



PRESENTS

# CASH OPERATIONS & NEGOTIABLE INSTRUMENT



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| <b>DURATION</b>        | 1 and 1/2 days  |
| <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. Ajit Bhattarai, Kumari Bank   |
| <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<br>Session II Cash Operations: Accepting Deposits<br>Session III Cash Operations: Cheque Payment<br>Session IV Cash Operations: Managing Imbalances, Accounting Entries<br>Session V Cash Operations: Handling Foreign Currencies<br>NRB Guidelines on Suspicious Transaction<br>Introduction to Signature Verification & Counterfeit Notes  |
| <b>DATE &amp; TIME</b> | 7th (9:30am to 5:00pm) & 8th (9:30am to 1:00pm) March 2016  |
| <b>VENUE</b>           | NBI Hall, Kathmandu.  |
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