

# **CENTRAL RAILWAY**

**SOLAPUR DIVISION**

## **RailSathi**



## **Travelling Allowances Management Module [TAMM]**

### **Employee module User Manual(1.0)**

# **INDEX**

Sr.No.	Contents	Page No.
1	Steps to fill a particular TA	3
2	Dashboard Information	9
3	Sidebar	10
4	How to Claim TA?	10
5	How to update or delete TA?	14
6	How to add multiple TA?	16
7	How to forward TA?	18
8	Claimed TA List	20
9	Returned TA List	22
10	How to track TA?	23
11	How to claim contingency?	25
12	Separate Contingency (Coming Soon)	-
13	Update Details	27
14	How to add grievance?	28
15	Forgot Password	29
16	TA claims Rules and Regulations	32
17	TA Track	33

## 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](http://drmps-sur-hrms.in/new_eta)

Android Play Store:

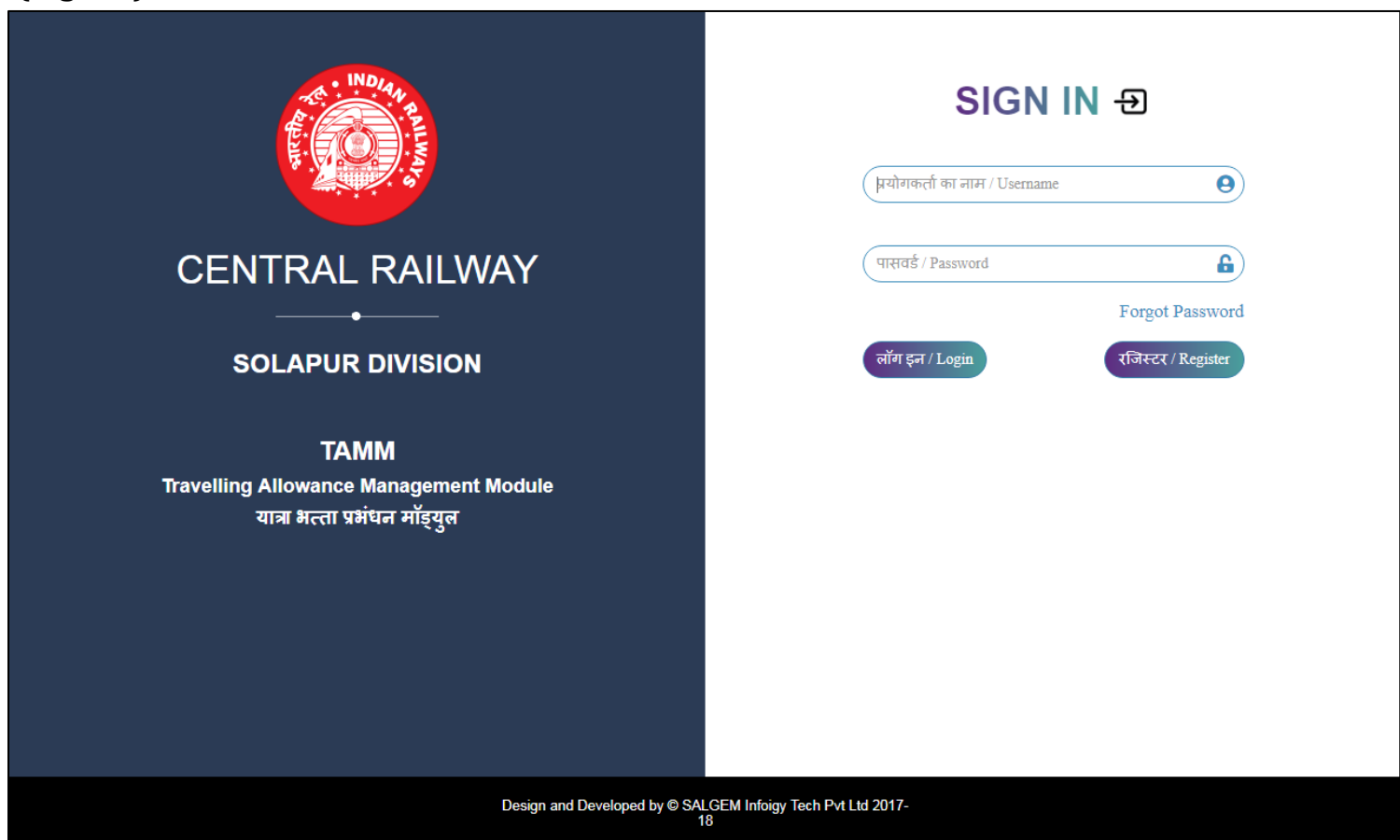
<https://play.google.com/store/apps/details?id=com.infoigy.dishank.hrms>

