

DISBURSEMENT PROCEDURES OF ZAKAT AIDED PROGRAMMES

In pursuance of the provisions of section 25 sub-section 2 of the Khyber Pakhtunkhwa Zakat and Ushr Act, 2011 and for carrying out the purpose of this Act, and Rules made there under and with the approval of the Khyber Pakhtunkhwa Zakat & Ushr Council, and in supersession of all prevailing procedures these procedures are hereby enacted. These procedures will be called “the Zakat Disbursement Procedure” which will come into force with immediate effect.

DISBURSEMENT PROCEDURES OF ZAKAT PROGRAMMES

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DISBURSEMENT PROCEDURES OF ZAKAT PROGRAMMES

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 13th meeting held on 25-11-2013)

1. GUZARA ALLOWANCE

1. Istehqaq shall be determined by the Local Zakat Committee concerned in its meeting on the application of the Mustahiq or without any application, entering his/her name in the Register-e- Mustahiqeen.

1.1 The following eligibility criteria shall apply:

- An adult Muslim, Mustahiq-e-Zakat with preference to widows, orphans and disabled.
- Unemployed.
- Should not be a habitual beggar.

Mode of Payment

1.2 Payment shall be made to Mustahiqeen through crossed cheques by the respective Local Zakat Committees.

1.3 The local Zakat Committee shall maintain two separate registers, one for all Mustahiqeen Zakat of the area and other for payment of Zakat to the beneficiaries considered most deserving for the current financial assistance, duly acknowledged by the beneficiaries.

1.4 Depending upon the currency period of an Istehqaq Certificate, the cheque will be issued for whole amount of six months period, keeping in view monthly rate of Guzara Allowance. The cheque will not be curtailed at any cost to accommodate additional beneficiaries.

1.5 Close liaison will be maintained with local banks to ensure that beneficiaries face no difficulty in the opening of their accounts for credit of their crossed cheques. Refusal of any bank to cooperate for this purpose will be reported immediately to the Chairman, District Zakat Committee, and Chief Administrator Zakat simultaneously.

- 1.6 The rate of Guzara Allowance shall be Rs.1000/-per month per Mustahiq.
- 1.7 Not more than one Mustahiq will be selected from one and the same household for the sanction of Guzara allowance.
- 1.8 A two percent quota of funds allocated under Guzara Allowance will be reserved for the disabled.

2. EDUCATIONAL STIPENDS SCHOOLS/COLLEGES/ UNIVERSITIES.

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 33rd meeting held on 05-12-2016)

2.1 **Provision of Zakat Assistance:** Zakat assistance may be provided through such schools, colleges, universities, polytechnic and other educational training and professional institutions in Pakistan as are established or recognized by the Government or established in the private sector purely for charitable or Social Welfare purposes.

2.2 Istehqaq of a student shall be determined by the Local Zakat Committee entering his /her name in the Register-e- Mustahiqeen. The students (both boys and girls) will have the option to apply for scholarship through LZC or through Head of the Institution. When application is routed through institution the DZC concerned shall ask for its Istehqaq from LZC.

2.3 For above purpose, the student will use the prescribed Zakat Scholarship Form Provincial Zakat Administration Scholarship Form Educational Stipends (College, Universities etc.) as per Annexure-I (Page 27 to 28).

2.4 In addition, the Local Zakat Committee of the area where the educational institution is located will also be competent to issue Istehqaq certificates to eligible students.

2.5 The rate of stipends shall be as under:-

1.	Up to Matric	Rs. 600/- pm
2.	Under graduation.	Rs. 1000/- pm
3.	Post Graduate/BS	Rs. 2000/- pm
4.	MS/Ph.D.	Rs. 3000/- pm

2.6 The total amount of stipend to an Educational Institution shall be approved and paid to the institution by the concerned District Zakat & Ushr Committee,

calculating the number of students and rate of scholarship. The amount shall be transferred to institution in lump sum. The scholarship to students will be renewable for the next academic year subject to approval of District Zakat & Ushr Committee.

2.7 A crossed cheque will be issued in the name of head of the institution, who will have the option either to open a separate account for Zakat assistance or deposit it into institutional account. However, cheque will not be deposited in any personal account. The Scholarship Committee of institution shall be responsible for its just and fair distribution among the Mustahiq students and its composition shall be as under:

- i) Head of Institution
- ii) Class Teacher
- iii) Nominated member of DZC or Chairman LZC within whose jurisdiction the institution is located or a member of that committee (LZC) nominated by the Chairman District Zakat Committee.

2.8 Proper record for audit purpose will be maintained by the concerned institution of the total grant received and payments made there in. The following particulars of the student will be recorded in the Register of Payments duly acknowledge by him/her.

