

Office Main Activities:

Sr. No.	Name of Division	Functions	Headed By
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none"> • Issuance and exchange of Currency Notes • Issuance of Commemorative Coins and other coins of Re. 1, Rs. 2 and 5 • Sale and Encashment of Prize Bonds 	DCM (Bkg/ Try)
b.	Banking Division	<ul style="list-style-type: none"> • Receipts and Payments on behalf of Government • Maintaining Current Accounts of Banks • Management of Income & Expenditure Accounts • Preparation of Trial Balance, Profit & Loss Account, Balance Sheet • Reconciliation of Accounts 	DCM (Bkg/ Try)
c.	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 • Sale & Encashment of SSC and DSC • Payment of Profit 	DCM (Bkg/ Try)
d.	Access to Finance Unit	<ul style="list-style-type: none"> • Monitoring and implementation of SBP financing schemes • Target monitoring of agricultural financing • Conducting awareness programs for farmers, Trade bodies and market associations with regard to agriculture, SME, Microfinance and Islamic financing schemes. 	DCM (Bkg/ Try)
e.	Administration Division	<ul style="list-style-type: none"> • Management of HR Resources • Digital maintenance of employees data in HRMS EIM and Leave Modules • Discipline • Trainings • Promotions • Internal Bank Security 	DCM (Admin)
f.	Foreign Exchange Operations Division	<ul style="list-style-type: none"> • Monitoring Exports, Imports, Foreign Exchange Transactions. • Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange 	DCM (Admin)
g.	Engineering Division	<ul style="list-style-type: none"> • Procurement of new equipments • Floating tenders for new projects • Repair and Maintenance of office buildings and equipments 	DCM (Admin)
h.	Internal Monitoring Unit	<ul style="list-style-type: none"> • Performs pre- audit of all payments effecting expenditures like Salary, Medical, Procurement, TA-DA, R&R, Utility expenses and Staff loans. • Performs preventive control functions and conducts surprise checks on behalf of CM. • Liaison with external auditors and inspection teams of IAD HOK. 	ACM (IMU)
i.	IBSU	<ul style="list-style-type: none"> • Overall security of bank building and its assets. • Movement of bank vehicles. 	Security Officer