To know how to download and install the app from play store, refer the HRMS manual.

### Steps to fill Particular TA:

1. On visiting **drmps-sur-hrms.in/new\_eta** the user will see the login page of TAMM. For first time login user will have his/her PF No/Employee No. as a Username and password will be Date of Birth of that employee by default (see fig-1.1).  
E.g. Username: 04027399, Password: DDMMYYYY
2. When user will login with the default password, **First Login Verification** window will get opened (Fig- A).

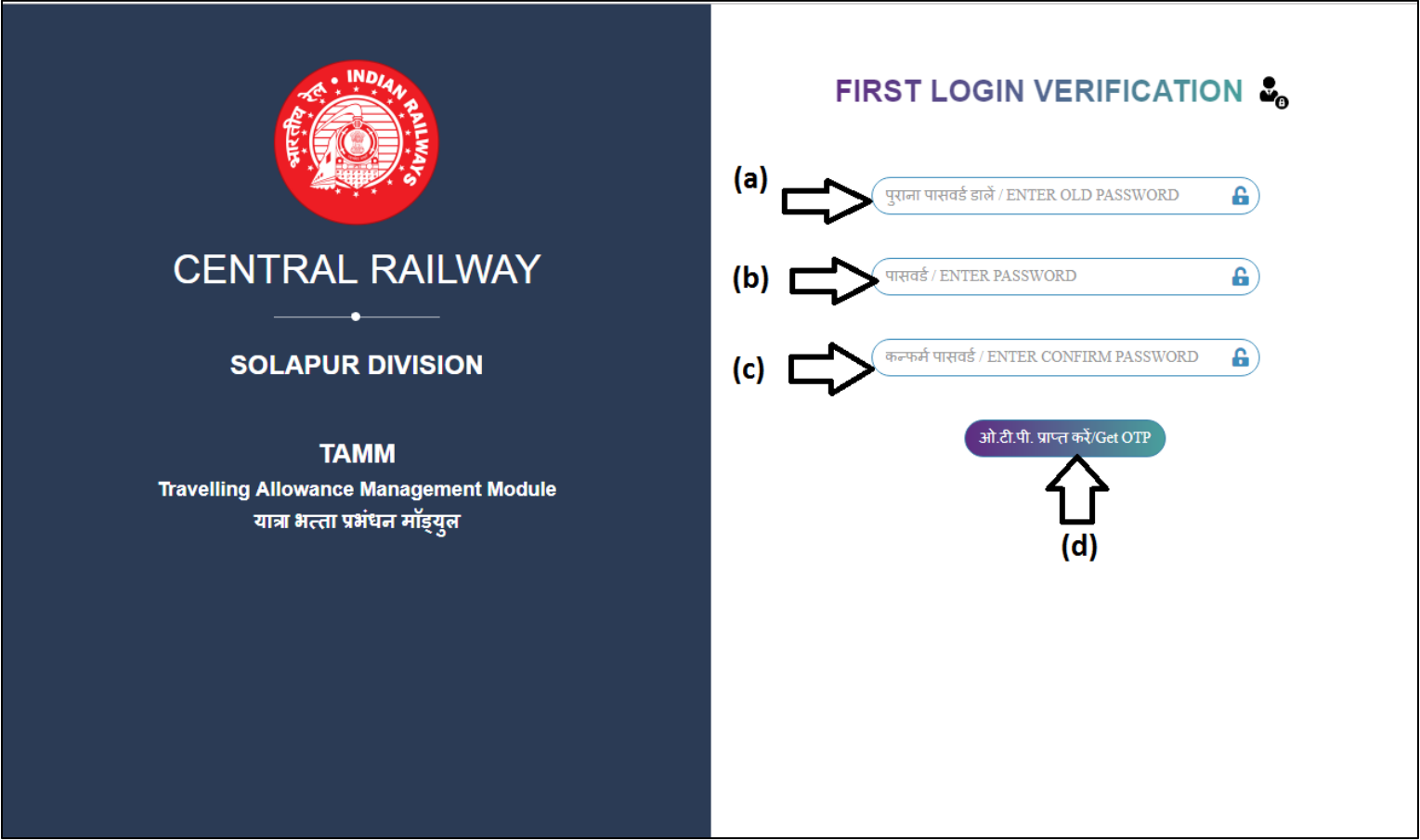
(Fig-1.1)



