Row 0   ->   First (CAN BE EMPTY)

Row 1   ->   Name(Greeting section of the mail) (CAN'T BE EMPTY)

Row 2   ->   Email ID (Receiver email address) (CAN'T BE EMPTY**)**

Row 3   ->   Subject (CAN'T BE EMPTY)

Row 4   ->   Message body 1(CAN'T BE EMPTY)

Row 5   ->   Message body 2 (CAN BE EMPTY)

Row 6   ->   Message body 3 (CAN BE EMPTY)

Row 7   ->   Message body 4 (CAN BE EMPTY)

Row 8   ->   Message body 5 (CAN BE EMPTY)

Row 9   ->   Message body 6 (CAN BE EMPTY)

Row 10   ->   Message body 7 (CAN BE EMPTY)

Row 11   ->   CC1(CAN BE EMPTY)

Row 12   ->   CC2(CAN BE EMPTY)

Row 13   ->   CC3(CAN BE EMPTY)

Row 14   ->   CC4(CAN BE EMPTY)

Row 15   ->   CC5(CAN BE EMPTY)

Row 16   ->   CC6(CAN BE EMPTY)

Row 17   ->   CC7(CAN BE EMPTY)

Row 18   ->   CC8(CAN BE EMPTY)

Row 19   ->   CC9(CAN BE EMPTY)

Row 20   ->   HODs Email ID (CC10)(CAN BE EMPTY)

Row 21   ->   Attachment 1(CAN BE EMPTY)

Row 22   ->   Attachment 2(CAN BE EMPTY)

Row 23   ->   Attachment 3(CAN BE EMPTY)

Row 24   ->   Attachment 4(CAN BE EMPTY)

Row 25   ->   Attachment 5(CAN BE EMPTY)

Note : 1)   **Column 1** is always occupied for Headings
       2)   Data reading will start from **Column 2**