

## **REVISED ZAKAT DISBURSEMENT PROCEDURE**

Social welfare and Rehabilitation  
(Approved by Central Zakat Council)  
(93<sup>rd</sup> Meeting-10<sup>th</sup> October 2004)

1 Istehqaq of a Mustahiq shall be determined by the respective Local Zakat Committee.

### **A. Istehqaq Criteria for Rehabilitation**

- i) Beneficiary is an adult muslim, who is not in receipt of assistance from any other Zakat Programme.
- ii) His needed is genuine and pressing which if not met compel the beneficiary to begging.
- iii) Beneficiary has been victim of circumstances which have left him penniless or shelter less.
- iv) Beneficiary wishes to start a small business of his choice for immediate subsistence.
- v) Beneficiary is a newly converted muslim and is facing social problems of adjusting in the new environment
- vi) Beneficiary is in need of tri-cycle, Push-Cart.

### **B. Istehqaq Criteria for Social Welfare**

i) Social welfare Institutions housing the beneficiaries shall be of the following categories only :-

- 1) Orphanages
- 2) Darul Aman
- 3) Home for Destitute and under privileged women.
- 4) Home for mothers and children.
- 5) Home for old and infirm persons.
- 6) Home for Destitute and needy girls.
- 7) Home for abandoned Babies and Destitute Children.
- 8) Special education Centres for Disabled Persons /Mentally retarded persons.
- 9) Rehabilitation Centres for Disabled persons.

ii) Istehqaq of the beneficiary child or person shall be determined by the Local Zakat Committee of the area of his permanent residence or the Local Zakat Committee of his temporary residence.

iii) Preference shall be assigned to orphans, widows and disabled and senior citizens.

iv) Social Welfare Institutions working as NGOs (or Civil Society Organizations i.e. CSOs) shall not be eligible for Zakat grant being recipient of financial assistance from other governmental sources of donors.

v) Approval of Zakat grant to an institution by the District Zakat Committee on annual basis.

vi) Social Welfare Institution registered duly under relevant laws shall only be entitled to Zakat grant.

2. One time grant up to Rs.5000/- may be provided for rehabilitation of Mustehiq whose name be struck off from the list of Mustehqeen.

2.1 Not less than 25 per cent of funds allocated to this head of Zakat program shall be utilized on Rehabilitation and the remaining 75 per cent on beneficiaries of Social Welfare Institutions (SWIs). However Provincial Zakat Council may in exceptional circumstances, allocate/transfer funds from Social Welfare to Rehabilitation and vice versa, according to needs in consultation with District Zakat Committee.

2.2 Funds for Rehabilitation shall be disbursed by District Zakat Committee in such a way that at least one beneficiary from every Local Zakat Committee gets accommodated within the available budget. If funds limitation may restrict this adjustment. Local Zakat Committees shall then be selected alphabetically to the extent of funds available. The remaining Local Zakat Committees shall be allocated their share in the next budget and on so forth. In such cases, the disbursement shall be by rotation.

2.3 If the budget size is such that more than one beneficiary can be accommodated from each Local Zakat Committee, there will be no restriction on the number of beneficiaries to be selected from every Local Zakat Committee, as long as the funds position so permits.

2.4 Neither the budget parameters shall be crossed nor the rehabilitation rate lowered to accommodate a larger of beneficiaries over and above the budget.

2.5 Due priority shall be assigned in releasing funds requested for the rehabilitation of a deserving person

3. Zakat assistance may also be provided through Social Welfare Institutions which are setup or are registered by the Federal Government / Provincial Government.

For the purpose of calculating annual Zakat grant to an institution, the guide-lines given below shall be kept in view.

### **A. Orphanages and similar institutions.**

		<b><u>Per Month / Per Beneficiary</u></b>
i)	Education / Books	Rs. 50.00
ii)	Clothing	Rs. 100.00 (Rs.1200/- on annual basis)
iii)	Food	Rs. 300.00
iv)	Accommodation	<u>Rs. 50.00</u>
<b>Total</b>		<b>Rs. 500.00</b>

### **B. Other Institutions (Darul Amman etc)**

		<b><u>Per Month / Per Beneficiary</u></b>
i)	Skilled education	Rs.100.00
ii)	Clothing	Rs. 250.00
iii)	Food	Rs. 300.00
iv)	Accommodation	<u>Rs. 50.00</u>
<b>Total</b>		<b>Rs. 700.00</b>

4. Zakat Funds shall be provided to a mustehiq through crossed cheques by the Local Zakat Committee of his / her area of residence.

4.1 Disbursement of Zakat assistance through social welfare institutions (SWIs) shall be made in the following manner.

Step 1 Applications as at Annexure-A are invited by the District Zakat Committee from Social Welfare Institution located in its area, either directly or thorough Local Zakat Committee.

Step 2 Before submitting application the SWI gets the Istehqaq of each beneficiary residing with it certified from.

- The Local Zakat Committee of the permanent resident residence of the beneficiary.
- The Local Zakat Committee of the temporary residence of the beneficiary

Step 3 District Zakat Committee holds its meeting to select SWIs and calculate the funds needed to meet their demand as against the funds actually available in budget.

Step 4 After final selection of SWIs and calculation of funds demand, the District Zakat Committees seeks approval of Provincial Zakat Council.

Step 5 On receipt of Provincial Zakat Council's approval the District Zakat Committee releases funds to SWI on biannual basis through crossed cheque in the name of Head of the SWI or his nominee.

Step 6 The cheque is deposited in SWI's current account exclusive of Zakat grant.

Step 7 Payment under receipt are made to beneficiaries on monthly basis and a record of all account is maintained for internal or external Zakat Audit.

Step 8 Monthly payments are made in full to each beneficiary according to entitlement.

Step 9 A monthly utilization report is submitted to District Zakat Committee by the SWI in the Proforma at Annexure-B.

