



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF DISTRICT ZAKAT OFFICER (BS-17) IN THE ZAKAT & USHR DEPARTMENT. (Case No.25RC2019)

Main Responsibilities and Tasks:

1. Administrative incharge of the office District Zakat and Ushr Committee (DZ&UC).
2. Member/Secretary, of the DZ&UC.
3. Drawing and Disbursement Officer.
4. Operation of PLA of District Zakat Fund alongwith the Chairman District Zakat Committee and the officer authorized for the purpose by the competent authority.
5. Disbursement and transfer of funds from District Zakat Fund to Local Zakat Fund and other institutions or incur other administrative expenditure subject to such rules/procedure/conditions as prescribed by the competent authority/ forum.
6. Maintenance of the Accounts of PLA, District Zakat Fund, Cash Book, ledgers reconciliation, Cheque Book.
7. Maintenance of Accounts of Revenue Budget, Cash Book, Stock, Machinery Equipment, Furniture and Fixture, reconciliation and other allied record etc.
8. To attend complaints regarding disbursement of Zakat Fund and arrangement under the law/rules to complete the process of election/ selection of members/chairmen, Local Zakat committees in the district and allied matter.
9. Checking/inspection of Local Zakat Committees and other institutions.
10. Implementations of instructions received from the department and the Provincial Zakat Administration.
11. Matters relating to the Zakat paid Staff working in the office of District Zakat Committee like appointment, renewal, termination and all other relating issues.
12. Maintenance of the record of the regular/contract employees paid from consolidated fund like service books, personal file, leave account and other allied matters.
13. Any other assignment given by the authority.

Occasional Tasks and Responsibilities

14. Any other duty/work assigned by the Competent Authority.

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