

ZAKAT DISBURSEMENT REGULATIONS

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 Government of Khyber Pakhtunkhwa, these Regulations are hereby enacted. These regulations will be called “the Zakat Disbursement Regulations” which will come into force with immediate effect.

ZAKAT FUNDS DISBURSEMENT REGULATIONS FOR VARIOUS PROGRAMMES

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DISBURSEMENT PROCEDURES OF ZAKAT PROGRAMMES

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 64th meeting held on 12-01-2021)

1. GUZARA ALLOWANCE

1.1 Financial Assistance issued from the Zakat funds directly to the needy, the indigent and the poor shall be called as Guzara Allowance. Istehqaq shall be determined by the Local Zakat Committee concerned as prescribed by KPZC in its meeting on the application of the Mustahiq or without any application, entering his/her name in the Register-e- Mustahiqeen. The following eligibility criteria shall apply:

- An adult Muslim, Mustahiq-e-Zakat, the needy, the indigent and the poor with preference to widows, orphans and disabled.
- Subject to the approval of KPZC, needy persons affected or rendered homeless due to natural calamities like floods, earthquake and terrorism.
- Should not be a habitual beggar.

1.2 The KPZC while preparing budget for each FY will make allocation for Guzara Allowance. After approval of the Khyber Pakhtunkhwa Zakat & Ushr Council, PZA will release funds through crossed cheque under Guzara allowance to the DZCs for onward disbursement to the LZCs on population basis.

1.3 Separate current joint Account of a LZC (operated by the Chairman and vice Chairman of concerned LZC) shall be opened in SBP, NBP, any branch of a scheduled Bank or Post Office with the approval of District Zakat Committee concerned. DZC shall ensure that not more than one account shall be opened for any formation.

1.4 If a LZC is being run by an “Administrator” with the approval of DZC then he/she shall be solely authorized to operate that account.

1.5 Payment shall be made to Mustahiqeen after approval of LZC concerned through crossed cheques or through any other mode prescribed by KPZC.

1.6 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. Proper record of payment and releases will be maintained regularly at local level and for audit purpose whenever required.

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

1.8 A person receiving Fund in first installment will not be deprived of the second six monthly installments during that year until and unless he/she expires, migrates to some other place, proved as non-deserving for zakat or negates to receive assistance.

1.9 The rate of Guzara Allowance shall be Rs. 2000/-per month per Mustahiq or as determined by KPZC from time to time.

1.10 Cheque issued to a mustahiq by a LZC in the month of June i.e. end of a financial year can be entertained in other financial year, for one month.

1.11 Not more than one Mustahiq will be selected from one and the same household for the sanction of Guzara allowance.

1.12 The District Zakat Committees will submit their utilization reports biannually on below proforma: -

S.No	Name of Beneficiary	Father/Husband Name	CNIC of Beneficiary	Address	Cell No of Beneficiary or Close relative	Name of LZC	Amount Received
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2. EDUCATIONAL STIPENDS **SCHOOLS/S.W. INSTITUTES/COLLEGES/UNIVERSITIES.**

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 64th meeting held on 12-01-2021)

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 Khyber Pakhtunkhwa 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 male and female) 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 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.

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

2.5 The rate of stipends shall be as under or as determined by KPZC from time to time: -

1. Up to Matric/Social Welfare institution	Rs. 500/- pm
2. under graduation.	Rs.1500/- pm
3. Post Graduate/BS	Rs. 2000/- pm
4. MS/Ph.D.	Rs.5000/- pm

2.6 The Khyber Pakhtunkhwa Zakat & Ushr Council while preparing budget for each FY will make allocation for Educational Stipends. After approval of the Khyber Pakhtunkhwa Zakat & Ushr Council, PZA will release funds through crossed cheque to the DZCs. The total amount of stipend to an Educational Institution shall be approved and paid to the institution by the

concerned District Zakat & Ushr Committee as prescribed by KPZC, 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. Scholarship Committees shall approve the release of funds to the students and payment to the students shall be made through crossed cheques_or through any other mode prescribed by KPZC. The Scholarship Committee of institution shall be responsible for its just and fair distribution among the Mustahiq students. Composition of the Scholarship Committee will be as under

Upto Matric

- | | |
|--|----------|
| i. Chairman LZC or his nominee
(amongst the members of Local Zakat committee) | Chairman |
| ii. Head of Institution | Member |
| iii. Class Teacher | Member |

Above Matric

- | | |
|--|----------|
| iv. Chairman DZC or his nominee
(amongst the members of District Zakat committee) | Chairman |
| v. Head of Institution | Member |
| vi. Class Teacher | Member |

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/guardian'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 acknowledged and unspent of Zakat Fund at the end of Financial Year will be refunded back to DZF along with the details.

