



Job Descriptions

Punjab Auqaf Organization

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JOB DESCRIPTION.
RELIGIOUS AFFAIRS WING.

1. DIRECTOR GENERAL RELIGIOUS AFFAIRS:

1. To supervise establishment matters of Aamma/Khutaba, Mudarriseen, Muazzaneen, Khuddamm and other staff relating to mosques.
2. To guide and supervise working of Provincial, Divisional and District Khatibs in discharge of their duties and implementation of directives of Central / Provincial Governments.
3. To constitute and supervise working of Religious Purpose Committees of Mosques and Shrines under administrative control of Auqaf Organization.
4. To organize Seerat-un-Nabi Conference at Provincial level in accordance with the instructions issued by the Central Government and to arrange such conferences at Zonal/Divisional levels.
5. To supervise conduct of Annual Uroos at shrines under control of Auqaf.
6. To assist the Ittehad Bain-ul-Muslimeen Committee in its functions.
7. To assist Mutahida Ulema Board in its meetings and functions.
8. To assist Punjab Quran Board in its meetings and functions.
9. To conduct monthly meetings of Provincial Ruit-i-Hilal Committee and liaison with central Ruit-i-Hilal committee.
10. To arrange and conduct visits of foreign dignitaries at Holy places in Lahore / Punjab.
11. To organize seminars/conferences relating to Sahaba-e-Karam, Aulia-e-Karam and Sufia-e-Kiram.
12. To organize Mahafil-e-Naat, Shabina and Qirat competitions.
13. To deal with Assembly Business relating to Religious Affairs Wing.
14. To supervise working of Markaz Maarif-e-Aoliya, Jamia Hajwaria, Awan-e-Sofiya and Ulama Academy.
15. Any other assignment/task specially entrusted to Religious Affairs Wing.

2. ASSISTANT DIRECTOR RELIGIOUS AFFAIRS:

1. Action on directives / references received from the President House Islamabad / Governor Punjab Secretariat.
2. Disposal of directives received from the Prime Minister / Chief Minister's Secretariat.
3. Disposal of Minister Auqaf's directives / orders.
4. Disposal of CAA's orders / directions.
5. Disposal of references received from the Punjab Ministers and Political Secretaries / Advisors to Chief Minister Punjab.
6. Service matters of all Khatib / Imams and Muezzins / Khadims.
7. Move over cases of Khatib / Imams and Muezzins / Khadims.
8. Disciplinary action against Khatibs / Imams and Muezzins.

9. Action on press cuttings.
10. Action on reports received from the Punjab Special branch police.
11. Issuance of instruction to Khalibs/Imams on the religious occasions.
12. Maintenance of seniority of Khalib/Imams.
13. Any other assignment/task specially entrusted to Religious Affair Wing.

ASSISTANT DIRECTOR (Tableegh & Tarbiyat)

1. Implementation of directives / references received from the President House Islamabad / Governor Punjab Secretariat.
2. Disposal of directives received from the Prime Minister / Chief Minister's Secretariat.
3. Disposal of Minister Aiqal's directives / orders.
4. Disposal of CAA's orders / directions.
5. Disposal of references received from the Punjab Ministers and Political Secretaries / Advisors to Chief Minister Punjab.
6. Service matters of all Muddarasin.
7. Consitution of Religious Purposes Committees of Shrines and Important mosques.
8. Holding of Provincial annual Seerat Conferences and to provide assistance for holding of Divisional Seerat Conferences.
9. Issuance of instruction to Muddarasin on the religious occasions.
10. To deals with the matters of Purchase of Darrees and Shamianajat.
11. Maintenance of seniority of Muddarasin.
12. To assist the organize Seerat-un-Nabi Conference at Provincial level in accordance with the instructions issued by the Central Government and to arrange such conferences at Zonal/Divisional levels.
13. Any other assignment/task specially entrusted to Religious Affair Wing.

PROVINCIAL KHATEEB

PROVINCIAL KHATEEB:

1. To supervise the working of Zonal & District Khateeb.
2. To tender advices to senior officers on religious matters.
3. To monitor working of Masajid and Madrasa establishment and evaluate monthly inspection report received from zonal khateeb and district khateeb.
4. To assist government in maintaining religious harmony amongst various Maslik and participating in meetings of Itahad Ban-ul-Muslamin
5. To participate in meeting of DPCs and selection committee for promotion and fresh recruitment and Masajid and Madaras Establishment.
6. To under take field visit to help resolve the disputes erupted between Masalik.

7. Supervise inspections of Auqaf Mosques and Madaras to judge their working and conditions and suggest measures for their improvements.
8. Any other assignment / Tasks assign by the authority.

