

Detail of Divisions and their Functions

SBP BSC (Bank) Hyderabad

Deposit Accounts Unit

- ◆ Maintenance of Current Accounts of all banks
- ◆ Maintenance of Specimen Signatures Cards – Image Management Module
- ◆ Power of Attorney
- ◆ Manage Remittance facilities
- ◆ Authorization of Transactions
- ◆ Telegraphic Transfer (Double authorization)
- ◆ Maintenance of Specimen Signatures Cards in connection with Remittance facilities
- ◆ Maintenance & Safe custody of Check Signal & Code Books
- ◆ Maintenance of Safe Custody Articles
- ◆ Ver. of Financial Statements.
- ◆ Disposal of Paid Cheques
- ◆ Inter Company /Receivable / Payable Accounts - Management of Cash Management Module in ERP
- ◆ Maintenance of vouchers register
- ◆ Posting of Data at the interface
- ◆ Loans payment
- ◆ Retired Employees Funds Scheme.
- ◆ Reconciliation of Accounts
- ◆ Recovery of Penalty imposed by CMED
- ◆ Daily /Monthly /quarterly/half yearly/yearly returns

Public Accounts Unit

- ◆ Maintenance /Receipt & Payment of Government Accounts
- ◆ Receipt of Normal/Intercity and same day clearing through NIFT
- ◆ Verification of Abstracts /Scrolls of Receipt & Payment of Government Accounts
- ◆ Reconciliation of Government Receipts & Payments with DAD Reports
- ◆ Reconciliation of Government Account Figures with District Treasury Officer and various Government agencies.
- ◆ Short Credit through NIFT
- ◆ Enlistment of Clearing House Membership
- ◆ Authorization of Transactions
- ◆ Monitoring of Assignment Accounts
- ◆ Cheque Book in use intimation
- ◆ Stop Payment of cheques
- ◆ Maintenance of Specimen Signatures Cards of D.D.Os / Government offices – Image Management Module
- ◆ Supervise the transactions relating to Excise duty and Income Tax in the separate module - Issuance of CPR (Computerized Payment Receipts)
- ◆ Receipt/Payment of Zakat
- ◆ Supervision of Token Issuance.
- ◆ Daily /Monthly /quarterly/half yearly/yearly returns

Currency Management Unit

- ◆ Supply of Fresh notes to Commercial Bank including ATM
- ◆ Receipt of remittance from PSPC & Field Offices
- ◆ Monitoring the Holding Capacity of Chests/Sub-Chests
- ◆ Correspondence regarding non-issuable notes from NBP chests.
- ◆ Chest Slip
- ◆ Claim Application
- ◆ Forged notes cases
- ◆ Implementation of Currency Management Strategy
- ◆ Cash Monitoring On-site examinations of Chest / Sub-chest branches
- ◆ On Site Examination Report & Penalty Work sheet forwarded to Director
CMED HOK
- ◆ Penalty imposition letters issued to Regional Heads of the concerned Bank.
- ◆ Forwarding the Request of Refund of penalty for waiver to CMD

Treasury Cash Unit

- ◆ Issue/ Exchange of currency notes/ coins
- ◆ Sale & Encashment of Prize Bonds
- ◆ Payment of Prize Money
- ◆ Payment of Face value / Profit on SSC/DSC
- ◆ Defective Counter
- ◆ One Window Claim Counter
- ◆ Government Receipts
- ◆ Government Payments
- ◆ Government Pension
- ◆ Opening of Examination Halls
- ◆ Sending EOD signal T-24 (Currency)

Prize Bond Unit

- ◆ Receipt and Payments of Prize Money Claims of National Prize Bonds
- ◆ Destruction of Prize Bonds
- ◆ Verification from PSPC of doubtful Prize Bonds
- ◆ Holding of Prize Bonds Draw
- ◆ Payment of Face value of Defective/mutilated Prize Bonds
- ◆ Record maintenance of Sale & Encashment of Prize Bonds (PB-51)
- ◆ Daily Sale & Encashment (PB-63) denomination wise
- ◆ Maintenance of Token Register
- ◆ Sale of Prize Bonds to Commercial Bank
- ◆ Payment of Commission on sale of Prize Bonds to Commercial Banks
- ◆ Encashment of Prize Bonds to Commercial Bank
- ◆ PB-35 listed winning prize money credited to Government Account.
- ◆ Maintenance of Retained Bond record of all denomination Prize Bonds
- ◆ Maintenance of figures of Prize Money Paid to Public & Credit to Government