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

- Primary to Matric/Social Welfare Institutions (20%)
- Under Graduation (30%)
- BS or Graduation Science, Arts & Professional Education (30%)
- Higher Education MS or PhD (20%)

2.12 KPZC shall be empowered to change the rate and percentage of each category from time to time.

2.13 In case of no demand of S/Ship for category iv, DZC concerned shall be empowered to merge with justification, its share in other categories keeping in view the demand of S/Ship.

2.14 Efforts be made for equal percentage of scholarships at all levels for Mustahiq male and female students.

2.15 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 64th meeting held on 12-01-2021)

3.1 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.

3.2 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.

3.3 Only those Madaris which are duly registered with one of the five Madaris boards shall be facilitated after having been enlisted with Provincial Zakat Administration after the approval of Khyber Pakhtunkhwa Zakat & Ushr Council through signing of Proper MOU (as per page 29) between Zakat & Ushr Department and the Madrasa concerned. Madaris branded as promoting extremism, sectarian violence or militancy will not be accorded enlistment.

3.4 For the purpose of availing stipend, the student will use a prescribed Provincial Zakat Administration Scholarship Form Educational Stipends (Deeni Madaris) as per (Page 30 to 31).

3.5 Monthly rates of the stipends will be as under or as determined by KPZC from time to time,

- a. Scholarship for resident students: Rs. 1500/- pm
- b. Scholarship for non-resident students: Rs. 1000/-pm

3.6 The KPZC while preparing budget for each FY will make allocation for stipends to the students of Deeni Madaris. After approval of the Khyber Pakhtunkhwa Zakat & Ushr Council, PZA will release funds through crossed cheque to the DZCs. 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).

3.7 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 approve the release of Funds from the account and be responsible for its just and fair utilization for the benefit of Mustahiq students. Composition of the Committee shall be as under:

- | | | |
|------|---|------------|
| i. | Mohtamim of Madrassa | (Member) |
| ii. | Class Teacher | (Member) |
| 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. | (Chairman) |

3.8 A proper record, of the total grant received and payments made will be maintained by the Madrassa regularly and be available whenever required for audit purpose. The following particulars of the student will be recorded in the Register of Madrassa.

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

3.9 The Scholarship Committee of the Madrassa will utilize funds for following purposes for the assistance of mustahiq students of the Madrassa.

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

3.10 Payment of stipends (if any) to the students will be made through crossed cheque or through any other mode prescribed by KPZC from time to time.

4. HEALTH CARE –PROVINCIAL LEVEL/DISTRICT LEVEL

(Approved by KPZC in its 64th meeting held on 12-01-2021)

4.1 There shall be three prong strategy of the health care program for the assistance of Mustahiq-e-Zakat poor patients throughout the province.

1. Provincial Level Health Care Program
2. District Level Health Care Program
3. Special Health Care Program

PROVINCIAL LEVEL HEALTH CARE PROGRAM

4.2 Provincial Level Health Care Program will be for the assistance of Mustahiq-e-Zakat poor patients of the Province in case services/facilities are not available in their respective Districts. For this purpose, a list of institutions/hospitals, both public and private, providing medical treatment will be maintained with Provincial Zakat Administration. These institutions / hospitals shall be enlisted with Provincial Zakat Administration through signing of Proper MOU (as per Pg 32) between Zakat & Ushr Department and the hospital concerned.

4.3 The Istehqaq shall be determined by the Local Zakat Committee of a Mustahiq patient's area of permanent residence as per Istehqaq Certificate at **Page-33**. However, if the Mustahiq has shifted to another residence from his original district for 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.

4.4 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 DHO of the concerned district, the Provincial Level Hospital shall provide treatment within approved limit.

4.5 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 may also determine Istehqaq of such

patient on form as per Pg 34, 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.