ZONAL KHATEEB:

1. To supervise the working of District Khalaba and Mosque staff. He submitted monthly report to provincial khateeb.
2. To deliver speech Khutba at Jumma and Eiden.
3. To preach the namazian about religious matters three days in a week after any one prayer/namaz.
4. Remain in his office for official work.
5. To participate in the auction proceedings of contracts/ leases of Auqaf properties.
6. To participate in the Cash Boxes opening and cash counting.
7. Any other task assigned by the authority.

DISTRICT KHATEEB:

1. To deliver speech Khutba at Jumma and Eiden.
2. To preach the namazian about religious matters three days in a week after any one prayer/namaz.
3. Remain in his office for official work.
4. To participate in the Cash counting.
5. To participate in the auction proceedings of contracts/ leases of Auqaf properties.
6. To supervise the working of mosque staff and submitted monthly report to Zonal Khateeb.
7. Any other tasks assigned by the authority.

KHATEEB / IMAM

1. Imamat of Farz Namaz five lime a day.
2. To preach the Namazian about the religious matters daily at some particular time.
3. To deliver speech, Khutba at Juma and Eidein.
4. To supervise the working of subordinate staff of Masajid and Madrasa.
5. To teach the children about Nazra and Hifz Quran and imparting of basic knowledge about Islam twice in a day (Morning and Evening).
6. To take proper care of mosque Assets and ensure that these are neat, tidy and in working conditions.
7. To perform other religious virtuals in the mosque and shrines.
8. To participate in the Cash Boxes opening and cash counting.
9. To participate in the auction proceedings of Contracts/Leases of Auqaf properties.

MUAZAN / KHADAM

1. To recite Aazaan in the mosque five time a day.
2. To keep the mosque neat and tidy.
3. To take proper care of mosque assets.
4. To teach children Nazar and Hifz Quran in the mosque twice in a day.(morning and evening).
5. To do imamat of Farz Nimaz in the absence of Khateeb/Imama.
6. Any other task especially assigned by the Khateeb/Imam.

MUDRRAS

1. To take Nazra and Hifz Quarn classes of children in the madrasa Quran in the mosque twice in a day.(morning and evening).
2. To teach Tajweed-o-Qirat between Zuhar and Asr Prayer daily.
3. To impart basic knowledge of Islam to children.
4. To deal with administrative matters of Madrasa.
5. Any other task especially assigned by the higher authorities.

AIWAN-E-SOFIYA

ASSISTANT DIRECTOR (Aiwan-e-Sofiya)

1. To look after the matters of Aiwan-e-Sofiya.
2. To look after the matters of Aiwan-e-Sofiya library.
3. To purchase and maintain articles of Aiwan-e-Sofiya.
4. For promotion of Persian Language arrange Persian courses with the cooperation of Khana-e-Ferhang Iran Pakistan.
5. Preparation of syllabus for new courses.
6. To conduct training of new and promotee Managers of Auqaf.
7. To arrange computer courses for Auqaf employees.
8. Training of Auqaf employees from Civil Defence Department.
9. Any other assignment/task specially entrusted.

ASSISTANT LIBRARIAN:

1. To manage library of Aiwan-e-Sofiya.
2. To purchase library books/ periodicals on the recommendation of library Books Selection Committee.
3. Documentation of books purchased for Library i.e accessioning, cataloguing, classification, preparation of catalogue cards, etc.
4. To provide the required information / material to the readers / visitors.
5. To arrange and supervise annual stocktaking of books and other library material.

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6. Any other assignment entrusted by higher authorities.

ULAMA ACADEMY

Deputy DIRECTOR ULAMA ACADEMY:

1. To supervise the training, educational & research work of Ulama Academy.
2. To supervise administrative matters of different sections of Ulama Academy.
3. To assist Principal / Director General Religious Affairs for conducting Searat Conference, supervising Mahafil-e-Shabina at Badshahi Mosque and Qirat & Naat competition.
4. To conduct refresher courses of Aima/ Khutaba & Mozanin Auqaf.
5. To arrange the Book festival at the occasion of Searat Conference.
6. To maintain central library and other libraries of Auqaf.
7. To purchase and maintain articles of Ulama Academy.
8. To carryout Auqaf publications.
9. Any other assignment especially entrusted to Ulama Academy.

ASSISTANT DIRECTOR (TRAINING) AUQAF ACADEMY

1. To organize training courses of Aima /Khutiba and Muazanin according to the training policy of Auqaf.
2. To prepare timetable and maintain records of attendance, honoraria of students and teachers.
3. To prepare syllabus and timetable for the courses being run in Ulama Academy.
4. To assist the book Exhibition Committee in its functions.
5. To translate Arabic articles into Urdu and Urdu articles into Arabic.

