

ZAKAT & USHR DEPARTMENT

Powers and Functions of Officers and Employees

| Sr.# | Designation | Function/Job Description |
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| 1. | Administrator Zakat (BS-19) | <ol style="list-style-type: none"> 1. Head of the attached Department and responsible for administration, discipline and conduct of the business assigned to the attached Department. 2. Establishment and administrative matters of the Headquarter, Divisional and other field formations like District Zakat Committees including Zakat Paid Staff. 3. Execution of laid down Policy of the Government and decisions taken by the Provincial Zakat Council. 4. Supervision and guidance of the Divisional and District Zakat Offices. 5. To process and finalize the cases regarding release of Funds to the District Zakat Committees for approval by the Provincial Zakat Council. 6. Administer the affairs regarding Distribution of Government Budget of Headquarter and the field formations. 7. Supervision of budget, accounts, assembly business and allied matters. 8. Supervision the process of the purchase of stores and capitals goods. 9. Operation of Provincial Zakat Fund Punjab Account-03. |
| 2. | Deputy Administrator Zakat (HQ) (BS-18) | <ol style="list-style-type: none"> 1. Budget & Accounts relating to Revenue Budget of the Headquarter Establishment and field formations. 2. Supervision of the work of Drawing & Disbursing Officer and distribution of budget among Headquarter and field formations. 3. Supervision regarding cases of establishment of the Headquarter and field staff. 4. Administration and all relevant issues/matter. 5. Dealing with cases of Zakat Paid Staff like approval of appointments, renewal, appeals & allied correspondence. 6. Matters requiring coordination between the departments. 7. Supervision of the cases regarding T.A & D.A of the officers/officials working at headquarter and the Field as well. 8. Supervision and dealing with the audit & inspection reports pertaining to Government Budget of Headquarter and field formations, DACs, SDAs & PACs. 9. Supervision regarding Litigation, inquiries, Court Cases relating to administrative matters at all levels. 10. Any other duty/work assigned by the competent authority. |
| 3. | Deputy Administrator Zakat (F) (BS-18) | <ol style="list-style-type: none"> 1. All issues/matter relating to the maintenance/operation of the Provincial Zakat Fund Punjab Account-03. 2. All the issues/matters relating to policy matters of the Central/ Provincial/ District/ Local Zakat Committees. 3. Meetings/agenda of the Provincial Zakat Council. 4. Supervision regarding collection of data/information to process cases under the different heads of Zakat including assembly questions. 5. Coordination in connection with implementation of the decisions taken by the Provincial Zakat Council. 6. Audit and inspection reports, Meetings of Departmental/Public Accounts Committees at different levels of Zakat funds. 7. Liaison officer and dealing with the Assembly business. 8. Supervision regarding Litigation, Inquiries, Court Cases relating to Zakat funds at all level. 9. Supervision of the work relating to Zakat fund of Audit & |

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| | | <p>Accounts Branch, Publication, Computer Programmer and E&L Branch.</p> <p>10. Any other duty/work assigned by the competent authority.</p> |
| 4. | Deputy Administrator Zakat (M&E) (BS-18) | <ol style="list-style-type: none"> 1. Drawing & Disbursing Officer. 2. Monitoring/Evaluation of the working of District Zakat Committees (DZCs) in jurisdiction of respective division. 3. Inspection of Local Zakat Committees (LZCs) and other institutions in receipt of Zakat Funds from District Zakat Committees in jurisdiction of respective division. 4. Officer Incharge of the Officers/officials working in the offices of DZCs in respective division. 5. Initiation of the ACRs of the District Zakat Officers (DZO) and counter signing of the ACRs of the staff working in the offices of DZCs in jurisdiction of respective division. 6. Preparation of budget proposals of revenue budget, submission of excess and surrender statements, re-appropriation of funds of his office and DZCs of the respective division. 7. Implementation of the decisions, procedures, directives and instructions of the Government, Provincial Zakat Council (PZC) and the office of the Administrator Zakat. 8. Collection and consolidation of all nature of reports of his office and DZCs, their data/material and submission to the department and the Administrator Zakat Office. 9. Inquires of the complaints against DZCs and other matters relating to Zakat. 10. Officer incharge of Divisional Audit Staff. 11. Any other duty/work assigned by the competent authority. |
| 5. | Accounts Officer (Admn) (BS-17) | <ol style="list-style-type: none"> 1. Administrative matters of non-gazetted establishment (transfer, posting and other service issues of the officers/officials at headquarter and as well as field formations). 2. All issues/matters relating to the Zakat Paid Staff (approval of service contracts, renewal, appeal and termination of contracts etc). 3. Dealing with the cases of inquiries of service matters of regular, contractual & Zakat Paid Staff. 4. Preparation of working papers for promotion of officers & staff of attached department, maintenance of their service records and synopsis etc. 5. Coordination among branches at headquarter and field formation. 6. Any other duty/work assigned by the competent authority. |
| 6. | Accounts Officer (Accounts) (BS-17) | <ol style="list-style-type: none"> 1. Operate and maintenance of Provincial Zakat Fund Account No.03. 2. Preparation of accounts of Provincial Zakat fund for receipts and disbursement, reconciliation and relevant accounting. 3. Consolidation of monthly returns of Zakat fund (PZ-04) and maintenance of relevant registers/forms as per accounting procedure. 4. Obtaining monthly quarterly and annual reports of utilization of Zakat Funds by the District Zakat Committees, their consolidation, appraisal and submission to the higher authorities. 5. Dealing with the policy matters of different heads of Zakat and to process cases of Deeni Madaris & VTIs with the Provincial Zakat Administration. 6. Obtaining and consolidation of monthly utilization reports of National Level Health Institutions, THQs & DHQs etc. |

