

**Office Main Activities:**

Sr. No.	Name of Division	Functions	Headed By
a.	Foreign Exchange Operations/ Protocol / Administration & Engineering Division	<ul style="list-style-type: none"> <li>Approval of F.E permits/M-Forms issued to various Govt. Departments/Ministries/Divisions/Educational institutions/Armed forces etc.;</li> <li>Grant permission for issuance of Hajj &amp; Umrah guarantees and Standby Letter of Credit (SBLC) / Bank Guarantees;</li> <li>Approval of Private and Commercial remittances;</li> <li>Registration of Software Exporters and Call Centers;</li> <li>Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange Management of</li> <li>Protocol services for Governor/ Deputy Governors/ MD/ ED'S.</li> <li>Arrangements of Board meetings, video conferences, interviews etc</li> <li>Follow up of different cases in Ministry of Finance, Interior, Foreign Affairs etc.</li> <li>Arrangements of rental cars/ air tickets/ Hotel Bookings to dignitaries of the Bank and their payment of</li> <li>HR Resources</li> <li>Discipline</li> <li>Trainings</li> <li>Promotions</li> <li>Internal Bank Security</li> <li>Procurement of new equipments</li> <li>Floating tenders for new projects</li> <li>Repair and Maintenance of office buildings and equipments</li> </ul>	Senior DCM
b.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none"> <li>Payments and Receipts on behalf of Government</li> <li>Issuance and exchange of Currency Notes</li> <li>Issuance of Commemorative Coins and other coins of Re. 1, Rs. 2 and 5</li> <li>Sale and Encashment of Prize Bonds</li> </ul>	DCM (Cash)
c.	Banking Division	<ul style="list-style-type: none"> <li>Receipts and Payments on behalf of Government</li> <li>Maintaining Current Accounts of Banks</li> <li>Management of Income &amp; Expenditure Accounts</li> <li>Preparation of Trial Balance, Profit &amp; Loss Account, Balance Sheet</li> <li>Reconciliation of Accounts</li> <li>Monitoring and implementation of SBP financing schemes</li> <li>Operations of conventional EFS and IERS (Part-I &amp; II), LTF-EOP and LTFF, refinance scheme for modernization of SMEs</li> <li>On-site verification of Export Finance Schemes (EFS)</li> </ul>	DCM
d.	Prize Bonds Division	<ul style="list-style-type: none"> <li>Payment of Prize Money to general public</li> <li>Govt. credit of prize money</li> <li>Prize money cases of commercial banks</li> <li>Payment of the value of defective prize bonds</li> <li>Sale &amp; Encashment of SSC and DSC</li> <li>Payment of Profit on SSC/DSC</li> <li>SSC/DSC cases of commercial banks</li> <li>Reconciliation of Receipts/ payments /Profit and Prize Money figures of Prize Bonds and SSC/DSC with Federal Treasury Office</li> </ul>	DCM