

Details of Divisions

S. No	Name of Division	Functions	Headed By
1	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 Rs. 01, Rs.02, Rs 05 & Rs 10. * Sale and Encashment of Prize Bonds 	Deputy Chief Manager (Cash)
2	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 	Deputy Chief Manager
3	Prize Bonds Division	<ul style="list-style-type: none"> * Payment of Prize Money * Maintenance of record of Prize Bonds in circulation * Conducting Draws of Prize Bonds * Dealing with Premium Prize Bonds 	Deputy Chief Manager
4	Securities Division	<ul style="list-style-type: none"> * Sale & Encashment of SSC and DSC * Payment of Profit 	Deputy Chief Manager
5	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. * National Financial Literacy Program (NFLP) 	Sr. Deputy Chief Manager
6	Foreign Exchange Operations Division	<ul style="list-style-type: none"> * Payment of Subsidies to Exporters as advised by Government of Pakistan * Granting approvals to public and private organizations regarding export, import and outward/inward foreign exchange remittances. * Follow-up of Export Overdue Case for Realization of Foreign Exchange Proceeds against Exports * Mystery Shopping and Inspection of Authorized Dealers Verification of EE-EF Statements and Original E-Forms 	Sr. Deputy Chief Manager

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7	Administration Division	<ul style="list-style-type: none"> * Management of HR Resources * Maintenance of employees data in Oracle HRMS * Disciplinary Proceedings * Trainings & Development * Performance Management * Promotions * General Services/Procurement * Medical & Welfare & Dispensary * Internal Bank Security * Legal Services * Library 	Deputy Chief Manager
8	Engineering Division	<ul style="list-style-type: none"> * Procurement of new equipment * Floating tenders for new projects * Repair and Maintenance of office buildings and equipment 	Deputy Chief Manager
9	Issue & Treasury Division	<ul style="list-style-type: none"> * Management of Currency Remittances * Maintenance of Currency of Accounts * Monitoring of NBP currency chests * Verification and Destruction of Old Currency Notes * Processing of Currency note claims 	Currency Officer
10	Internal Monitoring Division	<ul style="list-style-type: none"> * Responsible for implementation of instructions and risk mitigation practices in the office. * Coordinate for various internal and external audits and ensure compliance of audit observations. 	Senior Deputy Chief Manager