

3

Cash management and fake note/spurious gold detection	
Target Group:	Cashiers / Staff Assistants of DCCBs
Duration:	3 days
Programme Objectives:	<ul style="list-style-type: none"> • Importance of cash management and understand the special features of currency and coins and detection of fake currency notes • The procedure in operating / maintaining safe, strong rooms and locker rooms • Insurance of cash and procedure involved in preferring insurance claim when a need arises • The procedure involved in cash receipts and payments
Programme Contents:	<ul style="list-style-type: none"> • Importance of Cash, its management, safe custody and clean note policy of RBI • Detection of counterfeit notes, procedure, reporting system to be followed • Importance of safe, strong room, double lock system and custody of duplicate keys • Insurance of cash in the bank and cash in transit / procedure to be followed for insurance claim for theft / loss of cash in transit, importance of cash retention limit • Deposits and withdrawal of cash from safe and maintenance of registers there of • Procedure for issue of receipt for cash and entries in the cash book • Procedure for payment of cash and maintenance of cash book • Rules and procedures to be followed for remittance of cash • Tallying of actual cash with the books at the close of business • Fake note / spurious gold detection process
Training Methodology	Online Training through webex platforms

Day to Day Schedule		
Days	Session	Topics to be Discussed
1	I	Importance of Cash, its Management, locker rooms and Safe custody
	II	Currency Notes and Coins - Clean Note Policy of RBI – Detection of counterfeit notes procedure and reporting system to be followed
2	I	Safe and Strong room - Importance of safe and strong room – Precautions – Maintenance of keys
	II	Insurance of cash – Coverage of insurance - Procedure to be followed for insurance claim - Importance of ash retention limit
3	I	Cash operations - Maintenance of registers thereof Cash receipts - Procedure for receipt of cash – Preparation of cash book Cash Payments - Procedure for payment of cash Remittance of cash Cash on hand
	II	Tallying of cash Maintenance of cash book Detection of Fake Note / Spurious gold

