

Name of the Programme : **Workshop on "Cash Management and Detection of counterfeit currency Notes/ Spurious gold"**

Duration : **One Day**

Target Group : **SA and Officers of TSCAB/ DCCBs**

### **Course Objectives**

At the end of the Programme, the Participants will be able to understand:

- Importance of cash management and understand the special features of currency and coins and detection of counterfeit currency notes.
- The procedure in operating / maintaining safe and strong rooms.
- The procedure prescribed for Detection of counterfeit currency Notes/ Spurious gold

### **Course Contents**

The course contents of the Workshop are shown below:

- Importance of Cash, its management and safe custody, clean note policy of RBI
- Maintenance of strong room - Keys and insurance
- Detection of counterfeit currency and reporting formalities
- Gold ornaments, valuation methodology and detection of spurious gold

### **SESSION OBJECTIVES OF THE TOPICS IN THE DAY-TO-DAY SCHEDULE**

<b>Session</b>	<b>Topic</b>	<b>Session Objectives</b>
(10.00 AM to 10.30 AM)	Registration, Inauguration - Entry test	To complete the Formalities of Registration Inauguration
<b>I</b> (10.30 AM to 11.30 AM)	Importance of Cash, its management and safe custody, clean note policy of RBI	To familiarizes the participants with Importance of Cash, its management and safe custody, clean note policy of RBI
<b>II</b> (11.45 AM to 01.00 PM)	Maintenance of strong room - Keys and insurance	To familiarizes the participants with Maintenance of strong room - Keys and insurance
<b>Launch Break</b>		
<b>III</b> (02.00 PM to 03.30 PM)	Detection of counterfeit currency and reporting formalities	To familiarizes the participants with Detection of counterfeit currency and reporting formalities
<b>IV</b> (03.45 PM to 05.15 PM)	Gold ornaments, valuation methodology and detection of spurious gold	To familiarizes the participants with Gold ornaments, valuation methodology and detection of spurious gold
<b>V</b>	Course Evaluation - Vote of thanks	Director & Course Coordinators







**Telangana State Co-operative Apex Bank Ltd.**  
**Co-operative Training Institute**  
(An ISO 9001:2015 Certified Institute)

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<b>Programme No.</b>	
Name of the Programme	<b>Workshop on "Cash Management and Detection of counterfeit currency Notes/ Spurious gold"</b>
Duration	<b>1 Day</b>
Prog. Coordinators	
Venue	

**DAY-TO-DAY SCHEDULE**

Session	Topic	Name of the Resource Person (S/ Sri)
<b>Day 1</b>		
(10.00 AM to 10.30 AM)	Registration, Inauguration - Entry test	Director, FMs & Course Coordinator
<b>I</b> (10.30 AM to 11.30 AM)	Importance of Cash, its management and safe custody, clean note policy of RBI	
<b>II</b> (11.45 AM to 01.00 PM)	Maintenance of strong room - Keys and insurance	
<b>Lunch Break</b>		
<b>III</b> (02.00 PM to 03.30 PM)	Detection of counterfeit currency and reporting formalities	
<b>IV</b> (03.45 PM to 05.15 PM)	Gold ornaments, valuation methodology and detection of spurious gold	
<b>V</b>	Course Evaluation - Vote of thanks	

<b>I Session</b>	: 10.00 AM to 11.30 AM	<b>II Session</b>	: 11.45 AM to 01.15 PM
<b>III Session</b>	: 02.00 PM to 03.30 PM	<b>IV Session</b>	: 03.45 PM to 05.15 PM
<b>Library Timings</b>	: 08.45 AM to 09.30 AM & 05.15 PM to 06.30 PM		
<b>TEA BREAK</b>	: 11.30 AM to 11.45 AM & 3.30 PM to 3.45 PM		
<b>LUNCH BREAK</b>	: 1-15 PM to 2.00 PM		



Programme Coordinator



*[Signature]*  
DIRECTOR