

Instructions to the Head of Office

1. download the zip file
2. Unzip the attached contents in to one folder
3. Open the Excel file COVID VACC_IMPORT BENEFICIARIES_FLW_Polling officials.xlsx
4. Enable editing and macros
5. Wherever drop down list provided, please choose from the drop down. Eg: Ministry/Department (Polling officials), Photo ID Type (except Aadhaar), Gender, Date of Birth, Month of Birth,Year of Birth*,State (Office), District(Office), etc)
6. Maximum number of entries in one excel sheet is 1000 records. Multiple excel to be used in case of more than 1000 official
7. All data to be exactly as per the requirements to avoid rejection of records.
8. Send the completed data to the mail: ***ksdcovid2021@gmail.com***
– Soft Copy in Excel Format – on or before 5 PM of 22.02.202

System: Windows 10

Microsoft Office: Office 2010 or above