

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	DCM (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/Securities 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	DCM
d.	AFU	<ul style="list-style-type: none">• Monitoring and implementation of SBP financing schemes• Target monitoring of agricultural financing	DCM
e.	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• Procurement of new equipments• Floating tenders for new projects• Repair and Maintenance of office buildings and equipments	DCM