

PUNJAB DISTRICT, TEHSIL/SUB-DIVISIONS AND LOCAL COMMITTEES (PROCEDURE) RULES, 1993

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CONTENTS

1. **Short title, extent and commencement**
2. **Definitions**
3. **Seat of Committee**
4. **Proceedings of Committee**
5. **Meetings of Committee**
6. **Conduct of Proceedings**
7. **Views of Members**
8. **Adjournment of a meeting**
9. **Postponement of a meeting**
10. **Absence of the Chairman and members from meetings**
11. **Constitution of Sub-Committees**
12. **Nomination of members or servants of Local Committee for any specified work**
- 12A. **Disclosure of Association with, or interest in a Zakat aided institution by a Chairman or member of a Zakat Committee**
13. **Record of the minutes**
14. **Repeal**

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TEXT

No. 21398/93/58/PZA/DAZ(F):- In pursuance of the provisions of Section 26 of the Zakat & Ushr Ordinance, 1980, at the direction and with the approval of the Central Zakat Council, the Punjab Zakat Council makes the following rules for the regulation of the proceedings of the District, the Tehsil/Sub divisional and the Local Committees in the Punjab:-

1. **Short title, extent and commencement** - (1) These rules may be called the Punjab District, Tehsil/Sub-Divisional and Local Committees (Procedure) Rules, 1993.

(2) These shall apply to all the District, Tehsil/Sub-Divisional and Local Committees' in the Province of the Punjab.

(3) These shall come into force at once.

2. **Definitions**

In these rules, unless there is anything repugnant in the subject or context:-

(a) "Chairman", means the Chairman of the Committee and includes the person presiding at the meeting of the Committee in the absence of the Chairman.

(b) "Committee" means the District Zakat and Ushr Committee, the Tehsil/Sub-Divisional Zakat and Ushr Committee or the Local Zakat & Ushr Committee, as the case may be;

(c) "Meeting" means a meeting of the Committee; and

(d) "Member" means a member of the Committee and includes the Chairman.

3. **Seat of Committee**

The seat of a District Committee shall be the headquarters of the District, of a Tehsil/Sub-Divisional Committee, the headquarters of the Tehsil, or Sub-Divisions as the case may be and of a Local Committee, a place in the locality to be determined by the Local Committee.

4. **Proceedings of Committee.**-(1) The Proceedings of the Committee shall be in Urdu.

(2) The proceedings of the committee shall be confidential except to the extent the Committee decides otherwise.

5. **Meetings of Committee** -(1) There shall be at least one meeting of a Committee during period of three months in case of District or a Tehsil/Sub-Divisional Committee, and during a period of one month, in the case of a Local Committee.

(2) Chairman on his own motion or at the written request of the majority of the members may call a meeting of the Committee at any time.

(3) Notice of at least seven days for a meeting of the District Committee or the Tehsil/Sub-Divisional Committee, and of at least three days for that of the Local Committee shall be given to each member;

Provided that no decision of the Committee shall be invalid merely on the ground that the notice of the meeting had not been received by any member, if the meeting so convened had the quorum.

(4) The venue of the meeting shall ordinarily be at the seat of the Committee unless otherwise decided by the Committee.

6. **Conduct of Proceedings.**-(1) Four members, of Committee shall constitute quorum for a meeting:

Provided that at the meeting held next after the meeting adjourned for lack of quorum, three members shall constitute the quorum.

(2) The decision of the Committee shall be expressed in terms of the opinion of the majority of the members present and voting at a meeting and, in case of equality of votes, the Chairman shall have a second vote.

(3) A member may give his views, in writing, on any matter discussed and put to vote.

7. Views of Members

A member shall, if so required by the Chairman give his views in writing.

8. Adjournment of a meeting

(1) for lack of quorum; or

(2) for any other reason to be recorded by the Chairman.

9. Postponement of a meeting

A meeting may be postponed by Chairman either on his own motion or otherwise, for reasons to be recorded.

10. Absence of the Chairman and members from meetings

If the Chairman or member is unable to attend a meeting, he shall duly inform the Committee his inability to attend.

11. Constitution of Sub-Committees -(1)The Committee may appoint such standing or ad-hoc Sub-Committees as may appear to its to be necessary.

(2) Each Committee may authorize a Sub-Committee to co-opt as members, persons, as the Sub-Committee any deem necessary:

Provided that the number of members so co-opted shall in no case exceed the number of the members appointed by the Committee.

12. Nomination of members or servants of Local Committee for any specified work -(1) A Local Committee may nominate or depute a member or servant of the Committee for any specified work connected with the performance of any function of the Local Committee.

(2) In case of emergency, if there is not enough time for convening a meeting of the Local Committee after due notice, the Chairman of the Local Committee may, for the purpose of sub-rule(1), act in anticipation of the Committee's approval and shall convene a meeting of the Committee forthwith to get the said approval.

12-A. Disclosure of Association with, or interest in a Zakat aided institution by a Chairman or member of a Zakat Committee

The Chairman or member of Zakat Committee who is associated in any capacity with or has interest in, an institution which is provided financial assistance from a Zakat Fund by or on the recommendations of, such Zakat Committee shall disclose in writing the full particulars of such Zakat aided institution and the nature and extent of his association with, or interest in , the institution, the written statement in this regard by the Chairman or member shall be placed before the Committee and thereafter forwarded to Chairman of the next higher Zakat Committee or, if the written statement is made by the Chairman or member of a District Committee, to the Provincial Zakat Council.

13. Record of the minutes.-(1) The minutes of the meeting shall be recorded and preserved in an appropriate manner.

(2) Copy of the minutes of a meeting will be sent to all the members, whether present in the meeting or not as soon after the meeting as possible.

(3) A copy of the minutes of the meeting shall be sent by the Local Committee to the Tehsil/Sub-Divisional Committee and by District Committee to the Provincial Zakat Council.

(4) The minutes of a meeting shall be confirmed, subject to such changes as may be proposed and accepted and signed by the Chairman in the next meeting.

14. **Repeal**

The Punjab District, Tehsil/Sub-Divisional and Local Committees (Procedure) Rules, 1980 are hereby repealed.