The image shows a login interface for the Central Railway Solapur Division Tamm (Travelling Allowance Management Module). The left side has a dark blue background with the Indian Railways logo, the text "CENTRAL RAILWAY", "SOLAPUR DIVISION", and "TAMM Travelling Allowance Management Module यात्रा भत्ता प्रबंधन मॉड्यूल". The right side is white and contains a "SIGN IN" header, input fields for "प्रयोगकर्ता का नाम / Username" and "पासवर्ड / Password", a "Forgot Password" link, and buttons for "लॉग इन / Login" and "रजिस्टर / Register". The footer indicates the design and development by SALGEM Infoigy Tech Pvt Ltd 2017-18.

3. Enter your old password (i.e. DOB) (a) new password (b) and confirm password [1.1(c)] and click on **Get OTP** (d).
4. When you click on Get OPT new page will appear on screen. Enter the OTP and click on **Validate OTP** (Fig- B).

(Fig-A)



(Fig- B)

**INDIAN RAILWAYS**  
भारतीय रेल

**CENTRAL RAILWAY**

**SOLAPUR DIVISION**

**TAMM**  
Travelling Allowance Management Module  
यात्रा भत्ता प्रबंधन मॉड्यूल

**FIRST LOGIN VERIFICATION**

(a) ओ.टी.पी. / ENTER OTP

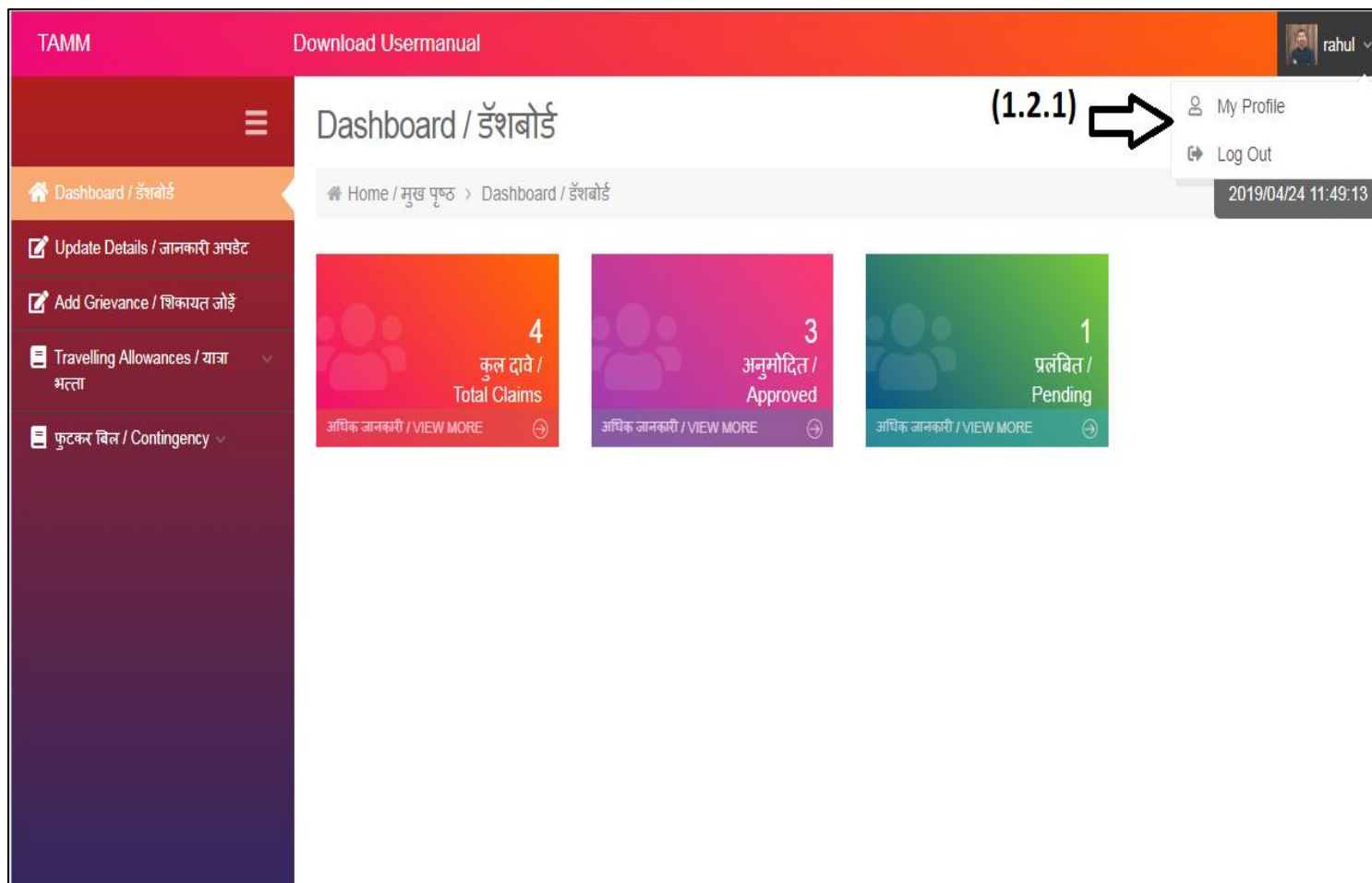
ओ.टी.पी./Validate OTP

वापस/Back

(b)

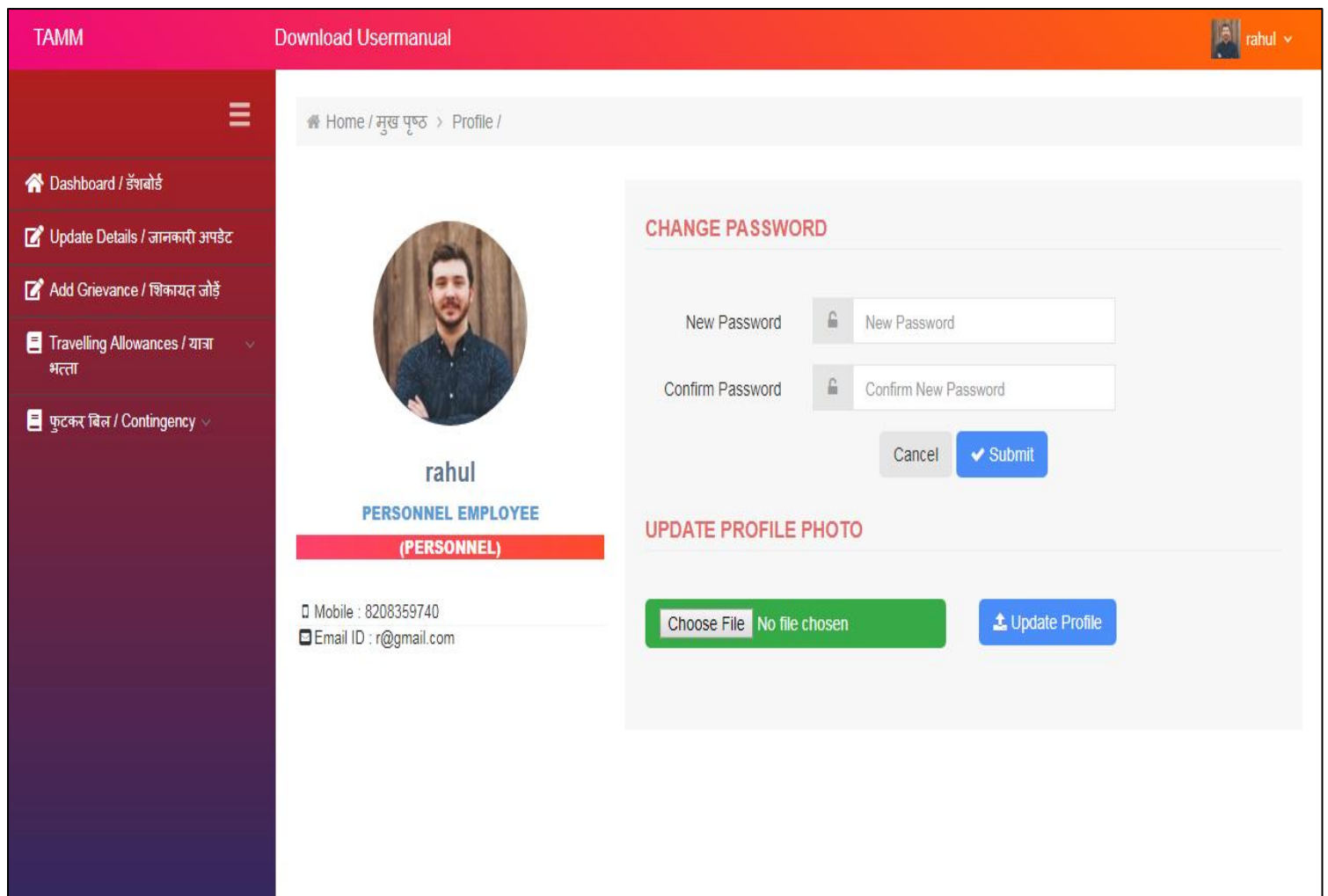
5. After first successful login Dashboard or Home Page will be appeared, user should have changed their password for security purpose. You can change the password by clicking on your name and then My
6. Profile button (fig 1.2.1).
7. Employee may also upload their profile picture from setting.(fig-1.2.2)

