

CBS PROGRAM FOR NEWLY RECRUITED SAs/MANAGERS OF DCCBs

Name of the Program	CBS Program for newly recruited SAs / Managers of DCCBs
Target Group	Newly recruited Staff Assistants and Managers of DCCBs
Duration:	03 days
Objectives:	<p>By the end of the program, the trainees would be able to:</p> <ul style="list-style-type: none"> ❖ To understand the concepts of CBS, Architecture, Network and Access of CBS ❖ To know the importance of various rights, roles / responsibilities of Users, Audit Trail ❖ To know various aspects pertaining to Saving Bank/Current Accounts ❖ To familiarize with various aspects pertaining to Fixed deposit Accounts and Locker Module ❖ To understand St/LT/Gold Loan Modules and related reports ❖ To know about different payment systems RTGS/NEFT/DBT ❖ To equip with the knowledge of DD/PO issue, Sundry Creditors/Debtors, Cash and Vault transactions ❖ To familiarise with KYC and Salary upload Module ❖ To understand various IBR/IBT/ABB transactions ❖ To understand about Day book, Scroll Print, other Statements and NPA
Course Contents:	<ul style="list-style-type: none"> ❖ Introduction to CBS. ❖ Concept of CBS – Parameters, architecture, Network and access of CBS ❖ User rights, Roles/Responsibilities and Audit Trail ❖ Saving Bank/Current Accounts – Opening, Operations, Pass book printing, Generation of Statement of Account, Interest application, application of various charges ❖ Term Deposits – Opening of accounts, Renewals, TDS ❖ Locker Module – Details, Issue, close etc. ❖ Loans Module – ST Loans, LT Loans, other Retail Loans, Gold Loans ❖ Different Electronic Payment Systems RTGS/NEFT/DBT ❖ Issue of DD/PO and maintenance of Sundry Creditors/Debtors accounts ❖ Cash and Vault management ❖ KYC, Salary upload Module and IBR/IBT/ABB transactions ❖ Generation and verification of Day book, Scroll, other statements and NPA

DAY-TO-DAY SCHEDULE

Session	Topic
Day One	
I	Registration and Inauguration
II	Introduction to CBS – Concepts – 3 Level Parameters (Data Centre Entity, Branches) – CBS – Architecture, Network and Access - GL Structure
III	Users – User rights, Role/Responsibilities, Audit Trail
IV	SB/CA/Checking Accounts – Pass book Printing and Statement Interest calculation – Charges – Reports/Trial Balance - GL reports etc.
Day Two	
09.30 to 10.00	Recap of important learning of the previous day
I	Term Deposits – Opening of Accounts and Renewals – TDS - Locker Module
II	L T Loans and other Retail Loans
III	S T Loans - Reports
IV	Gold Loans - Reports
Day Three	
09.30 to 10.00	Recap of important learning of the previous day
I	RTGS/NEFT – DBT - ATM Transactions – DD/PO Issue – Sundry Creditors/Debtors - Cash and Vault management
II	KYC – Salary upload – IBR/IBT and ABB
III	Day book – Scroll Printing – Other Statements, NPA
IV	Evaluation and Evaluation