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| | | <ul style="list-style-type: none"> 7. Drawing & Disbursing Officer (DDO). 8. Any other duty/work assigned by the competent authority. |
| 7. | Assistant Secretary (E&L) (BS-17) | <ul style="list-style-type: none"> 1. Preparation of para wise comments of court cases. 2. Appearance in the courts to defend and plead the cases relevant to administrative matters and Zakat Funds. 3. Liaison with Advocate General's office, Attorney General's office, Solicitor's department, District Attorney Office and other concerned offices. 4. Maintenance of computerized record of all court cases subjudice relating to department, attached department and field formations. 5. Dealing & Disposal of all the cases relating to complaints, inquiries & litigation. 6. Assurance of timeliness in court cases and follow up actions. 7. Action/measures for implementation of Court's decisions. 8. Any other duty/work assigned by the competent authority. |
| 8. | Audit Officer (BS-17) | <ul style="list-style-type: none"> 1. Consolidation of Govt. budget and finalization of proposals for their distribution among field formations and all relevant correspondence. 2. Conduct internal audit of District, Local Zakat Committees and Zakat Aided Institutions. 3. All issues/matters relating to grant of sanctions under different heads of govt. budget, approval of tour programmes and countersigning of T.A/D.A bills of the officers working at headquarter and field formation. 4. Reconciliation of monthly and annual accounts of Govt. budget of field formations. 5. External/Internal Audit of Zakat funds of Provincial Zakat Fund Account, District/ Local Zakat Funds and other institutions in receipt of Zakat Funds (Preparation of working papers, Comments on replies and minutes of DAC, SDAC and PAC). 6. Any other duty/work assigned by the competent authority. |
| 9. | Computer Programmer (BS-17) | <ul style="list-style-type: none"> 1. Maintain and update Networking. 2. Troubleshooting of the Hardware of the computers. 3. Installation of windows & other software in the computer. 4. Computerization of data of beneficiaries of Zakat Fund. 5. Updating of the petitions received from Prime Minister Secretariat, Chief Minister Secretariat, Governor Secretariat and the Chief Secretary Petition Cell. 6. Collection of data regarding Zakat beneficiaries from all the districts in Punjab. 7. Dealing with all the issues/ matters of the Computers with PITB. 8. Any other duty/works assigned by the competent authority. |
| 10. | Publication Officer (BS-17) | <ul style="list-style-type: none"> 1. Preparation of working paper/agenda for the meetings of Provincial Zakat Council, finalization of minutes and their circulation among the Members and other forums under the rules and relevant correspondence. 2. All issues/matters relating to the assembly business. 3. Preparation of press release and dealing with the press clippings/items relating to the Department. 4. Cases relating to the Financial Assistance out of Zakat, relevant correspondence and preparation of reports for submission of the respective forums. 5. Reports regarding implementation of the decisions of the Provincial Zakat Council. 6. All issues/matters pertaining to the formation of District Zakat Committees and Local Zakat Committees. |

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| | | <ul style="list-style-type: none"> 7. Preparation of rules procedures etc. 8. Any other duty/work assigned by the competent authority. |
| 11. | District Zakat Officer (BS-17) | <ul style="list-style-type: none"> 1. Member/Secretary, of the DZC. 2. Drawing and Disbursement Officer. 3. Operation of PLA of District Zakat Fund alongwith the Chairman District Zakat Committee and the officer authorized for the purpose by the competent authority. 4. Disbursement and transfer of funds from District Zakat Fund to Local Zakat Fund and other institutions or incur other administrative expenditure subject to such rules/procedure/conditions as prescribed by the competent authority/forum. 5. Administrative incharge of the office District Zakat Committee. 6. Maintenance of the Accounts of PLA, District Zakat Fund, Cash Book, Ledgers reconciliation, Cheque Book. 7. Maintenance of Accounts of Revenue Budget, Cash Book, Stock, Machinery & Equipment, Furniture and Fixture, reconciliation and other allied record etc. 8. To attend complaints regarding disbursement of Zakat Fund and arrangements under the law/rules to complete the process of election/selection of members/chairmen, Local Zakat committees in the district and allied matter.. 9. Checking/inspection of Local Zakat Committees and other institutions. 10. Implementations of instructions received from the department and the Provincial Zakat Administration. 11. Matters relating to the Zakat Paid Staff working in the office of District Zakat Committee like appointment, renewal, termination and all other relating issues. 12. Maintenance of the record of the regular/contract employees paid from consolidated fund like service books, personal file, leave account and other allied matters. 13. To attend all the matters relating to collection and disbursement of Zakat among Local Zakat Committee and other Zakat getting institutions under the law/rules/procedure. 14. Any other assignment given by the authority. |