

**Office Main Activities:**

Sr. No.	Name of Division	Functions	Headed By
a.	Treasury (Cash)	<ul style="list-style-type: none"><li>• 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>	Currency Officer
b.	Banking	<ul style="list-style-type: none"><li>• Receipts on behalf of Government.</li><li>• Maintaining Current Accounts of Banks.</li><li>• Preparation of Trial Balance, Profit &amp; Loss Account, Balance Sheet.</li><li>• Reconciliation of Accounts.</li></ul>	DCM
c.	Prize Bonds	<ul style="list-style-type: none"><li>• Payment of Prize Money.</li></ul>	DCM
d.	Securities	<ul style="list-style-type: none"><li>• Sale &amp; Encashment of SSC and DSC.</li><li>• Payment of Profit.</li></ul>	DCM
e.	Administration	<ul style="list-style-type: none"><li>• Management of HR Resources.</li><li>• EIM and Leave Modules.</li><li>• Discipline.</li><li>• Promotions</li></ul>	DCM