

**FOLLOWING POINTS SHOULD BE STRICTLY FOLLOWED BY THE PROJECT OFFICES WHILE ENTERING THE DATA IN MICROSOFT EXCEL FILE**

- 1 **Use this format only** (MS Excel file is sent to your mail and also you can download from KRIDL web site as mentioned in the letter).
- 2 Data should be entered in **PROPER** and **PRESCRIBED** fashion only
- 3 All figures should be in **RUPEES ONLY (SHOULD NOT be in LAKHS or CRORE)**
- 4 **Set Number Format to 999,999,999.99** :Goto Cell-> Click Right Button on Mouse-> Format Cells-> Number-> Decimal Places=2->Tick Use 1000 Separator(,)
- 5 **Set Date Format to MM/YYYY:** Goto Cell-> Click Right Button on Mouse-> Format Cells-> Custom-> Type MM/YYYY(just below Type)->OK
- 6 **SHOULD NOT MERGE ANY CELLS**
- 7 **FILL in ALL the columns.** Donot use detto i.e ----- do-----
- 8 If Work is **NOT Completed**, DONOT enter anything at Date of Completion (Column No. 25)
- 9 If work is **COMPLETED** then, enter Date of Completion at Column No. 25 with date format as MM/YYYY
- 10 All **DATA** should be in **ENGLISH**
- 11 **If work code is NOT allotted in Bhusiri:** Then enter the all the work details in the **SAME FORMAT by INSERTING NEW ROW** and leave WORK CODE BLANK (column no. 11)
- 12 **Enter ONLY columns 18 to 25 (If work code in Bhusiri is allotted.)**
- 13 **If work code in Bhusiri is NOT allotted, then enter all the details.**
- 14 Completed MicroSoft EXCEL file should be sent to E-Mail Id:  
**adworks1kridl@gmail.com**