- Name of student
- Father's Name
- Permanent Address
- Name of L.Z.C. which certified Istehqaq
- Amount of annual scholarship
- Amount of monthly payment

2.9 Payment of scholarship shall be made to the student duly acknowledge.

2.10 The Zakat funds will be disbursed by the District Zakat & Ushr Committee according to following proportion or as decided and approved by the Khyber Pakhtunkhwa Zakat& Ushr Council from time to time:-

- i. Primary to Matric 25%
- ii. Science, Arts & Professional Education 25%
- iii. Higher Education 50%

2.11 At least 25% scholarships at all levels are earmarked for Mustahiq girl students.

2.12 The stipend sanctioned for a student shall be discontinued by the DZC under intimation to the father/guardian and the Local Zakat Committee concerned if his/her conduct or performance is found unsatisfactory.

3. EDUCATIONAL STIPENDS TO STUDENTS OF DEENI MADARIS.

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 26th meeting held on 05-08-2015)

Istehqaq shall be determined by the respective Local Zakat Committee. The students (Male/Female) will have the option to apply for Scholarship through LZC or Madrassa. If the application is routed through Madrassa, the DZC concerned shall ask for its Istehqaq from LZC.

3.1 In addition, the Local Zakat Committee of the area where the Madrassa/institution is located, will also be competent to issue Istehqaq certificates to eligible students.

3.2 Only those Madaris which are duly registered with one of the five Madaris board shall be facilitated after having been enlisted with the approval of Khyber Pakhtunkhwa Zakat & Ushr Council. Madaris branded as promoting extremism, sectarian violence or militancy will not be accorded enlistment.

3.3 For the purpose of availing stipend, the student will use a prescribed Provincial Zakat Administration Scholarship Form Educational Stipends (Deeni Madaris) as per Annexure-II (Page 29 to 30).

3.4 Monthly rates of the stipends are as under:-

- | | | |
|----|--|------------|
| a. | Scholarship for resident students: | Rs. 2000/- |
| b. | Scholarship for non-resident students: | Rs.1000/- |

3.5 The total amount of stipend to Madaris shall be approved and paid by the concerned District Zakat & Ushr Committee, calculating the number of students and rate of scholarship. The amount shall be transferred to Madrassa in lump sum. The scholarship to students will be renewable for the next academic year subject to approval of District Zakat & Ushr Committee (DZC).

3.6 A crossed Cheque will be issued in the name of head or the Mohtamim, who will have the option to either open a separate account for Zakat assistance or

deposit it into Madrassa account. However, cheque will not be deposited in any personal account. The Scholarship Committee of Madrassa shall be responsible for its just and fair distribution among the Mustahiq students and its composition shall be as under:

- i) Mohtamim of Madrassa
- ii) Class Teacher
- iii) Nominated member of DZC or Chairman LZC within whose jurisdiction the institution is located or a member of that committee (LZC) nominated by the Chairman District Zakat Committee.

3.7 A proper record for audit purpose will be maintained by the Madrassa concerned of the total grant received and payments made to the Madrassa and miscellaneous grant in Cash Book supported by subsidiary record. The following particulars of the student will be recorded in the Register of Madrassa.

- Name of student
- Father's name
- Permanent Address
- Name of L.Z.C. which certified Istehqaq
- Istehqaq Certificate Number
- Amount of annual scholarship /Amount of monthly payment

3.8 Payment of scholarship shall be on the Principle of Tamleek.

3.9 A Deeni Madrassa approved for annual Zakat grant will also be eligible for additional financial assistance to meet the expenditure on food, accommodation and clothing of the resident and non-resident Mustahiq students. This grant will be called as Miscellaneous Expenditure Grant (Food, Accommodation and Clothing) and will be equal to the total amount of Scholarships approved for the madrassa. The accounts of Miscellaneous Expenditure Grant (Food,

Accommodation and Clothing) will be maintained in a separate register, showing details of expenditure with supporting evidence.

3.10 The accounts will be opened to both external and internal audit. Again, the Mohtamim of Madrassa will be personally responsible to rectify the irregularities pointed out during audit inspection, and also to settle the audit observations to the satisfaction of audit. Audit shall be carried out on regular basis.

3.11 There shall be no condition of registration of Deeni Madaris with Auqaf Department.

3.12 The Zakat fund will be utilized for the following purposes:-

- | | | |
|-------------|--------------------|--------------------------|
| (i) Fees | (ii). Course Books | (iii). Course Stationery |
| (iv). Food. | (vi) Accommodation | (v). Study Material. |

4. HEALTH CARE –PROVINCIAL LEVEL/DHQ’s/THQ’s

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 26th meeting held on 05-08-2015)

4.1 The Istehqaq shall be determined by the local Zakat Committee of a Mustahiq patient's area of permanent residence as per Istehqaq Certificate at Annexure-III (A) Page-31. However, if the Mustahiq has shifted to another residence from his original district for more than 15 days, the Local Zakat Committee of the areas of his/her temporary residence shall also be competent to determine his/her Istehqaq.

