanal Jaza'a.

Wassalam

Yours sincerely,

*Rizwana Nisar*

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In-Charge Lajna Section Markazia

## **Constitution Rules for Secretary Nasirat and Nasirat Amila**

- N1. Nasiratul-Ahmadiyya is an auxiliary organisation of Lajna. Wherever there are three or more Nasirat in a Majlis, the organisation of Nasiratul-Ahmadiyya shall be established by Sadr Majlis and a Secretary Nasirat shall be appointed. The real responsibility of making the Nasirat active is upon the Sadr Majlis. She should closely monitor the Nasirat department and provide constant guidance to them.
- N2. When a girl is 7 years old, she shall be a member of Nasiratul-Ahmadiyya.
- N3. The Nasirat shall be divided into three grades:
- Grade III aged 7, 8, 9 years
  - Grade II aged 10, 11, 12 years
  - Grade I aged 13, 14, 15 years.
- N4. The Secretary Nasirat shall be responsible for successfully organising and managing the programmes of Nasiratul-Ahmadiyya. For this purpose, she shall make her own Amila. At the National level, the Amila of Nasiratul-Ahmadiyya shall be approved by Hazrat Khalifatul Masih<sup>aba</sup>. However, at the Majalis level, the Nasirat Amila shall be approved by the National Sadr Lajna. This Amila shall consist of the following departments at both the National and Majalis levels:
1. Nasirat General Secretary
  2. Nasirat Secretary Taleem
  3. Nasirat Secretary Tarbiyat
  4. Nasirat Secretary Mal
  5. Nasirat Secretary Sihat Jismani (Physical Health)
  6. Nasirat Secretary Tabligh
- N5. At the National level, the Nasirat Amila shall consist of members of Lajna Imaillah, while at the Majalis level, the Amila shall be composed of Nasirat from Grades I and II.

N6. The National Secretary Nasirat should prepare a Budget even though the Markazi Budget shall remain the same.

N7. It will be the responsibility of Secretary Nasirat to supervise that all Nasirat girls are paying Chanda according to the prescribed rate and also supervise that Chanda Waqfe Jadid is being regularly collected. If instead of the Lajna office bearer, any other Jama'at office bearer is responsible for collecting Chanda, they should record on the receipt that the Chanda is from Nasirat.

N8. The National Secretary Nasirat, after obtaining approval from the National Sadr Lajna, shall prepare a Syllabus and send it to all the Majalis. Each Grade of Nasirat shall be examined in accordance with the Syllabus for that Grade, and efforts should be made to encourage all Nasirat members to participate in the examination.

N9. The Secretary Nasirat (Majlis) shall submit her report every month for the attention of Sadr Majlis, who shall then forward it to the National Sadr Lajna. Furthermore, no report will be accepted without the signature of Sadr Lajna Majlis.

N10. (a) Emphasis should be laid on the religious and moral training of the girls.

(b) Necessary means should be adopted for the intellectual advancement of Nasirat.

**N11. NASIRAT GENERAL SECRETARY**

1. She shall provide information about Nasirat programmes. Furthermore, she shall provide help and assistance to the Secretary Nasirat.
2. She shall prepare monthly reports on Nasirat programmes and submit them to the Secretary Nasirat so that the Secretary Nasirat may prepare the final report for submission to the Sadr Lajna.

**N12. NASIRAT SECRETARY TALEEM**

1. She shall be responsible for organising regular Taleem and Holy Qur'an classes.
2. Salat, Holy Qur'an and their translations should be taught in accordance with the Grades of Nasirat.

3. Nasirat should be encouraged to memorise some parts of the Holy Qur'an in accordance with their Grade.
4. Nasirat of all the Grades shall be taught basic Islamic teachings.

**N13. NASIRAT SECRETARY TARBİYAT**

1. Assessment should be conducted for Salat and the recitation of the Holy Qur'an.
2. Special attention should be given to the implementation of Islamic and moral teachings.
3. Nasirat should be reminded to be regular in listening to the Friday Sermon, and the assessment of this should be conducted accordingly. They should be assisted in understanding the main points of the sermons through the compilation of quizzes.
4. Attention should be drawn towards watching MTA regularly.
5. Nasirat should be taught how to write a letter to Huzoor Anwar<sup>aba</sup> and reminded of the importance of building a personal connection with Khilafat.
6. Nasirat should be reminded to pay special attention to adopting the Five Basic Morals:
  - Truthfulness
  - The use of good and pure language
  - Tolerance
  - Feeling the pain of others and trying to relieve it
  - Will power and firm intent(Friday Sermon 24<sup>th</sup> November 1999)
7. The Islamic teachings regarding modesty and purdah should be inculcated. Efforts should be made to raise awareness among Nasirat about wearing modest dress.
8. Non-Islamic traditions and innovations should be identified, and Nasirat should be reminded to avoid practicing these harmful innovations.
9. Unnecessary and inappropriate use of social media should be identified and Nasirat should be educated against its misuse.

N14. Nasirat should be reminded of paying their chanda dues and a record should be kept of this account. However, the money shall remain in the account of Lajna.

**N15. NASIRAT SECRETARY SIHAT JISMANI (PHYSICAL HEALTH)**

1. Sports competitions should be organised.
2. Teams should be formed at both the Majalis and Regional levels for games and tournaments.
3. Nasirat should be educated about hygiene and the importance of maintaining good health.

**N16. NASIRAT SECRETARY TABLIGH**

1. Nasirat should be encouraged to develop their Tabligh skills and to present the Islamic perspective on Tabligh topics within their schools and educational institutions.
2. Nasirat should be assisted to develop the capacity to write on Tabligh topics from an Islamic viewpoint for Lajna and Nasirat magazines.
3. Nasirat should be encouraged to invite their teachers and class fellows to Lajna Tabligh programmes.
4. Nasirat should be invited to participate in the distribution of leaflets and literature alongside Lajna members.