ASSISTANT DIRECTOR (EDUCATION) AUQAF ACADEMY

1. To assist Director General Religious Affairs Auqaf in managing Madaris and Schools.
2. To analyze quarterly reports submitted by Mudarriseen about working of Madaris.
3. To organize half yearly and annual examinations in Madaris.
4. To issue Sand / certificates to successful candidates,
5. To inspect Madaris and recommend measures for the improvement of education in these institutions.
6. To Arrange admission of students in Madaris.
7. To assist Library Books Selection Committee for purchase of books.
8. To manage grant of scholarships to students,
9. To act as Hostel Superintendent of Ulama Academy.
10. Any other assignment entrusted by higher officers.

LIBRARIN AUQAF ACADEMY

1. To manage Central library of Auqaf.
2. To supervise functioning of other Auqaf libraries throughout Punjab.
3. To act as Secretary Library Committee, to purchase library books / periodicals on the recommendations of Library Books Selection Committee.
4. Documentation of books purchased for Library i.e. accessioning; cataloguing, classification, preparation of catalogue cards, etc.
5. To provide the required information / material to the readers / visitors.
6. To arrange and supervise annual stocktaking of books and other library material.
7. To visit Auqaf libraries throughout Punjab and suggest measures for their better functioning.
8. To arrange training of library staff of Central Library and other libraries.
9. To arrange book exhibitions.
10. Any other assignment entrusted by higher officers.

RESEARCH ASSOCIATE

1. Constitution of Zonal Roit-e-Hilal committees and other matters relating to it.
2. To arrange Mehafil-e-Naat, Shabina and Qirat competitions annually.
3. To conduct monthly meetings of Provincial (Zonal) Roiat-i-Hilal committee and co-ordinate with other Agencies.
4. Any other special arrangement/ tasks entrusted.

RESEARCH FELLOW:

1. To carry out proof reading of Maqala Jaat / Auqaf publications.
2. To improve the research material of received Maqala Jaat/ Other books.
3. To assist the research officer/ Director Ulama Academy for publishing the Mujallah & other books.
4. To assist the higher offices for conducting religious events.
5. Any other assignment / tasks assign by the authority.

ADMIN OFFICER:

1. To look after administrative matter of Ulama Academy.
2. To maintain assets of Ulama Academy.
3. To arrange the religious ceremonies in Ulama Academy.
4. To deal the services matter of Ulama Academy staff.
5. Disposal of references received from the Director General Religious Affairs.
6. Any other assignment / task assigned by director Ulama Academy.

Supervisor Tajweed-o-Qirat.

1. To train Aamia & Muazzanin in Tajweed-o-Qirat attending training courses in Ulema Academy.

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2. To Monitor working of Madaras imparting education of tajweed-o-Qirat and examine them on quarterly, half yearly and annually.
 3. To issue certificates of Tajweed-o-Qirat to successful candidates.
 4. To assist in training programs in Ulama Academy.
 5. Another assignment /task especially assigned by higher authorities.

Rais-ut-Tabligh.

1. To sermonize a non-muslim embracing Islam as a religion.
2. To issue certificate of acceptance of Islam as religion by non Muslims.
3. To educate and impart basic knowledge of islam to newly converted Muslims.
4. To assist person requiring solutions of their thoughts/problems in light of Quran'n Hadith and Fiqh.
5. Another assignment /task especially assigned by higher authorities

MARKAZ MARIF-E-AULIYA

EXECUTIVE OFFICER:

1. To deal with administrative matter of Markaz Marif-e-Auliya.
2. To look after administrative matter of Jamia Hajweria.
3. Disposal of reference received from Head Office.
4. To look after the publishing matter of Quarterly Mujalah Marif-e-Auliya.
5. To look after publishing other books in Markaz-e-marif-e-Auliya.
6. To research of new published book.
7. To follow up the direction instruction received from DGRA/CAA for conducting seminar in seminar Hall Markaz Marif-e-Auliya.
8. To assist DGRA for preparation of Kitabcha for annual Urs Hazarat Data Gunj Buksh.
9. Any other assignment / task assign by the authority.

RESEARCH OFFICER:

1. To contact with academicians and scholars for the Maqala jaat.
6. Editing of received Maqal Jaat.
7. Final prof reading after composing of Maqala jaat.
8. Any other assignment / task assigned by Mudeer-e-Alla Mujalah Marif-e-Auliya.
9. Proof Reading of other books published from the markaz-Marif-e-Auliya.

RESEARCH FELLOW:

1. Initial proof reading of Maqala Jaat /books after composing.
2. To improve the research material of received Maqala Jaat/ Other books.

- 3 To assist the Research Officer/ Director General Religious Affairs for publishing the Mujallah & other books.
- 4 To assist the higher offices for conducting of religious events.
- 5 Any other assignment / tasks assigned by the authority.

