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### Workshop on Cash Management, Fake Notes and Deposit Mobilization

Target Group : Clerks/ Cashiers of all Cooperative Banks

Dates : 1 Day

#### Programme Objectives

By the end of Workshop the participants would be able to:

- ❖ Understand the Importance of Cash management in banks.
- ❖ To aware about the Detection of Counterfeit Currency and reporting formalities.
- ❖ Understand about the currency chest.
- ❖ Sensitize participants about the Maintenance of Books, Cash Scroll, Token Book, Cashier Cash Book, Insurance Register, Movement Register etc.

#### Day-to-Day Schedule

Date	Session	Topic	Name of the Facilitator
Day 1	09.30-10.00	Registration and Creation of Learning Climate Inaugural Function	
	I	Importance of Cash in the Bank- its management and safe custody- Clean Note Policy of RBI	
	II	Currency Notes and Coins- Definition and authority of issuing the valid currency in India ➤ Detection of Counterfeit Currency and reporting formalities	
	III	Meaning of Currency Chest and rules / process of RBI for establishment of Currency Chest	
	IV	Maintenance of Books, Cash Scroll, Token Book, Cashier Cash Book, Insurance Register, Movement Register etc.	
	V	Deposit Mobilisation : CASA and its importance ➤ Significance of Deposit as Resource ➤ Advantages of Deposit	
	VI	valediction of the workshop	

Signature  
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