

SBP-BANKING SERVICES CORPORATION

FAISALABAD OFFICE

Details of Divisions

Issue & Treasury Division	Functions
CMU	<ul style="list-style-type: none">• Remittance Management• Correspondence with Chests & Commercial Banks for Currency Operations• Forged Notes Processing• Chest Inspections• Centralized Currency Contractor• Contract Management for Shredded Waste• Use & Custody of Cypher Codes and Check Signal Books
Treasury (Cash)	<ul style="list-style-type: none">• Issuance and exchange of Currency Notes• Issuance of Commemorative Coins and other coins• Sale and Encashment of Prize Bonds• Claim notes counter• Management and functioning of Vaults Main Vault, Chest & Bonded Vault & Prize Bonds Vault• Payment Counter• Receipts Counter• DNS Exam Hall• Banknote Disintegration System (BDS)• Banknote Processing and Authentication System (BPAS)
Administration Division	Functions
Staff Matters Unit	<ul style="list-style-type: none">• Dealing with cases of transfer/posting, disciplinary matters, promotion, and confirmation of staff- Recruitment in State Bank of Pakistan.• Dealing with the cases of retirement, dismissal, resignation and death of the employees.• Maintenance of sanctioned / working strength of the office.• Arrangements of OMT meetings and recording of minutes.• Issuance of Service Certificate.• Coordination of Trainings related matters• Digital maintenance of employees data in HRMS EIM and Leave Modules• Payment of salaries - conveyance charges - overtime -education allowance and other payments.• Release of Staff Loans and all Advances to the employees of the office.• Payment of Pension/Benevolent Fund to the retired employees.• Payment of Merit Scholarship• Professional Development Incentive, Retirement, Farewell and Misc. Vendor Payments
Medical Services Unit	<ul style="list-style-type: none">• Processing & Payment of Hospitals and Lab bills• Processing and payment of Individual medical claim• Processing & Payment of consultant and Medical Store bills

	<ul style="list-style-type: none"> • Enlistment of new Hospitals, Labs and Consultants and Revision of rates • Reconciliation of GL and SL accounts of medical unit
General Services Unit	<ul style="list-style-type: none"> • Budget Management • Purchase and maintenance of Furniture, Office Equipment, EDP Equipment, Vehicles. • Contract Management and SLA Payments • Management of stationery articles and purchase thereof for distribution in office. • Utility Bill Payments • Monthly Recoveries of Maintenance and Electricity Charges from different allied entities • Disposal of Assets and Scrap Items • Miscellaneous general purchases and payments
Engineering Unit	<ul style="list-style-type: none"> • Repair and Maintenance of Buildings and Assets • Janitorial Services Standards • Procurement of new equipment Timely Payments • PPRA Compliance • Stock Management Engineering Store • Timely Delivery of Projects Revenue and Capital New initiatives to improve office environment BCP/ Disaster Recovery coordination • Telephone Exchange • Managing cluster based contracts
Banking Division	Functions
PAD/DAD	<ul style="list-style-type: none"> • Annual confirmation of Specimen signature of authorize signatories • Stop payment, Issuance of payment / nonpayment certificates • Issuance of token against DDO Cheques for cash Department • Passing / Inputting of clearing Cheques and • Updation of Cheque Book intimation • Registration of DO and DDO cards of government department. • Account Management and payment to Local Government Accounts • Treasury DAAK preparation • Maintenance of Clearing Return Registers Tax receiving in 1-Link from Public and other units and Balancing with T-24 • Monthly reconciliation of Government Receipt with Different Departments i.e. FBR, Customs, Zakat Department, Treasury Office, NBP,BOP etc. • NBP and BOP Commission Statement • Specimen Signatures of Cash officials to Treasury Office. • Destruction of Retained challans • Issuance and Encashment of TT,GD and BDs • Processing of cases of 'deposit of Safe Custody articles • Recovery of penalty from scheduled Banks • Due Diligence/Unclaimed Deposit Cases • Close of Business (COB) intimation after confirmation of COB from all units/divisions and checking all relevant reports
Reconciliation Unit	<ul style="list-style-type: none"> • Ensure that differences identified in all intercompany and auto intercompany accounts are reconciled / settled expediently.

	<ul style="list-style-type: none"> • Reconciliation / settlement of outstanding entries in suspense /sundry accounts. • Reconciliation of comparative Trial Balance report vis-à-vis unusual balances, balances against nature and considerable variances for ALL accounts and ensure correctness by taking necessary action. • Review & reconciliation of outstanding entries in different areas / accounts as per escalation matrix. • Review of financial statements for identification of unusual variations and their reconciliation to ensure correctness. • Reconciliation and posting of accruals / provisions of expenses and incomes • Review & reconcile inspection different reports / registers • Once every two month by rotations, against register instituted specifically for the purpose etc.
Prize Bonds & Securities Division	Functions
Prize Bond Unit	<ul style="list-style-type: none"> • Payment of Prize Money • Maintenance of record of Prize Bonds in circulation • Conducting Draws of Prize Bonds • Payment of Profit • Sale and Encashment of Premium Prize Bonds. • Government credit of prize money against listed (PB-35) Prize Bonds.
Securities Unit	<ul style="list-style-type: none"> • Sale & Encashment of SSC and DSC • Encashment of Profit of SSCs
Financial Inclusion Support Division	Functions
FISU/FSMU	<ul style="list-style-type: none"> • LTFF/ILTFF • FFSAP/IFFSAP • RCGS-WE/IWE • TERF/ITERF • Working Capital • SME BMR • PPRE • RFCC/IRFCC • Provisional and actual Islamic Profit • Monthly Refinance Reports • Onsite Verification of EFS/IEFS • National Financial Literacy Program • Agriculture Financial Literacy Program • SBP's Digital Initiatives • Annual Business Planning • Focus Group Meetings of priority sectors • Sector of the year study • Islamic Banking • Complaint handling Center

Foreign Exchange Operations Division	Functions
FIOU	<ul style="list-style-type: none"> • Export Overdue cases • Processing of Govt. Subsidies • Misc. FX approvals • Legal cases to other courts • Lodgment of complaints against delinquent exporter in FEA courts • Inspection of newly proposed branches of currency exchange companies and others • Processing of Refund / Utilization of Time Barred EAP Cases • Processing of Delayed Realization Cases
Internal Monitoring Unit	Functions
IMU	<ul style="list-style-type: none"> • Performs pre- audit of payments effecting Expenditures like Salary, Medical, Procurement, TA/DA, R&R, Utility expenses and Staff loans, as per revised SOPs & IMU Framework • Performs preventive control functions and conducts surprise checks on behalf of CM. • Liaison with external auditors and inspection teams of IAD HOK.
Internal Bank Security Unit	Functions
IBSU	<ul style="list-style-type: none"> • Overall security of Bank building and its assets. Movement of Bank vehicles.