

The SIND ZAKAT AND USHR COMMITTEES (PROCEDURE) RULES, 1980.

Contents

Rules.

1. Short title, extent and commencement.
2. Definitions.
3. Seats of the Committee.
4. Proceeding of the Committee.
5. Meetings of the Committees.
6. Conduct of Proceedings.
7. Views of the Members.
8. Adjournment of meeting.
9. Postponement of a meeting.
10. Absence of the Chairman and Member from meeting.
11. Constitution of Sub-Committee.
12. Nomination of Members or Servants of a Committee for any specified work.
- 12-A. Disclosure by Chairman or Member of interest in Zakat aided Institution.
13. Record of the Minutes.

N_O_T_I_F_I_C_A_T_I_O_N :

No. PZA/DAC/59180: In pursuance of the provisions of section 16 of the Zakat & Ushr (Organisation) Ordinance,, 1979, at the direction and with the approval of the Central Zakat Council, the Sind Zakat Council is pleased to make the following rules for the regulation of the proceedings of the District, Taluka or Sub-divisional and the Local Zakat and Ushr Committees in the province of Sind:-

1. SHORT TITLE, EXTENT AND COMMENCEMENT:-

(1) These rules may be called the Sind Zakat and Ushr Committees (Procedure) Rules, 1980.

(2) They shall come into force at once.

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

(a) 'Chairman' means the Chairman of the Committee and includes the person presiding the meeting in the absence of the Chairman;

(b) 'Committee' means the District, Taluka or Sub-divisional or Local Zakat and Ushr Committee, as the case may be;

(c) 'meeting' means a meeting of the Committee;

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

3. SEATS OF THE COMMITTEE.- The seat of a Committee, in the case of a District Committee or Taluka or Sub-divisional Committee shall respectively be the headquarters of the District, Taluka or Sub-division and in the case of a Local Committee a place in the locality, to be determined by the Local Committee.

4. PROCEEDING OF THE COMMITTEE.- (1) The proceedings of the Committee shall be in Urdu or Sindhi.

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

5. MEETINGS OF THE COMMITTEES.- (1) There shall be at least one meeting during a period of two months in the case of a District or a Taluka or Sub-divisional Committees, and during a period of one month, in the case of a Local Committee.

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

(3) A notice of at least seven days in the case of the meeting of a District Committee or Taluka or Sub-divisional Committee and three days in the case of the meeting of a Local Committee shall be given to the members.

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

6. CONDUCT OF PROCEEDINGS.- (1) Four members of a Committee shall constitute quorum for a meeting;

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

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

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

7. VIEWS OF THE MEMBERS.- (1) A member may give his views, in writing, on any matter discussed and put to vote.

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

8. ADJOURNMENT OF A MEETING.- A meeting shall not be adjourned except-

(1) for lack quorum; or

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

9. POSTPONMENT OF A MEETING.- A meeting may be postponed by the Chairman either on his own motion or otherwise, for reasons to be recorded.

10. ABSENCE OF THE CHAIRMAN AND MEMBERS FROM MEETING.- If a member is unable to attend a meeting, he shall duly inform the Committee of his inability to attend.

14. CONSTITUTION OF SUB-COMMITTEE.- (1) A Committee may appoint such standing or Ad-hoc sub-committees as may appear to it to be necessary.

(2) A sub-committee shall consist of not less than two members.

(3) A Committee may authorize a sub-committee to coopt any person as its member:

Provided that the number of members so coopted shall in no case exceed the number of the members of the sub-committee appointed by the Committee.

15. NOMINATION OF MEMBERS OR SERVANTS OF A COMMITTEE FOR ANY SPECIFIED WORK.

(1) A Committee may nominate or depute any of its members or servants for any specified work connected with the performance of any function of the Committee.

(2) In case of emergency, the Chairman of a Committee may, for the purpose of sub-rule (1), act in anticipation of the Committee's approval and shall conveyance a meeting forthwith for approval of his action.

12-A. DISCLOSURE BY CHAIRMAN OR MEMBER OF INTEREST IN ZAKAT AIDED

INSTITUTION.

(1) The Chairman or member of a Zakat Committee who is associated in any capacity with, or has interest in, any institution which is provided financial assistance from a Zakat Fund by, or on the recommendations of, such Zakat Committee shall disclose, in writing, the full particulars of such Zakat aided institution and the nature and extent of his association with, or interest in, the institution.

(2) The written statement under sub-rule (1) shall be placed before the Committee and there after forwarded to the next higher Zakat Committee, or if the written statement is made by the Chairman or Member of a District Committee, to the Provincial Zakat Council for consideration and such orders as are deemed fit].

13. RECORD OF THE MINUTES.- (1) The minutes of the meetings shall be recorded and as soon as possible and a copy thereof shall be sent to each member, whether present or not in that meeting.

(2) The minutes recorded under sub-rule (1) shall be presented at the meeting next following and subject to such changes as may be approved, be confirmed, and signed by the Chairman and be preserved in the appropriate manner.

14. A copy of the minutes shall be sent by the Local Committee to the Taluka or Sub-divisional Committee, by the Taluka Committee to the District Committee; and by the District Committee to the Provincial Zakat Council.

Sd/-(Dr. MUHAMMAD ARSHAD MALIK)
Secretary,
Sind Zakat Council and Chief
Administrator Zakat-cum-Member
Board of Revenue, Sind.

Jalil/Book 262.
11-08-2016

ⁱ New rule 12-A inserted vide Notification No. SO(ROP)/11/V/82 dated 29-05-1985.