CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

Travelling Allowances Management Module

[TAMM]

Est. Clerk Module User Manual (1.0)

<u>INDEX</u>

What is TAMM?

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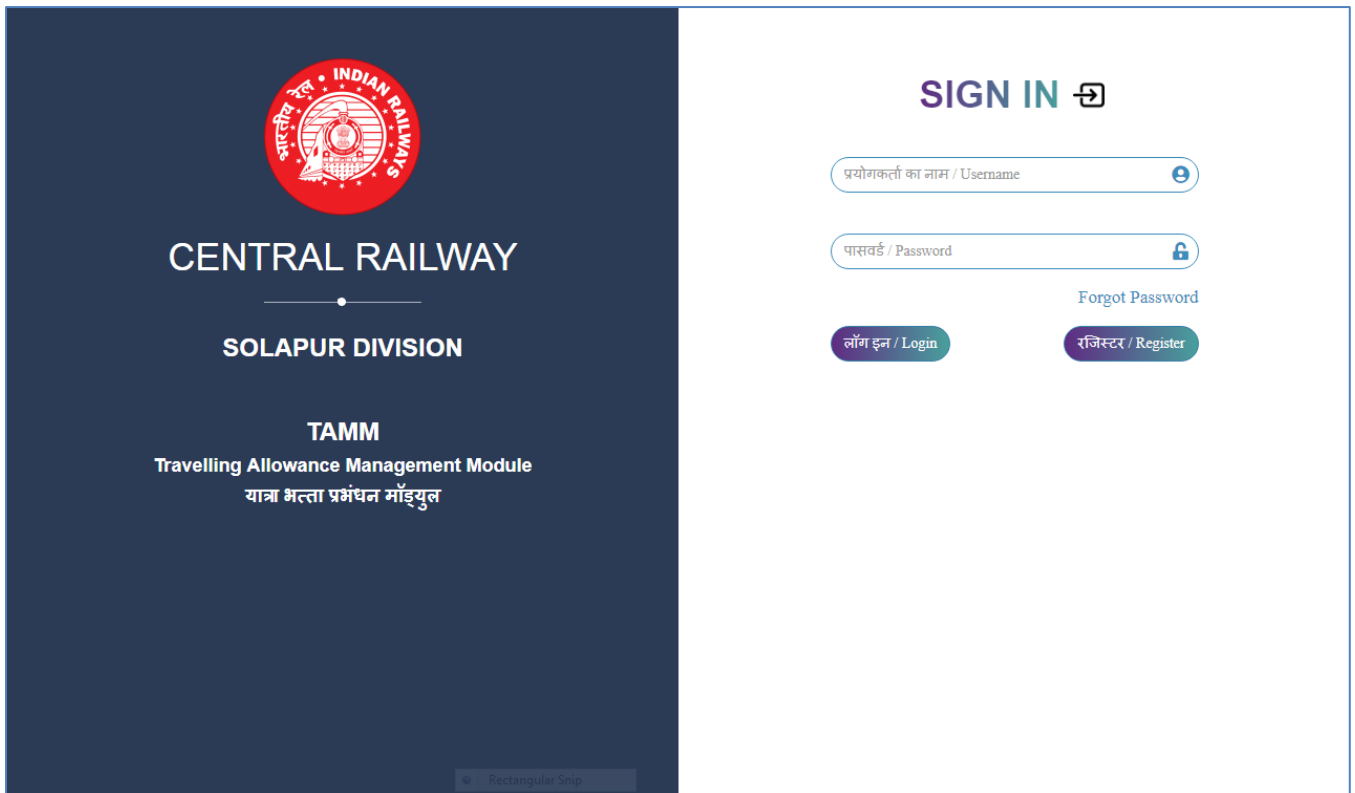
Links:

Website: http://drmpsur-hrms.in/new_eta

Android Play Store:
https://.play.google.com/store/apps/details?id=com.infoigy.dishank.hrms

Steps to fill Particular TA:

