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|  | **Process Manual** | Document/Clause No.: PM/1.1 |
| Revision No.: 01 |
| **Title: Distribution List** | Effective Date: 22.09.2020 |

# **Distribution List**

# The Process Manual shall be made available to all employees online through Network / stand-alone system. Any employee can refer to Process Manual (read only) through their workstation.

A Master Copy duly approved and signed by the *CEO- Business Dev and Strategic Partnership/ CEO Skilling and Training* *~~Head - Operations~~* ~~/ Deputy Executive Director~~/*~~Head Cluster Program-ACT~~*, shall be maintained by MR. A copy of same shall be maintained at all offices of ACMA. However the formats would be in e-version only for RO’s reference.

The distribution list is as follows :

## **S.No. Designation Copy No.**

1 Director General 01

2 MR (Master Copy) 02

3 Certification Body 03

(Retained with MR)

4 Regional Office 04,05,06

5 ACMA Center for Technology 07

For others in HO and other offices, the Electronic Version (read-only) shall be used.