

CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi



Travelling Allowances Management Module

[TAMM]

Controlling Officer module User Manual (1.0)

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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:

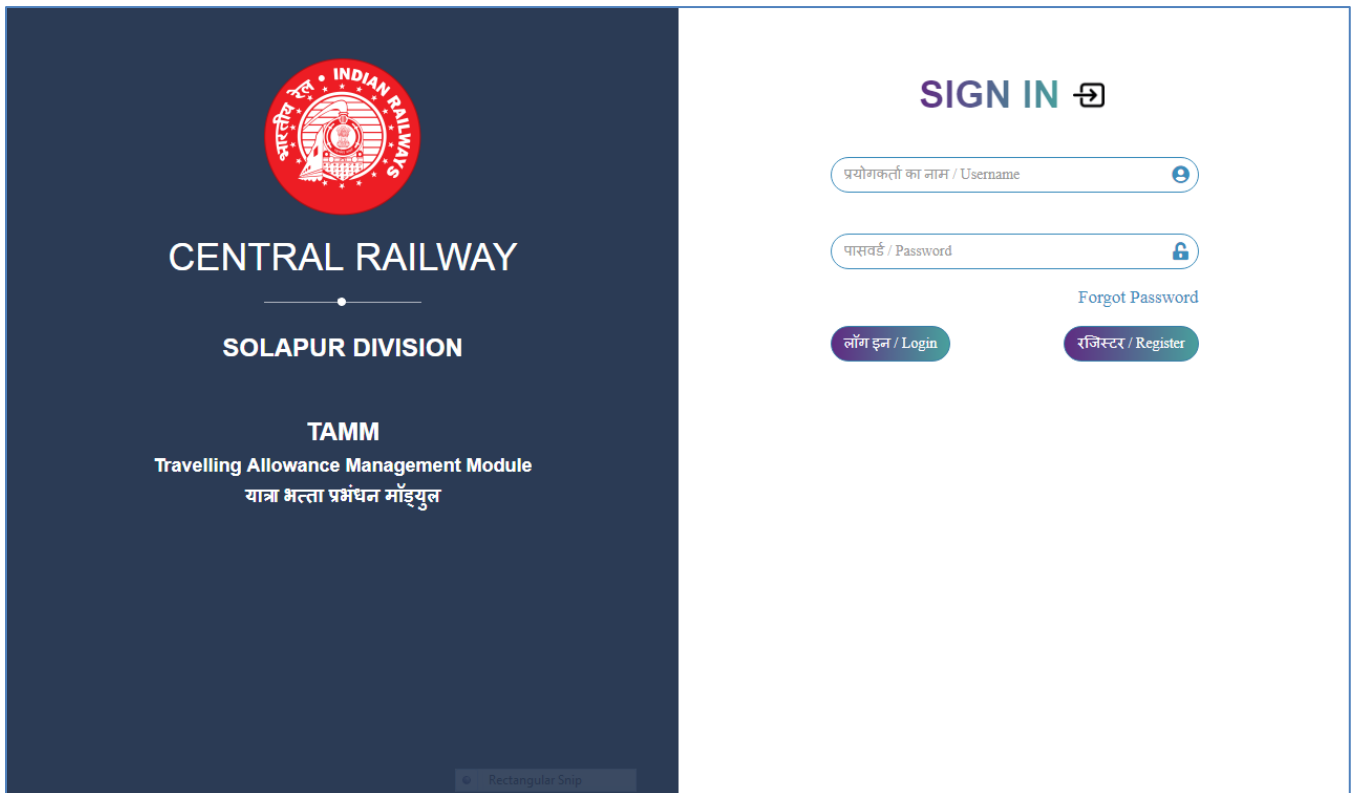
Website: http://drmps-sur-hrms.in/new_eta

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)



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)

