

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



Travelling Allowances Management Module

[TAMM]

Controlling Incharge module User Manual (1.0)

INDEX

Sr. No	Contents	Page No.
1	Steps to Fill Particular TA	3
2	Dashboard Information	5
3	Sidebar	5
4	Grievance List	6
5	Verify Employee	7
6	Update Employee	7
7	How to Claim TA?	9
8	Claimed TA	11
9	How to update or delete TA?	12
10	How to add multiple TA?	12
11	How to forward TA?	13
12	Claims received for movement verification	14
13	Verified movement TA list of Sub-ordinates	15
14	Forgot Password	16
15	TA Claims Rules and Regulations	17

What is TAMM?

TAMM Travelling Allowances Management Module. It is Web and Android based application to claim Travelling Allowances (TA) for a Railway Employees.

Links:

Website: http://drmps-sur-hrms.in/new_eta

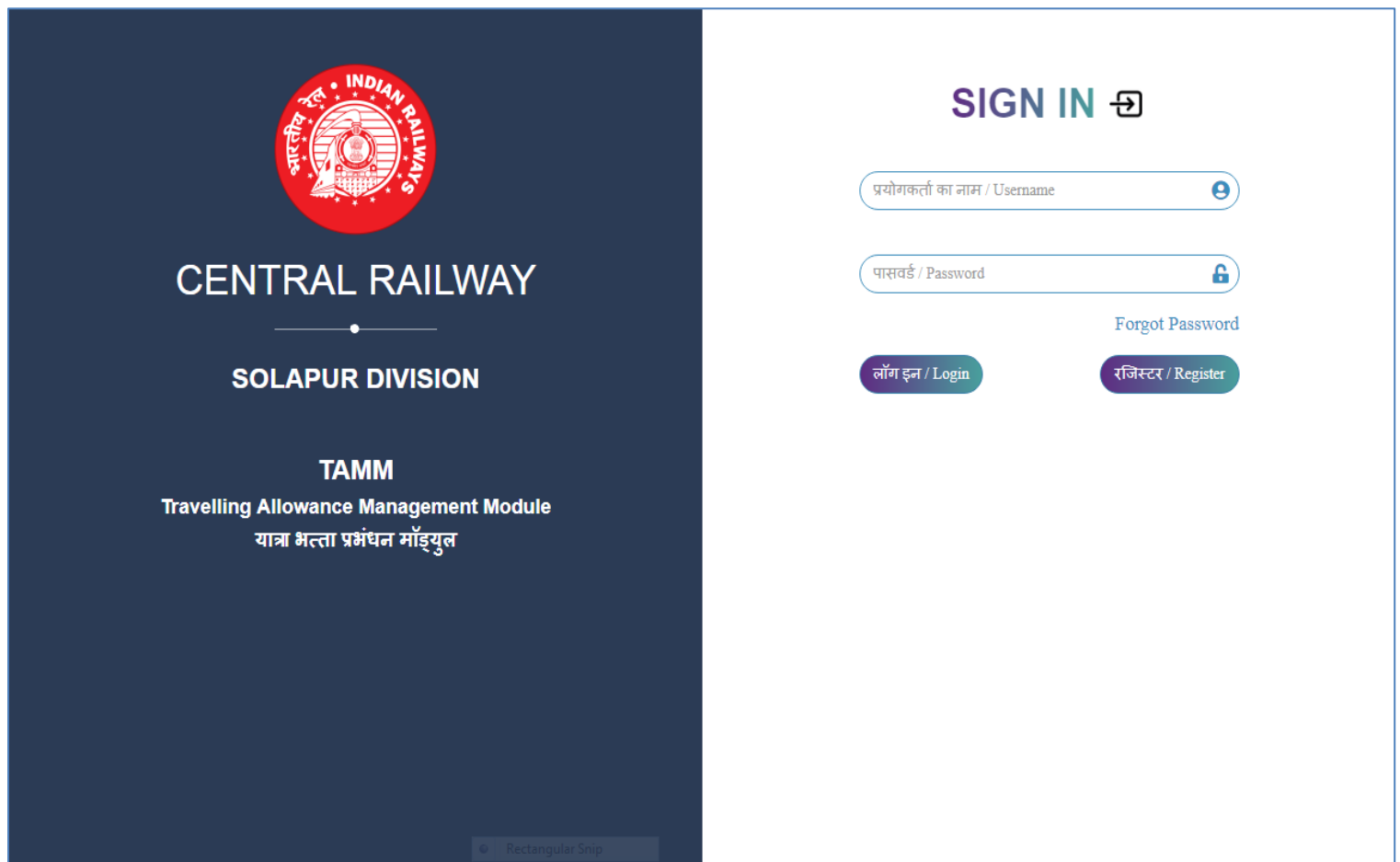
Android Play Store:


