

Details of Divisions:

Sr. No.	Name of Division	Functions
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none"> · Exchange of Soiled / defective Currency Notes · Government Payments and Receipts · Banking Payments and Receipts · Receipt of Income Tax on behalf of FBR · Issuance of Coins and currency notes · Sale and Encashment of Prize Bonds · Payment of Small Prize money
b.	Prize Bonds Division	<ul style="list-style-type: none"> · Payment of Prize Money · Maintenance of record of Prize Bonds in circulation · Sale, Encashment and profit payment of Government Securities on Special Saving Certificates and Defense Saving Certificates
c.	Currency Management	<ul style="list-style-type: none"> · Remittance management · Claim notes processing, forge notes process · Issuance of notes to commercial banks. · Currency management, liaison with commercial banks
d.	Development Finance Division	<ul style="list-style-type: none"> · Monitoring and implementation of SBP financing schemes · Managing Focus Group meeting on Agri Finance, SMEs and Islamic Banking · Operations of conventional Export Refinance Schemes and Islamic Export Refinance Schemes (Part-I & II) and medium/long term refinance schemes. · On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases. · Implementation of National Financial Literacy Program and coordination with stakeholders. <ul style="list-style-type: none"> • Conducting street theater by employing suitable partner institute.
e.	Banking Division	<ul style="list-style-type: none"> · Government Payments and Receipts · Maintaining Current Accounts of Banks Banking Payments and Receipts · Management of Accounts as per chart of account · Preparation of Bank's Books and accounts · Reconciliation of Accounts
f.	Administration Division	<ul style="list-style-type: none"> · Management of HR Resources · Preparation of Salary and pensions · Dealing staff benefits · Maintenance of employees data in system and hard. · Internal Bank Security · Procurement of new equipment · Floating tenders for new projects · Repair/Maintenance of office buildings and equipment's.
g.	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 Authentication of EE-I & EF-I statements Approval for cases allowed by FEOD · Opening of L/C on behalf of Gov. Departments ·