



PRESENTS
**CASH OPERATIONS &
 NEGOTIABLE INSTRUMENT**



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| 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 to 30th November (7:00am to 9:00am) & 1st December (3:00pm to 6:00pm) |
| VENUE | NBI Hall, Kathmandu. |
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