<https://play.google.com/store/apps/details?id=com.infoigy.dishank.hrms>

Steps to fill Particular TA:

1. On visiting **drmps-sur-hrms.in/new_eta** the user will see the login page of TAMM. For login as a Controlling Officer, user will have his/her PF no. as username and password will be given by Dept. admin. (See fig-1.1).

(Fig-1.1)








CENTRAL RAILWAY

SOLAPUR DIVISION

Tamm
Travelling Allowance Management Module
यात्रा भत्ता प्रबंधन मॉड्यूल

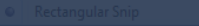
SIGN IN 

प्रयोगकर्ता का नाम / Username 

पासवर्ड / Password 

[Forgot Password](#)

[लॉग इन / Login](#) [रजिस्टर / Register](#)




2. After first successful login Dashboard or Home Page will be appear. You can change the password by clicking on your name and then profile button (fig 1.2.1).

(Fig-1.2)



(Fig-1.2.2)

TAMM

NAGNATH PATANGE ▾

☰

Dashboard / डॅशबोर्ड


Grievance List / शिकायत सूची

Verify Employee

Update Employee

Travelling Allowances / यात्रा भत्ता ▾

Home / मुख पृष्ठ > Profile /



NAGNATH PATANGE


CONTROLLING INCHARGE


(PERSONNEL)

