

Electronic Data Processing

The Electronic Data Processing (EDP) division provides computerized services for all departments in the TRC. TRC departments have direct access to the data with their personal computers (PC). The EDP division is continuing to give data management support including data entry/verification to various studies undertaken in the Centre. Also, this division generates reports and prepares pre-printed forms for field activity and supply data tabulations for monitoring the studies and publication of research work. Also, helps in preparation of employees' pay roll, income-tax sheets, loan schedules and central bills.

This division takes care to serve all the departments in their computing, data sharing and helps in accessing internet connection throughout. At present time the EDP division supports three server systems and four network printers and catering support for over 80 Pentium computers.

The EDP division protects data through frequent backups. Apart from data processing and data management, this division is taking care of all the servers, PC's and printers by bringing under comprehensive maintenance contract service to avoid breakdown. Also, annual procurement for computer consumables is done by making indent through this division for user departments.

In this division, at present, six data entry/verification operators, six data processing assistants and one EDP-In charge are working.

The quantum of documents entered and verified from April, 2004 to March, 2005 is shown below.

No. of documents entered:	2,01,011
No. of documents verified:	2,09,677

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