

## Office Main Activities:

| Sr. No. | Name of Division                            | Functions  | Headed By  |
|---------|---|--|------------|
| a.      | <b>Issue &amp; Treasury (Cash) Division</b> | <ul style="list-style-type: none"> <li>To plan and maintain good quality currency stock as per the requirements of the area falling under office jurisdiction</li> <li>Issuance of good quality notes to commercial banks / NBP chests</li> <li>Issuance of current and commemorative coins.</li> <li>Provision of exchange note facility to general public i.e. exchange of soiled / mutilated currency notes.</li> <li>Withdrawal of soiled notes from circulation and destruction as per specified procedure.</li> <li>On-site cash Examination of commercial Banks</li> <li>Implementation of clean note policy.</li> <li>Payments and Receipts on behalf of Government in Cash</li> <li>Sale/Encashment of Prize Bonds and maintenance of stock to meet the stakeholders requirements.</li> </ul> | <b>DCM</b> |
| b.      | <b>Prize Bonds /Securities Division</b>     | <ul style="list-style-type: none"> <li>Payment of Prize Money.</li> <li>Maintenance of record of Prize Bonds.</li> <li>To Conduct Prize Bonds Draws</li> <li>Sale &amp; Encashment of SSC and DSC &amp; Payment of Profit thereof.</li> </ul>  |            |
| c.      | <b>Banking Division</b>                     | <ul style="list-style-type: none"> <li>Perform Banking functions for the Government Departments</li> <li>Maintenance of Accounts of Scheduled Banks.</li> <li>Issuance and Encashment of TT,GD and BDs</li> <li>Preparation of Payment orders (Pension &amp; General).</li> <li>Providing Safe Deposit service to Government Departments and Banks.</li> <li>Preparation of Trial Balance, Profit &amp; Loss Account, Balance Sheet.</li> <li>Reconciliation of Accounts.</li> </ul>   | <b>DCM</b> |
| d.      | <b>Development Finance Division</b>         | <ul style="list-style-type: none"> <li>Monitoring and implementation of SBP financing schemes</li> <li>Monitoring of agricultural financing target</li> <li>Continuous interaction with all key stakeholders at grassroots.</li> <li>Linkages with research and educational institutions to conduct/arrange surveys/empirical studies on key and burning issues relating to expansion, growth and impact of development finance.</li> <li>Operations of conventional EFS and IERS (Part-I &amp; II), LTF-EOP and LTFF, refinance scheme for modernization of SMEs</li> <li>On-site verification of Export Finance Schemes (EFS).</li> </ul>  | <b>DCM</b> |
| e.      | <b>Administration Division</b>              | <ul style="list-style-type: none"> <li>Management of HR Resources</li> <li>Deals with HR matters like disciplinary cases, transfer &amp; Promotion Orders and Staff Benefits like education allowance, Staff Loans, Marriage expenses etc.</li> <li>Payment of Salaries to permanent/contractual/temporary employees. Pension to retired/families of deceased ex-employees of SBP/BSC.</li> <li>Maintenance of Leave Record</li> </ul>   | <b>DCM</b> |

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|----|---|--|------------------------|
|    |   | <ul style="list-style-type: none"> <li>• Verification of educational/ character &amp; antecedents certificates for fresh induction.</li> <li>• To deal with Temporary GPF/Non-Refundable GPF Cases TA, DA and R&amp;R payment cases.</li> <li>• Loans applied by employees/ex-employees through EWT.</li> <li>• Procurement of new assets.</li> <li>• Floating tenders for new projects. Repair and Maintenance of office buildings and equipments.</li> <li>• Stationery Store Maintenance.</li> <li>• Old Record Maintenance and destruction.</li> <li>• Provision of Medical facility to Active/Retired employees through in house dispensary and approved consultants/ labs/ hospitals etc.</li> </ul>   |                        |
| f. | <b>Foreign Exchange Operations Division</b> | <ul style="list-style-type: none"> <li>• To manage and facilitate L.C. opening through Commercial Banks for armed forces and allied departments. Effecting remittances, to beneficiaries outside Pakistan, including Pakistan Embassies/High Commission.</li> <li>• Disbursement of various subsidies as announced by Government from time to time.</li> <li>• Maintenance of Returns submitted by Foreign Exchange Authorized Dealers. Head office, Karachi and other field offices, Government Departments and various Sections of Foreign Exchange Operations Department often require confirmation of certain transactions reported in the monthly returns. The relevant record is consulted and transactions confirmed to concerned quarters.</li> <li>• Verification of EE/EF statements</li> <li>• To monitors the activities of Exchange Companies, conducts surprise checks thereof, collects fortnightly statements of sale/purchase of various Exchange Companies of "B" Category.</li> <li>• Issuance of Foreign Exchange Permits to various Civil and Defense Departments against visible and invisible allocations.</li> <li>• Approval of 'I' Form &amp; 'M' Form with regard to advance payment of Import and study expenses of higher education of the Government officials.</li> <li>• To deal with Bank Guarantees, Advance Remittances, Foreign Private Loans Exchange Entitle Certificate and case of Medical Treatment abroad.</li> <li>• Payment of cash calls</li> <li>• Approvals of Hajj &amp; Umra Bank Guarantees.</li> <li>• Post Facto Checking of Import:</li> <li>• 'I' Forms &amp; "M" Forms received from authorized Dealers.</li> <li>• Half yearly statement of Tour Operators is received from the tour Operators and a consolidated statement thereof is submitted to Head Office, Karachi after getting 100% confirmation of Encashment Certificates received along with these statements.</li> </ul> | <b>Deputy Director</b> |