☎ Mobile :-

✉ Email ID :-

CHANGE PASSWORD

New Password  New Password


Confirm Password  Confirm New Password

Cancel

✓ Submit

UPDATE PROFILE PHOTO

Choose File No file chosen

 Update Profile

Salgem Infoigy Tech PVT. LTD. Solapur
Version 1.0

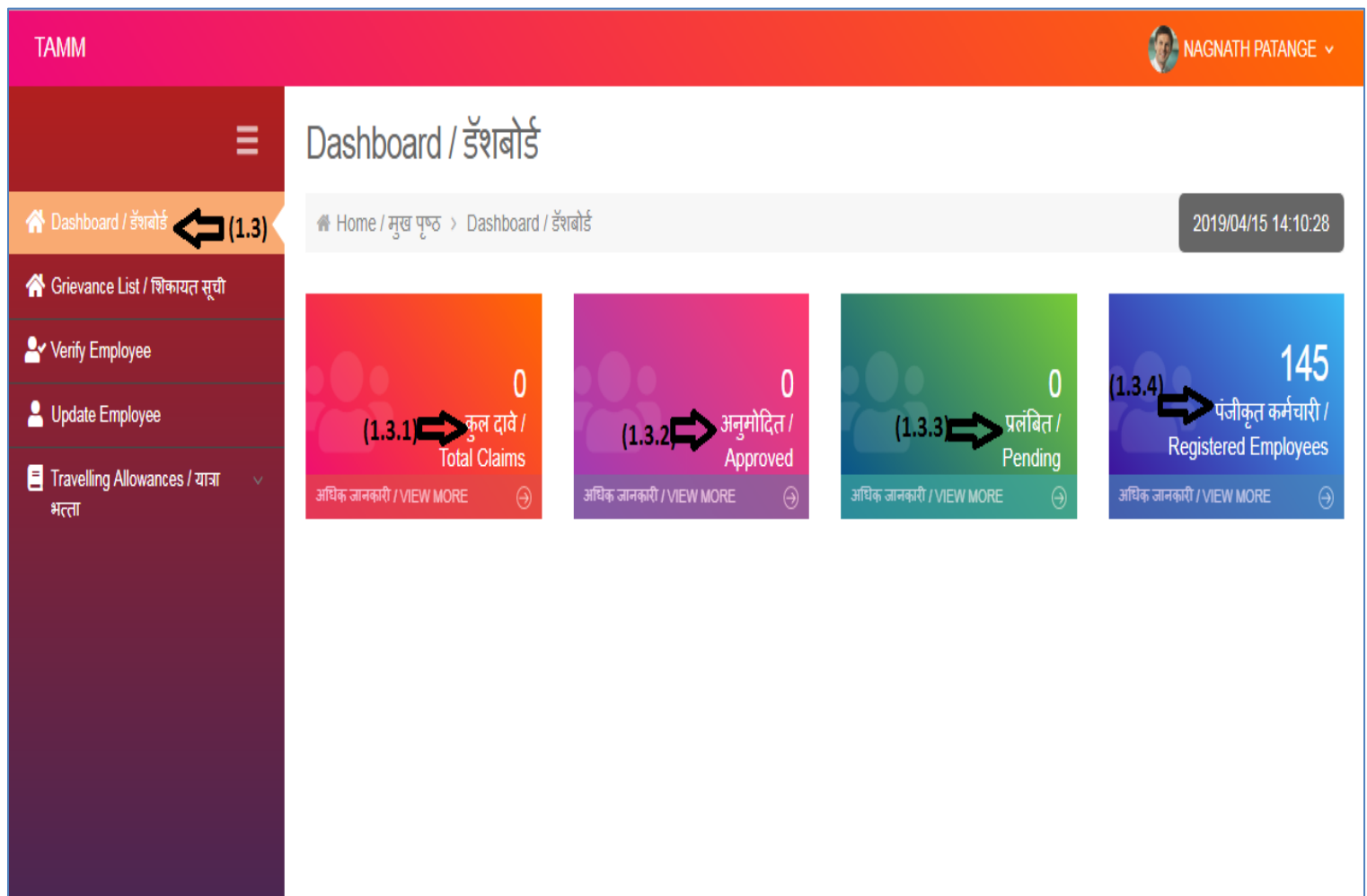
Page 6

Dashboard Information:

On the dashboard you will see the (fig 1.3)