4.6 There shall be a Committee, termed as Health Welfare Committee (HWC), at the level of each medical institution/hospital enlisted with Provincial Zakat Administration. The composition of Health Welfare Committee shall be as under: -

- | | | |
|----|------------------------------|-------------------------|
| a. | Chairman KPZC or his nominee | Chairman (Cosignatory) |
| b. | Medical Superintendent/HD | Secretary (Cosignatory) |
| c. | Chief Pharmacist concerned | Member |
| d. | District Zakat Officer | Member |

4.7 The authority and responsibility of HWC shall be as follows: -

- i. Shall ensure observance of KPPRA rules at all levels.
- ii. Approve monthly expenditure incurred against the released zakat funds.
- iii. Approve expenditure maximum up to Rs.50,000/- per Zakat patient for entire treatment. Ceiling for outdoor/OPD patient will be observed as Rs.5000 per patient.
- iv. Ensure proper maintenance of accounts and submission of monthly utilization reports under their signatures to the DZCs and PZA regularly.
- 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.
- ix. Refund the Unspent amount at the close of FY.

4.8 The KPZC while preparing budget for each FY will make allocation for the Provincial Level Health Program. After approval of the Khyber Pakhtunkhwa Zakat & Ushr Council, PZA will release funds through crossed cheque under Health Care to the DZC for onward disbursement to the provincial level enlisted institutions/hospitals.

4.9 Separate current joint Account in the name of Health Welfare Committee of the concerned Hospital shall be opened in SBP, NBP, any branch of a schedule Bank or Post Office.

4.10 Medical Superintendent/HD shall allow start of treatment upon the production of Istehqaq Certificate and will be responsible accordingly.

4.10 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.

4.11 Zakat funds shall be utilized by the Committee only on the following items where such facilities are not available free of cost from Govt: -

- a. Medicines
- b. Medical treatment (including operation).
- c. Laboratory tests. (Private and Semi Autonomous Hospitals shall charge rates at par with Govt Hospitals)

4.13 Where the cost of treatment exceeds Rs. 50,000/- the Health Welfare Committee will submit complete case, i.e. Istehqaq certificate, required treatment, assessed cost and duration of the treatment on the prescribed Performa at Page-35 duly signed by the Health Welfare Committee of the hospital to the Provincial Zakat Administration.

4.14 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 (Members)
Chief Administrator Zakat and Ushr (Members)

4.15 The Medical Superintendent/HD of the Hospital/institution will keep complete treatment record of all the patients including Cash Book and detailed particulars of the patients (Name with CNIC, residence, nature of disease, Duration of treatment, amount spent, unspent balance and thumb impression/signature of the patient as token of authenticity of the treatment) for audit purposes.

DISTRICT LEVEL HEALTH CARE PROGRAM

4.16 District level health care program shall be for the medical assistance of the Mustahiq-e-Zakat poor patients of the concerned District through District level hospitals/medical institutions. For the purpose of Zakat distribution DHQ, THQ, RHC and BHU of the concerned Districts will be entitled for receiving the Zakat funds.

4.17 Istehqaq shall be determined by the local zakat committee of a Mustahiq patient's area of permanent residence as per Istehqaq Certificate at Pg. 33. However, if the Mustahiq has shifted to another residence from his original district for 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.

4.18 In emergency cases where Mustahiq patient requiring emergency treatment is unable to produce Istehqaq Certificate from local Zakat committee, any member of the concerned District Committee may also determine Istehqaq of such patient as per Pg. 34, 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.

4.19 There shall be a committee, termed as Health Welfare Committee (HWC), for each District level medical institution/hospital. The composition of Health Welfare Committee shall be as under: -

A. DHQ/THQ/RHC

- | | | |
|----|--------------------------------------|---------------------------|
| a. | Chairman DZC or nominated member DZC | Chairman (Cosignatory) |
| b. | Medical Superintendent/HD | (Secretary) (Cosignatory) |
| c. | Senior Doctor | Member |
| d. | District Zakat Officer | Member |

Expenditure limit for OPD/outdoor shall be Rs 5000/- and for Indoor Rs. 10000/-

B. FOR BHU Level

- | | | |
|------|-----------------------------|------------------------|
| i. | Chairman LZC or his nominee | Chairman (Cosignatory) |
| ii. | Medical Officer/In charge | Member (Cosignatory) |
| iii. | Dispenser | Member |
| iv. | | |

Expenditure limit for OPD/outdoor only at Rs 1000/- per patient.

In case DHQ/THQ are not available in the concerned District their share will be given to RHCs/BHUs.

4.20 The authority and responsibility of HWC shall be as follows: -

- i. Shall ensure observance of KPPRA rules at all levels.
- ii. Approve monthly expenditure incurred against the released zakat funds.
- iii. Approve expenditure as per ceilings mentioned in above categories.
- iv. Ensure proper maintenance of accounts and submission of monthly utilization reports under their signatures to the DZCs regularly.
- 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.
- ix. Refund the Unspent amount at the close of FY.

