

## JOB RESPONSIBILITIES / DESCRIPTION

Name:	Employee Code:	RL Band:
Designation:	Department:	Reporting Manager:

**PRINCIPAL ACCOUNTABILITIES**  
(Please list out your Key Principal Responsibilities/Accountabilities)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

**How many employees are reporting to this Position:**

**Responsible person in your absence at work place:**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Review Date	
Signature (Employee)	
Signature (Reporting Manager)	