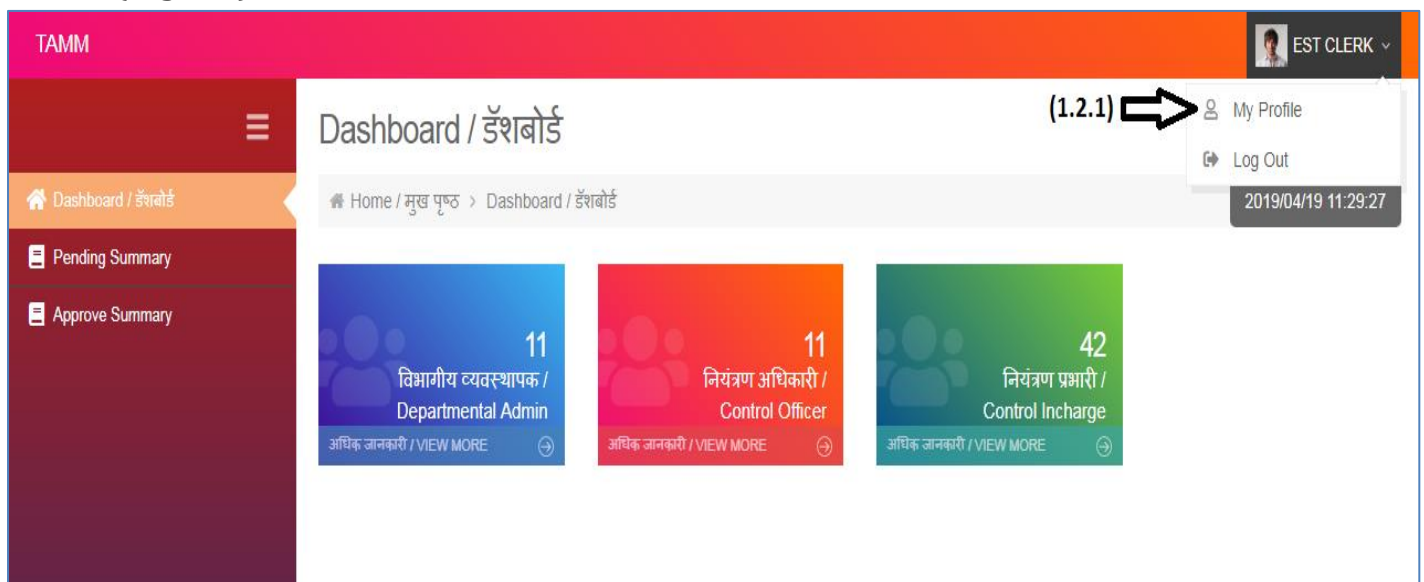1. On visiting **drmpsur-hrms.in/new_eta** the user will see the login page of TAMM. For login as an Est. Clerk, user will be given username and password. (See fig-1.1).
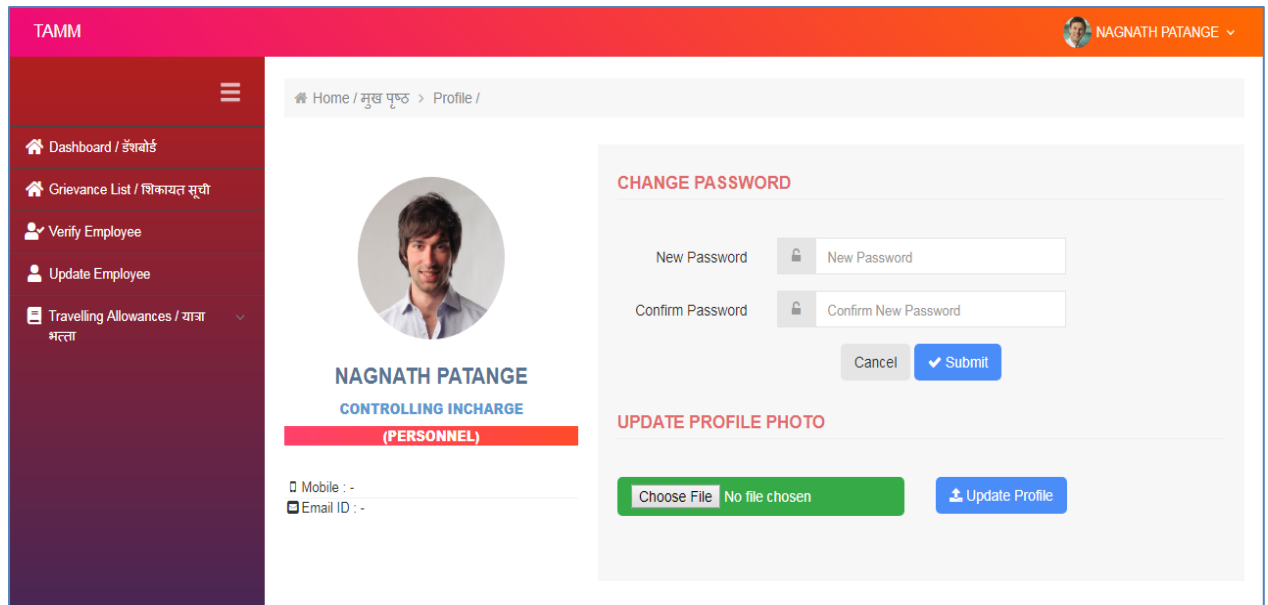
(Fig-1.1)