4.2 In emergency cases, where Mustahiq patient requiring emergency treatment is unable to produce Istehqaq certificate from Local Zakat Committee, any member of the Health Welfare Committee of the hospital may also determine Istehqaq of such a patient on the guarantee of some relative, friend or other reliable person, known to the Mustahiq as well as the hospital. After emergency treatment, the Mustahiq patient shall have to produce the Declaration of Guarantee at Annexure-III (B) Page-32, failing which all expenditure on the emergency treatment shall be borne by him and the Mustahiq will be black listed for any future assistance under Zakat programs.

4.3 The members of the Khyber Pakhtunkhwa Zakat & Ushr Council shall also be competent to determine Istehqaq of a poor patient for emergency treatment at a National / Provincial Level Health Institution/Hospital located in the area of their residence. After emergency treatment, the beneficiary will produce Istehqaq certificate from the Local Zakat Committee of his/her permanent residence within 30 days failing which the Mustahiq will be black listed for any future assistance under Zakat programs.

4.4 Zakat funds for the purpose of medical treatment shall not be provided to beneficiaries in cash. They will be entitled to free medical treatment only to the extent of Zakat funds available in hospital as well as their equitable utilization on all Mustahiq patients.

4.5 Subject to prior approval of the Khyber Pakhtunkhwa Zakat & Ushr Council funds under Health Care (provincial) will be released to DZCs on population basis. The DZCs in their turn will transfer funds to hospitals on the basis of share of each to be calculated as under:-

Funds in balance after their release to District Headquarter Hospital and Tehsil Headquarter Hospital (as per their share) will be distributed equally to BHUs/RHCs functioning in the area.

The following ceilings shall apply for the free medical treatment of a Mustahiq.

Provincial Level:

- a. Indoor patients Rs.10,000/-
- b. Outdoor patients Rs. 5,000/-

District Level:

- a. Indoor patients Rs.8,000/-
- b. Outdoor patients Rs. 4,000/-

4.6 For medical treatment involving expenditure higher than the ceiling, the Health Welfare Committee (HWC) of the hospital will be competent to relax it up to the requisite limit, on merit, ensuring that the principle of accommodating maximum number of Mustahiq patients is not compromised by admitting the expensive treatment of the few.

4.7 The composition of Health Welfare Committee at all levels shall be as under:-

At Provincial Hospitals/ DHQ &THQ Level

- a. Chairman DZC or his nominee Chairman
- b. Senior Doctor Member
- c. Medical Superintendent Member
- d. Social Medical Officer/Social Welfare Officer Secretary

At THQ/BHU/RHC Level

- a. Medical Officer/In charge Chairman
- b. Chairman LZC or his nominee Member
- c. Dispenser Member

4.8 Free medical treatment at BHUs/RHUs will be restricted to Outdoor Patients only and up to the limit of Rs.1000/- per Mustahiq patient.

4.9 All facilities from Zakat money shall be either in kind or in service.

4.10 Zakat money shall not be utilized for providing health assistance to a person (including dependents) who is entitled to receive medical treatment at the cost of his employer or under any other arrangement.

4.11 **The authority and responsibility of HWC at all levels shall be as follows:-**

- i. Approve expenditure incurred within the prescribed ceiling.
- ii. Approve relaxation of ceilings in cases requiring excess expenditure.
- iii. Exercise caution while relaxing ceilings in order to safeguard the interests of other Zakat patients.
- iv. Ensure proper maintenance of accounts and submission of monthly utilization reports under their signatures.
- v. Review audit objections and expedite action for their settlement.
- vi. Take serious notice of irregularities detected by audit or other inspections.
- vii. Ensure completion of formalities by the beneficiaries relating to Istehqaq etc.
- viii. Carry out random checking of quality of treatment up to the satisfaction of beneficiaries.

4.12 Zakat funds shall be utilized only by the Committee on following items where such facilities are not available:-

- a. Medicines (including blood).
- b. Medical treatment (including operation).
- c. Laboratory tests.
- d. Bed in general ward.
- e. Artificial limbs.
- f. Expenditure on the transportation of patient from one institution to another.
- g. Any other item (excluding cash grant) approved by the Committee.

4.13 SPECIAL HEALTH CARE PROGRAM

The Khyber Pakhtunkhwa Zakat & Ushr Council in its 27th meeting held on 17-11-2015 approved the following procedure for Special Health Care Program for Mustahiq-e-Zakat patients suffering from Cancer, Cardiac, Hepatitis & Kidney diseases etc. for which funds are not available in District Headquarter or Provincial Level Hospitals:-

- i. The Zakat Budget approved by the Khyber Pakhtunkhwa Council under the Health Care Program shall be released to the approved Provincial Level Hospitals at the start of financial year.
- ii. Proper MOU will be executed between Zakat & Ushr Department and the hospital concerned in light of approved procedure/criteria as given in the succeeding paras.
- iii. following amendments may be inserted in The existing procedure/criteria:-
 - (a) If the Mustahiq may have shifted to another residence in his original district more than 15 days, the local Zakat committee of the area of his/ her temporary residence shall also be competent to determine his/her Istehqaq.
 - (b) In emergency cases where Mustahiq patient requiring emergency treatment is unable to produce Istehqaq Certificate from local Zakat committee, any member

of the Khyber Pakhtunkhwa, Zakat and Ushr Council or member of Health Welfare Committee of hospital may also be authorized to determine Istehqaq of such patient, on the guarantee of some relative, friend or other reliable person. However, after emergency treatment, the beneficiary will produce Istehqaq certificate within 30 days, failing which the Mustahiq will be black listed for any future assistance under Zakat Program.