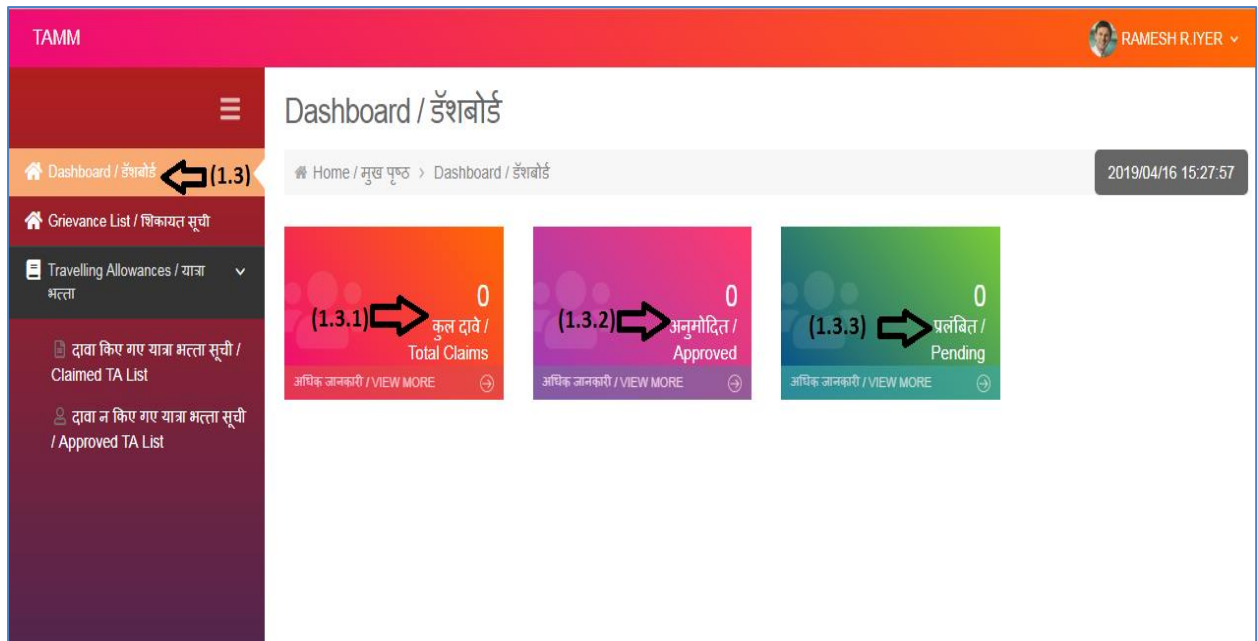
The screenshot shows a web application interface for a user named Nagnath Patange. The top navigation bar is orange with the text 'TAMM' on the left and the user's name 'NAGNATH PATANGE' with a dropdown arrow on the right. A dark red sidebar on the left contains a menu with icons and text: 'Dashboard / डैशबोर्ड', 'Grievance List / शिकायत सूची', 'Verify Employee', 'Update Employee', and 'Travelling Allowances / यात्रा भत्ता'. The main content area has a breadcrumb trail 'Home / मुख पृष्ठ > Profile /'. It features a circular profile picture of a man, followed by the name 'NAGNATH PATANGE' and the title 'CONTROLLING INCHARGE' in blue, with '(PERSONNEL)' in a red box below. Underneath are fields for 'Mobile :-' and 'Email ID :-'. To the right, there are two sections: 'CHANGE PASSWORD' with input fields for 'New Password' and 'Confirm Password', and 'UPDATE PROFILE PHOTO' with a 'Choose File' button (showing 'No file chosen') and an 'Update Profile' button. 'Cancel' and 'Submit' buttons are also present in the password section.

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).