Assistant Librarian:

1. To manage library of Markaz Muaarif-e-Sulia
2. To purchase library books/ periodicals on the recommendation of library Books Selection Committee.
3. Documentation of books purchased for Library i.e accessioning, cataloguing, classification, preparation of catalogue cards, etc.
4. To provide the required information / material to the readers / visitors.
5. To arrange and supervise annual stocktaking of books and other library material.
6. Any other assignment entrusted by higher officers.

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ADMINISTRATION WING.

DIRECTOR ADMINISTRATION AUQAF PUNJAB

1. Supervision on the working of the Auqaf officers and Officials (BS 1-15) posted in the head office as well as in the zonal offices in the Punjab.
2. Appointment, promotion and Transfer / posting of the establishments other than Mosque and Religious Affairs establishment.
3. Move-over cases of the establishments other than Mosque and Religious Affairs establishment and paramedical staff.
4. Constitution of Zonal Jahez Committees and its other matters.
5. Conducting of Disciplinary cases other than Mosque and Religious Affairs establishment and paramedical staff.
6. Repair and maintenance of official vehicles of the Organization.
7. Advertisement of the Organization's contracts, conferences, seminars and miscellaneous matters.
8. Bills of advertisements.
9. Medical re-imburement of Organization's employees.
10. Security equipments and issues of mosques and shrines etc under the administrative control of the Organization.
11. Supervision of control room established at Aiwan-e-Auqaf.
12. Supervision of Information Technology matter and IT lab.
13. Court cases, fee and other legal matters of the Organization.
14. Drawing & Disbursing Officer.

DEPUTY DIRECTOR ADMINISTRATION

7. To assist Director Administration in all matters relating to branches.
8. Supervision of work of the admin branches.

ASSISTANT DIRECTOR ADMN-I

1. Establishment cases of officers / officials from scale No.7 and above.
2. Matters relating to reimbursement of charges of officers.
3. To issue cheques of all type of payments including salaries to the staff posted in the Head Office as Drawing and Disbursing officer.
4. Jahez committees and other matters relating to Jahez.
5. General and miscellaneous matters relating to circulars and statements etc.
6. Financial assistance to the families of employees who expired during service.
7. Dealing appointment, promotion and transfer / posting of Doctors (BS-17 to onward).

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6. Financial assistance to the families of employees who expired during service.
 7. Dealing appointment, promotion and transfer / posting of Doctors (BS-17 to onward)
 8. Disposal of directives, Chief Secretary Complaint cell complaints relating to officers / officials
 9. Cleanliness and janitorial service matters at shrines and contracting for them.
 10. Purchase and distribution of security equipments.

R & I SECTION:

1. Maintenance of vehicles, POL and repair of vehicles.
2. To make arrangements for supply of uniforms to the drivers.
3. Payment of bills relating to telephones, sui gas, electricity and Water etc of Head Office.
4. Receipt and issue of Dak.

STORE HEAD OFFICE

10. Purchase and distribution of stationary for Head Office.
11. Printing of registers and forms for Head Office and field officers.
12. Dealing other store items.

ASSISTANT DIRECTOR ADMN-II

1. To deal with inquiry cases of the officers / officials of the Organization.
2. Posting/transfers of the staff from scale 1 to 4.
3. Medical reimbursement charges of officials from scale No.1 to 15.
4. Inspection notes of the Chief Administrator recorded from time to time of the offices located in Punjab.
5. To deal with the tour program of the officers.
6. To make arrangements for holding Administrators conference.
7. Scholarship cases of the children of Auqaf employees getting education.
8. To operate photo machine.

PUBLIC RELATIONS OFFICERS.

1. Publicity and public relations.
2. To counter act Anti-Auqaf propoganda.
3. Release of advertisements and issue hand outs in conformity with instructions.

4. To cover Auqaf ceremonies, publicity during Urses and Press conferences.
5. Writing, Publication and distribution of brochures on the life and teachings of the saints.

LEGAL ADVISOR:

1. To tender advise on legal matters of the Department and Organization.
2. Any perform duty assigned by the authority.
3. To draft and file appeals in relevant courts in time or make arrangement to file appeals in time by the Auqaf Counsels in districts other than Lahore.
4. To distribute cases to Auqaf Counsels according to their performance.
5. To check the performance of Auqaf Counsels and set criteria for betterment and strengthen the Litigation cell.
6. To conduct important cases of the Department.

ASSISTANT DIRECTOR LITIGATION.

9. To manage litigation cases of the Department in efficient and better way.
10. To deal with fee and other matters of the Litigation cell.
11. To prepare reports for perusal of the authority.
12. To bridge up a gap between the Department and courts.
13. To maintain the database of cases on regular basis and upto date.

INCHARGE IT LAB / PROGRAMMER.

