

## **RULES OF BUSINESS 2011**

### **ZAKAT AND USHR DEPARTMENT**

**1. Legislation, policy formulation and planning for:**

- (a) Provincial Zakat Council, District Zakat Committees and Local Zakat Committees.
- (b) Assessment, collection, disbursement and utilization of Zakat funds and maintenance of their accounts.
- (c) Coordination with State Bank of Pakistan, Scheduled Banks and financial Institutions for collection of zakat and maintenance of Bank Accounts.
- (d) Banking procedures, zakat deductions and refund rules.
- (e) Monitoring of cash balance under Provincial Zakat Fund (Account No. III).

**2. Organization and administration of:**

- (a) Chief Administrator, Zakat & Ushr.
  - (b) Administrator, Zakat & Ushr.
  - (c) Deputy Administrator, Zakat & Ushr
  - (d) District Zakat Officers.
  - (e) District Zakat & Ushr Committees.
  - (f) Local Zakat & Ushr Committees.
  - (g) Establishment and notification of Provincial Zakat Council with the approval of the Chief Minister.
  - (h) Notification of District Zakat Committees on the recommendation of Provincial Zakat Council.
3. Preparation of Annual and supplementary budget for disbursement of Zakat Funds by the Provincial Zakat Council and its approval.
4. Allocation of administrative expenditure for District and Local Zakat Committees.
5. Disbursement of Zakat funds to Teaching Hospitals.
6. Monitoring of the collection, disbursement and utilization of Zakat Funds and arrangement for their periodical and annual inspection and audit.
7. Preparation of accounts of Provincial Zakat Fund, District Zakat Fund and Local Zakat Fund through the Chief Administrator/ Secretary, Zakat & Ushr, the District Zakat Committees and Local Zakat Committees in accordance with the prescribed forms and procedure.
8. Coordination with Auditor General of Pakistan for carrying out the audit of Provincial Zakat Fund, District Zakat Fund annually or at shorter intervals.
9. Guidelines to District Zakat Committees for carrying out the audit of Local Zakat Fund within the district annually or at shorter intervals.
10. Placing Accounts and Audit Reports of Provincial Zakat Fund and District Zakat Fund before Provincial Assembly.
11. Monitoring and evaluation of Zakat system in Pakistan as well as study of these systems in other Muslim countries with a view to improve the system in the province.
12. Administration of such organizations performing social security and other complementary functions in relation to Zakat system.
13. Performance of all other functions required under the Zakat and Ushr Ordinance, 1980 and the rules made there under.

14. Provision of guidelines to Provincial Zakat & Ushr Council, District Zakat & Ushr Committees and Local Zakat & Ushr Committees.
15. Disbursement of Zakat funds amongst Local Zakat Committees, deeni madaris or educational, vocational or social institutions, public hospitals, charitable institutions and other institutions providing health care.
16. Compilation and collection of data regarding number of beneficiaries and the amount utilized.
17. Arrangements for training of Chairmen, Members of District Zakat Committees and officials associated with zakat work.
18. Mobilization of public opinion about voluntary contribution of zakat.
19. Placing of Audit and Accounts reports relating to current expenditure before Public Accounts Committee.
19. Placing of Audit and Accounts reports relating to current expenditure before Public Accounts Committee.
20. Notification by Chief Administrator / Secretary, Zakat & Ushr regarding currency equivalence of five wasqs of wheat in value for each zakat year.
21. Supervision of assessment and collection of Ushr by the Board of Revenue.
22. Supervision and guidance of Local, Tehsil and District Zakat Committees about disbursement and utilization of Ushr.
23. Compilation and collection of data regarding departmental schemes carried out with the jurisdiction of Zakat & Ushr Committees of Ushr collected by Revenue department.
24. Guidelines to District Zakat Committees about deposit of proceeds of Ushr.
25. Monitoring and evaluation of Ushr System in Pakistan as well as study of these systems in other Muslims countries with a view to improve the system in the province.
26. Formulation of policies of assessment, collection, disbursement and utilization of Ushr funds and maintenance of their accounts.
27. Budget, accounts and audit matters.
28. Purchase of stores and capital goods for the department.
29. Service matters except those entrusted to Services and General Administration Department.
30. The Administration of the 'Zakat & Ushr Ordinance, 1980' and the rules framed there-under.
31. Matters incidental and ancillary to the above subjects.