

# DETAILS OF DIVISIONS

SBP BSC PESHAWAR

# Administration Division

- Management of office procurements
- Management of Stationary Items
- Asset Management
- Preparation and Coordination of Office budget
- Corporate events
- Manage HR resource effectively
- Payment of employee benefits
- Training and Development of Employees
- Maintenance of record pertains to Employees/Ex-Employees
- Maintenance of Discipline and adherence to the prescribed rules and regulations
- Medical Facility to all the stakeholders of SBP and subsidiaries.



# Engineering Division

- Management of support staff
- Management of office building and staff colony
- Execution and follow up of Revenue and Capital Projects
- Payment of Utility Bills, property taxes

# Issue & Treasury Division

- Supply of currency notes/coins
- Issuance of Fresh Currency Notes and Coins to stakeholders
- Payment of claim notes
- Sorting and Destruction of Banknotes through BPAS.
- Payments and Receipts on behalf of Government
- Sale and Encashment of National and Premium Prize Bonds
- Maintenance of Vaults.
- Correspondence with internal and external stakeholders
- Correspondence w.r.t remittances
- Daily currency chest slip
- Conducting onsite examination of commercial banks and NBP Chests
- Processing and reporting of Counterfeit Notes data
- ATM and Chest inspections



# Banking Division

- Maintenance of Government Accounts (Federal, Provincial)
- Receipts and Payments on behalf of Government
- Receipts and Payments of Commercial banks
- Maintaining Current Accounts of Banks/ NBFIs
- Preparation of Financial Statements
- Maintaining Assignment accounts
- Maintain record of various accounts including Schedules, Cheques, Cash Assignments

# Prize Bonds and Securities Division

- Sale and Encashment of Premium Prize Bonds
- Centralized Hub of SBP BSC for Payment of Premium Prize money
- Payment of Big Prize Money to general public
- Sale & Encashment of SSC and DSC
- Reconciliation of Receipts/ payments /Profit and Prize Money figures of Prize Bonds and SSC/DSC (for Islamabad & Muzaffarabad Office ) with Federal Treasury Office



# Foreign Exchange Operations Division

- Approval of F.E permits/M-Forms issued to various Govt. Departments/Ministries/Divisions/Educational institutions/Armed forces etc.
- Approval of Government, Private and Commercial remittances
- Surprise visits/Mystery Shopping at Locations/ECs on directions of EPD,SBP

# Financial Inclusion and Support Division

- Monitoring and implementation of SBP refinancing schemes
- Operations of EFS (Part-I & II), FFSAP (Financing Facility for Storage Agri Products),
- REPP (Renewable Energy Power Plants) and LTFF (Long-Term Financing Facility) Refinance Scheme
- On-site verification of Export Finance Schemes (EFS)
- National Financial Literacy Program (NFLP)



# Internal Monitoring Division

- Pre Audit of all divisions of the office
- Conducts surprise checks under post audit
- Audit Compliance
- Liaison with External Auditors, Government Auditors and Internal Audit Department

# Inter-Bank Security Division

- Formulation of a security plan, ensuring efficient and sound security through strict
- compliance of SOPs and use of electronically driven security mechanism
- Offering enhanced security then currently being offered through efficient operating channels
- Effective management of the entire security system
- Coordinate with other agencies