



PRESENTS

CASH OPERATIONS & NEGOTIABLE INSTRUMENT



DURATION	6 Sessions
TARGET GROUP	All clerical level staff currently engaged as Operational Staff in Branches / new staff (both as trainee assistants and MT's) joining the bank / Supervisors newly deputed to Operational areas in the Financial Institution.
METHODS	Audio-visual presentation, role playing, case studies, participant presentation etc.
RESOURCE PERSON	Mr. Pankaj Pant, Siddhartha Bank Ltd.
OBJECTIVES	<ul style="list-style-type: none"> • 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. • The major aim of this Training Program is to make the participants aware about the theoretical as well as practical aspects of Cash Management. • The Program is intended to equip the participants with knowledge so as to enable them to conduct their day to day operations independently.
CONTENTS	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
DATE & TIME	28th November to 1st December (7:00am to 8:30am) & 2nd December (2:45pm to 6:00pm) 2016
VENUE	NBI Hall, Kathmandu.