

**Office Main Activities:**

Sr. No.	Name of Division	Functions	Headed By
a.	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)
b.	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>• Opening of L/Cs on behalf of Govt. Departments</li></ul>	Sr. DCM
c.	Prize Bonds Division	<ul style="list-style-type: none"><li>• Payment of Prize Money</li><li>• Maintenance of record of Prize Bonds in circulation</li><li>• Conducting Draws of Prize Bonds</li></ul>	DCM
d.	Securities Division	<ul style="list-style-type: none"><li>• Sale &amp; Encashment of SSC and DSC</li><li>• Payment of Profit</li></ul>	DCM
e.	Development Finance Division	<ul style="list-style-type: none"><li>• Monitoring and implementation of SBP financing schemes</li><li>• Target monitoring of agricultural financing</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) and Credit Guarantee Scheme (CGS) cases.</li></ul>	Sr. DCM
f.	Foreign Exchange Operations Division	<ul style="list-style-type: none"><li>• Monitoring Exports, Imports, Foreign Exchange Transactions and payment of subsidies against exports</li><li>• Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange</li></ul>	Joint Director
g.	Foreign Exchange Adjudication Division	<ul style="list-style-type: none"><li>• To ensure repatriation of export proceeds</li><li>• Adjudicating of disputed cases</li><li>• Imposing of Penalties</li></ul>	Joint Directors
h.	Administration Division	<ul style="list-style-type: none"><li>• Management of HR Resources</li><li>• Digital maintenance of employees data in HRMS EIM and Leave Modules</li><li>• Discipline</li><li>• Trainings</li><li>• Promotions</li><li>• Internal Bank Security</li></ul>	DCM
i.	Engineering Division	<ul style="list-style-type: none"><li>• Procurement of new equipments</li><li>• Floating tenders for new projects</li><li>• Repair and Maintenance of office buildings and equipments</li></ul>	DCM