Securities (SSC/DSC) Unit

- ◆ Sale & Encashment of SSCs / DSCs and Payment of profit due thereon
- ◆ Maintenance of record of Sale & encashment of savings Certificates.
- ◆ Supervise the Issuance of SSC/DSC through Clearing (Counter side only)
- ◆ Supervise the Payment of profit of SSC/DSC
- ◆ Maintenance of Hand Balance of SSC / DSC and Stock Position of Vault
- ◆ Transfer Centre to Centre
- ◆ Transfer of Certificates
- ◆ Received Transfer of Certificates
- ◆ Transfer Person to Person
- ◆ Transfer to Nominee
- ◆ Lost certificate
- ◆ Found Certificates
- ◆ Duplicate certificate
- ◆ Pledge / Release – Certificate
- ◆ Split Certificate
- ◆ Cancel / Spoilt Certificate
- ◆ Canceled Un – Sold Certificates
- ◆ Merge Bank Sale

Staff Matters Unit

- ◆ Job Rotations/ Transfer/ Posting/Retirements
- ◆ Disciplinary matters
- ◆ Non Payroll matters (Education, Marriage/Funeral etc.)
- ◆ Retirement benefits (including increase in Pension etc.)
- ◆ Staff data in HRMS
- ◆ Annual performance review of office.
- ◆ Annual Merit Increase
- ◆ Increase on Promotion & announcement by the Higher Management.
- ◆ Maintenance of personal confidential files
- ◆ Arrangements of Training
- ◆ Prepare promotion panel of non-clerical staff
- ◆ Assets & liabilities forms
- ◆ Issuance of NOC / Service Certificate
- ◆ SBP Merit scholarship schemes upto OG-2
- ◆ Educational documents verification
- ◆ Employees Welfare Trust
- ◆ Cash Awards
- ◆ Performance Management System
- ◆ Arrangements of OMT, DMT & GMT
- ◆ Manage Employee leave records in HRMS
- ◆ Managing Rest & Recreation leave
- ◆ Verification of statements of SLA/ RLA

Internal Monitoring Unit

- ◆ Improve operational efficiency, Risk Management and Internal Control System
- ◆ Checking of all the payment charged through Asset / Expense/ Income / Liability Accounts viz. (monthly salary, Pensioner's Payments/ bills of hospitals/ consultants/ Chemists/ laboratories /Medicine Suppliers/ Employees Medical claims/ employees / payments of utility bills, Taxes / Insurance of Bank's vehicles/ Employees reimbursements/ Pre-paid expense & accrued expense etc.
- ◆ Coordination to Internal Audit / Inspection Teams
- ◆ Surprise checks of Verification Unit, Special Procedure, Examination Halls
- ◆ Regular Surprise checks of Security, Banking Hall, liveries, etc.

Procurement Unit

- ◆ Preparation of annual budget
- ◆ Utilization of Budget (monthly)
- ◆ Procurement of goods and services
- ◆ Event management
- ◆ Maintenance of Imprest Account
- ◆ Maintenance of Security Deposit Account
- ◆ Maintenance of Advance for Official expenses to Staff (Suspense Account)
- ◆ Maintenance of Current & Old Record
- ◆ Maintenance of Pre-paid expense & accrued expense
- ◆ Maintenance of store
- ◆ Maintenance of Postage/Frinking machines
- ◆ Arrangements of Board Meeting
- ◆ Sufficient and timely procurement of stationery / cleansing material etc.
- ◆ Arrangement of Drinking Water
- ◆ Procurement / Maintenance of Fixed Assets
- ◆ Allotment of Banks accommodation i.e Guest House/Flats
- ◆ Maintenance of Banks building
- ◆ Payment of Taxes / Insurance of Bank's vehicles
- ◆ Maintenance of Bank's vehicles (including log books etc.)
- ◆ Letter Management System