4.21 The KPZC while preparing budget for each FY will make allocation for District Level Health Program. Subject to prior approval of the Khyber Pakhtunkhwa Zakat & Ushr Council funds under Health Care will be released to DZCs through crossed cheques for onward disbursement to the Hospitals as per decision of DZC concerned or as prescribed by KPZC. The apportionment formula will be as under or as fixed by KPZC from time to time.

DHQ (50%), THQ (40%), RHC (10%)

4.22 Separate current joint Account in the name of Health Welfare Committee of the concerned Hospital shall be opened in SBP, NBP, any branch of a schedule Bank or Post Office.

4.23 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 the Hospitals shall provide treatment within approved limit.

4.24 Medical Superintendent/HD shall allow start of treatment upon the production of Istehqaq Certificate and will be responsible accordingly.

4.25 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.

4.26 Zakat funds shall be utilized by the Committee only on the following items where such facilities are not available free of cost from Govt: -

- a. Medicines
- b. Medical treatment (including operation).
- c. Laboratory tests. (Private and Semi-Autonomous Hospitals shall charge rates at par with Govt Hospitals)

4.27 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.

4.28 The Medical Superintendent/HD or Incharge Medical Officer of the Hospital/institution will keep complete treatment record of all the patients including Cash Book and detailed particulars of the patients (Name with CNIC, residence, nature of disease, Duration of treatment, amount spent, unspent balance and thumb impression/signature of the patient as token of authenticity of the treatment) for audit purposes.

SPECIAL HEALTH CARE PROGRAM

4.29 Special Health Care Programme shall be for those Mustahiqeen-e-Zakat Patients who suffer from four chronic diseases i.e Cardiac, Cancer, Neuro and Kidney diseases, for which funds are not available/insufficient in Provincial level Hospitals / Institutions.

4.30 Proper MOU as per Pg. 32 will be executed between Zakat & Ushr Department and the hospital concerned in light of approved procedure/criteria as given in the succeeding paras.

4.31 Istehqaq shall be determined by the local Zakat committee of a Mustahiq patient's area of permanent residence as per Istehqaq Certificate at Page-33. However, if the Mustahiq has shifted to another residence from his original district for 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.

4.32 In emergency cases where Mustahiq patient requiring emergency treatment is unable to produce Istehqaq Certificate as per Pg. 34 from local Zakat committee, any member of the concerned District Committee may also 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.

4.33 There shall be a committee, termed as Health Welfare Committee (HWC), for each institution/hospital. The composition of Health Welfare Committee shall be as under: -

- | | | |
|----|------------------------------|-------------------------|
| a. | Chairman KPZC or his nominee | Chairman (Cosignatory) |
| b. | Medical Superintendent/HD | Secretary (Cosignatory) |
| c. | Chief Pharmacist concerned | Member |
| d. | District Zakat Officer | Member |

4.34 The authority and responsibility of HWC shall be as follows: -

- i. Shall ensure observance of KPPRA rules at all levels.
- ii. Approve monthly expenditure incurred against the released Zakat funds.
- iii. Approve monthly expenditure incurred against each Zakat patient.
- iv. Ensure proper maintenance of accounts and submission of monthly utilization reports under their signatures to the PZA regularly.
- 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.
- ix. Refund the Unspent amount at the end of treatment or dead of patient if any, along with justification.

4.35 The KPZC while preparing budget for each FY will make allocation for the Special Health Care Program. After approval of the Khyber Pakhtunkhwa Zakat & Ushr Council, PZA will release funds through crossed cheque enlisted institutions/hospitals on case to case basis.

4.36 Bank account already in use for Zakat Fund under Health Welfare Committee of the concerned Hospital shall be used for this Fund.

4.37 Medical Superintendent/HD shall allow start of treatment upon the production of Istehqaq Certificate and will be responsible accordingly.

4.38 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.

4.39 Zakat funds shall be utilized by the Committee only on the following items where such facilities are not available free of cost from Govt: -

- a. Medicines
- b. Medical treatment (including operation).
- c. Laboratory tests. (Private and Semi Autonomous Hospitals shall charge rates at par with Govt Hospitals)

4.40 On the production of istehqaq certificate Pg. 33, issued by the local Zakat committee duly countersigned by the chairman or authorized person of the District Zakat Committee and referral certificate by DHO of the concerned district, the Provincial Level Hospital shall provide treatment within approved limit of the ceiling under Provincial Level Health Care Programme out of Zakat funds already provided to the hospital.

