

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 & Coins • Payments and Receipts in Commercial Banks accounts. • Sale and Encashment of Prize Bonds • Payment of Small amount Prize money. 	Sr.DCM (Issue & Treasury (Cash) Division)
b.	NSS & Prize Bonds Division	<ul style="list-style-type: none"> • Payment of Prize Money • Maintenance of record of Prize Bonds in circulation • Sale & Encashment of SSC and DSC • Payment of Profit 	Sr. DCM (NSS & Prize Bonds Division)
c.	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 	DCM-B
d.	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 and IERS (Part-I & II), LTF-EOP and LTFF, refinance scheme for modernization of SMEs • On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases. 	DCM-A
e.	Foreign Exchange Operations Division	<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 	DCM-A
f.	Foreign Exchange Adjudication Division	<ul style="list-style-type: none"> • To ensure repatriation of export proceeds • Adjudicating of disputed cases • Imposing of Penalties 	Joint Director
g.	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-A
h.	Engineering Division	<ul style="list-style-type: none"> • Procurement of new equipments • Floating tenders for new projects • Repair and Maintenance of office buildings and equipments 	DCM-A