- (c) The composition of the Health Welfare Committee shall be as under:-

1	Medical Superintendent/Resident Medical Officer	Chairman
2	Representative of Khyber Pakhtunkhwa Zakat & Ushr Council.	Member
3	Chief Pharmacist concerned	Member
4	Social Medical Officer.	Member/Secretary

- (d) On the production of Istehqaq certificate issued by the local Zakat committee duly countersigned by the chairman or authorized person of the District Zakat Committee and referral certificate by DHQ Hospital of the concerned district or provincial Zakat administration, the Provincial Level Hospital shall provide treatment with in approved limit of the ceiling under Regular Health Care Program out of Zakat funds already provided to the hospital.
- (e) In case, the assessed cost of the treatment is in excess of the approved ceiling, the Health Welfare Committee of the hospital will be competent for relaxation of ceiling up to the limit of Rs.50,000/-and expenditure will be met out of Zakat fund provided under Regular Health Care Program .
- (f) Where the cost of treatment is assessed more than Rs.50,000/- the Health Welfare Committee will submit complete case, i.e Istehqaq certificate, required treatment, assessed cost of the treatment on the prescribed Proforma duly signed by the pharmacist, consultant, RMO/MS and Social Medical Officer of the hospital to the Provincial Zakat Administration.

- (g) The Provincial Zakat Administration will examine the case and submit for approval/sanction to the following authorities for expenditures to be incurred:-
- i. Upto Rs.100,000/- The Chief Administrator (Zakat).
 - ii. Upto Rs.200,000/- The Chairman, Khyber Pakhtunkhwa Zakat and Ushr Council.
 - iii. Upto Rs.300,000/- The Minister Zakat and Ushr Khyber Pakhtunkhwa.
 - iv. More than Rs.300,000/- to the Committee comprising Minister for Zakat and Ushr (Chairman), Chairman Khyber Pakhtunkhwa Zakat and Ushr Council and Chief Administrator Zakat and Ushr (Members).
- (h) After approval/sanction of the competent authority, the amount will be released to the hospital for free medical treatment up to the limit approved.
- (i) Record/file of the patient concerned will be kept in original in the hospital for audit purpose. However, patient-wise utilization report will be submitted quarterly to the Provincial Zakat Administration.

5. MARRIAGE ASSISTANCE TO UNMARRIED MUSTAHIQ PERSON

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council in its 26th & 33rd meeting held on 05-08-2015 & 05-12-2016)

5.1 The Istehqaq of a needy person (Male/Female) shall be determined by the Local Zakat Committee of his/her area of residence.

5.2 Generally the permanent address of the beneficiary will be treated as the area of his/her permanent residence. However, if there has been any change in his/her address, the Local Zakat Committee of the area of his/her new residence shall be entitled to determine his/her Istehqaq, provided he/she has been staying at the new address for more than a year.

5.3 In case a Mustahiq person has been residing at a Darul Aman or any other registered Social Welfare Institution, his/her Istehqaq will be determined by the Local Zakat Committee of the area where that institution may be located.

5.4 In determining the Istehqaq of a Mustahiq person, the Local Zakat Committee will be guided by the following criteria:

- (i) The beneficiary is an adult Muslim, who is dependent upon his/ her parents or guardian or a social welfare institution for his/her subsistence.
- (ii) If living with the parents or the guardian, their financial position is such that they cannot afford the expenses of their marriage.

5.5 Total assistance for marriage of a Mustahiq person shall be Rs. 20,000/-.

5.6 Payment of Rs.20000/- will be made at one and the same time and not in installments.

5.7 Payment will be made through a crossed cheque, drawn in the name of / beneficiary only. The parents or the guardian or any member of Social Welfare institution, as the case may be, will not be entitled to receive the payment.

5.8 Active liaison with bank authorities will be maintained to ensure that beneficiaries face no difficulty in the encashment of cheques.

5.9 Zakat Paid Clerks / Group Secretaries will not be involved at any stage of payment.

5.10 The beneficiary shall produce a declaration on stamp paper regarding his/her marriage.

6. PROVINCIAL ZAKAT ADMINISTRATION SCHOLARSHIPS (TECHNICAL).

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 26th meeting held on 05-08-2015)

6.1 Objective:

Creation of income generating opportunities for the poor students by providing appropriate vocational or technical training to them.

6.2 Eligibility Criteria:

- a. Unemployed adult Muslim, Mustahiq-e-Zakat.
- b. Possesses minimum qualification set for admission to the training course by the training institute (by whatever name called) within Province.
- c. Capable of self-employment without further support from Zakat disbursement program.
- d. Age between 16-35 years.

