

File Upload instructions

Step 1: Download the file from the following link:

<https://docs.google.com/spreadsheets/d/1KMTgi6nDiLvRskqgWLi92xUUNzmOyRq84roRZHxJAZU/edit?usp=sharing>

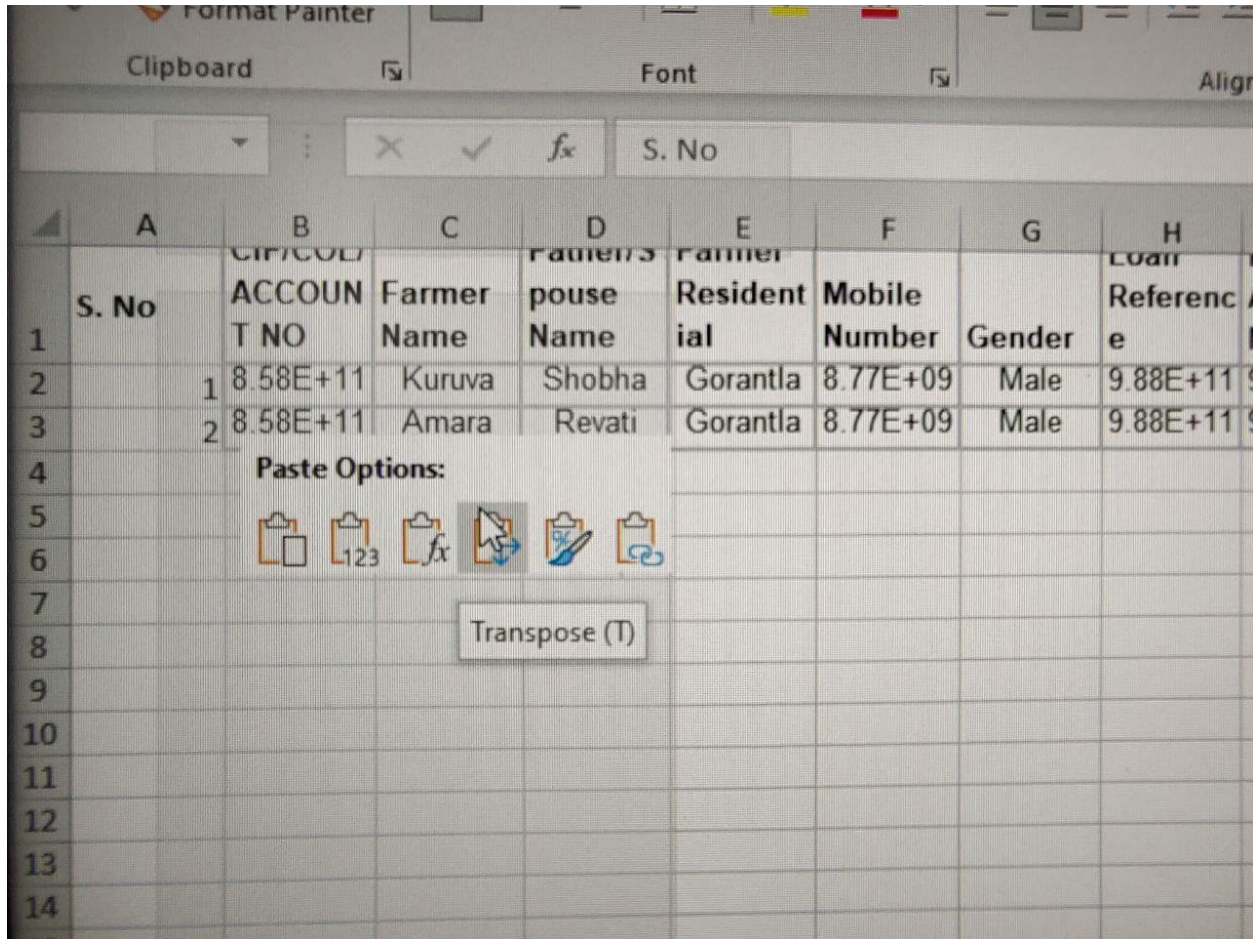
Step 2: Copy the files from the document that needs to be submitted:

[illegible]

Step 3: Open the file downloaded from Step 1, go to the first box and right click. The following options should be visible:

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The 'Home' tab is active, showing options for Clipboard, Font, Paragraph, Styles, and Cells. The 'Paste' button in the Clipboard group is highlighted, and its dropdown menu is open. The menu lists options such as Cut, Copy, Paste Options, Paste Special..., Smart Lookup, Insert Copied Cells..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, Get Data from Table/Range..., New Comment, New Note, Format Cells..., Pick From Drop-down List..., Define Name..., and Link. The background shows a spreadsheet with columns labeled F through R and rows numbered 1 through 31.

Step 4: Click on the Paste Options and select Transpose:



On Clicking of transpose, the document should be available in following format:

AutoSave [On] [Icons] landDetails.xlsx Search (Alt+Q)

File Home Insert Page Layout Formulas Data Review View Help

Cut Copy Paste
 Format Painter
Clipboard

Calibri 11 A^a A^a
B I U [List Bulleted] [List Numbered] [Text Color] [Background Color]
 Font

[Align Left] [Align Center] [Align Right] [Justify] [Merge & Center]
 Alignment

General \$ % < > [Increase Decimals] [Decrease Decimals]
 Number

Conditional Formatting [Icon] Format as Table
 Styles

Normal	Bad	Good	Neutral
Calculation	Check Cell	Explanatory...	Input

[Insert Cells] [Delete Cells] [Format Cells]
 Cells

A1 [Formulas] [Functions] S.No

S.No	CIF/COL/ACCOUNT NO	Farmer Name	Father/Spouse Name	Farmer Residential Address	Mobile Number	Gender	Loan Reference Number	KCC Account Number	Survey Number	Khata Details	Location/Village/Gram Panchayat/Taluka	Land Location(Sub District/ District/ State)	Pin Code	farmer as per loan application(In Acres)	Mortgage Details
1	8 58202E+10	Kishna Amara	Shobha Malikikaruna Revati	Gorantla Gorantla	8.77E+09	Male	9.8759E+11	9.88E+11	46, 279/1	1054	Gorantla	Karnool Dist,	518468	3.83	NA
2	8 58202E+11				8.77E+09	Male	9.8759E+11	9.88E+11	279/1C, 118/1A	1054	Gorantla	Karnool Dist,	518468	1.75	

Step 5: Verify the Order of the fields before pushing it to the bulk upload of the applications:

S. No

CIF/COL/ACCOUNT NO
Farmer Name
Father/Spouse Name
Farmer Residential Address
Mobile Number
Gender
Loan Reference Number
KCC Account Number
Survey Number
Khata Details
Land Location(Village/Gram Panchayat/Taluka)
Land Location(Sub District/ District/ State)
Pin Code
Land Area of farmer as per loan application(In Acres)
Mortgage Details
Branch Code

Note: The applications will be reflecting on the Logins with the branch code mentioned in the file.