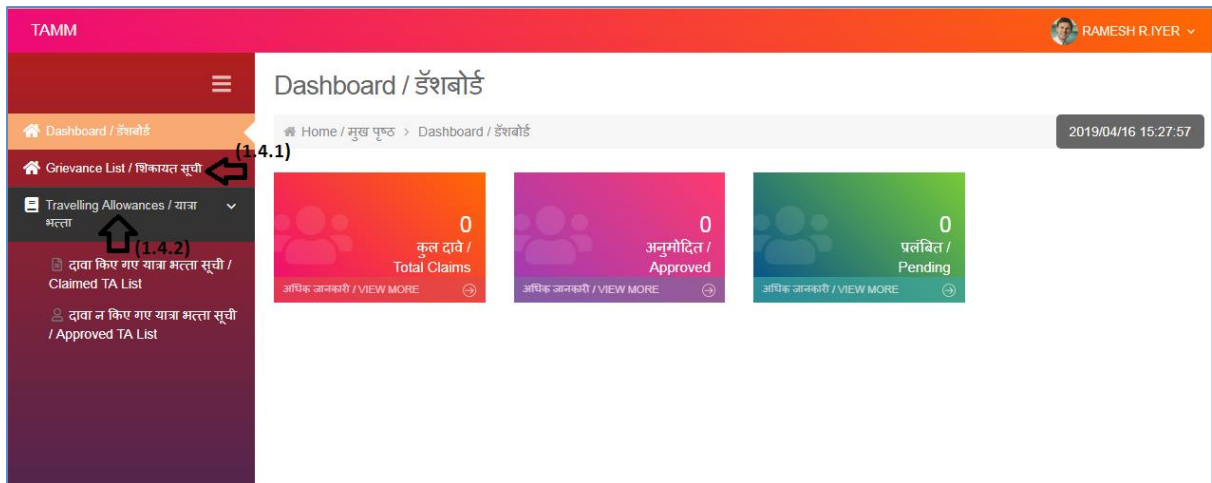
(Fig-1.3)



Sidebar:

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

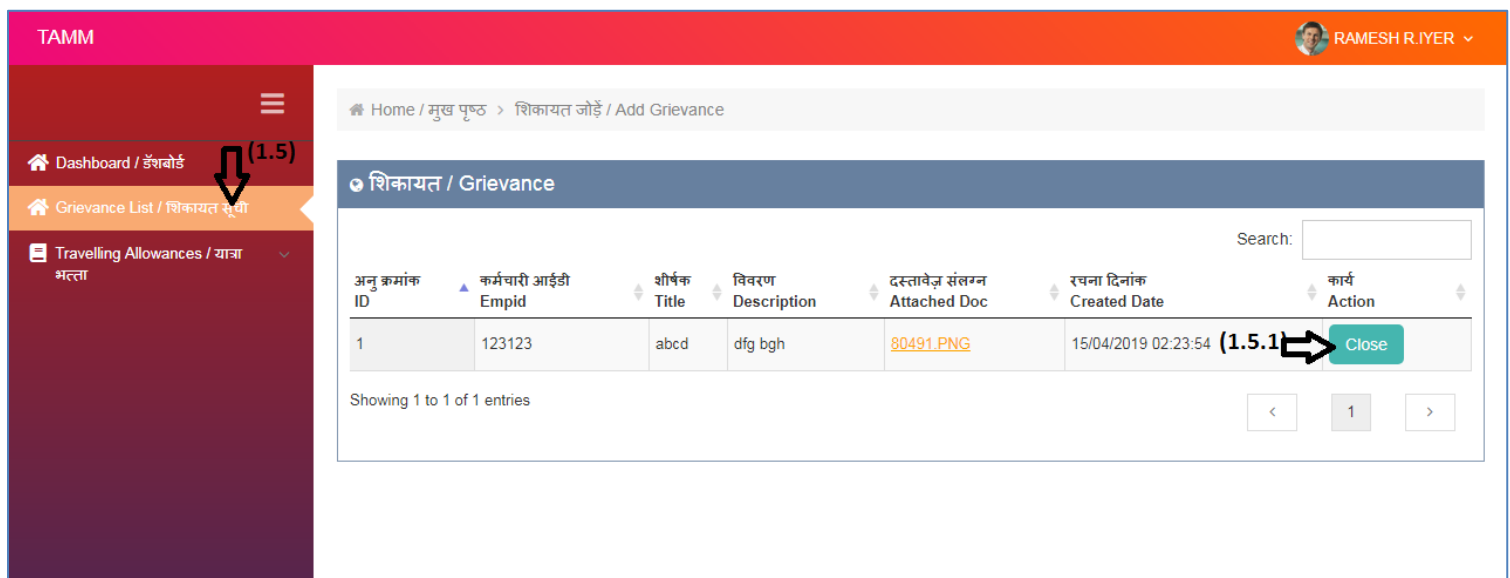
(Fig 1.4)



Grievance List:

1. To see the grievance list click on Grievance list from the sidebar menu.
2. When the grievance is solved click on close button to close it (1.5.1)