6.3 Istehqaq Certification:

The Local Zakat Committee (LZC) of the area of student's permanent residence shall certify his/her Istehqaq. The student will produce the Istehqaq Certificate from the Chairman LZC along with application. In addition, the Local Zakat Committee of the area where the educational institution is located will also be competent to issue Istehqaq certificates to eligible students

6.4 For this purpose, the student will use a prescribed Zakat Scholarship form titled "Provincial Zakat Administration PZA Scholarship (Technical) as per Annexure-V.

6.5 Rate of Stipend/Scholarship

A maximum amount of Rs.2000/-per student per month shall be payable as scholarship.

Where necessary, the ceiling will be relaxable for reasons to be recorded in writing, by Scholarship Committee, subject to final approval of the concerned District Zakat Committee.

6.6 In addition, one-time grant of Rs. 8,000/-will also be paid to each student for the purchase of required tools/equipment that would help him in self-employment on the basis of training received and skill acquired. This payment will be made to the student only after the successful completion of the training course.

6.7 **Categorization of Training Institutes.**

Any training institute established or recognized by the Provincial or Federal Government or being run in the private sector {subject to recognition of its diploma/certificate by the Provincial/ Federal Government or any other competent body so authorized) shall be eligible to receive Annual Zakat Grant.

6.8 Application forms (Technical) will be kept in sufficient quantity at DZCs, PZA and also distributed to the training institutes on demand.

6.9 Every DZC will maintain a list of institute located in its jurisdiction. The DZC will forward a consolidated list of the enlisted Training Institutes/Colleges to the PZA for obtaining approval of KPZC which shall be valid for three years. After three years, they will apply for renewal. It is further added that the V.T.Is will open a separate account for the scheme which will be jointly operated by the head of the V.T.Is and concerned District Zakat Officer. It will be sole responsibility of the V.T.Is to maintain proper record and account of Zakat Fund released to them for Audit purpose.

6.10 Each Technical Institute will produce utilization report on the completion of courses

6.11 Simultaneously with the enlistment exercise, the DZC will give wide publicity through Mosques and other means etc. The DZC shall invite applications for Scholarship (Technical) from deserving persons specifying the

types of courses, their duration, minimum qualification against each, rate of scholarship and eligibility criteria through Local Zakat Committee. The applications will be submitted after certification of Istehqaq. The deadline for submission of applications will be followed rigidly, so that training plans agreed with institutes are not delayed.

6.12 Simultaneous with the enlistment exercise, the DZC shall invite applications for Scholarship (Technical) from deserving persons specifying the types of courses, their duration, minimum qualification against each, rate of scholarship and eligibility criteria through advertisement in the local press. The applications will be submitted through the concerned LZCs which will forward them to DZCs after certification of Istehqaq. The copies of the advertisement may also be supplied to all LZCs for displaying it prominently at the Chairman's Office and giving it wide publicity through mosques, schools etc. The deadline for submission of applications will be followed rigidly, so that training plans agreed with institutes are not delayed.

6.13 On receipt at the DZC, the applications will be segregated course -wise and presented to its Scholarship Committee, comprising the following members:

- i. Chairman, DZC or his nominee. Chairman
- ii. Principal or Head of Training Institute Member.
- iii. A senior member of teaching staff Member.

6.14 A Monitoring Committee of at-least two DZC members shall be Constituted to supervise the conduct of the course and the quality of training. The Committee will also keep contact with course beneficiaries and comment upon their chances of permanent settlement after successful completion of training and award of diploma/certificates.

6.15 **Allocation of Funds.**

Funds will be allocated to districts on population basis and DZC shall release amount in lump sum to the institute for whole period of training. Every effort will be made by the DZCs to utilize the funds in full according to their

share. For this purpose, they will enlist as many training institutes as necessary and plan extra shifts of courses where needed.

6.16 Funds/grants to the training institutes will be released through payee's A/c cheques only drawn in favour of the Principal or his authorized representative.

6.17 A proper record for the purpose of internal and external audit will be maintained by the DZC and the concerned technical institute separately to show, the complete address of the Trainees.

6.18 At least 25 percent of scholarship at all levels shall be earmarked for eligible girl students.

6.19 **Selection of Courses**

PZA will be competent to select its own vocational or technical training courses from those offered by the Provincial VTIs or other training institutes sector, mentioned at para 5 above. The main objective of the course considered suitable for selection will be the permanent settlement of beneficiary after training. Proper care will therefore be exercised in making the selection process as best objective as possible. For this purpose, close coordination and consultation will be maintained with the concerned institutions for professional advice and guidance. This liaison will also be desirable at DZCs level.

