

**Office Main Activities:**

Sr. No.	Name of Division	Functions	Headed By
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none"> <li>• Payments and Receipts on behalf of Government</li> <li>• Issuance and exchange of Currency Notes</li> <li>• Issuance of Commemorative Coins and other coins of Re. 1, Rs. 2 and 5</li> <li>• Sale and Encashment of Prize Bonds</li> </ul>	Currency Officer
b.	Banking Division	<ul style="list-style-type: none"> <li>• Receipts and Payments on behalf of Government</li> <li>• Maintaining Current Accounts of Banks</li> <li>• Management of Income &amp; Expenditure Accounts</li> <li>• Preparation of Trial Balance, Profit &amp; Loss Account, Balance Sheet</li> <li>• Reconciliation of Accounts</li> <li>• Opening of L/Cs on behalf of Govt. Departments</li> </ul>	Sr. DCM
c.	Prize Bonds and Securities Division	<ul style="list-style-type: none"> <li>• Payment of Prize Money</li> <li>• Maintenance of record of Prize Bonds in circulation</li> <li>• Conducting Draws of Prize Bonds</li> <li>• Sale &amp; Encashment of SSC and DSC</li> <li>• Payment of Profit</li> </ul>	Sr. DCM
d.	Development Finance Division	<ul style="list-style-type: none"> <li>• Monitoring and implementation of SBP financing schemes</li> <li>• Target monitoring of agricultural financing</li> <li>• Operations of conventional EFS and IERS (Part-I &amp; II), LTF-EOP and LTFF, refinance scheme for modernization of SMEs</li> <li>• On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases.</li> </ul>	DCM
e.	Foreign Exchange Operations Division	<ul style="list-style-type: none"> <li>• Monitoring Exports, Imports, Foreign Exchange Transactions and payment of subsidies against exports</li> <li>• Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange</li> <li>• To ensure repatriation of export proceeds</li> <li>• Adjudicating of disputed cases</li> <li>• Imposing of Penalties</li> <li>• Verification of EE/EF Statements</li> </ul>	Jr. Joint Director
f.	Administration Division	<ul style="list-style-type: none"> <li>• Management of HR Resources</li> <li>• Rotation of HR as per policy</li> <li>• Digital maintenance of employees data in HRMS EIM and Leave Modules</li> <li>• Discipline</li> <li>• Trainings</li> <li>• Promotions</li> <li>• Internal Bank Security</li> <li>• Procurement of new equipments</li> <li>• Floating tenders for new projects</li> <li>• Repair and Maintenance of office buildings and equipments</li> </ul>	DCM