

S. No	Name	Designation	Required Qualifications	Department
1		Managing Director	Graduate/PG	Administration
2		Laboratory Director – Full Time	MBBS/MD	Laboratory
3		Authorized Signatory Consultant basis	MBBS, MD (Lab Sciences)	Laboratory
4		Authorized Signatory Consultant basis	MBBS, MD (Lab Sciences)	Laboratory
5		Quality Manager	MLT/DMLT/BSc/MSc	Quality Office
6		Assistant Quality Manager	MLT/DMLT/BSc/MSc	Quality Office
7		Technical Incharge	MLT/DMLT/BSc/MSc	Laboratory
8		Technician (1)	MLT/DMLT/BSc/MSc	Laboratory
9		Technician (2)	MLT/DMLT/BSc/MSc	Laboratory
10		HR Incharge	Basic Degree	Administration
11		Operations Incharge	Basic Degree	Administration
12		Stores/Purchase Incharge	Basic Degree	Administration
13		Billing/Accounts Incharge	Basic Degree	Administration

	Name	Signature
<b>Document Prepared by:</b>		
<b>Document Approved by:</b>		

Note: Responsibility Matrix format can be modified as per requirements of the organization

Website: <https://quxat.ecwid.com/>

Issue No:	Issue Date:	Amend No:	Amend Date:	Copy No:
Prepared/Issued by:	Quality Manager	Approved by	Laboratory Director	