- (a) 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 Provincial Level Health Care Programme .
- (b) Where the cost of treatment is assessed more than Rs.50,000/- and funds are not available, the Health Welfare Committee will submit complete case, i.e istehqaq certificate, required treatment, assessed cost of the treatment on the prescribed proforma at Pg.35 duly signed by the authorized persons, to the Provincial Zakat Administration.
- (c) The Provincial Zakat Administration will examine the case and submit for approval/sanction to the following authorities for expenditures to be incurred:-

- Upto Rs.100,000/- The Chief Administrator (Zakat)
- Upto Rs.200,000/- The Chairman, Khyber Pakhtunkhwa Zakat and Ushr Council.
- Upto Rs.300,000/- The Minister Zakat and Ushr Khyber Pakhtunkhwa.
- 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).

(d) After approval/sanction of the competent authority, the amount will be released to the hospital for free medical treatment up to the limit approved.

(e) 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 WOMEN

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 64th meeting held on 12-01-2021)

5.1 The Istehqaq of a female, shall be determined by the Local Zakat Committee of her area of residence. In case there has been any change in her address, the Local Zakat Committee of the area of her new residence shall be entitled to determine her Istehqaq, provided she has been staying at the new address for more than a year.

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

5.3 In determining the Istehqaq of a Mustahiq woman, the Local Zakat Committee will use the Istehqaq form as per Page 36-37 and shall follow the following criteria:

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

5.4 Total assistance for marriage of a Mustahiq woman shall be Rs. 30,000/- or as determined by KPZC from time to time. Payment of the entire amount will be made at one and the same time and not in installments.

5.5 Payment will be made through a crossed cheque, drawn in the name of beneficiary only.

5.6 Production of Nikahnama will be mandatory prior to issuance of the cheque otherwise Chairman LZC concerned shall be responsible.

5.7 The KPZC while preparing budget for each FY will make allocation for Marriage Assistance. After approval of the Khyber Pakhtunkhwa Zakat & Ushr Council funds under Marriage assistance will be released to the DZC which in turn will transfer the funds to the LZC for the assistance of same number of Mustahiqeen per local zakat committee throughout the district concerned.

5.8 LZC will maintain the record of releases and payment for audit purposes.

6. PROVINCIAL ZAKAT ADMINISTRATION SCHOLARSHIPS (TECHNICAL).

(Approved by the Khyber Pakhtunkhwa Zakat & Ushr Council
in its 64th meeting held on 12-01-2021)

6.1 The objective of the program will be creation of income generating opportunities for the poor students by providing appropriate vocational or technical training to them through vocational institutions. Following eligibility criteria will apply

- a. Unemployed adult Muslim, Mustahiq-e-Zakat.
- b. Possesses minimum qualification set for admission for 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.
- e. Or as prescribed by KPZC.

6.2 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 after its enlistment with PZA as per criteria approved by KPZC. Moreover, proper MOU as per Pg. 38 shall be signed between DZC concerned and the management of VTI before release of Zakat Funds.

6.3 Every DZC will maintain a list of institutes 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 or as prescribed by the KPZC.

6.4 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

6.5 With the approval of KPZC funds will be released to DZCs through crossed cheques which in-turn will transfer the funds to VTIs with approval of DZC through cross cheque.

6.6 DZC will give wide publicity through mosques and other means and 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 through the concerned LZCs which will forward them to DZCs after certification of Istehqaq. The deadline for submission of applications will be followed rigidly, so that training plans agreed with institutes are not delayed.

6.7 For this purpose, the student will use a prescribed Zakat Scholarship form titled Provincial Zakat Administration PZA Scholarship (Technical) as per Page 39-40.

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

- | | | |
|------|---|-----------|
| i. | Chairman, DZC or his nominee. | Chairman |
| ii. | Principal or Head of Training Institute | Secretary |
| iii. | A senior member of teaching staff | Member |
| iv. | District Zakat Officer | Member |

6.9 The KPZC while preparing budget for each FY will make allocation for Educational Stipends Technical. After approval of KPZC funds will be released through cross cheque to districts and DZC shall release amount in lump sum to the institute for whole period of training (or as prescribed by KPZC). 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.

6.10 A maximum amount of Rs.3000/-per student per month shall be payable as scholarship. However, KPZC shall be competent to change the rates of the scheme, from time to time, if required.

