**Project Number:** **Dated:** 21-12-31

**Assignment Description:**

Note: Please attach additional sheet, if required. No. of extra pages (if attached):

Anticipated Duration: \_\_\_\_\_\_\_\_\_42 hrs\_ \_\_\_\_ \_\_\_\_\_\_\_\_ Anticipated Difficulty Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Date of Completion (EDC) 29-12-23 Reason for extension (If any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task Assigned To:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name / Designation** | **Lab** | **Work Detail** | **Duration** | **Sign & Date** |
| 1st Officer | **Asad Ullah** | **DS** |  | **42 hrs** |  |
| 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**