6.20 Without prejudice to the authority vested in them, the PZAs can consult the following guide-line list of courses.

S.No.	Name of Courses
1	<p>Group-I Computer Courses</p> <ul style="list-style-type: none"> • Computer Operator • Data Base • Auto CAD • Desk Top Publishing • Medical Transcriptionist • Other Computer related courses.
2	<p>Group-II Electronics Courses</p> <ul style="list-style-type: none"> • Radio Mechanic • Radio / TV Mechanic • Computer Hardware • Instrumentation & Control System • Any other Electronics Courses
3	<p>Group-III Electrical Courses</p> <ul style="list-style-type: none"> • Repair & Maintenance of Electrical Home appliances. • Industrial Electrician • Motor Winding • Other related courses
4	<p>Group-IV Mechanical Courses</p> <ul style="list-style-type: none"> • Fitter • Turner • Milling Machine Operator • Mechanic • Welder • Plumber • Ref & Air Conditioning Mechanic • Any other Electronics Courses

5	<p>Group-V Textile Courses</p> <ul style="list-style-type: none"> • Computer textile Designing • Spinning / Weaving • Quality Checker / Control • Process Operator • Fitter • Lab Technician • Screen printing • Garments Stitching • Management / Marketing • Dying • printing • Other Courses relating to textile industry
6	<p>Group-VI Commercial Trades</p> <ul style="list-style-type: none"> • Office Assistant • Account Assistant • Import /Export Assistant • Sale Promoters/Salesman • Telephone Operator /Receptionist • Other related Courses
7	<p>Group-VII Agriculture /Livestock Courses</p> <ul style="list-style-type: none"> • Gardner / Mali • Agriculture Technician • Water management / Land Leveling • Tractor / Farm machinery Operator • Dairy Farming • Artificial Insemination • Animal Health Care • Poultry farming • Meat Processing / Butcher • Other related courses
8	<p>Group-VIII Auto / Diesel Courses</p> <ul style="list-style-type: none"> • Motor Cycle Mechanic • Auto Mechanic • Auto Electrician • Auto Air Conditioner Mechanic • Diesel Engine Mechanic • Tractor Mechanic

	<ul style="list-style-type: none"> • Farm Machinery Mechanic • Drivers • Denting / Painting • Tyre Repair / Wheel Balancing Other related courses
9	Group-IX Health Care Courses <ul style="list-style-type: none"> • Clinical Assistant • Heath Work • Lab. Assistant • Other related courses
10	Group-X Hotel & Restaurant Services <ul style="list-style-type: none"> • Commercial Cook • Bakery worker • Waiter • House keeper • Other related curses
11	Group-XI Construction Worker <ul style="list-style-type: none"> • Mason / Brick Layer • Carpenter • Painter • Other related courses
12	Group-XII Furniture Making / Repair <ul style="list-style-type: none"> • Furniture Making • Upholster • Canning • Polishing • Other related courses
13	Group-XIII Misc. Group <ul style="list-style-type: none"> • Tailoring / Dress Making • Leather / Garment Stitching • Carpet Making • Cycle mechanic • Screen Printer • Painter (Sign Boards) • Primary Teachers

6.22 Certificates will be awarded to the successful student beneficiaries in a simple ceremony at the conclusion of the course. It will be attended by a nominated DZC member who will record his impressions about its success or failure and submit a report to the concerned District Zakat Committee.

Annexure-I
PROVINCIAL ZAKAT ADMINISTRATION SCHOLARSHIP FORM
EDUCATIONAL STIPENDS (College, Universities etc.)
PART-I
(APPLICANT'S PARTICULARS)

1. Name:
2. Father's / Guardian's Name:
3. (a) Age/Date of Birth
- (b) CNIC
4. Educational Institution:
- (Where Enrolled)
5. Whether Scholarship out of Zakat Funds during the last year was
 Received by the applicant or not:
6. Permanent Address:
7. Temporary Address:
8. Parent/Guardian's Occupation:
9. Business/Job's Address of
 Parent /Guardian:
10. Parent/Guardian's Monthly Income:
11. No. of Deponent Family Members of
 Parent/Guardian's:
12. Whether the applicant has got admission
 In the Zakat Program of Technical Training:
13. Position attained in the last examination:

Signature of Applicant

Class _____ Date: _____

PART-II (Particulars of family members receiving education)

S.N	Name	Class	Name of Institution	Whether he/she is receiving Scholarship out of Zakat Fund or otherwise
1				
2				
3				

Signature of Parent/Guardian: _____

Date: _____

PART-III (Particulars of applicant's brothers/sisters who are in job)

S.N	Name	Age	Professional/Nature of Job/Designation	Job's Address (in case of service name of Department)	Date of Employment	Monthly Income
1						
2						
3						

Applicant's Signature: _____

Date: _____

PART-IV

TO BE FILLED IN BY THE LOCAL ZAKAT COMMITTEE OF THE AREA WHICH THE APPLICANT IS A PERMANENT RESIDENT OR INSTITUTION IS LOCATED

Certified that Mr./Mrs. _____ S/D/O _____

Resident of _____

Is poor and eligible for PZA Scholarship.

He/She has been registered at Serial _____ of the Committee's record.