1. Total Claims (1.3.1).
2. Approved Claims (1.3.2).
3. Pending Claims (1.3.3).
4. Registered Employees (1.3.4).

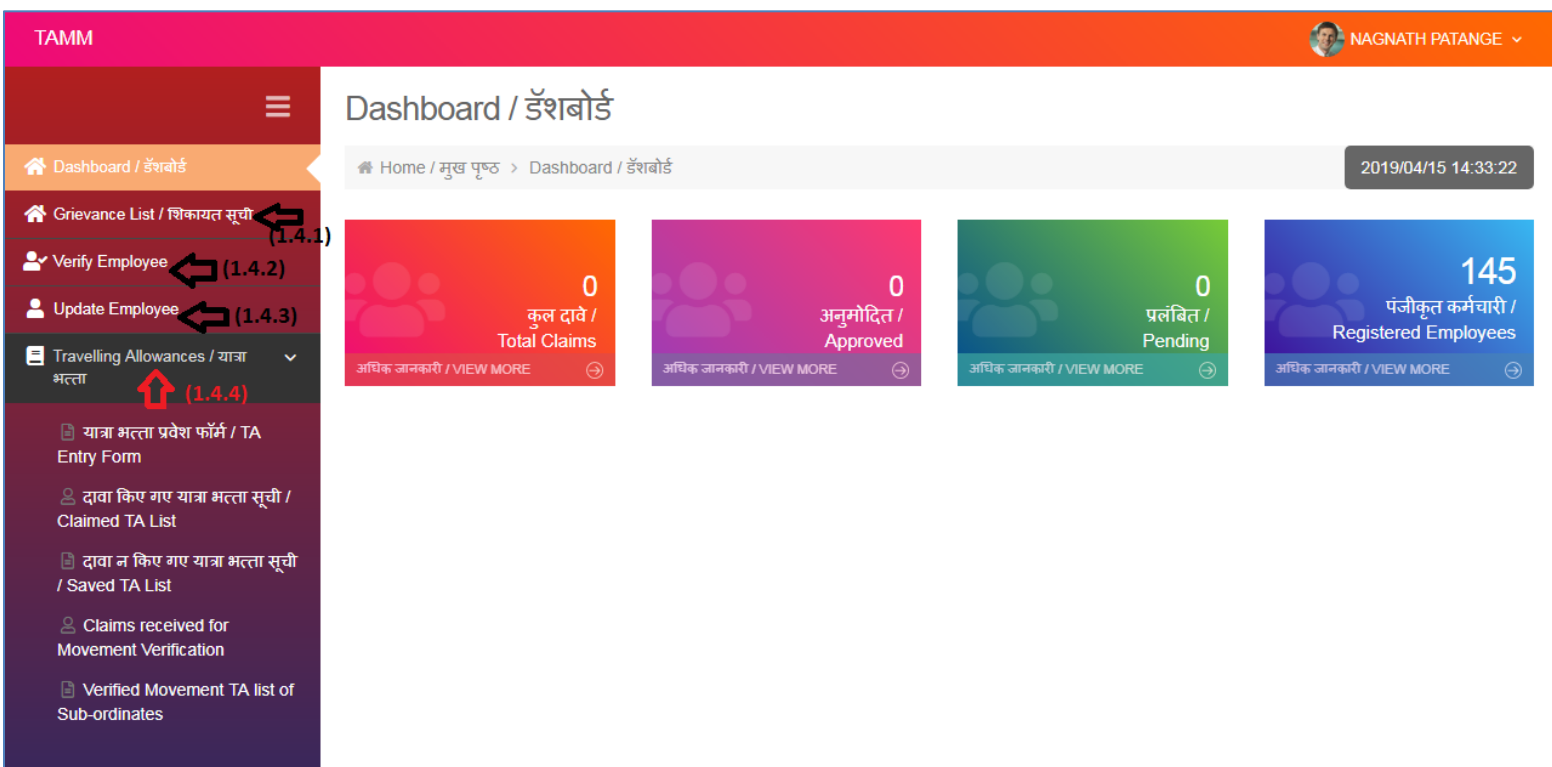
(Fig-1.3)



Sidebar:

You can see the sidebar from left side of the dashboard. In Sidebar Grievance List (1.4.1), Verify Employee (1.4.2), Update Employee (1.4.3) and Travelling Allowances (1.4.4) Menu List are there and within same list submenus are also available.

(Fig 1.4)



Grievance List:

1. To see the grievance list click on Grievance list from the sidebar menu.
2. You can add remarks (1.5.1) and click on submit (1.5.2)

(Fig – 1.5)

(fig-1.2.1)

TAMIM

NAGNATH PATANGE

Home / मुख पृष्ठ > शिकायत जोड़ें / Add Grievance

शिकायत / Grievance

Search:

अनु क्रमांक ID	कर्मचारी आईडी Empid	शीर्षक Title	विवरण Description	दस्तावेज़ संलग्न Attached Doc	रचना दिनांक Created Date	टीका Remark	कार्य Action
1	123123	abcd	dfg bgh	80491.PNG	15/04/2019 02:23:54	<input type="text"/>	<input type="button" value="Submit"/>

Showing 1 to 1 of 1 entries

(1.5) ↑ (1.5.1) (1.5.2) ↑

Verify Employee:

1. Controlling Incharge can verify the Employee by selecting **Verify Employee** from the sidebar menu (1.6).
2. Click on **Activate** button to activate the account of that employee(1.6.1)

(Fig – 1.6)

Tamm

Home / मुख पृष्ठ > कर्मचारी को सत्यापित करें / Verify Employee

कर्मचारी को सत्यापित करें / Verify Employee

Search:

अनु क्रमांक ID	कर्मचारी आईडी Empid	नाम Name	मोबाइल Mobile	कार्रवाई / Action
1	12345678911	Dipti	8530389016	Active

Showing 1 to 1 of 1 entries

(1.6.1)

Update Employee:

1. Control Incharge can see the Update details forwarded by the employee by selecting Update Employee from the sidebar menu (1.7).
2. Click on **show** button to see the updates of the employee (1.7.1).
3. By clicking on **Approve (18.1)** button Control Incharge can update the employee details (1.8).

