

Details of Divisions

DETAIL OF DIVISIONS/UNITS AND THEIR BRIEF FUNCTIONS

1. ADMINISTRATION DIVISION

UNITS

Staff Matters – Leave --Central Receipt and Dispatch Unit

- Dealing with the cases of transfer/posting/Disciplinary matters.
- Matters relating to recruitment in State Bank of Pakistan and SBP BSC (Bank)/ Promotion and confirmation of Staff.
- Preparation of Seniority List and Grant of Annual Merit Increase.
- Cases of retirement, dismissal, resignation and death of the employees.
- Maintenance of Leave record of all the employees./preparation of Rest & Recreation Plan and payment of Allowance.
- Leave Encashment etc.
- Reimbursement of Educational Expenses.
- Receipt and Dispatch of entire Bank's Dak.

Salary /Advances Unit

- Payment of salaries.
- Payment of conveyance charges /overtime.
- Education allowance and other payments.
- Making various recoveries like HBA, GP Fund and other Advances, Taxes etc.
- Preparation of Monthly/Quarterly/ Half yearly / Annual statements of different accounts.
- Payment of Pension/Benevolent Fund to the retired employees.
- Release of Staff Loans/Personal Loans and all Advances to the employees of the office.
- Payment of TA/DA.

Stationery Unit

- Management of stationery articles and purchase thereof for distribution in office and maintenance of record.

Procurement Unit

- Maintenance of Bank's Buildings.
- Purchase and maintenance of furniture.

- Purchase and Maintenance of moveable and immovable property.
- Purchase and Maintenance of Fixed Assets Articles etc.
- Maintenance of Office Equipment.
- Payment of Utility Bills.
- Charging / maintenance of Depreciation on Office properties.

Medical And Welfare Unit

- Payment of Bills/fees to Specialists, Suppliers, Hospitals and Pathological Laboratories.
- Preparation of Requisition and Blanket Purchase Agreement of Medicines for purchase of Medicines for Bank's Dispensary.
- Reimbursement of Medical Claims of Employees.
- Deal with the cases of Medical Facilities transferred to and from other Offices

Internal Bank Security Unit

The Internal Bank Security unit ensures overall security & safety of SBP BSC (Bank) Bahawalpur and stakeholders visiting the banks. It keeps continuous surveillance and vigilance over safety affairs in collaboration with local law enforcement agencies (LEAs).

Access to Finance Unit

- Extending outreach of development finance and assessing business and economic opportunities in the region.
- Public awareness/ capacity building programs to improve financial literacy.

Refinance Scheme Unit

- Process the cases of Grant of Refinance loans (manual as well as system) as per prescribed limits.
- Recovery of Refinance, handling of partial re-payment by the PFIs
- Submission of weekly, fortnightly, monthly and quarterly returns

2. AUDIT DIVISION

Internal Monitoring Unit

- Monitoring of all cases of payment pertaining to Salary Bills / Staff Loans / Gas, Electricity, Telephone Bills, T.A/DA Claims. / Conveyance Allowance Bills / other payments under Expenditure Regulations / Reimbursement of Medical Claims / Bills of Fixed Asset Articles, Purchasing / Repairing of Moveable & Immovable property / Recreation Allowance / Leave Encashment / Stationary Articles / Educational Expenses and get all the irregularities rectified before submitting for approval to DCM / CM
- Checking of entire personal data.
- Checking of Retirement Benefits / Pension / Benevolent Fund Cases.

- Conducting of various types of Surprise Checks.

3. BANKING DIVISION

Deposit Accounts Unit

- Maintenance of Current Accounts of all Scheduled Banks.
- Recovery of fine / penalty as and when levied by SBP.
- Maintenance of complete banking transactions of Bahawalpur Office and keeping record of various accounts.
- Issuance and Encashment of Govt. Draft, Bank Draft to various quarters for collection.
- Issuance & encashment of D.D. / M.T etc.
- Dealing with the public complaints against commercial banks

Public Accounts Unit

- Payment on account of Federal / Provincial/ District Govt. and Pakistan Railways through Cash, Transfer and Clearing.
- All Receipt on account of Federal / Provincial / District Govt. and Railways through Cash, Clearing and Transfer and maintenance of account of Zakat Funds.
- Interbank Transactions through clearing house.

3. FOREIGN EXCHANGE OPERATIONS DEPARTMENT

- Verification of Import /Export cases.
- Checking the Foreign Exchange Returns submitted by Authorized Dealers.
- Circulation of different directives issued through F.E Circulars.
- Deal with the matters pertaining to Exchange Companies, Exchange Companies of 'B' Category etc.

4. PRIZE BOND DIVISION

- Receipt and Payment of prize Money Claims.
- Maintain Prize Bond Draw Record.
- Preparation of PB 35 list, Checking & lapsing of winning Bonds to Govt. Account.
- Sale of SSC/DSC & Payment of Profit / Encashment of SSC/DSC.

SYSTEM & PROCEDURE UNIT

- The System & Procedure Unit (SPU) plays a key role in managing the system.
- Provide end user support and facilitate in carrying out smooth transactions on system.

- Keep track of system performance.
- Coordinating with ISTD to get issues resolved promptly.
- Help the users get better understanding of the system. One of the key responsibilities of SPU is to develop the confidence of end users in the system.

5. ISSUE & TREASURY (CASH) DIVISION

Cash Department

The Head of the Cash Department is Assistant Chief Manager (Cash). He is responsible to the Bank for the various balances and valuables in the custody of the Cash Department. The Assistant Chief Manager (Cash) is assisted in the discharge of his duties by Treasury Officers.

Following counters operate in Cash Department:-

- Govt. Payment Counters
- Govt. Receipt Counters
- Bank Payment Counters
- Notes & Coins Exchange Counters
- Defective/Claim Notes Counters
- Prize Bond Sale & Encashment Counter
- Prize Money payment Counter

CMU/CMEU

- Receipt & Payment of Claim Notes.
- Destruction of Rejected Notes.
- Receipt and Dispatch of Remittances.
- On-site monitoring / Examination of Commercial Banks Branches and National Bank of Pakistan Chests
- Record of Forged / Fake Currency Notes received from various quarters

VAULTS

Various vaults operate under Currency Officer e.g. Guarantee/ Bonded Notes Vault, Coins Vault and Notes Vault. However in the face of paucity of space at this offices currency operations are being conducted in common vault.

This vault is operated under the joint custody of Asstt Chief Manager (Vault) and Treasury Officer of Cash Side. The balances received from Commercial Banks are put under double lock, with a third lock of the bank, subsequently the balance examined in detail in examination halls in the presence of representative of the concerned bank.

Similarly the coins received from mint are kept in Vault for issuance to exchange counters, and commercial banks.

Customer Facilitation Counter:

It provides instant guidance and support to the stakeholders visiting the office.