**Signature with Stamp
 Chairman LZC**

PART-V

(TO BE FILLED IN BY THE PZA SCHOLARSHIP COMMITTEE OF THE EDUCATIONAL INSTITUTION)

The Committee in its meeting held on _____ considered

the application and found Mr./Mrs. _____ S/D of

_____ eligible for PZA Scholarship for the year _____

MEMBER

MEMBER

CHAIRMAN

Annexure-II
PROVINCIAL ZAKAT ADMINISTRATION SCHOLARSHIP FORM

EDUCATIONAL STIPENDS (Deeni Madaris)

PART-I
(APPLICANT'S PARTICULARS)

1. Name:
2. Father's / Guardian's Name:
3. (a) Age/Date of Birth
- (b) CNIC
4. Deeni Madrassa:
(Where Enrolled)
5. Boarder/ Day Scholar:
6. Permanent Address:
7. Temporary Address:
8. Parent/Guardian's Occupation:
9. Business/Job's Address of
Parent /Guardian:
10. Parent/Guardian's Monthly Income:
11. No. of Deponent Family Members of
Parent/Guardian's:
12. Whether the applicant has got admission
In the Zakat Program of Technical Training...
13. Position attained in the last examination:

Signature of Applicant

Class _____ Date: _____

PART-II (Particulars of family members receiving education)

S.N	Name	Class	Name of Institution	Whether he/she is receiving Scholarship out of Zakat Fund or otherwise
1				
2				
3				

Signature of Parent/Guardian: _____

Date: _____

PART-III (Particulars of applicant's brothers/sisters who are in job)

S.N	Name	Age	Professional/Nature of Job/Designation	Job's Address (in case of service name of Department)	Date of Employment	Monthly Income
1						
2						
3						

Applicant's Signature: _____

Date: _____

PART-IV

TO BE FILLED IN BY THE LOCAL ZAKAT COMMITTEE OF THE AREA WHICH THE APPLICANT IS A PERMANENT RESIDENT OR MADRASSA IS LOCATED

Certified that Mr./Mrs. _____ S/D/O _____

Resident of _____

Is poor and eligible for PZA Scholarship.

He/She has been registered at Serial _____ of the Committee's record.

**Signature with Stamp
 Chairman LZC**

PART-V

(TO BE FILLED IN BY THE PZA SCHOLARSHIP COMMITTEE OF THE EDUCATIONAL INSTITUTION)

The Committee in its meeting held on _____ considered

the application and found Mr./Mrs. _____ S/D of

_____ eligible for PZA Scholarship for the year _____

MEMBER

MEMBER

CHAIRMAN

Annexure-III (A)
ISTEHQAQ CERTIFICATE

For use by
LZC of
Permanent
Residence of
a Mustahiq

Certificate No. _____ Date _____

Name/Address of Local Zakat Committee _____

It is certified that Mr./Mrs. _____

S/O,D/O,W/O _____

Holder of N.I. Card No. _____

is a permanent/temporary resident of _____

_____ w.e.f. _____

(Address of Beneficiary)

It has been verified that he/she is poor person and has no source of income to meet the expenditure of illness.

His / Her Istehqaq for FREE MEDICAL TREAMENT is therefore endorsed.

His / Her permanent/temporary address is given below.

**Stamp
of LZC**

**CHAIRMAN
LOCAL ZAKAT COMMITTEE**

**Stamp
of DZC**

**CHAIRMAN
DISTRICT ZAKAT COMMITTEE**

Annexure-III (B)

DECLARATION OF GUARANTEE

I Mr./Mrs. _____

S/O,D/O,W/O _____

Holder of C.N.I.C No. _____

is a permanent/temporary resident of _____

_____do here by guarantee that

Ms/Mrs _____ S/O,D/O _____

Holder of CNIC No. resident of _____

_____ will produce Istehqaq Certificate within
30 days of his/her emergency treatment.

I undertake to refund in full the expenditure incurred on the emergency treatment of the afore name patients, if he/she fails to present the Istehqaq Certificate within the stipulated time.

To be signed by
in the presence
of a Member of
Health Welfare
Committee

(_____)
Signature of Guarantor

Annexure-IV

DISTRICT ZAKAT COMMITTEE
ISTEHQAQ CERTIFICATE
Marriage Assistance to Un-married Person

Part-I**(A) Particulars of Mustahiq Person**

1. Name of LZC..... Code No.....
2. Name of Person..... Area..... Tehsil.....

District.....
3. Age.....
CNIC.....
4. Date of Nikah..... Expected Date of Rukhsati.....
5. Name of Father/Mother/Guardian.....
6. Father/Mother/Guardian's CNIC.....
7. Profession of Father/Guardian..... Monthly Income.....
Business/Department Name..... Nature of Profession.....
8. Permanent Address.....

Encl: Copy of Nikah Nama

(B) Particulars of On job Brothers/Sisters of Mustahiq Person

S.N	Name	Profession/Nature of Job/Designation	Job's Address (in case of service, name of Department)	Date of Employment	Monthly Income
1					
2					
3					
4					

(C) Particulars of other sister of Mustahiq Person

S.N	Name	Age	Material Status, if Married then date of Marriage	If Married, whether assistance out of Zakat fund was received	If assistance was received amount and Date
1					
2					
3					
4					

Signature of Applicant.....

