

Office Main Activities:

Sr. No.	Name of Division	Functions	Headed By
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none">• Payments and Receipts on behalf of Government• 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	ACM (Cash)
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• Opening of L/Cs on behalf of Govt. Departments	DCM
c.	Prize Bonds Division & Foreign Exchange Operations	<ul style="list-style-type: none">• Payment of Prize Money• Maintenance of record of Prize Bonds in circulation• Conducting Draws of Prize Bonds• Monitoring Exports, Imports, Foreign Exchange Transactions and payment of subsidies against exports• Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange	DCM DCM
d.	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