



Presents

# Cash Operations & Negotiable Instrument



<b>Duration</b>	6 Sessions
<b>Target Group</b>	All clerical level staff currently engaged as Operational Staff in Branches / new staff (both as trainee assistants and MTs) joining the bank / Supervisors newly deputed to Operational areas in the Financial Institution.
<b>Methods</b>	Audio-visual presentation, role playing, case studies, participant presentation etc.
<b>Resource Person</b>	Mr. Pankaj Pant, Siddhartha Bank Ltd.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• The workshop will focus on developing conceptual skills of staff working in the Cash Area as well as provide a holistic environment for staff to clear up issues being faced on a day to day basis in their work place.</li> <li>• The major aim of this Training Program is to make the participants aware about the theoretical as well as practical aspects of Cash Management.</li> <li>• The Program is intended to equip the participants with knowledge so as to enable them to conduct their day to day operations independently.</li> </ul>
<b>Contents</b>	Session I Negotiable Instruments and Banks Session II Cash Operations: Accepting Deposits Session III Cash Operations: Cheque Payment Session IV Cash Operations: Managing Imbalances, Accounting Entries Session V Cash Operations: Handling Foreign Currencies NRB Guidelines on Suspicious Transaction Introduction to Signature Verification & Counterfeit Notes
<b>Date &amp; Time</b>	7th (3:00pm to 6:00pm) & 8th (8:30am to 3:45pm) September 2018
<b>Venue</b>	Hotel Pathi bhara, I thari