**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-46 – Cluster Development | Amendments in Key Activities, responsibility, Cluster gate review, cluster co. performance indicators  Formats:-  Added : G-15  Amendment –  F-9A to F9  F-22  Removed  F7, 8, 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 | 00  01  01 | 31/3/2018 | DVP |
| 02 | PM-44 – process for Awards | Introduction of new category ‘Excellence in Automation’ few changes made  Formats amended-  F41 and  F12 | 01  01 | 30/4/2018 | DVP |
| 03 | PM-25- Organising Exhibitions and TradeFairs | Format – PM-25/F1  amended for faster invoicing i.e. GST details added along with RTGS details | 01 | 5/6/2018 | AM |
| 04 | PM-46- Process for Clustedr Development | Format – PM\_46\_F9  Standardized it for all type of clusters & added expectations from the company | 01 | 1/10/2018 | DVP |
| 05 | PM\_09- Annual Budget | Format – PM\_09\_F1 & F2  Due to restructuring added pillars in the budget | 01 | 22/11/2018 | AM |
| 06 | PM\_44- ACMA Awards | Remove – ACMA Awards Guidebook PM-44-G9  Amendment in name of F11, F13, F28 & F29 | 01 | 30/4/2019 | DVP |
| 07 | PM\_19- Payment to Suppliers | Format – PM\_08\_F1  PM-19 changed the timeline from 15 to 20 days | 01 | 6/6/2019 | AM |
| 08 | PM\_09- Annual Budget | Format – PM\_09\_F1 & F2  Added total column of income and exp. and figure of previous year budget and actuals | 02 | 19/11/2019 | AM |
| 09 | PM\_25\_Organizing Trade Fairs and Exhibition | Format – PM-25-F1 – added certain points on Govt Subsidy; Bank details etc.  Format – PM-25-F7 – added certain points regarding Stand construction, HS Code etc | 01 | 21/11/2019 | AM |
| 10 | PM\_33\_Membership Matters | Format – PM-33-F1, F2 & F3 amended – added GSTIN registration cert & PAN card details including company and authorized person name on page 1 of the form | 01 | 10/1/2020 | AM |
| 11 | PM\_8\_F1\_ Analysis of Data | * Process measures of PM-44 – ACMA Awards; target is being amended from 10% to ‘ target will be decided by management at the start of each cycle * PM-46- process for cluster – Cluster Gate Reviews to be removed from PM-8-F1 | 02 | 31/01/2020 | DG |
| 12 | PM\_45: Preparing for Course Design, Existing and New  PM-8\_F1 | 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  Hence all Formats of this process to be removed  Removed PM-45 formats accordingly | 01  03 | 19/3/2020 | VM |
| 13 | PM-46 | Added:  RS 18 – Cluster planning  RS-19 – Cluster Kick-off sign-off  G16 – for Developing new cluster program  Removed:  PM-46-F21: Application form ZED cluster program | 02 | 16/10/2020 | DVP |
| 14 | PM\_8\_F1\_ Analysis of Data | PM-46- change in Percent of cluster members completing the cluster program from 90% to 75%  Customer satisfaction level with cluster program from 80% to 85%  And added Recovery of outstanding | 04 | 16/10/2020 | DG |
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