Salary & Advances Unit

- ◆ Disbursement of monthly salary and allowances
- ◆ Payment of Non Payroll items
- ◆ Payment of Staff loan
- ◆ Maintenance of Staff Loan Files.
- ◆ Maintenance of property papers etc. of Staff loan in Safe custody
- ◆ Assessment of properties
- ◆ Payment to outsource evaluator
- ◆ Maintenance of Revenue Stamp utilization
- ◆ Maintenance of Pension Files
- ◆ Payment of Scholarships etc.
- ◆ Payment of retirement benefits (Pension, Family Pension and BF Grants and difference payments.)
- ◆ Payments / recovery related to Employees Welfare Trust
- ◆ Payment of TA / DA Bills
- ◆ Payment of Rest & Recreation Allowance
- ◆ Monthly /quarterly/half yearly/yearly returns
- ◆ Timely submission of statement of Income Tax (deducted)to FBR

Medical & Welfare Unit

- ◆ Timely payment to hospitals/ consultants/ Chemists/ laboratories / Medicine Suppliers etc.
- ◆ Employees claims
- ◆ Dispensary affairs
- ◆ Issuance of Purchase Order of medicines
- ◆ Medicines Purchase Order Approvals
- ◆ Maintenance of staff profile in MSS i.e. transfers of medical facilities to other office etc.
- ◆ Maintenance of medicine's stock
- ◆ Revision of rates of hospitals/ consultants/ laboratories charges etc.
- ◆ Maintenance of Medical Expenditures Incurred by Other Offices
- ◆ Enlistment of hospitals/ consultants / Chemists / laboratories / Medicine Suppliers etc.
- ◆ Maintenance of Medical files of staff /Officers

System & Procedures Unit

- ◆ Care of Server Room Equipments
- ◆ End-user support in ERP & Globus applications
- ◆ Coordinate with the ISTD, SA Team, Windows Team, ERP HelpDesk, Globus (Banking/Currency) Help Desk & CBR
- ◆ Windows Trouble shooting
- ◆ Network Connectivity LAN & WAN
- ◆ Inventory of EDP Equipments
- ◆ Monitoring of UPS in Server Room
- ◆ EDP Equipments warranty claims through Vendors
- ◆ Monitor connectivity of system applications & outlook configuration
- ◆ Assistance provided to the External Auditors

Foreign Exchange Operations Unit

- ◆ Export Advance Payment Operations
- ◆ Issuance of Show Cause Notice, Final show Cause Notice against those cases which were reported on the statement V-19
- ◆ Issuance of Letters / Show Cause Notices to Authorized Dealers for irregularities detected in their reports.
- ◆ Lodging complaints against Export Over Due with FEAD HOK
- Monthly / Quarterly Returns
- ◆ Govt. Subsidy Schemes Operations
- ◆ Operations related to cases received from Authorized Dealers for approval of SBP / SBP-BSC under the categories of Commercial Remittances, Private Remittances, Exchange Accounts, IDA accounts, Bank Guarantees, etc.
- ◆ Verification of genuineness of manual E-Forms received from Pakistan Custom Authorities
- ◆ Time to time reporting of data / information to FEOD HOK.

Export Refinance Unit

- ◆ Sanctioning / Processing of Export Refinance cases under various re-financing schemes
- ◆ Verification of Export Refinance cases
- ◆ Monitoring repayment and calculation of Mark-up on date of maturity
- ◆ Charging of Interest / Mark-up
- ◆ Recovery of Fine on account of Non-shipment
- ◆ Delayed Shipment, Short Shipment / if Bank fail to deposit amount / misreporting in any statement etc.
- ◆ Partially repayment
- ◆ Early repayment
- ◆ Due date repayment
- ◆ Daily /Monthly /quarterly/half yearly/yearly returns

Access to Finance Unit

- ◆ Conduct & monitoring of National Financial Literacy Program (NFLP) under Financial Inclusion Strategy (FIS) of SBP.
- ◆ Payments of Field Trainers for sessions under NFLP
- ◆ Conduct of awareness sessions on various low-cost schemes of SBP
- ◆ Conduct of awareness session on financial literacy to stakeholders
- ◆ Conduct Focus Group Meetings of priority sectors
- ◆ Coordinate with NIBAF for conduct of their events within Office's jurisdiction
- ◆ Research / studies in the field of Financial Inclusion
- ◆ Conduct of Internship Programs
- ◆ Conduct of In-house trainings for employee
- ◆ Conduct of BCP exercises
- ◆ Maintenance of Office's BCP backup site in coordination with SPU.
- ◆ Handling of complaints against Commercial Banks, Micro-Finance Banks, etc.