

(2) Job chart Template

Unit Name:

Date:

Sl.No	Name of Scheme /Service	Exact entitlement that is to be provided to the citizen under the service /scheme	Which Officer is responsible for delivering that entitlement and what are his/her precise functions (at state, District, Block level)	Who is the officer who oversees the function of the officer mentioned in the previous column and what are his/her precise functions in overseeing

Signature of the Head of Unit