



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>	3rd (3:00pm to 6:00pm) & 4th (9:30am to 5:00pm) February 2017
<b>VENUE</b>	NBI Hall, Kathmandu.