

Job Responsibility & Authority

Format No.:

Name:

Position:

Location / Area:

RESPONSIBILITY ASSIGNED

- 1.
- 2.
- 3.
- 4.
- 5.

AUTHORITIES

- 1.
- 2.
- 3.
- 4.
- 5.

Authorities in absence of senior

- 1.
- 2.
- 3.
- 4.
- 5.

Notes:

Issued by:

(Name & Designation)

Received by:

(Name & Designation)