

### Business Rules

Teller is authorised to receive or disburse money or its equivalents

Teller shall accept money in the form of Cash/Cheque/Demand Draft

Teller shall ensure the identity of the person using PAN card/Driving License/Passport/Ration card/Aadhar/Voters ID

Teller shall ensure the signature of the issuing person only using the Teller Transaction Module

Teller shall ensure the instrument number and account number by entering the details in Teller Transaction Module



Teller shall accept cash money up to Rs. 49,999 without PAN card

Teller shall accept cash money above Rs. 49,999 only with PAN card

Teller shall not accept cash money more than Rs 2,00,000 even with PAN card

Teller shall accept cash money only in Indian Rupees

Teller shall disburse cash money only in Indian Rupees

Teller shall accept or disburse cash money only from the accounts held in the bank branch

Teller shall not have more than Rs. 1,00,000 in cash at any time

Teller shall remit any excess cash more than Rs. 1,00,000 to the chief cashier

Teller is authorised to take the scheduled breaks

Teller shall close the cash draws and his cabin as and keep the key in his possession when leaves the cabin

Teller shall carry out only one transaction at a time with one customer

Teller shall not accept any cash money without scanning with the note verifier

Teller shall issue demand draft only for up to Rs. 2,00,000

Teller shall accept cheque only for up to Rs. 2,00,000