1. To maintain the database and software of the Department.
2. To communicate with IT board / department.
3. To look after the hardware and software installed in Head Office and other offices of the Organization and to conduct maintenance and repair of the hardware and software installed in offices.
4. To purchase the IT equipments (hardware and software) and their installation without bearing further expenses of daily basis installations from the market.

INCHARGE CONTROL ROOM.

1. To maintain and run software installed in the control room.
2. To generate a report on daily basis and present it to the authority.
3. To check all kinds of activities taking place on shrines where these CCTV cameras have been installed.
4. To communicate with the company which installs the e-Surveillance system.
5. To protect the environment of control room from strangers.
6. To maintain registers of activities, visitors and staff working in the control room and their timing.

JOB DESCRIPTION OF PROJECT WING OFFICERS / OFFICIALS1- DIRECTOR PROJECTS:

1. Technical advisor to the Secretary / Chief Administrator Auqaf.
2. Responsible for administrative and general professional control of all public works being executed in the department.
3. To check the surveyed waqf properties for the preparation of Annual Development Programme.
4. To check / approve all the planning, architectural & structural designing of the schemes.
5. To accord technical sanctions of the estimates.
- (6) To accord administrative approval of the schemes upto Rs. 1.00-million.
7. To approve the non-schedule items / rates relating to the scheme.
8. To inspect / visit the on-going works under execution.
9. To pass the work done bills forwarded by the Executive Engineers for pre-audit and payments to the Contractors.
10. To issue cheques to executing agencies for work done.
11. To enlist contractors in all categories for execution of works in department.
12. To issue acceptance letters and sign the agreement with the executing agencies.
13. To resolve all the technical as well as financial issues of the projects.
14. To approve the NIT for works approved.

2. EXECUTIVE ENGINEERS / ENGINEER INCHARGE

1. To check and verify the survey report of the projects submitted by Assistant Engineers/SDO's after site inspection.
2. To get check the estimates as per plan, architectural drawings & structural design as prepared by the Executive Engineer.
3. To forward the estimates for accord of technical sanction to the Director Projects Auqaf.
4. To submit the estimates for grant of administrative approval to Director Projects Auqaf.
5. To check the quality and specifications of the on-going works being totally responsible.
6. To forward the work done bills to Director Projects Auqaf for payment after visiting the site.
7. To prepare the monthly progress report of the works.
8. To call and receive the bids.
9. Fully responsible for execution design and quality of works.

3- DEPUTY DIRECTOR ARCHITECT:

Architecture Section has been specific role to perform. Basically, it provides Architectural services. It is mainly concerned with planning, designing and supervision of architectural aspects of all the schemes as under:-

1. Formulation of concepts, schematic design and feasibility studies.
2. Development of master plans and lay out plans.

3. Preparation of working drawings regarding structural aspects/design.
4. Computer generation of 2D & 3D presentation and working drawings.
5. Site supervision of project at various construction stages.
6. Inspection of finish projects at the time of handing over / taking over.
7. To look after the conservation/restoration works.

4- ASSISTANT ENGINEERS:

1. Identification / survey of the projects in consultation with managers / zonal administrator.
2. Preparation of the feasibility reports of the schemes.
3. Submission of site plans / survey report for preparation of plan, architectural as well as structural design.
4. Supervision of the on-going works as per approved specification, drawings & designs.
5. 100% verification of work done bills.

5- SUB ENGINEERS:

1. To carry out survey of the projects along with manager concerned.
2. Preparation of site plans.
3. Preparation of the estimates as per approved planning, architectural / structural design.
4. Supervision of the works under execution as per approved specifications, drawings / designs.
5. To record the work done bills in the measurement books.
6. 100% responsible for quality and quantity of the executed works as supervisory staff.

6- CIRCLE HEAD DRAFTSMAN:

1. The technical advisor of the Director Projects Auqaf.
2. To check the estimate for technical sanctions forwarded by the XEN's office.
3. To check the non-schedule items / rates for approval by Director Projects Auqaf.
4. To make correspondence with allied offices on behalf of DPA.

7- HEAD DRAFTSMAN:

1. To check the estimates forwarded by the circle draftsman.
2. To issue / received the tenders bids and preparation of the comparative statements.

8- DRAFTSMAN:

1. To put up all the cases relating to technical matters to CHD & XEN's.

9- TRACER:

1. To prepare the draft drawings for finalization by the XEN's & Deputy Director Architect.

ESTATE WING

1. DIRECTOR ESTATE

- I. To assist the Secretary /Chief Administrator of Auqaf in matters relating to Estate of Auqaf Organization.
- II. To supervise the working of Assistant Directors and monitor affairs of Estate through the Zonal Administrator and Managers of Auqaf Punjab.

