

**Office Main Activities:**

Sr. No.	Name of Division	Functions	Headed By
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none"><li>• Exchange of Soiled / defective Currency Notes</li><li>• Government Payments and Receipts</li><li>• Banking Payments and Receipts</li><li>• Receipt of Income Tax on behalf of FBR</li><li>• Issuance of Coins and currency notes</li><li>• Sale and Encashment of Prize Bonds</li><li>• Payment of Small Prize money</li></ul>	DCM (Banking)
b.	Banking Division	<ul style="list-style-type: none"><li>• Government Payments and Receipts</li><li>• Maintaining Current Accounts of Banks</li><li>• Banking Payments and Receipts</li><li>• Management of Accounts as per chart of account</li><li>• Preparation of Bank's Books and accounts</li><li>• Reconciliation of Accounts</li></ul>	DCM (Banking)
c.	Prize Bonds Division	<ul style="list-style-type: none"><li>• Payment of Prize Money</li><li>• Maintenance of record of Prize Bonds in circulation</li><li>• Sale, Encashment and profit payment of Government Securities on Special Saving Certificates and Defense Saving Certificates</li></ul>	
d.	Development Finance Division	<ul style="list-style-type: none"><li>• Monitoring and implementation of SBP financing schemes</li><li>• Managing Focus Group meeting on Agri Finance, SMEs and Islamic Banking</li><li>• Operations of conventional Export Refinance Schemes and Islamic Export Refinance Schemes (Part-I &amp; II) and medium/long term refinance schemes.</li><li>• On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases.</li></ul>	DCM (Admin, DFD, FEOD)
e.	Foreign Exchange Operations Division	<ul style="list-style-type: none"><li>• Monitoring Exports, Imports, Foreign Exchange Transactions and payment of subsidies against exports</li><li>• Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange</li><li>• Authentication of EE-I &amp; EF-I statements</li><li>• Approval for cases allowed by FEOD</li><li>• Opening of L/C on behalf of Gov. Departments</li></ul>	
f.	Administration Division	<ul style="list-style-type: none"><li>• Management of HR Resources</li><li>• Preparation of Salary and pensions</li><li>• Dealing staff benefits</li><li>• Maintenance of employees data in system</li><li>• Internal Bank Security</li><li>• Procurement of new equipment</li><li>• Floating tenders for new projects</li><li>• Repair/Maintenance of office buildings and equipments</li></ul>	