# **Amendment Record Sheet:** The record of amendments is as follows:

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| Sl. No | Document. No. | Description of Change | Issue/  Revision No  (New) | Effective Date | Approved by |
| 01 | PM-19 Payment to Supplier | Replaced ‘Service Tax’ with ‘GST’ and amended time line for Processing Bills from 3 days to 6 days | 01 | 2/3/2018 | AM, DED |
| 02 | PM-46 – Cluster Development | Amendments in Key Activities, responsibility, Cluster gate review, cluster co. performance indicators  Formats  Added : G-15, F-9  Amendment –  F-22  Removed  F7, 8, 9A, 9B, 12,13,  RS 1,2,3,4,6,7,8,10  11,12,13,14,15,16,17  G 2,3,4,5,6,8,9,11,13  14 | 01 | 31/3/2018 | DVP |
| 03 | PM-18 Process for  Vendor Development | Supplier performance to be done once in six months rather than for individual events.  Hence changes made in PM-18 | 01 | 12/4/2018 | AM, DED |
| 04 | PM-44 – process for Awards | Introduction of new category ‘Excellence in Automation’ few changes made  Formats amended- F41 and F12 | 01 | 30/4/2018 | DVP |
| 05 | PM-25- Organising Exhibitions and TradeFairs | Preparation of Album is added for all exhibitions in soft form including MAI/MDA supporting events and hard copy for MAI/MDA supported events  Form F1 also amended for faster invoicing i.e. GST details added along with RTGS details | 5/6/2018 | AM | DED |
| 06 | PM-44 ACMA Awards | Change in scope based on feedback and suggestions by jury, added process risk analysis key activities, replaced guidebook PM-44\_G9 | 02 | 30/4/2019 | DVP |
| 07 | PM-19 Payment to Supplier | Change in time line from 15 days to 20 days in the process measurement due to change in certain timelines amended earlier | 02 | 6/6/2019 | AM/DED |
| 08 | PM-44 ACMA Awards | Modified process measures- now the target is to be decided by management at the start of each cycle. | 03 | 31/1/2020 | DVP |
| 09 | PM\_45: Preparing for Course Design, Existing and New | Process to be removed since it is not in use. It was made for 2-3 days program that ACT used to do, which is not there anymore. They follow process of cluster | 00 | 19/3/2020 | VM |
| 10 | PM-47: Course Presentation | Process to be removed since it is not in use and cluster has its different process | 00 | 19/3/2020 | VM |
| 11 | PM-44: ACMA Awards | Change in process monitoring & Measurement parameters based on Risk Analysis | 04 | 16/10/2020 | DVP |
| 12 | PM-46: Cluster Development | Removal of word ACT as also added certain guidelines and RS. Changes in process measures added ‘recovery of outstanding’ | 02 | 16/10/2020 | DVP |
| 13 | PM-01: Control of Documents | Change in Designation of DED and Head Cluster Program-ACT | 01 | 16/10/2020 | AM |
| 14 | PM-03: Internal Audit | Change in Designation of DED and Head Cluster Program-ACT | 01 | 16/10/2020 | AM |
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