6.11 Monthly expenditure as per rate prescribed by KPZC, shall be calculated with respect to number of trainees in the program.

- 6.12 All the payments from VTI account shall be with the approval of the Scholarship Committee.
- 6.13 Proper record of all above expenditure incurred shall be maintained by the institution and shall be available for audit purpose all the time.
- 6.14 On the completion of course , one-time grant of Rs. 10,000/- (or as prescribed by KPZC) will also be paid to each successful student through crossed cheques or any other mode prescribed by KPZC for the purchase of required tools/equipment (if required) that would help him in self-employment on the basis of training received and skill acquired.
- 6.15 Each Technical Institute will prepare monthly utilization report and submit to District Zakat Committee on regular basis.
- 6.16 A Monitoring Committee, for each VTI, 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.
- 6.17 At least 25 percent of scholarship at all levels shall be earmarked for eligible female students.
- 6.18 PZA will be competent to select its own vocational or technical training courses from those offered by the Provincial VTIs or other training institutes enlisted.
- 6.19 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 institute shall submit a report to the concerned District Zakat Committee.
- 6.20 Without prejudice to the authority vested in it, the PZA 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

<p>5</p>	<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
<p>6</p>	<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
<p>7</p>	<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 • Farm Machinery Mechanic • Drivers • Denting / Painting • Tyre Repair / Wheel Balancing <p>Other related courses</p>
9	<p>Group-IX Health Care Courses</p> <ul style="list-style-type: none"> • Clinical Assistant • Health Work • Lab. Assistant • Other related courses
10	<p>Group-X Hotel & Restaurant Services</p> <ul style="list-style-type: none"> • Commercial Cook • Bakery worker • Waiter • House keeper • Other related courses
11	<p>Group-XI Construction Worker</p> <ul style="list-style-type: none"> • Mason / Brick Layer • Carpenter • Painter • Other related courses
12	<p>Group-XII Furniture Making / Repair</p> <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
----	---

6.21 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 institute shall submit a report to the concerned District Zakat Committee.

PROVINCIAL ZAKAT ADMINISTRATION SCHOLARSHIP FORM
EDUCATIONAL STIPENDS (Schools/College, Universities etc.)

PART-I

(APPLICANT'S PARTICULARS)

1. Name:
2. Father's Name:(if Dead), Guardian Name;.....
3. (a) Date of Birth.....Class.....
 (b) CNIC
4. Educational Institution:Rgd No.....
5. Whether Scholarship out of Zakat Funds during the last year was Yes/No Received by the applicant
6. Permanent Address:
7. Temporary Address:
8. Father/Guardian's Occupation:
9. Business/Job's Address of Father /Guardian:
 Father/Guardian's Monthly Income:
11. No. of Brothers and Sisters in the family ____ Brothers ____ Sisters ____
12. Whether the applicant has got admission In the Zakat Program of Technical Training: Yes/No
13. Position attained in the last examination:

Signature of Applicant

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				

(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						

Dated;

Applicant's Signature: _____

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.

She/he 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

KPZC shall change the contents of this form if required

MEMORANDUM OF UNDERSTANDING
(DEENI MADRASSA)

In order to provide assistance to mustahiq Madrassa students of the District _____ with the sponsorship of the District Zakat Committee _____ a Memorandum of Understanding (MOU), is being laid down, between the District Zakat Committee _____ and _____

with the following terms and conditions.

1. WHEREAS, both the parties shall comply with the rules and regulations approved by the Khyber Pakhtunkhwa Zakat & Ushr Council.
 2. WHEREAS, the sponsor party (DZC) will release Zakat Funds, to the Zakat mustahiq students of Madrassa duly recommended/finalized by the Provincial Zakat Administration, Scholarship Committee.
 3. WHEREAS, payments to the Zakat mustahiq Madrassa students with the approval of the PZA Scholarship Committee.
 4. WHEREAS, utilization for Madrassa mustahiq students will be made as per Zakat disbursement procedure.
 5. WHEREAS, all the record related to Madrassa mustahiq students payment must be kept neat and clean to be made available for audit purpose.
 6. WHEREAS, in case of any change to the Zakat department policy the parties will accept the policy without any objection.
 7. WHEREAS, unspent amount of Zakat fund should be returned back to the District Zakat Committee Account on closing of financial year or as required by the DZC.
 8. WHEREAS, payment/assistance to Zakat Mustahiq Madrassa students will be monitored by the scholarship committee of the Madrassa to handle any reservation by Madrassa students.
- The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

(1st party Signature & Stamp)
Name: _____
Designation: _____
CNIC: _____
Date: _____

(2nd party Signature & Stamp)
Name: _____
Designation: _____
CNIC: _____
Date: _____

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:Class.....
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

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.

