On github.com I have created one organization
    and name of Organization is --> RRD-Training-and-Placement

2) Under that organization I have created Three Repositaries
    1)WEEKLY_STATUS
    2)DAILY_TASK
    3)DAILY_NOTES

3) For Repository DAILY_NOTES no need to create a branch
    We have to use this repositary on daily basis
    If you are using this repositary first time then
    need to clone that repositary

    How to clone?

    git clone Repositary_url

    git clone https://github.com/RRD-Training-and-Placement/DAILY_NOTES.git

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Ones this repositary is get cloned on your local system
    then second time onword we need to just pull the changes
    from that repositary by using below command

    git pull

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1)WEEKLY_STATUS Repositary

1) Check this respository is accessible or not?

2) If accessible then create a feature branch
   Your branch name shoud be like this

   Example : feature-april/Dada-1704

3) Ones branch get created clone that branch using below
   command

   git clone -b your_brabch_name Repositary_url

   git clone -b feature-april/Dada-1704 https://github.com/RRD-Training-and-Placement/WEEKLY_STATUS.git

   Ones branch get clone add April_month status exel file
   and push into your branch
   File name should be -FirstName_LastName_April