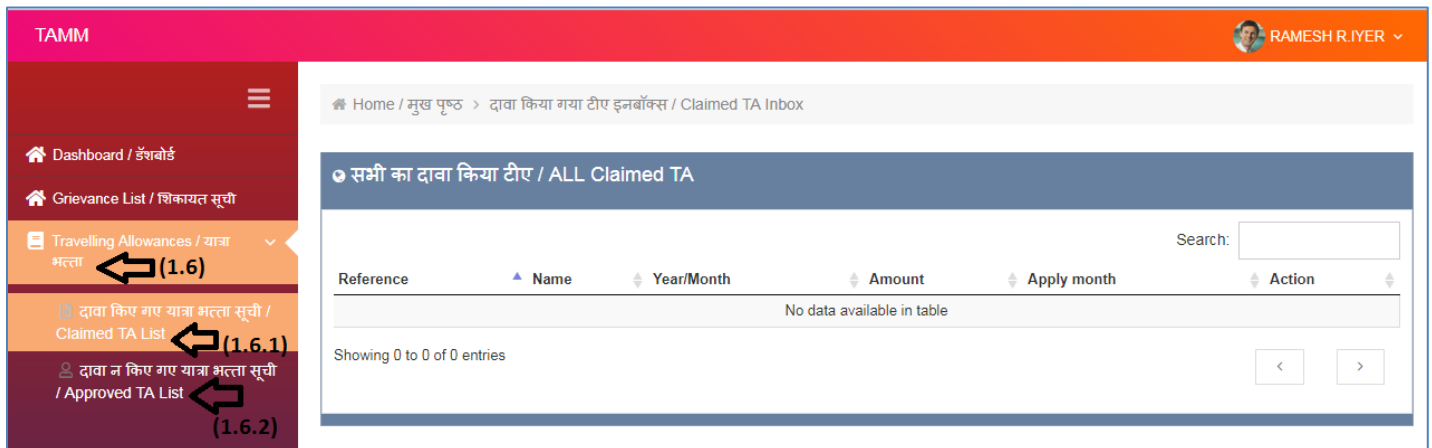
(Fig – 1.5)



Travelling Allowance :(1.6)

1. Claimed TA List (1.6.1).
2. Approved TA List (1.6.2).

(Fig- 1.6)



Claimed TA:

1. To see the claimed TA select Claimed TA List from sidebar menu (1.7).
2. Click on Shoe button to see the details of TA (1.7.1)
3. Click on **Forward** button (1.8.1) to forward the TA to Dept Admin or click on **Reject** button to reject TA (1.8.2).
4. Rejected TA claims Will be returned to the respective employee.

(Fig- 1.7)

Tamm

Home / मुख पृष्ठ > दावा किया गया टीए इनबॉक्स / Claimed TA Inbox

सभी का दावा किया टीए / ALL Claimed TA

Search:

Reference	Name	Year/Month	Amount	Apply month	Action
00505293443/2019/977969	A Y DAULATABAD	2019/3	505	April (1.7.1)	Show

Showing 1 to 1 of 1 entries

(Fig- 1.8)

Tamm

दावा न किए गए यात्रा भत्ता विवरण / Saved TA Details

Back

Reference	Date	Journey Type	Train no.	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim
00505293443/2019/977969 Name :- A Y DAULATABAD		1	12121	solapur	06	PUNE	11		
		1	12126	pune	18	solapur	22	500	100%
		1	12121	sur		DAUND			
			12126	daund		sur		5	0
						TOTAL	505		

Summary

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

(1.8.1) Forward (1.8.2) Reject

Approved TA List:

1. To see the approved TA list click on **Approved TA List** from sidebar menu (1.9).
2. Click on **show** button to see the details of approved TA(1.9.1).

(Fig- 1.9)

Tamm

Home / मुख पृष्ठ > स्वीकृत टीए इनबॉक्स / Approved TA Inbox

ALL Approved TA

Search:

Reference	Name	Year	Month	Total Distance	Total Rate	Applied month	Action
123123/2019/501117	rahul	2019	3	0	450	April (1.9.1)	Show

Showing 1 to 1 of 1 entries

< 1 >

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.