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)

Dashboard Information:

On the dashboard you will see the (fig 1.3)

1. Departmental Admin (1.3.1).
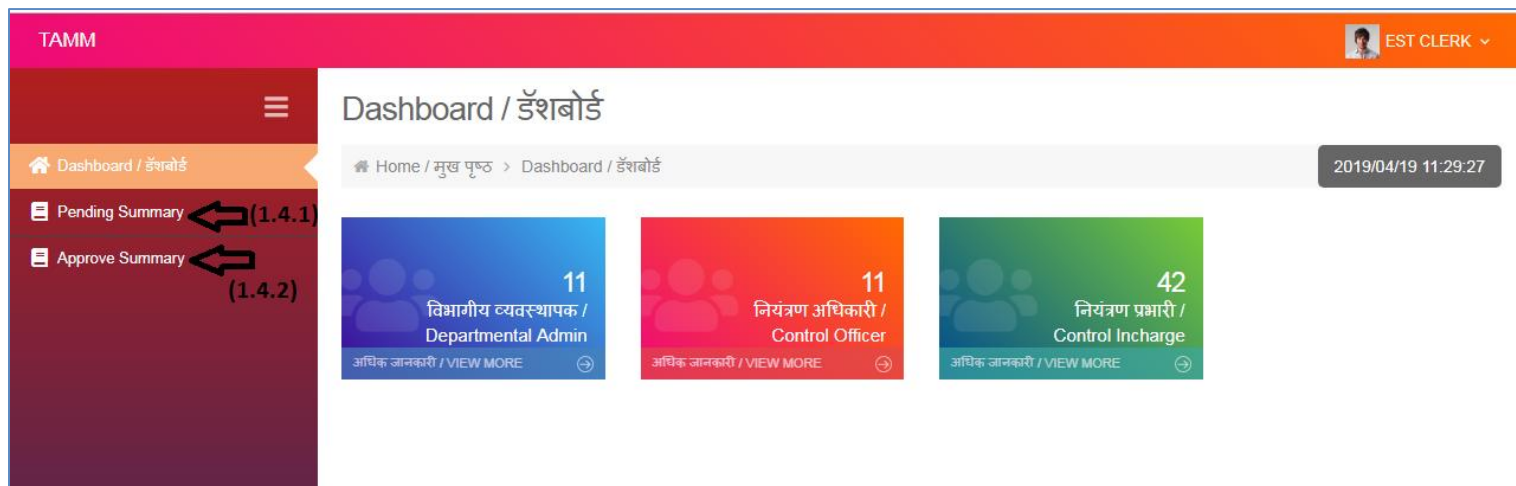2. Control Officer (1.3.2).
3. Control Incharge (1.3.3)

(Fig-1.3)

Sidebar:

