

CASH OPERATIONS & NEGOTIABLE INSTRUMENTS



DATE & TIME: 28TH & 29TH AUGUST, 2015
(28TH AUGUST - 2:30PM TO 5:30PM & 29TH AUGUST – 9:30AM TO 5:00PM)

DURATION	1 and 1/2 days
TARGET GROUP	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.
METHODS	Audio-visual presentation, role playing, case studies, participant presentation etc.
RESOURCE PERSON	Mr. Ajit Bhattarai, Kumari Bank
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	<p><u>Day 1</u></p> <p>Session I Negotiable Instruments and Banks Session II Cash Operations: Accepting Deposits</p> <p><u>Day 2</u></p> <p>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 & Counterfeit Notes</p>
VENUE	NBI TRAINING HALL, KATHMANDU

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