(Fig- 1.7)


The screenshot displays the Tamm HRMS interface. The sidebar on the left contains the following menu items: Dashboard / डैशबोर्ड, Grievance List / शिकायत सूची, Verify Employee, Update Employee (highlighted with a black arrow and labeled (1.7)), and Travelling Allowances / यात्रा भत्ता. The main content area shows the 'Update Employee' section with a search bar and a table. The table has columns for अनु क्रमांक ID, कर्मचारी आईडी Empid, नाम Name, मोबाइल Mobile, and कार्रवाई / Action. The first row contains the data: 1, 123123, rahul, 8208359740, and a blue 'Show' button. A black arrow points to the 'Show' button with the label (1.7.1). The page header shows 'TAMM' and 'NAGNATH PATANGE'.

अनु क्रमांक ID	कर्मचारी आईडी Empid	नाम Name	मोबाइल Mobile	कार्रवाई / Action
1	123123	rahul	8208359740	Show

(Fig- 1.8)

Employee Data : rahul

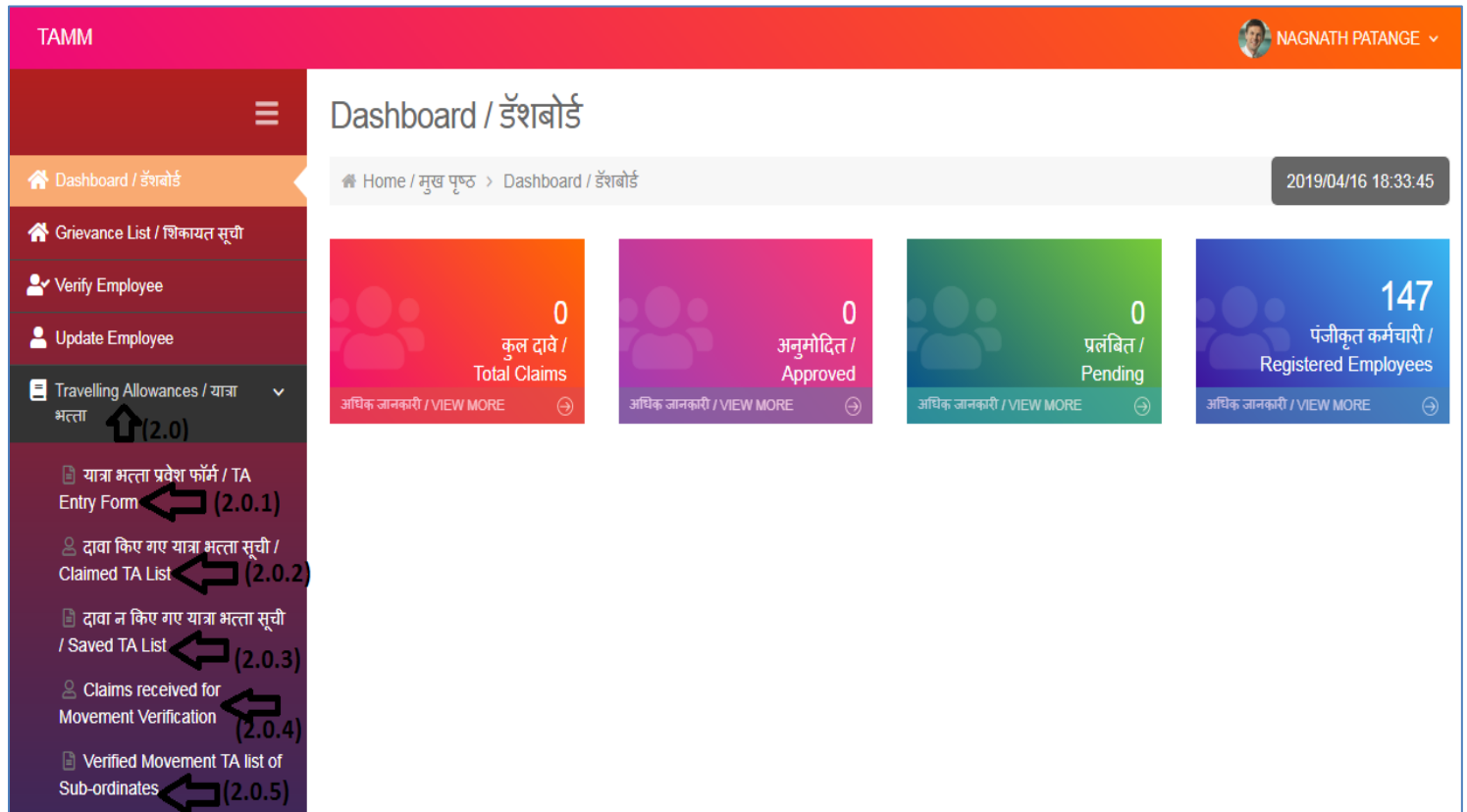
बिल युनिट / Bill Unit	पैन नं / PAN No.
1111	0
नाम / Name	पदनाम / Designation
rahul	JUNIOR ENGINEER DESIGN
स्टेशन / Station	मोबाइल / Mobile
SOLAPUR	8208359740
ई-मेल / E-Mail	वर्ग / Category
polar@gmail.com	0
विभाग / Department	डिपो / Depot
PERSONNEL	solapur office
मूल वेतन / Basic Pay	ग्रेड पे / Grade Pay
1342	0

