



PRESENTS

# CASH OPERATIONS & NEGOTIABLE INSTRUMENT



<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>	<p><u>Day 1</u>            Session I Negotiable Instruments and Banks            Session II Cash Operations: Accepting Deposits</p> <p><u>Day 2</u>            Session I Cash Operations: Cheque Payment            Session II Cash Operations: Managing Imbalances, Accounting Entries            Session III Cash Operations: Handling Foreign Currencies            NRB Guidelines on Suspicious Transaction            Introduction to Signature Verification &amp; Counterfeit Notes</p>
<b>DATE &amp; TIME</b>	22nd (3:00pm to 6:00pm) & 23rd (7:00am to 1:30pm) April 2016
<b>VENUE</b>	Hotel Wonderland, Damak.