

Office Main Activities:

Sr. No.	Name of Division	Functions	Headed By
a.	Treasury Cash Unit	<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 • Prize Bonds Business(Sale / Encashment & Payment of Prize Money) 	ACM
b.	Banking (DAU/PAU)	<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 	ACM
c.	Prize Bonds Unit	<ul style="list-style-type: none"> • Payment of Prize Money • Maintenance of record of Prize Bonds in circulation 	ACM
d.	SSC/DSC Unit	<ul style="list-style-type: none"> • Sale & Encashment of SSC and DSC • Payment of Profit 	ACM
e.	Development Finance Division	<ul style="list-style-type: none"> • Monitoring and implementation of SBP financing schemes • Target monitoring of agricultural financing • Operations of conventional EFS, Refinance Scheme for modernization of SMEs • Provide Refinance Facility to the Banks against Exports of Dates & Rice Commodities. • On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases. 	DCM
f.	Foreign Exchange Operations Unit	<ul style="list-style-type: none"> • 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 	ACM
g.	Staff Matters Unit	<ul style="list-style-type: none"> • Management of HR Resources • Digital maintenance of employees data in HRMS EIM and Leave Modules • Discipline • Trainings • Promotions 	ACM
h.	Currency Management	<ul style="list-style-type: none"> • Monitoring of Cash Stocks maintained by 28 Chests/Sub Chests linked with the office (Diversion of cash from Chests having surplus stocks to the needy chests) • Issuance of Fresh Notes Quota to the Public & Commercial Bank's branches prescribed by CMD from time to time. • Lifting Soiled Notes from Chests / Sub-Chests & branches of Commercial Banks • Implementation of CNP 	