(1.8.1)

Approve

Travelling Allowance :(2.0)

1. TA Entry Form (2.0.1).
2. Claimed TA List (2.0.2).
3. Saved TA List (2.0.3).
4. Claims received for movement verification(2.0.4)
5. Verified movement TA list of Sub-ordinates(2.0.5)

(Fig- 2.0)



How to claim a TA?

1. To claim TA login with employee username and password.
2. After logged in successfully select Travelling Allowance menu from sidebar and within menu list select “**TA Entry Form**” (Fig-2.1).
3. Select a month which you want to claim TA with Token or Card Pass.(2.1.1)
4. Select or fill the Date, Train No, Depart Station, Depart Time, Arrival Station, Arrival Time, Distance, Journey Type and other.(2.1.2)
5. Give an Objective for claiming TA form.(2.1.3)
6. To add a new row click on “**Add Row**” Button.(2.2.1)

7. When your Source Station and Destination Station is same, then **"Submit"** Button will appear and submit TA by clicking submit Button.(2.1.4)

(Fig-2.1)

355

↑ (2.1.1)


meeting

↑ (2.1.3)

(2.1.4)  जमा करें / Submit

Salgem Infoigy Tech PVT. LTD. Solapur
Version 1.0

TAMM

NAGNATH PATANGE

Dashboard / डॅशबोर्ड

Grievance List / शिकायत सूची

Verify Employee

Update Employee

Travelling Allowances / यात्रा भत्ता

यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

For which allowances claimed forटोकन / कार्ड पास / Token / Card Pass

माह का चयन करें / Select a Months

Enter Token / Card Pass

Date दिनांक	Journey Type यात्रा का प्रकार	Train No. गाडी नं.	Other अन्य	Depart Station प्रस्थान स्टेशन	Depart Time प्रस्थान समय	Arri. Station आगमन स्टेशन	Arri. Time आगमन समय	Distance दूरी	Percentage प्रतिशत	Amount राशि
dd/mm	Sel	Train	S	SELI	--:--	SELI	--:--	Distan	Percenta	Amou

Objective उद्देश्य

(2.2.1)

पंक्ति जोड़े / ADD ROW +

पंक्ति निकालें / Remove Row -

The Submitted TA will display in the “**Saved TA List**” (fig-2.3) click on **Show Button** (2.3.1) it will show the claimed TA details.



Claimed TA:

1. To see the claimed TA select Claimed TA List from sidebar menu (2.1).
2. Click on Shoe button to see the details of TA (2.3.1).