2. DEPUTY DIRECTOR ESTATE-I

To look after the all matters to relating to:

1. Faisalabad Zone
2. Sargodha Zone
3. Rawalpindi Zone
4. Gujranwala Zone
5. Lahore Zone

3. DEPUTY DIRECTOR ESTATE-II

To look after the all matters to relating to:

1. Multan Zone
2. D.G. Khan Zone
3. Bahawalpur Zone
4. Pakpattan Zone
5. Badshahi Mosque
6. Data Darbar

4- ASSISTANT DIRECTOR ESTATE-I :

1. Survey of waqf properties.
2. Notification for taking over waqf properties.
3. Release of waqf properties.
4. Management / control of waqf properties.
5. Demarcation of waqf properties.
6. Division of joint Khalas.
7. Exchange of land.
8. Consolidation of land.
9. Auction of lease.
10. Allotment of shops.
11. Allotment of urban plots.
12. Transfer of tenancy.
13. Dispute of lease / tenancy of commercial properties.
14. Auction of contracts.
15. Assessment of rent / appeals.
16. Mutation of waqf properties.
17. Refund of lease money.
18. Grant of stipend.
19. Financial Aid.
20. Sanction of Urs grants.
21. Litigation.
22. Sanction of budget for 6 months of newly taken over properties.
23. Allied matters to the waqf properties.
24. Prime Minister / Chief Minister / Governor Directives.
25. Sanction of burial.
26. Katchi Abadies.
27. Waive off bad unrecoverable arrears.
28. Removal of encroachments.
29. Disposal of applications related to other Departments.

30 Assembly questions.

5. Tehsildar Recovery

- i) Recovery of old Arrears as per demand.
 - ii) Process of revenue record, survey case etc.
- 6 Naib Tehsildar
- i) Assistant of Tehsildar for recovery of old arrears.
 - ii) Checking of revenue record and maintenance and pointed out the waqaf properties.

FINANCE WING.

1. DIRECTOR FINANCE:

1. Channel of submission of cases of the following Sections:
 - (i) Budget Section
 - (ii) Accounts Section
 - (iii) Compilation Section
 - (iv) GPF / Pension Section
 - (v) Audit Section
2. Audit / Inspection of Zonal, Management and other offices
3. To chair the Audit Disposal Committee meetings.
4. To tender advise on financial and other matters.
5. To constitute teams to supervise opening of cash boxes and to suggest ways & means to increase the cash.

2. DEPUTY DIRECTOR:

To assist the Director Finance in all matters relating to finance wing.

3. ASSISTANT DIRECTOR (ACCOUNTS):

1. Investment of Auqaf Reserves.
2. Monthly release of funds according to sanctioned budget to all offices.
3. Any other release of funds as approved by Chief Administrator Auqaf.
4. Advise on financial matters.
5. Channel of submission of cases of payment, compilation & budget section.
6. Adoption of all notifications issued by Finance Department Government of the Punjab.
7. Advances to Auqaf employees.
8. Maintenance of record of advances.
9. Counter signatures on T A bills of Zonal Administrators.

4. ASSISTANT DIRECTOR (PENSION & GPF):

13. Maintenance of Index Register, ledger accounts & other books of accounts.
14. Maintenance of cash books of GPF & Pension.
15. Scrutiny & disposal of deduction schedules along with cheques/ bank drafts.

16. Scrutiny & upkeep of nomination forms.
17. Temporary & final withdrawal of GPF.
18. Disposal of Pension cases & payments thereof.
19. Issuance of pension payment order book to the pensioners.
20. Preparation of annual accounts & distribution of GPF statements.
21. Preparation of budget estimates for pension contribution in the budget.
22. Investment out of pension/GP Fund Accounts.
23. Release of Pension amounts for payments to pensioners.
24. Any other matter relating to GPF & Pension.

5. ASSISTANT DIRECTOR (AUDIT):

1. Pre-audit of payments in respect of CAA's office & DPA's office.
2. Maintenance of control over expenditure register according to budget heads of the respective offices.
3. Scrutiny of audit notes of the Internal Audit & disposal of audit reports of statutory audit of AUQAF offices/zones conducted by Local Funds Audit Department.
4. To arrange meetings for the Audit Disposal Committees.
5. To tender advice on Audit & Accounts matters.
6. Verification of pension cases & issuance of pension payment orders.
7. Verification of GPF final withdrawal of non-refundable advance cases.
8. Verification of pay fixation cases.
9. Allotment of internal Audit program for zonal, managerial and other offices.
10. Any other matter relating to audit/special audit.

6. AUDIT OFFICER Head Quarter & Zonal Offices, *

1. Pre-audit of all payments.
2. Verification of income.
3. Scrutiny of audit notes of internal audit and disposal of audit reports of statutory audit conducted by Local Fund Audit Department.
4. Maintenance of control over expenditure registers according to budget heads of the respective offices.
5. To tender advice on Audit & Accounts matters.
6. Verification of pension cases.
7. Any other matter relating to audit/special audit.