She/he 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

KPZC shall change the contents of this form if required

MEMORANDUM OF UNDERSTANDING
(HOSPITAL)

On _____ day of _____ the Memorandum of Understanding is executed between Khyber Pakhtunkhwa Zakat and Ushr Council through Chief Administrator (Zakat) or his nominee (to be called hereinafter as 1st party) and _____ through Director or his nominee (to be called hereinafter as 2nd party) for provision of health facilities out of Zakat Funds allocated under Provincial Health Care Programme subject to the following terms and conditions:-

- i. The amount shall be released by the 1st party for the treatment of Mustahiq-e-Zakat patients after the approval of KPZC through DZC concerned.
- ii. Separate joint current Bank Accounts shall be maintained as determined by the KPZC. .
- iii. Zakat Fund shall be utilized for free medical treatment of Mustahiq-e-Zakat patients hailing from the Province of the Khyber Pakhtunkhwa.
- iv. Istehqaq of the patients shall be determined by the concerned Local Zakat Committee and countersigned/endorsed by the Chairman or District Zakat Officer.
- v. All the terms and conditions as per approval of KPZC regarding determination of Istehqaq of a person for treatment, utilization of Zakat Fund in the hospital shall be strictly observed by the hospital.
- vi. Any patient getting medical assistant from Sehat Sahulat Card, Pakistan Baitul Mal or any other resources shall not be entertained out of Zakat fund.
- vii. The funds shall be utilized under KPPRA rules and all the record of fund i.e Cashbook Patients register, Medicine provided to patient etc shall be maintained properly to be produced whenever required for audit purpose.
- viii. Unspent amount shall be returned to KPZC soon after the end of financial year.

**On behalf of Khyber Pakhtunkhwa
Zakat & Ushr Council (1st party)**

On behalf of (2nd party)

ISTEHQAQ CERTIFICATE

Local Zakat Committee _____

Date _____

Serial No of Mustahiq at LZ-19. _____

It is certified that Mr./Mrs. _____

S/O,D/O,W/O _____ CNIC. _____

is a permanent/temporary resident of _____

_____ w.e.f. _____
(Address of Beneficiary)

He/She is suffering from _____ disease and under treatment
at _____ Hospital.

Local Zakat Committee during its meeting held on _____ has recommended/determined his/her Istehqaq , to be treated out of Zakat Funds. Further information about the patient are being provided in checkbox.

- It has been verified that he/she has no sufficient source of income to meet the expenditure of illness.
- It has been verified that he/she is not receiving any assistance for medical treatment from other sources like Pakistan Bait ul Mal, Tanzeem Lissail-e- Wal Mahroom Foundation & any other Re-imburement source,
- He/She is Sehat Sahulat Program beneficiary but in dire need of OPD coverage/others which cannot be provided for the treatment through Sehat Sahulat Program

**CHAIRMAN
LOCAL ZAKAT COMMITTEE**

**DZO/CHAIRMAN
DISTRICT ZAKAT COMMITTEE**

It is assured that patient in not being entertained from any other resources i.e. Sehat Sahulat Program, Pakistan Baitul Mal or any other such resources. Therefore, he/she is being entertained out of Zakat Fund.

In charge/MS of the Hospital

KPZC shall change the contents of this form if required

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

GOVT OF KHYBER PAKHTUNKHWA ZAKAT & USHER COUNCIL DEPARTMENT.
BENEVOLENT FUND BUILDING, PESHAWAR CANTT

File No. Z&UD/Med. _____

Date _____

DETAIL OF COST OF TREATMENT

Hospital Name: _____

1. Patient Name _____ Father's/Husband _____
 2. Age _____ Male/Female 3. CNIC _____
 3. Home Address: _____
 4. Reg/File No: _____ Indoor/Outdoor _____
 5. Disease: _____

S.NO	Name of Drugs Disposable/Implants	Potency	Dosage	Rate per Unit	Net Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Medicine Total					

S.NO	Name of Test/investigation	Rate per Test
1		
2		
3		
4		
5		
Test Total		

Grand Total(Medicine & Test)	
---	--

Certified that patient is not entertained through Sehat Sahulat Card, Pakistan Baitul Mal or any other resources.

