

Major Activities Performed at Sialkot office

Sr. No	Name of Division	Functions	Headed By	Contact #
a.	Issue & Treasury (Cash) Division	<ul style="list-style-type: none"> ○ Payments and Receipts on behalf of Government ○ Issuance and exchange of Currency Notes & Coins ○ Payments and Receipts in Commercial Banks accounts. ○ Sale and Encashment of Prize Bonds ○ Bonds ○ Payment of Small Amount Prize money 	Sr. DCM (Issue & Treasury Division)	052-9250350 EXT 305
b.	NSS & Prize Bonds 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 (NSS & Prize Bond Division)	052-9250350 EXT 241
c.	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 	DCM (Banking)	052-9250350 EXT 241

d.	Financial Inclusion Support 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), FFSAP, LTFF, Refinance scheme for modernization of SMEs ○ On-site verification of Export Finance Schemes (EFS) ○ Credit Guarantee Scheme (CGS) cases. 	CM (FISU/RSU)	052-9250350 EXT 301
e.	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 	Joint Director FEOD	052-9250350 EXT 241
f.	Foreign Exchange Adjudication Division	<ul style="list-style-type: none"> ○ To ensure repatriation of export proceeds ○ Adjudicating of disputed cases ○ Imposing of Penalties 	Joint Director FEAD	052-9250350 Ext: 261
g.	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 	Sr. DCM Admin	052-9250350 EXT 305
h.	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 	Sr. DCM	052-9250350 EXT 305