



Task Assignment

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Issue Date: 01-09-2021

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Project Number: _____ Dated: _____

Assignment Description: _____

Note: Please attach additional sheet, if required.

No. of extra pages (if attached): _____

Anticipated Duration: _____

Anticipated Difficulty Level: _____

Expected Date of Completion (EDC) _____

Reason for extension (If any): _____

Task Assigned To:

	Name / Designation	Lab	Work Detail	Duration	Sign & Date
1 st Officer					
To Assist					
To Assist					
To Assist					

Task Assigned by: Signature: _____

Date: _____

Name: _____

Designation: _____

Approved by: Signature: _____

Date: _____

Name: _____

Designation: _____

Task completed (Yes/No): _____

Completion date: _____

Task Completed: Before Time

☐

On Time

☐

Late

☐

Quality of Work (Scale 1-10) / Remarks – evaluation from assigned by: _____

To Assist

1st Officer

Assigned by

Approved by