1) PHARMACIST

2) CONSULTANT

3) REPRESENTATIVE OF KPZC

4) DISTRICT ZAKAT OFFICER

5) MS/HD OF THE HOSPITAL

DISTRICT ZAKAT COMMITTEE _____
ISTEHQAQ CERTIFICATE FOR Marriage Assistance to Un-married woman
Part-I

(A) Particulars of Mustahiq Woman

1. Name of LZC..... Code No.....
 2. Name of Woman.....Age.....CNIC.....
 3. Father..... Dead/Alive, if Dead, Guardian.....
 if Alive, Physically Normal/disable
 if disable ,give detail
 6. Father/Guardian’s CNIC..... Occupation:.....
 Monthly Income..... Permanent Address.....
 4. Date of Nikah..... Expected Date of Rukhsati.....
- Encl: Copy of Nikah Nama, CNIC of Woman and her Father/Guardian

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

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

(C) Particulars of other sister of Mustahiq Woman

S.N	Name	Age	Married/Unmarried	If Married, whether assistance out of Zakat fund was received
1				
2				
3				
4				

Signature of Applicant.....

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

Certified that parents of Mst.....D/O.....
are poor and they have no source to bear the expenditure on marriage of their daughter. The Local Zakat Committee in its meeting held on declared Mustahiq as needy woman for financial assistance and 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.

Date.....

Chairman LZC

Part-III (For use of District Zakat Committee)

After detailed examination it has been proved that marriage has been scheduled of Mst..... D/O..... Resident of to whom Local Zakat Committee has declared Mustahiq. The District Zakat Committee in its meeting held on.....decided to release Rs..... to her as marriage assistance out of Zakat fund.

Date.....

Chairman DZC

KPZC shall change the contents of this form if required

MEMORANDUM OF UNDERSTANDING
(VOCATIONAL TRAINING INSTITUTE)

In order to provide Technical Training to Zakat mustahiq youth of the District _____ with the sponsorship of the District Zakat Committee _____ a Memorandum of Understanding (MOU), is being laid down, between the District Zakat Committee _____ and

_____ with the following terms and conditions.

1. **WHEREAS**, both the parties shall comply with the rules and regulations approved by the Khyber Pakhtunkhwa Zakat & Ushr Council.
2. **WHEREAS**, the sponsor party (DZC) will release Zakat Funds, to impart training to the Zakat mustahiq students duly recommended/finalized by the Provincial Zakat Administration, Technical Committee.
3. **WHEREAS**, a joint bank account will be opened/operated between the parties.
4. **WHEREAS**, payments to the Zakat mustahiq trainees as well as admin expenses of the institute shall be made from the joint account operated with the approval of the PZA Technical Committee.
5. **WHEREAS**, any procurement, if required shall be strictly dealt under KPPRA rules.
6. **WHEREAS**, all the record related to Zakat trainees, payment, as well as admin expenses must be kept neat and clean to be made available for audit purpose.
7. **WHEREAS**, in case of any change to the Zakat department policy the parties will accept the policy without any objection.
8. **WHEREAS**, unspent amount of Zakat fund should be returned back to the District Zakat Committee Account on closing of financial year or as required by the DZC.
9. **WHEREAS**, in case of any reservation regarding ongoing training program the monitoring Committee of the institute will take prompt action, failing which the District Zakat Committee will take action.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

(1st party Signature & Stamp)
Name: _____
Designation: _____
CNIC: _____
Date: _____

(2nd party Signature & Stamp)
Name: _____
Designation: _____
CNIC: _____
Date: _____

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

1. Name:
2. Father's / Husband's Name:
3. (a) 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. Name of Technical Institute where admission is needed.....
11. Experience in the Skill of Course:
12. Settlement plan after completion of Course:

PART-II

(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)	Monthly Income
1					
2					
3					

(UNDERTAKING BY PARENT/GUARDIAN OF APPLICANT)

We, the undersigned undertake that the information provided above is correct and we shall be liable to face the legal consequences if anything proved incorrect. It is also undertaken 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

Signature of Guarantor

Parent/Guardian's Signature

Date: _____ Copies of Documents Attached:

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

(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-VII

(FOR USE OF PZA TECHNICAL SCHOLARSHIP COMMITTEE)

Mr./Mrs. _____ is hereby approved for admission in training for the course _____ to be conducted at _____ Institute by the sponsor of Zakat Fund.

Incharge VTI

DZO

Chairman DZC

KPZC shall change the contents of this form if required