

# Programme on Forex Treasury Operations

(Focus: Back-Office Function)

June 6 – 9, 2017



**Coordinators**  
**Dr Gargi Sanati**  
**Prof Jayant Keskar**

National Institute of  
Bank Management  
Pune, India



## Programme on **Forex Treasury Operations** (Focus: Back-Office Function)

The main objective of the Treasury Department, as perceived in modern-day banking is to manage liquidity. Treasury is fast shedding the notion of a service centre and increasingly becoming a profit centre by taking advantage of rate movements in the markets. For operational purpose, a bank's Treasury Department is functionally divided into three offices: (a) front-office, (b) back-office, and (c) middle-office. The front-office is occupied by dealers who operate in the interbank markets to buy and sell assets in the markets. Thus, front-office is the main office of the Treasury, impacting directly profit and losses on account of treasury operations. Back-office is essentially a support service to the front-office and does a whole lot of work needed to keep the Treasury running. The middle-office is especially created to monitor the risk arising out of high volume trades of the front-office.

This programme is specifically devised to cover the back-office personnel, who serve as the backbone for the forex treasury operations. There is a wide range of operations expected from the back-office that include deal clearance, payment settlements, Nostro funds' management, accounting, gap position maintenance, MIS, and other compliances. The specific contents of the programme are given below.

### **Objective**

The objective of the programme is to enable seamless functioning of the back-office and improve the efficiency and compliance of the Treasury as a whole

## Content

- Overview of Treasury Objectives and Operations.
- Fundamentals of Forex Market and Exchange Arithmetic.
- Merchant Desk and Interbank Deal.
- Forex Swap and Cover Operation.
- Nostro Accounts and Mirror Accounts Maintenance.
- Reconciliation of Nostro Accounts.
- Spot and Forward Net Open Positions Maintenance.
- Net Overnight Open Position (NOOP) Maintenance.
- Deal Settlement: (a) Deal Confirmation and Spot Date Verification, and (b) Lining up Cash Flows for Spot and Forward Dates.
- Currency-wise GAP and overall GAP Maintenance.
- Revaluation of Open Positions in Different Currencies.
- Accounting Issues in Back-Office.
- Regulatory Reporting
- Forward Contract – Pre-Delivery, Extension and Cancellation

## Methodology

Classroom lectures will be supplemented with cases, group discussion and exercises on certain topics. Active participation and experience-sharing during the sessions is expected from the participants.

## Faculty

In addition to the NIBM faculty which includes industry experts, practitioners from the banking industry, the RBI and corporate houses would be invited as guest faculty for addressing the sessions.

## Target Group

Experienced junior and middle-level officers working in foreign exchange treasury dealings.

## Programme Coordinators

Dr Gargi Sanati  
Prof Jayant Keskar

## **Dates**

June 6–9, 2017

The programme will commence at 9:00 am on June 6 and conclude by the evening of June 9, 2017. Participants are expected to reach the NIBM campus positively by the evening of June 5 and plan for their return journey after 5.00 pm on June 9, 2017.

## **Venue**

NIBM Campus, Kondhwe Khurd,  
Pune, India.

## **Hostel Accommodation**

The programme is fully residential. Participants will be provided well furnished single room AC accommodation in the Institute's hostel complex on the Campus. However, they will not be permitted to bring their family members to stay on the campus. In case any Officer / Executive with physical/medical disability is being nominated, kindly inform us in advance with particulars of disability to facilitate necessary arrangements.

The Institute has facilities for outdoor and indoor games and a large walking/jogging trail for physical fitness besides a yoga centre. Participants are, therefore, encouraged to bring the appropriate clothes/gears.

## **Nominations and Enquiries**

Please address your enquiries and nominations to:

**Dr Gargi Sanati**

**Prof Jayant Keskar**

Programme Coordinators

National Institute of Bank Management

NIBM Post office, Kondhwe Khurd

Pune 411 048, India

Tel : 0091-20-26716000 (EPABX)  
26716471/26716201 (Direct)

Fax : 0091-20-26834478

E-mail : [gargi@nibmindia.org](mailto:gargi@nibmindia.org)  
[j.keskar@nibmindia.org](mailto:j.keskar@nibmindia.org)

Web : [www.nibmindia.org](http://www.nibmindia.org)

## **Last Date for Receiving Nominations:**

May 27, 2017

## **Last Date for Availing Early Bird Incentive of 5%:**

May 22, 2017

*(See Fee Structure on home page of  
the website)*

## Programme Fee (per participant)

US \$ 1600 for foreign participant

(See fee structure on home page of the website for incentive)

	Fee	ST	SBAC	KKC	Fee+ST+ SBAC+KKC	TDS
Mem. Banks	: 36000	5040	180	180	41400	3600
Non-Mem. Banks	: 42000	5880	210	210	48300	4200

The fee includes the cost of tuition, board and lodging facilities, teaching material, etc. (Service Tax (ST) @ 14%, Swachh Bharat Abhiyan Cess (SBAC) @ 0.5%, Krishi Kalyan Cess (KKC) @ 0.5% and TDS @ 10%. Kindly send the TDS Certificate on priority to NIBM).

### Mode of Payment for Indian Participants

- The fee may preferably be transferred by RTGS/NEFT/ECS to our A/c No. 20002400021 with Bank of Maharashtra, NIBM Branch, Pune (IFSC Code MAHB0001124). NIBM PAN No. AAATN0040P and ST No. AAATN0040PST001.
- National Institute of Bank Management  
NIBM Post Office, Kondhwe Khurd, Pune 411 048, INDIA.

### Mode of Payment for Foreign Participants

#### Mode of Remittance: SWIFT\*

1. Name & Address of our Bankers : Oriental Bank of Commerce  
C-2, Shop No. 4-5, Bramha Estate  
Kondhwe Khurd, Pune 411 048  
Maharashtra, India
2. Name of the Account : National Institute of Bank Management
3. NIBM's Bank Account No. with Oriental Bank of Commerce : Current A/C 11281131004402
4. Bank's Swift Code : ORBCINBBFCP
5. Oriental Bank of Commerce A/c No. with Correspondent Bank : 36152559
6. Preferred currency : USD
7. Correspondent Bank : CITIBANK N.A.
8. Swift code for Citi Bank : CITIUS33

\* The Foreign Bank Charges/ SWIFT charges/Commission is to be borne by the remitter. The fees mentioned in the invoice/brochure is to be paid to NIBM, net of all bank charges.

**\*Payments will be accepted only through electronic mode.  
Cheques/DDs/Pay Orders will not be accepted.**

- For all electronic remittances, kindly send a confirmatory e-mail at [accounts@nibmindia.org](mailto:accounts@nibmindia.org) giving details of the remitter and participant, name and dates of workshop, etc.

Please see programme fee structure on home page of the website for early bird incentive, incentives for SAARC and other developing countries, mode of remittance, Pune City route map and local conveyance.