

Office Main Activities:

#	Name of Division	Functions	Headed By
1.	Issue & Treasury (Cash)	<ul style="list-style-type: none"> • Cash Payments and Receipts on behalf of the Federal, Provincial and District Governments • Issuance and exchange of Currency Notes through commercial banks and over the SBP BSC counters. • Issuance of Commemorative Coins and other coins of Re.1, Rs. 2 & 5 • Sale and Encashment of Prize Bonds through commercial banks and over the SBP BSC counters. • Payment small prize money of Prize Bonds. • Maintain stock of fresh, re-issue and soiled currency notes as well as Prize Bonds (Vault operations). • Withdraw torn out/soiled currency notes from chests/sub-chest /Commercial Banks by diversion. • Managing soiled, mutilated, claim, cancelled and defective Currency Notes and Prize bonds. • Ensure smooth cash operations of Chests/ sub-chest and lift or replenish cash as and when required. • On site monitoring of cash management operations of commercial banks/ chests by conducting examination of branches in terms of SBP Clean Note Policy. • Liaison with LEAs with respect to Currency Notes. • Complaint resolution with respect to the cash/ currency. 	Deputy Chief Manager
2.	Banking	<ul style="list-style-type: none"> • Receipts and Payments on behalf of the Federal, Provincial and District Governments through their accounts. • Maintaining Current Accounts of Banks • Liaison with NIFT regarding clearing of various instruments. • Facilitate in accepting Government revenue under FBR Receipts system and other Schemes. • Maintenance and operation of Assignment Accounts. • Liaison with AGPR/ AG/ CMA/ Cantonment and other stakeholders in the matter of balancing/ reconciliation etc. • Preparation of Trial Balance, Profit & Loss Account, Balance Sheet • Reconciliation of Accounts • Opening of L/Cs on behalf of Govt. Departments 	Deputy Chief Manager
3.	Prize Bonds & Securities	<ul style="list-style-type: none"> • Payment of big Prize Money claims • Maintenance of record of Prize Bonds in circulation • Conducting Prize Bond Draws • Dealing with the cases of defaced /mutilated /forged prize bonds • Handling of prize bonds cases with Court and FIA. • Issuance of Prize Bonds of all denomination to banks for sale and pay commission to banks. • Sale & Encashment of SSC and DSC • Payment of Profit on SSC/DSC 	Deputy Chief Manager
4.	Development Finance	<ul style="list-style-type: none"> • Implementation and monitoring of SBP financing schemes. • Develop linkages and continuous coordination with MFIs, Banks, NGOs, educational/ research institutes to conduct surveys, research and with Chamber of Commerce, Agriculture, and Small scale industry. • Collection of feedback of SBP/financial sector DF policies. 	Division Head

		<ul style="list-style-type: none"> • Arrange outreach awareness programs for financial inclusion. • Conducting Internship programs. • Conducting seminars & workshops. • Operations of conventional EFS and IERS (Part-I & II), LTF-EOP and LTFF, refinance scheme for modernization of SMEs. • Checking of EE-1/EF-1 statements. • Allocation of Limits to exporters • On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases. • Use Bankers' Club forum to identify training needs of local banks' staff for Agri & SME finance and to design and conduct the programs in consultation with DFSD HOK. • Coordinate with the Institute of Bankers Karachi and arrange various trainings sessions and exams on their behalf. • Preparation of Office Business Plan. • Conducting & facilitating Table Top/ Mock Exercises/ Rehearsals and carry out changes in office Business Continuation Plan. 	
5.	Foreign Exchange Operations	<ul style="list-style-type: none"> • Monitoring Exports, Imports, Foreign Exchange Transactions • Payment of subsidies against exports. • Approval of all Outward Remittances against allocations to Government Departments other than Imports. • Verification of entries in EE-1/EF-1 statements for facilitating Export Refinance Loans. • Follow up of Export Overdue cases, Persuasion/ Correspondence with ADs/ Exporter for realization of Export Proceeds. • Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange. • Maintain record of all Exchange Companies, regular visits to ECs "B" category, their compliance with SBP Instructions etc. 	Joint Director
6.	Administration	<ul style="list-style-type: none"> • Management of HR Resources (Employees Data in Soft and Hard Files) • Digital maintenance of employees data in HRMS EIM Leave Modules and other system related sub- Module • Discipline • Trainings • Promotions • Recruitment • Appeals • Internal Transfer for Job Rotations • Employees Benefits (Salary, Advances, TA/DA, Pensions & Retirement Benefits) • Loan Stipend from Welfare Trust • Internal Bank Security • Dealing in Medical cases employee's claims, Payment to Hospitals, Laboratories, and Specialists. • Court cases. • Facilitation of Library services to internal & external stake holders. • Central Receipt and Dispatch system of entire Bank through LMS. 	Deputy Chief Manager
7.	Engineering Division	<ul style="list-style-type: none"> • Procurement of new equipments • Floating tenders for new projects • Maintain conducive work environment. • Maintain IT installations and generators etc. • Repair and Maintenance of office buildings and equipments 	Deputy Chief Manager

		<ul style="list-style-type: none"> • Liaison with different Line Departments and local area institutions like Finance/ Engineering Departments, Cantonment Board/ MEPCO, SSGC, PTCL and NTC etc. • Maintain the record/ stock/ all types of inventory and issue purchase orders. 	
8.	Foreign Exchange Adjudication	<ul style="list-style-type: none"> • The Adjudicating Officer hears the cases logged in Foreign Exchange Adjudication Court Multan by Foreign Exchange Operation Department and Exchange Policy Department of State Bank of Pakistan for contravention of Foreign Exchange regulation Act 1947 by Banks/Exporters/Importers/ private remitters and exchange companies. • Adjudicating officer has judicial powers granted by FERA 1947 to decide the cases and impose penalties. 	Adjudicating Officer
9.	Internal Bank Security	<ul style="list-style-type: none"> • Ensure security of Bank's premises and all installments through local police department and internal security guards. • Watch & control over all outsiders. • Maintenance of record of security equipments and ensure their use as required, watch & ward of movement of public/vehicles through CCTV system. 	Security Officer