7. ASSISTANT ACCOUNTS OFFICER (BUDGET):

1. Issuance of budget forms for the preparation of next year's budgets to the zonal and other offices.
2. To obtain budget estimates from the Zonal and other subordinate offices.
3. To scrutinize the budget estimates received from the zonal and other offices.

4. To complete the budget of the Auqaf Organization on the various basis of scrutiny done in the budget section.
5. Submission of budget to the Finance Committee for review.
6. Recast the budget as per decisions taken in the Finance Committee.
7. Presentation of budget in the Auqaf Board for approval.
8. Recast the budget according to the decision taken in the meeting of Auqaf Board.
9. To get budget computerized for distribution thereof.
10. Advise pertaining to budget matters.
11. Scrutiny of statements of excesses & surrenders submitted by zonal and other offices and correspondence thereof.

8. ASSISTANT ACCOUNTS OFFICER (PAYMENT):

1. Payments relating to CAA's office & maintenance of books of accounts thereof and to tender advice on cases relating to payments.
2. Disposal of Audit Objections.
3. Group Insurance, cash security & RPA cases.
4. Cases relating to payment of audit fee to Local Funds Audit Department.
5. Maintenance/attestation of entries in Service Books.
6. Any other matter relating to payments.

9. ASSISTANT ACCOUNTS OFFICER (COMPILATION):

9. Maintenance of Property Ledgers,
10. Maintenance of cash book of Central Auqaf Fund.
11. Scrutiny and disposal of statements of Income of all sources.
12. Compilation of Statements of Income, expenditure & Arrears.
13. Maintenance of Bank Statements & Authorities for release of funds.
14. Verification of credits into Central AUQAF Funds.
15. Verification of refund cases.
16. Compilation of Annual Accounts.

10. ACCOUNTANT

- i) Maintenance of Cash Book and its Reconciliation with bank statement.
- ii) Maintenance of Establishment Check Register.
- iii) Maintenance of Leger register.
- iv) Preparation of pay beills.
- v) Preparation of all other bills like RMC/RPA/TA/DA and utility bills etc.
- vi) Preparation of pension bills.
- vii) Payment of all bills after pre audit.
- viii) Preparation of cheques for payment.
- ix) Preparation of annual Budget.
- x) Preparation of monthly income and expenditure sanction.
- xi) Deposit of all receipts

- xii) Deduction of GPF/Group Insurance and House building advance.
- xiii) Allotment of new GPF numbers
- xiv) Payment of all Final/non refundable/refundable GPF cases through Cheques.
- xv) Issuances of pension authorities to zonal administrators/DDO for payment of pension.
- xvi) Adoption of all notifications about increase in pension.
- xvii) Payment of pension/family pension according to PPO's
- xviii) Compilation of Income & Expenditure statement received from zonal administrators.
- xix) Compilation of Old arrears statements.
- xx) Deposit of all Bank Drafts into Central Auqaf Fund.
- xxi) Checking & Verification of refund cases.
- xxii) Release of funds to zonal administrators/DDO's according to sanctioned budget
- xxiii) Investment of saving from central Auqaf fund.
- xxiv) Any other matter relating to accounts.

AUDITOR

- i) Pre audit of all payments.
- ii) Maintenance of budget control register.
- iii) Verification of pension cases & issuance of PPO's
- iv) Advice of files relating to financial matters
- v) Verification of GPF final / non refundable cases
- vi) Scrutiny of internal audit notes and local fund audit reports and their disposal
- vii) Verification of fixation of pay.
- viii) Any other matter relating to audit /special audit.

ASSISTANT

- i) Maintenance of register of Advances
- ii) Maintenance of TA bills of Zonal Administrators
- iii) Maintenance of files for advance to Auqaf employees.
- iv) Advice on files.
- v) Any other matter relating to accounts.