(Fig- 2.4)

दावा किए गए यात्रा भत्ता / Claimed TA						
Copy Excel CSV PDF				Search: <input type="text"/>		
संदर्भ संख्या / Reference No.	साल / Year	माह / Month	दूरी / Distance	राशि / Amount	लागू तिथि / Applied Date	कार्य / Action
123123/2019/501117	2019	3	0	450	11/04/2019 11:50:50	<div>(2.4.1) → Show</div>
123123/2019/820482	2019	2	0	1000	11/04/2019 06:38:16	Show
Showing 1 to 2 of 2 entries					Previous	1 Next

(Fig-2.3)

दावा न किए गए यात्रा भत्ता / Saved TA						
<div>CopyExcelCSVPDF</div>				Search: <input type="text"/>		
संदर्भ संख्या / Reference No.	साल / Year	माह / Month	दूरी / Distance	राशि / Amount	लागू तिथि / Applied Date	कार्य / Action
123123/2019/183710	2019	3		650	15/04/2019 06:41:15	
123123/2019/993067	2019	3	0	150	13/04/2019 05:56:59	
Showing 1 to 2 of 2 entries					Previous	1Next

How to Update or Delete TA?

- 1 All Submitted TA will display in the **“Saved TA List”** and from Saved TA List click on Show Button it will show the claimed TA details.(fig-2.5)
- 2 You may Update and Delete TA by clicking respective buttons. (2.5.1).

- 3 By clicking **Update** button a popup will be open with previous filled data, after modifying your TA click on Submit Button.
- 4 To Delete TA click on **Delete** button or user can add contingency by clicking on **Add Conti** button (2.5.1).

(Fig-2.5)

Tamm rahul

दावा न किए गए यात्रा भत्ता विवरण / Saved TA Details

Train No.	Journey Purpose	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim	Objective	Action
12627	On Duty	sur	07:50	ahm	12:07			(2.5.1) Demo SUR to AHM	Update
12628	On Duty	ahm	18:05			500	100%		Delete
12628	On Duty			sur	00:05	150	30%		Add Conti.

Summary

Percent	Count	Total
100%	1	500
70%	0	0
30%	1	150
Total	650	

(2.5.2) Forward

(2.5.3) Add More TA

How to Add Multiple TA?

1. From the Saved TA list you can add multiple TA.
2. If you want add multiple TA for the same month click on” **Add More**” Button. (2.5.3).
3. Popup will be open filled your TA and click on Submit Button.(Fig-2.6)

(Fig-2.6)

TAMM

rahul

Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़ें

Travelling Allowances / यात्रा भत्ता

यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

Back

For which allowances claimed for

टोकन / कार्ड पास / Token / Card Pass

March / 2019

D 12221

Date दिनांक	Journey Type यात्रा का प्रकार	Train No. गाड़ी नं.	Other अन्य	Depart Station प्रस्थान स्टेशन	Depart Time प्रस्थान समय	Arri. Station आगमन स्टेशन	Arri. Time आगमन समय	Distance दूरी	Percentage प्रतिशत	Amount राशि
dd/mm	Sel	Train	S	SELI	--:--	SELI	--:--	Distance	Percentage	Amou

Objective उद्देश्य

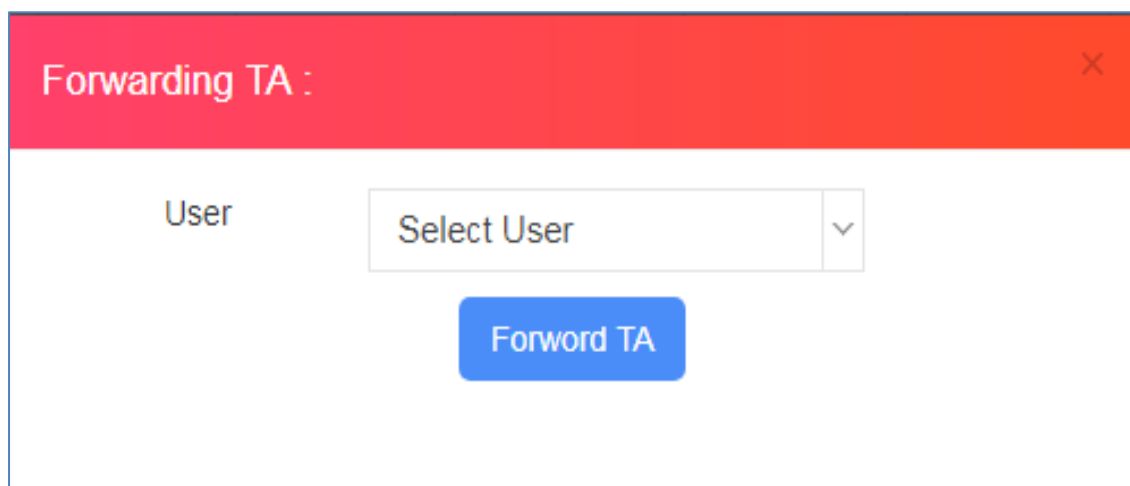
पंक्ति जोड़े / ADD ROW +

पंक्ति निकालें / Remove Row -

How to Forward TA?

