

Office Main Activities:

Sr. No.	Name of Division	Functions	Headed By
a.	Treasury Cash Unit	<input type="checkbox"/> Payments and Receipts on behalf of Government <input type="checkbox"/> Issuance and exchange of Currency Notes <input type="checkbox"/> Issuance of Commemorative Coins and other coins of Re. 1, Rs. 2 and 5 <input type="checkbox"/> Prize Bonds Business(Sale / Encashment & Payment of Prize Money)	ACM
b.	Banking (DAU/PAU)	<input type="checkbox"/> Receipts and Payments on behalf of Government <input type="checkbox"/> Maintaining Current Accounts of Banks <input type="checkbox"/> Management of Income & Expenditure Accounts <input type="checkbox"/> Preparation of Trial Balance, Profit & Loss Account, Balance Sheet <input type="checkbox"/> Reconciliation of Accounts	ACM
c.	Prize Bonds Unit	<input type="checkbox"/> Payment of Prize Money <input type="checkbox"/> Maintenance of record of Prize Bonds in circulation	ACM
d.	SSC/DSC Unit	<input type="checkbox"/> Sale & Encashment of SSC and DSC <input type="checkbox"/> Payment of Profit	ACM
e.	Development Finance Division	<input type="checkbox"/> Monitoring and implementation of SBP financing schemes <input type="checkbox"/> Target monitoring of agricultural financing <input type="checkbox"/> Operations of conventional EFS, Refinance Scheme for modernization of SMEs <input type="checkbox"/> Provide Refinance Facility to the Banks against Exports of Dates & Rice Commodities. <input type="checkbox"/> On-site verification of Export Finance Schemes (EFS) and Credit Guarantee Scheme (CGS) cases.	DCM
f.	Foreign Exchange Operations Unit	<input type="checkbox"/> Monitoring Exports, Imports, Foreign Exchange Transactions and payment of subsidies against exports <input type="checkbox"/> Checking of various forms received for Authorized Dealers to monitor the flow of Foreign Exchange	ACM
g.	Staff Matters Unit	<input type="checkbox"/> Management of HR Resources <input type="checkbox"/> Digital maintenance of employees data in HRMS EIM and Leave Modules <input type="checkbox"/> Discipline <input type="checkbox"/> Trainings <input type="checkbox"/> Promotions	ACM
h.	Currency Management	<input type="checkbox"/> Monitoring of Cash Stocks maintained by 28 Chests/Sub Chests linked with the office (Diversion of cash from Chests having surplus stocks to the needy chests) <input type="checkbox"/> Issuance of Fresh Notes Quota to the Public & Commercial Bank's branches prescribed by CMD from time to time. <input type="checkbox"/> Lifting Soiled Notes from Chests / Sub-Chests & branches of Commercial Banks <input type="checkbox"/> Implementation of CNP	