Date.....

Part-II (For use of Chairman Local Zakat Committee)

Certified that parent of Mr/Mst.....S/D/O..... are poor and they have no source to bear the expenditure on marriage of their son/daughter. The Local Zakat Committee in its meeting held on declared Mustahiq as needy person for financial assistance and his/her name has been entered in the Mustahiqeen Register at page No..... Since sufficient funds are not available in the account Local Zakat Committee, marriage assistance out of District Zakat Fund is recommended.

Bank A/C No. of LZC.....

Signature.....

Bank Branch.....

Date.....

A/C No. of Mustahiq.....

Stamp:

Bank Branch

Part-III (For use of District Zakat Committee)

After detailed examination it has been proved that marriage has been scheduled of Mr/Mst..... S/D/O..... Resident of to whom Local Zakat Committee has declared Mustahiq. The District Zakat Committee in its meeting held on..... Decided payment of Rs..... to his/her as marriage assistance.

Date..... Stamp..... Signature.....

Chairman DZC

Annexure-V
PROVINCIAL ZAKAT ADMINISTRATION SCHOLARSHIP FORM
EDUCATIONAL STIPENDS (TECHNICAL)
PART-I
(APPLICANT'S PARTICULARS)

1. Name:
2. Father's / Husband's Name:
3. (a) Age/Date of Birth
- (b) CNIC
4. Religion:
5. Martial Status:
6. Permanent Address:
7. Temporary Address:
8. Educational Qualification:
9. Name of Technical Course for Which applying:
10. Experience in the Skill of Course:.....
11. Settlement plan after completion of Course:

Signature of Applicant

Date: _____

Copies of Documents Attached:

- (i) Education Certificate
- (ii) Experience Certificate
- (iii) CNIC/Domicile

PART-II
(FOR USE OF LOCAL ZAKAT COMMITTEE OF THE AREA OF WHICH THE APPLICANT IS PERMANENT RESIDENT OR INSTITUTION IS LOCATED)

Certified that Mr./Mrs. _____ S/D/W/o _____
Holder of CNIC No. _____ is permanent resident of _____

He/She intends to work as _____ but is unable to bear expenses of his/her Technical Education.

His/her Istehqaq for PZA Educational Stipends (Technical) is hereby certified under No. _____.

Date: _____

Chairman: _____
Name of LZC: _____
LZC Code No: _____
Stamp of LZC: _____

PART-III**(Particulars of family members receiving Technical Education)**

S.N	Name	Course	Name of Institution	Duration of Course	Whether he/she is receiving Scholarship out of Zakat Fund or otherwise
1					
2					
3					

Signature of Parent/Guardian: _____

Date: _____

PART-IV (Particulars of applicant's brothers/sisters who are in job)

S.N	Name	Age	Professional/Nature of Job/Designation	Job's Address (in case of service name of Department)	Date of Employment	Monthly Income
1						
2						
3						

Applicant's Signature: _____

Date: _____

PART-V (Training already received by the applicant's)

Year of Training	Name of Course	Name of Institution	Details of Scholarships received out of Zakat Funds

PART-VI**(UNDERTAKING BY PARENT/GUARDIAN OF APPLICANT)**

We, the undersigned undertake that the applicant after successful completion of Technical Training will establish his/her own job for permanent rehabilitation on the basis of training received.

Applicant's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Signature of Guarantor

Date: _____

PART-VII (FOR USE OF PZA TECHNICAL SCHOLARSHIP COMMITTEE)

Examined that Mr./Mrs. _____ approved for grant of monthly scholarship @ Rs. _____ For Course _____

Chairman LZC
Stamp

Chairman DZC/PZA Scholarship Committee
Stamp

DZO & MEMBER

Annexure-VI**GOVERNMENT OF KHYBER PAKHTUNKHWA ZAKAT AND USHR DEPARTMENT.**
BENEVOLENT FUND BUILDING, PESHAWAR CANTT.

File No.Z&UD/Med. _____

Date: _____

DETAIL OF COST OF TREATMENT

Hospital Name: _____

1. Patient Name: _____

2. Father's /Husband Name: _____

3. Age & Sex: _____

4. CNIC No: _____

5. Home Address: _____

6. Reg/File No: _____

7. Indoor/Outdoor: _____

8. Disease Diagnosed: _____

S.No	Name of Drugs Disposable/Implants	Potency	Dosage	Rate per unit	Net Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	Cost of laboratory Tests/X-Rays				

Total Package estimate is checked and verified by the following on _____

1) PHARMACIST

Name _____

Signature/Stamp _____

2) CONSULTANT

Name _____

Signature/Stamp _____

3) Hospital Director/RMO

Name _____

Signature/Stamp _____

4) Senior Medical Officer/ Senior Social Medical Officer

Name _____

Signature/Stamp _____