

MAJOR FUNCTIONS OF DIVISIONS

Banking

- Maintenance of Government Accounts (Federal, Provincial)
- Receipts and Payments on behalf of Government
- Maintaining Current Accounts of Banks/ NBFIs
- Preparation of Financial Statements
- Maintaining Assignment accounts
- Maintain record of various accounts including Schedules, Cheque, Cash Assignments

Issue & Treasury

- Managing supply of currency notes/coin
- Issuance of Fresh Currency Notes and Coins to our stakeholders
- Implementation of Clean Note Policy in Islamabad Region
- Payment of claim notes
- Payments and Receipts on behalf of Government
- Sale and Encashment of National and Premium Prize Bonds
- Payment of Small Prize Money to general public
- Maintenance of Currency Vault, Gold Vault and Prize Bond Vault

MAJOR FUNCTIONS OF DIVISIONS

Currency Management

- Correspondence with internal and external stakeholders
- Correspondence w.r.t remittances
- Daily currency chest slip
- Conducting onsite examination of commercial banks and NBP Chests
- Processing and reporting of Counterfeit Notes data
- ATM inspection and Mystery shopping on Eid

Prize Bond

- Sale and Encashment of Premium Prize Bonds
- Centralized Hub of SBP BSC for Payment of Premium Prize money
- Payment of Big Prize Money to general public
- Sale & Encashment of SSC and DSC
- Reconciliation of Receipts/ payments /Profit and Prize Money figures of Prize Bonds and SSC/DSC (for Islamabad & Muzaffarabad Office) with Federal Treasury Office

MAJOR FUNCTIONS OF DIVISIONS

Foreign Exchange Operation

- Approval of F.E permits/M-Forms issued to various Govt. Departments/ Ministries/Divisions/Educational institutions/Armed forces etc.
- Approval of Government, Private and Commercial remittances
- Registration of Software Exporters
- Surprise visits/Mystery Shopping at Locations/ECs on directions of EPD,SBP
- Compliance Visits at ADs to check compliance of instructions

Development Finance

- Monitoring and implementation of SBP refinancing schemes
- Operations of EFS (Part-I & II), FFSAP(Financing Facility for Storage Agri Products), REPP (Renewable Energy Power Plants) and LTFF (Long-Term Financing Facility) Refinance Scheme
- On-site verification of Export Finance Schemes (EFS)
- National Financial Literacy Program (NFLP)

MAJOR FUNCTIONS OF DIVISIONS

General Services

- Management of office procurements
- Management of Stationary Items
- Asset Management
- Preparation and Coordination of Office budget
- NIBAF payments desk
- Corporate events

Staff Matters

- Manage HR resource effectively
- Payment of employee benefits
- Verification of credentials and educational documents of employees
- Conduct trainings & internship programs
- Maintenance of record pertains to Employees/Ex-Employees
- Maintenance of Discipline and adherence to the prescribed rules and regulations
- Provision of medical facility for employees/ex-employees and their dependents

MAJOR FUNCTIONS OF DIVISIONS

Internal Monitoring

- Pre Audit of all divisions of the office
- Conducts surprise checks under post audit
- Audit Compliance
- Liaison with External Auditors, Government Auditors and Internal Audit Department

Engineering

- Management of support staff
- Management of office building and staff colony
- Execution and follow up of Revenue and Capital Projects
- Payment of Utility Bills, property tax etc

Protocol

- Liaison with Ministry, Senate, National and Cabinet meetings for dignitaries of the Bank.
- Conducting SBP and SBP BSC Board meetings/ video conferences.
- Organizing National/International level events, seminars and conferences hosted by the SBP/SBP BSC.
- Arrangement of lodging/boarding facilities for Bank executives.
- Arrangement /Processing payments of Protocol bills and expenses

MAJOR FUNCTIONS OF DIVISIONS

Legal

- Cater to the operational needs concerning legal matters of various departments of SBP and its subsidiaries.
- Attend various court proceedings falling within the precincts of Islamabad.
- Maintain communication with relevant departments of SBP and its subsidiaries on matters pertaining to litigations.
- Make necessary arrangements for hiring services of Advocates in coordination with Legal Services Department.

Inter Bank Security Unit

- Formulation of a security plan, ensuring efficient and sound security through strict compliance of SOPs and use of electronically driven security mechanism
- Offering enhanced security than currently being offered through efficient operating channels
- Effective management of the entire security system
- Coordinate with other agencies for a consolidated security network across all security echelons