- 1 If TA is properly filled with required details then you can forward TA to **Controlling Officer** by clicking **“Forward”** Button.(2.5.2)
- 2 The popup will open select the SO and click on **“Forward”** Button to forward TA. (Fig-2.7).

(Fig-2.7)



Forwarding TA :

User

Select User

Forword TA

Claims Received for Movement Verification:

1. Select **Claims received for Movement Verification** from sidebar menu to see the list of received claims (2.8).
2. Click on show button to see the details of Claims (2.8.1).

3. To forward the Claim to Controlling officer click on forward button (2.9.1).
4. To reject the claim click on reject button (2.9.2).
5. Rejected claims will be returned to the respective employee.

(Fig- 2.8)

Tamm

MUKESH ADHATRAO

Home / मुख पृष्ठ > Claimed TA Inbox

दावा न किए गए यात्रा भत्ता / Saved TA

Reference No.	Name	साल / Year	माह / Month	दूरी / Distance	राशि / Amount	लागू तिथि / Applied Month	कार्य / Action
019/977969	A Y DAULATABAD	2019	3	-	505	April	(2.8.1) Show

यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

दावा किए गए यात्रा भत्ता सूची / Claimed TA List

दावा न किए गए यात्रा भत्ता सूची / Saved TA List

Claims received for Movement Verification (2.8)

Verified Movement TA list of Sub-ordinates

(Fig- 2.9)

TAMM MUKESH ADHATRAO

Claimed TA Details Back

Claimed TA Details

	Date	Journey Type	Train no.	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim	Objective	Action
43/2019/977969	1	1	12121	sur	0	DAUND	0		-	DEmo 1 add more	No Contingency Attached.
	5		12126	daund	0	sur	1	5	-		
43/2019/977969	13/03/2019	1	12121	solapur	06:05	PUNE	11:55		-	Demo 1	No Contingency Attached.
	13/03/2019	1	12126	pune	18:30	solapur	22:30	500	-		

Summary

Percent	Count	Total
100%	1	500
70%	0	0
30%	0	0
	Total	500

(2.9.1) Forward Print Reject (2.9.2)

Verified Movement TA List of Sub-ordinates:

1. Click on **Verified Movement TA of Sub-ordinates** from the sidebar menu to see the list of Movement Verified TA which is forwarded to controlling officer (3.0).
2. Click on show button to see the details of TA (3.0.1)

(Fig- 3.0)

Tamm

MUKESH ADHATRAO

Home / मुख पृष्ठ > Verified Movement TA list of Sub-ordinates

All Verified TA List

नाम / Name	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	लागू माह / Applied Month	कार्रवाई / Action
S C KOLI	2019	3	0	16800	April (3.0.1)	Show
rahul	2019	3	0	450	April	Show

Travelling Allowances / यात्रा भत्ता

यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

दावा किए गए यात्रा भत्ता सूची / Claimed TA List

दावा न किए गए यात्रा भत्ता सूची / Saved TA List

Claims received for Movement Verification

Verified Movement TA list of Sub-ordinates (3.0)

Forgot Password:

1. You can recover the password by entering the PF No/Emp. No.
2. Click on Get OTP, the one Time Password will receive to register mobile number.
3. Conform the OPT reset the password.

FORGOT PASSWORD

पीएफ नंबर / PF NUMBER

ओ.टी.पी./Get-OTP

रद्द करना/Cancel

TA Claim Rules and Regulation:

1. If travelling time is less than or **6 hours**, then it will be consider as the **30%**.
2. If travelling time is between **6 hours** to **12 hours**, then it will be consider as the **60%**.
3. Above **12 hours**, it will be consider as **100%**.

4. The percentage will be different for every grade.
5. You can't fill the TA for current month and you will be able to apply the maximum 3 months of TA.