

TELANGANA STATE

Co-operative Urban Banks Federation Ltd.

(మన తెలంగాణ - మన ఫెడరేషన్)

(Regd. No. TAB 614/2016)

Flat No. 407, Mount Nasir Apts, (Beside Ravindra Bharathi), 6-1-57,

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No.079 /T8.02/2023

25th January 2024

The Chairman/CEO,
(All Cooperative Urban Banks in Telangana State)

Dear Cooperative Banker,

Training Programme for newly inducted staff in Urban Cooperative Banks

It is proposed to conduct one day training programme for newly inducted staff in Urban Cooperative Banks on 3rd February 2024 (Saturday). The training programme will be held at our Federation Office, Hall of Excellence, Flat 407, Mount Nasir Apts, Near Reserve Bank of India, Saifabad, Hyderabad -500004. The training programme will commence sharply by 10.00 A.M. and continue up to 5.00 P.M. The training programme covers Customer Service in UCBs, Banking Regulation Act, Negotiable Instrument Act, General Banking and Office Etiquette etc.

The Federation will provide course material, tea, snacks and lunch for the participants. All UCBs are requested to avail this opportunity by nominating their junior staff and new recruits who were recently recruited and have not under gone any such training in the past. All the participants should report at the venue by 9.45 a.m. Please arrange to send the nominations to the Federation Office as early as possible, but not later than 1st February 2024 on the proforma given below:

Name of the Bank:

S.L. No.	Name of the Participant	Designation	Mobile No.	E-mail ID
1..				
2.				
3.				

Yours faithfully

(R. Krishna Murthy)

Chief Executive Officer

**Training Programme for Newly Inducted Staff in Urban Cooperative Banks on 3.2.2024
at our Federation Office, Hall of Excellence, Flat 407, Mount Nasir Apts,
Near Reserve Bank of India, Saifabad, Hyderabad -500004**

S.I. No.	Time	Subject	Trainer/Faculty
1.	9.45 A.M. To 10.00 A.M.	Registration	
2.	10.00 A.M. To 11.15 A.M.	Customer Service in UCBs	Sri N. Nageswara Rao (Former Faculty), APCUB-CTI
3.	11.15 A.M. To 11.30 A.M.	Tea Break	
4.	11.30 A.M. To 1.00 P.M.	Negotiable Instrument Act-1881 & Banking Regulation Act 1949	Sri N. Nageswara Rao (Former Faculty), APCUB-CTI
5.	1.00 P.M. To 2.00 P.M.	Lunch Break	
6.	2.00 P.M. To 3.15 P.M.	General Banking	Sri R. Krishna Murthy CEO, TESCUBFED
7.	3.15 P.M. To 3.30 P.M.	Tea Break	
8.	3.30 P.M. To 4.45 P.M.	Office Etiquette	Sri R. Krishna Murthy CEO, TESCUBFED
9.	4.45 P.M. To 5.00 P.M.	Feed Back and distribution of participation certificates	

