

Office Main Activities:

S#	Name of Units	Functions	Headed By
a.	Issue & Treasury Cash Division	<ul style="list-style-type: none"> • Payments and Receipts on behalf of Government • Issuance and exchange of Currency Notes • Issuance of Commemorative Coins and other coins of Re. 1, Rs. 2 and 5 • Sale and Encashment of Prize Bonds 	DCM (Issue & Treasury Cash)
b.	Banking Division	<ul style="list-style-type: none"> • Receipts and Payments on behalf of Government • Maintaining Current Accounts of Banks • Management of Income & Expenditure Accounts • Preparation of Trial Balance, Profit & Loss Account, Balance Sheet • Reconciliation of Accounts 	DCM (Admin & Banking)
c.	Administration Division	<ul style="list-style-type: none"> • Management of HR Resources • Digital maintenance of employees data in HRMS EIM and Leave Modules • Discipline • Trainings • Promotions • Internal Bank Security 	DCM (Admin & Banking)
d.	Engineering/ Maintenance	<ul style="list-style-type: none"> • Procurement of new equipments • Floating tenders for new projects • Repair and Maintenance of office buildings and equipments 	DCM (Admin & Banking)
e.	Development Finance Division	<ul style="list-style-type: none"> • Monitoring of and implementation on SBP financing schemes • Target monitoring of agricultural financing • Operations of conventional EFS and IERS (Part-I & II), Other Refinance Schemes for modernization of SMEs including Credit Guarantee and Markup Subsidy facility for Rice Husking Mills of Sindh Province. • On-site verification of Export Finance Schemes (EFS) and Refinance Scheme cases. 	DCM (DFD/PB/FEOD)
f.	Prize Bonds & Securities	<ul style="list-style-type: none"> • Payment of Prize Money • Maintenance of record of Prize Bonds in circulation • Conducting Draws of Prize Bonds • Sale & Encashment of SSC and DSC • Payment of Profit 	DCM (DFD/PB/FEOD)
g.	Foreign Exchange Operations	<ul style="list-style-type: none"> • Monitoring Exports, Imports, Foreign Exchange Transactions and payment of subsidies against exports • Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange • To ensure repatriation of export proceeds • Undergoing through Adjudication process of EOD Cases adjudicated by FEA Courts. • Imposing of Penalties 	Joint Director/ DCM (DFD/PB/FEOD)