You can see the sidebar from left side of the dashboard. In Sidebar Pending summary (1.4.1) and Approved summary (1.4.2) Menu List are there and within same list submenus are also available.
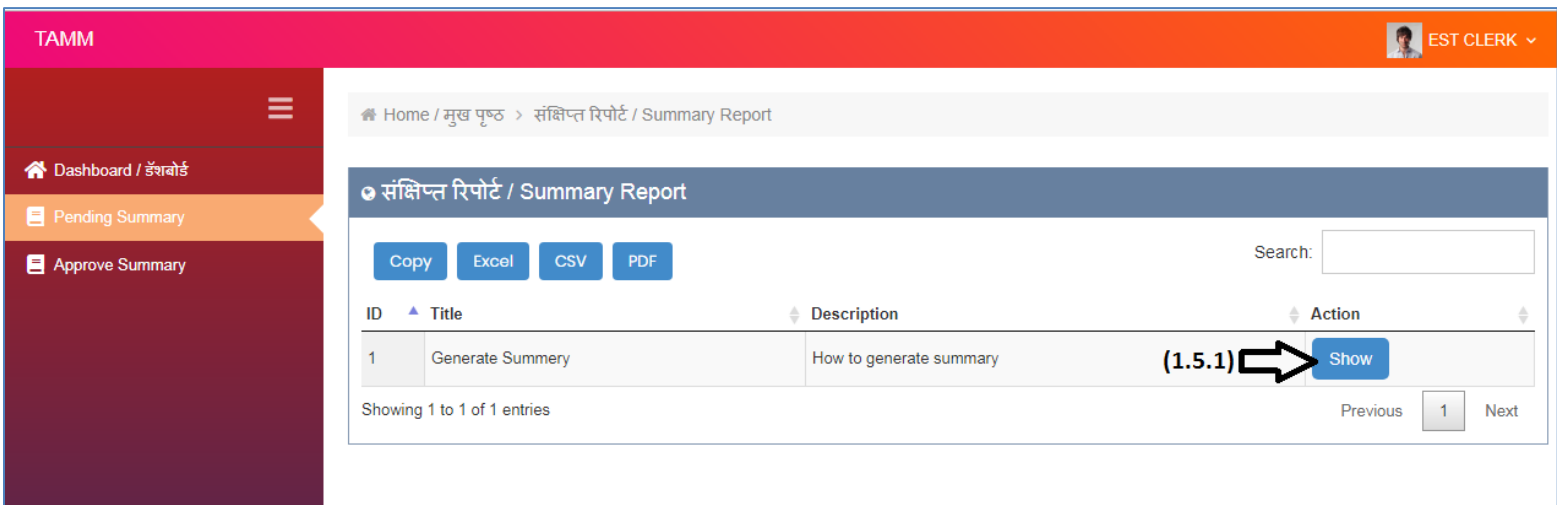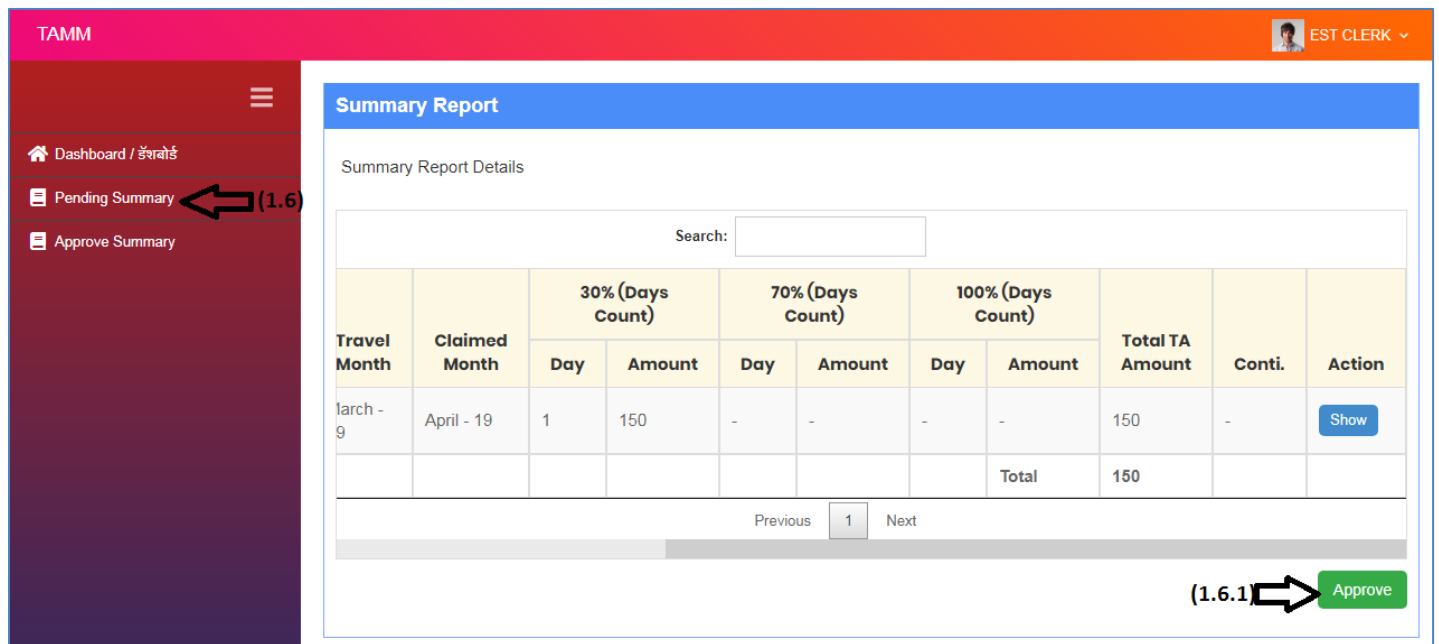
(Fig 1.4)

Pending Summary:

1. To see the pending summary click on **pending summary** form the sidebar menu.
2. Click on **show** button to see the details of summary report (1.5.1).
3. Click on approve button to approve TA (1.6.1).

(Fig – 1.5)

(Fig- 1.6)

Approved Summary :(1.7)

1. Click on Approve summary from sidebar to see the list of approved summary (1.7.1).
2. Click on show button to see the details (1.7.2).

(Fig- 1.6)

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.

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.