ZONAL ADMINISTRATORS

1. To supervise the functioning of District/Circle Manager, Divisional & District Khatibs of respective zone.
2. To transfer staff of scale No.1 to 7 within respective zone except mosque staff.
3. To appoint staff scale No.1 to 4.
4. To utilize powers and authorities for the staff scale No.1 to 7.
5. To sanction earned leave to the staff under his control.
6. To constitute Religious purpose committee for waqf properties yielding income up to 10 Lacs.
7. To approve or sanction the leases of waqf agricultural land if the increase in the lease money is 20% or more than the lease money of the preceding year provided it is also more than leases money of next two preceding years and contestant were also a at least two.
8. To approve auction regarding running traffic, cash boxes, Nazranajat Mutafariq (Miscellaneous), if the lease amount is less than Rs.2 Lac provided it is also 20% over than the income of preceding year.
9. To accord administrative approval to the estimates for repair of waqf properties up to Rs.1Lac in each case subject to budget provision.
10. To maintain register of immoveable waqf properties in form-1
11. To send a consolidated statement of detailed account submitted by the Manager to the Chief Administrator by the Seventh Day of succeeding month.
12. To maintain consolidated account of such income from the Cash Boxes placed at various shrines/Mosques or other valuables received there in the register form-5
13. To compare the Bank Challan with the Bank statement received at the end of each month from the Manager of the zone, and to ensure that all receipts have been credited to the accounts of the funds maintained in the Bank.
14. To maintain separate account for each waqf property on the basis of the information received from the Manager in the register form No.11.
15. To maintain and reconcile cash book in accordance with Rule-8 of the Punjab waqf properties accounts rules 1982
16. To maintain account of re-coupe able permanent advances in the register in form 10.
17. Physical verification of moveable and immoveable waqf properties once in a year.
18. To maintain record of postage stamps in a register in form No.15.
19. To maintain register of periodical charges in form No.16
20. To maintain register for payments to destitute persons inform No.17.
21. To act as Drawing and Disbursing Officer in respect of his zone.
22. To produce at the time of Audit of Accounts, Registers, Document and papers as may be required by the Audit objections.
23. To deal promptly with Audit objections.

24. To forward the report of embezzlement received from the Managers to the Chief Administrator of Auqaf even though the loss may have been made good and to institute an inquiry at once and also report the matter to the Provincial Director Local Fund Audit and Government for such further necessary action as deemed fit in the case.
25. To ensure that all the books of accounts forms and registers are properly bound and a certificate to the effect that these contain so many pages is recorded in the covering page before a Book/Register is brought in use.

DISTRICT MANAGERS

1. To maintain the accounts of circle.
2. To prepare the budget.
3. To produce accounts, registers, documents and papers at the time of audit as required by the auditor for the purpose of audit.
4. To deal promptly with audit objections / paras.
5. To report promptly about the embezzlement to the Manager even though the loss may have been made good.
6. Responsible for correspondence with other offices for auction of contracts / lessces.
7. To pursue courts cases pending in different courts.
8. To maintain register of moveable property.
9. To maintain Cash Book / Cheque Book in accordance with the rule-I of the Punjab Waqf Properties Accounts Rules 1982.
10. To prepare and maintain general file for the various receipts issued by the bank for audit purposes.
11. To maintain account of re-coupeable permanent advance in the Register form No.10.
12. To assist Manager in physical verification of moveable waqf properties once in a year.
13. To maintain record of postage stamps in a register in form No.15.
14. To maintain register of periodical charges in form No.16.
15. To maintain register for payments to destitute persons inform No.17.
16. Diary Dispatch in the absence of Junior Clerk.
17. To preparer statement of expenditure.

SENIOR CLERK / ACCOUNTANTS CIRCLE OFFICES.

18. To maintain the accounts of circle.
19. To prepare the budget.
20. To produce accounts, registers, documents and papers at the time of audit as required by the auditor for the purpose of audit.
21. To deal promptly with audit objections / paras.
22. To report promptly about the embezzlement to the Manager even though the loss may have been made good.
23. Responsible for correspondence with other offices for auction of contracts / lessees.
24. To pursue courts cases pending in different courts.
25. To maintain register of moveable property.
26. To maintain Cash Book / Cheque Book in accordance with the rule-I of the Punjab Waqf Properties Accounts Rules 1982.
27. To prepare and maintain general file for the various receipts issued by the bank for audit purposes.
28. To maintain account of re-coupeable permanent advance in the Register form No.10.
29. To assist Manager in physical verification of moveable waqf properties once in a year.
30. To maintain record of postage stamps in a register in form No.15.
31. To maintain register of periodical charges in form No.16.
32. To maintain register for payments to destitute persons inform No.17.
33. Diary Dispatch in the absence of Junior Clerk.
34. To preparer statement of expenditure.

JUNIOR CLERK / RENT CLERK OF CIRCLE OFFICES

1. To issue receipt form 6 for recovery of lease / contract money, rent and arrears of waqf properties.
2. To maintain register of Immoveable waqf properties in form-1.
3. To retain triplicate copy of the receipts in form 6 for record in the office.
4. To prepare and maintain Bank Challan for each deposit of all receipts in the account of fund maintained in the bank.
5. To maintain and send second copy of Bank Challans at the end of each month to the Administrator for comparison of Bank Challans with the Bank Statement.
6. To prepare monthly and annual account statement to the Manager.
7. To maintain Register in Form No.14 for recoveries of rent and any other receipts in respect of Waqf lands and buildings
8. To check and report to Manager of immoveable waqf properties twice in a year. In case of illegal occupation of any property, he will report to Manager immediately.
9. Diary / dispatch of letters.