

In the Name of Allah, the Merciful, the Compassionate.

Administrative instructions:

1- The administrator must appoint a deputy for himself for the work, to assume his duties when he is absent.

2- The regional administrations must not receive elements of the brigades or the regions, except with a paper from the Emir or his deputy.

3- The administrator must provide reception areas for the guests, in addition to the specific areas of the brothers (guesthouses).

4- The brother administrator must renew and activate the connections between himself and the brigades and the regions.

5- Visits between the brigade elements and the regions must be with advanced permission from the brigade and the region intended to visit, due to security conditions. Visits by brothers from outside the organization must be with a paper, or with permission from the Security Committee.

6- Reception locations must be changed every three month, and appointments should not be in bazaars or in the guesthouses or in the old centers or those not affiliated with the organization.

7- Personal requests must be through the administrator once a week, and not through al-Ansar (the supporters) or the driver.

8- The leaders and the supervisors must coordinate with the area, or with the district supervisor, at the time of his arrival to his duty area.

9- The administrator brother is responsible for the families not affiliated with a brigade or a region in the area.

10- The administrators are in charge of coordinating with the brigades and the regions for the methods of taking their elements and delivering them safely.

11- The brigades and the regions must send their elements to the other regions in the day time, and receiving them must be between dawn and sunset.

12- Friday is for administrative work inside the district; we kindly ask that no elements are sent from the brigades or the regions except for emergencies.

13- Communication with the administrator must be open at all times, and when he is not in the area, he must assign someone to answer the calls.

14- Any brother with less than one year in the field must not be given administrative tasks (It is preferred to consult the Special Security Committee in that regard.)

15- Suggestions and complaint boxes must be installed in every guesthouse, and the complaints will be presented to the Oversight Committee.

16- The driver must be chosen from the locals and the administrator must not drive the vehicle.

17- Do not use the for-hire vehicles except if it was without a driver, and for emergency circumstances. The driver must be known, trusted, and recommended by al-Ansar (Supporters).

18- Receiving and delivering the mail to the postal center must be done by the administrator.

19- Jani Khel administrations will receive elements of the brigades and the districts on Wednesday and Thursday only.

20- Kindly, the brother administrator must observe the release paper containing security instructions.

21- A monthly meeting to be held for the administrators, to cooperate and to discuss the administrative issues, under the supervision of the Administrative Oversight Committee.

22- If the administrator does not execute the schedule or cooperate with the brothers in executing it, or becomes lenient in the security affairs, he should be brought before of the Administrative Oversight Committee to take the necessary action.