Computer Application Division:

1. **Application of IT in the day to day functioning of the Department** is the primary responsibility of the Computer Application Division of the Transformation & Development Department. This is done through maintenance and servicing of IT infrastructure of the Department and through dissemination of information for public on website developed for the purpose.
2. **Development of Software/MIS with the help of NIC and other agencies:**

Computer Application Division has developed and introduced the following MIS/ Software for information and office automation/service delivery etc.

* T & D Digital Archive Management Software (Archiving of Library Books).
* Database of Officers and Staff of the department (under preparation).
* MIS for Monitoring of schemes (http:assam.gov.nic.in)
* Setting up of Space Based Information Kiosk (SBIK) with support from North East Space Application Centre (NESAC) Borapani (process is on)

1. **In house Training for officers and staff:**

All officers and staff are trained in the use of software applications accessible through INTRANET and INTERET with unique user id and passwords assigned to each of them.

Computer Application Division regularly organize training programme for officers and staff of the department to impart training on basic use of applications viz. MS Word, MS Power point, MS Excel, Browsing the net, basic computer maintenance (hardware & software), understanding of file tracking software.

1. **Website maintenance and update**

For dissemination of information & services the department has the following websites:

<http://transdev.assam.gov.in>, <http://sita.assam.gov.in>

1. **GIS/RS initiative for the State of Assam:**

Computer Application Division assist the high power committee in implementation of Geographic Information System and Remote Sensing applications in developing state’s planning, management and monitoring for a decision support system. i/c Computer Application Division is coordinating all the activities under GIS/RS initiative of the State Government with the help of NIC, NESAC, AMTRON **and ARSAC** Division of ASTEC under IT Department. Addl. Chief Secretary T&D is the Chairman of the Committee and Secretary T&D (MV) is the Member Secretary.

1. **Matters relating to ‘IIT –Assam State Coordination Committee’:**

Computer Application Division also coordinates all the activities of IIT-Assam State Coordination Committee which was constituted to support state government departments through expertise and innovative techniques and other services of IIT-Guwahati in implementation of development programmes. Chief Secretary is the Chairman of this Committee and Addl. Chief Secretary T&D is the Convenor.