

Office Main Activities:

Sr. No.	Name of Division	Functions	Headed By
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none">• Chest/ Sub chest Operations.• Verification and destruction of soiled currency notes.• Handling the process of Passing of Claim Notes• Issuance of Commemorative Coins and other coins of Re. 1, Rs. 2 and 5• Resourcing currency in transit.• Monitoring of Banks, Chests/ sub chests as per SBP, policy	DCM (Cash)
b.	Prize Bonds Division	<ul style="list-style-type: none">• Payment of Prize Money• Maintenance of record of Prize Bonds in circulation• Conducting Draws of Prize Bonds	DCM (Banking)
c.	Securities Division	<ul style="list-style-type: none">• Sale & Encashment of SSC and DSC• Payment of Profit to Banks	
d.	Banking Division	<ul style="list-style-type: none">• Receipts and Payments on behalf of Government.• Maintaining Current Accounts of Commercial banks.• Managing Foreign Currency accounts and SWIFT messages.• Preparation of Trial Balance, Profit & Loss Account, Balance Sheet• Reconciliation of Accounts• Opening of L/Cs on behalf of Govt. Departments.• Maintenance of record and disbursement of profit.	
e.	Development Finance Division	<ul style="list-style-type: none">• Monitoring and implementation of SBP financing schemes• Operations of conventional EFS and IERS (Part-I & II), LTF-EOP and LTFF, refinance scheme for modernization of SMEs• On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases.	DCM (DFD)
f.	Administration Division	<ul style="list-style-type: none">• Management of HR Resources• Maintenance of employees record in HRMS EIM and Leave Modules• Procurement and General Services• Discipline• Trainings• Promotions• Internal Bank Security	DCM (Administration)