



Ba'ad al Salaam al Jameel

It is essential that the initiatives of **Umoor Iqtisadiyah** reach every Mumin, ensuring that all benefit from it and actively participate in **Qardan Hasana** and **Tijaarat Raabehah** activities.

To enhance awareness and address any queries regarding **Qardan Hasana** and **Tijaarat Raabehah**, a structured system should be established by appointing an

## Umoor Iqtisadiyah Relationship Officer

under the Umoor Iqtisadiyah committee in each **Mauze**.

This is created to ensure better management, coordination, and execution of the committee's goals and objectives. The Umoor Iqtisadiyah Relationship Officer will play a critical role in driving initiatives, promoting and enhancing the overall economic well-being of the community

Wassalam

Note:

Attached are **important instructions and guidelines** regarding the role of the **Umoor Iqtisadiyah Relationship Officer**.

## Key Roles and Responsibilities of an Umooor Iqtesadiyah Relationship Officer

The officer will serve as the **point of contact (POC)** between the **committee and mumineen**, ensuring smooth communication and implementation of various programs.

### Core Responsibilities:

- 1. Liaison Role:** The officer will act as a **bridge between the committee and mumineen**, addressing queries, providing guidance, and facilitating participation in **Umooor Iqtesadiyah initiatives**.
- 2. Husain Scheme Awareness:** During **Sherullah il Moazzam**, the officer must actively engage and educate assigned households on the **Husain Scheme**, encouraging their participation.
- 3. Year-Round Responsibilities:** After **Sherullah il Moazzam**, the officer will continue to oversee and execute various tasks assigned by the **Umooor Iqtesadiyah Committee**, ensuring sustained engagement.
- 4. Sherullah il Moazzam Collection Oversight:** During Jumua, **16<sup>th</sup> Sherullah il Moazzam and Lailutul Qad'r**, officers will manage **cover distribution, collection and follow-up**, adhering to the **committee's approval and directives**.
- 5. Reporting & Accountability:** Officers will be responsible for **submitting reports, marking attendance, and undergoing regular appraisals** to track performance and efficiency.

## Criteria for Selecting Officers

In cases where there is a **shortfall of Umooor Iqtesadiyah committee members**, the following criteria must be considered when selecting suitable officers:

- **Age Requirement:** Candidates should be between **25 to 60 years** of age.
- **Affiliation:** Preference should be given to individuals who are **members of any of the 12 Umooor committees** or **Musaadeen** or part of any **Sanstha**.
- **Personal Attributes:** The officer should be **upstanding, trustworthy, energetic, approachable, and diligent in Shariat, excellent communication and interpersonal skills**, with a strong sense of **empathy towards Mumineen**.
- Excellent **communication** and **interpersonal** skills.
- Ability to **work collaboratively** with diverse stakeholders.

## Important Instructions regarding Umooor Iqtesadiyah Relationship Officer

### Before Shehrullah il-Moazzam

- Based on the number of households in each **Mauze**, one **Umooor Iqtesadiyah Relationship Officer** should be appointed for every **50 households**. (The number of officers may be adjusted as necessary.)
- The appointed officer must primarily be a **committee member of Umooor Iqtesadiyah**. In case of a shortage of human resources, other **Khidmatguzaars** may be appointed.
- The appointed **Khidmatguzar** should be well-informed about all **Umooor Iqtesadiyah initiatives**, particularly the **Husain Scheme**, to effectively fulfill their responsibilities during **Sherullah il Moazzam** and throughout the year.
- A dedicated tab will be made available on the **TWT Module** before **Shehrullah il-Moazzam 1446 H**, where the **names of the officers with ITS number** and the **number of households assigned** to each officer must be registered.

- In large Mauzes where multiple officers might be appointed, all officers will work **under the Umooor Iqtesadiyah committee** to ensure a **coordinated approach**.

## **During Sherullah il Moazzam**

The following guidelines must be observed:

- The **Umooor Iqtesadiyah Relationship Officer** must familiarize himself with the households assigned to him and inform them about this **khidmat**.
- He must ensure that the **programs and initiatives of TWT** are effectively communicated to the respective **Mumineen** and make every effort to **engage them and encourage their active participation**.
- On the **eve of the 16<sup>th</sup> of Sherullah il Moazzam** and on various **Deeni occasions**, the officer must actively encourage Mumineen to participate in the **Husain Scheme**.
- In addition to awareness efforts, the officer should **assist in tracking participation, gathering feedback, and reporting progress** to the Umooor Iqtesadiyah committee.

## **After Sherullah il Moazzam**

The following guidelines must be observed:

- Throughout the year, the Umooor Iqtesadiyah Relationship Officer should play an active role and serve as the **point of contact/relationship officer** for **both departments** of Umooor Iqtesadiyah: Tijaarat Raabehah and Qardan Hasana.
- The officer should also **track participation levels**, follow up with **Mumineen**, and relay key insights to the Umooor Iqtesadiyah committee.
- Likewise, on the **eves of the 16<sup>th</sup> of every month** and on other **Deeni occasions**, the officer must remind the Mumineen of his assigned households to **participate in the Husain Scheme**.

## Vision for the Future

The Ummah Iqtesadiyah Committee is committed to **fostering a sustainable and prosperous economic environment for the community**. The introduction of the Ummah Iqtesadiyah Relationship Officer role marks a significant step towards achieving this vision. We believe that with the right leadership and dedication, we can build a robust foundation that benefits all members of the community- Inshallah<sup>TA</sup>.