(Fig-1.2.1)



(Fig-1.2.2)



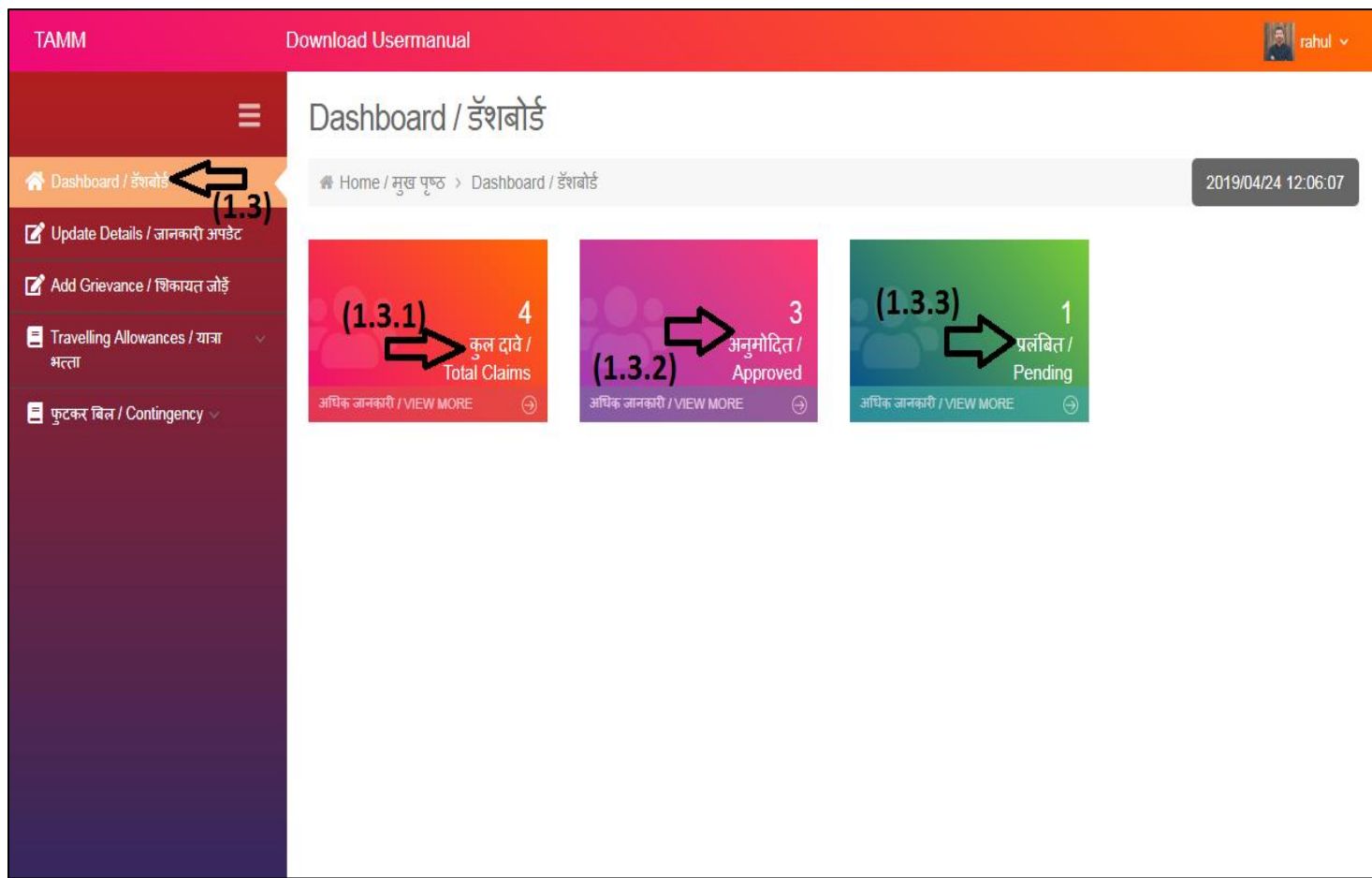


## Dashboard Information:

On the dashboard you will see the (fig 1.3)

1. Claimed TA Count (1.3.1).
2. Approved TA Count (1.3.2).
3. Pending TA Count (1.3.3).

(Fig-1.3)



## Sidebar (fig 1.4)

You can see the sidebar from left side of the dashboard. In Sidebar

1] Travelling Allowance

2] Contingency Menu Lists

are there and within same list submenus are also available.

### 1] Travelling Allowance :( 1.4.1)

#### 1. TA Entry Form.

2. Claimed TA List.
3. Saved TA List.
4. Returned TA List.
5. Track Claim.

### How to claim a TA?

1. To claim TA, login with employee username and password.
2. After successful login select **Travelling Allowance** menu from sidebar and from that menu list select “**TA Entry Form**” (Fig-1.4).
3. Select a month which you want to claim TA with Token or Card Pass.(1.4.1)
4. Select or fill the Date, Journey Type ,Train No, Depart Station, Depart Time, Arrival Station, Arrival Time, Distance and other.(1.4.2)
5. To add a new row click on “**Add Row**” Button.(1.4.3)
6. Give an Objective for claiming TA form.(1.4.4)
7. When your Source Station and Destination Station is same, then “**Submit**” Button will appear. Submit TA by clicking submit Button.(1.5)

(Fig-1.4)



TAMM Download Usermanual rahul

Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़ें

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

निर्वाचित यात्रा भत्ता सूची / Returned TA List

दावा ट्रैक / Track claim

फुटकर बिल / Contingency

यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

For which allowances claimed for

टोकन / कार्ड पास / Token / Card Pass

x March

158

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
12/03/	Trai	12365	On	ATARI	06:2	AMB A	10:2	Distanc	Percentag	Amou
12/03/	Trai	12110	On	AMB A	14:4	ATARI	18:5	Distanc	100%	500

Objective उद्देश्य

meeting

(1.5)

→

जमा करें / Submit

To see the Submitted TA list click on “**Saved TA List**” (fig-1.6) in travelling allowance menu from sidebar. And from Saved TA List click on **Show Button** (1.6.1) it will show the claimed TA details.

(Fig-1.6)

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### दावा न किए गए यात्रा भत्ता / Saved TA

Copy Excel CSV PDF Search:

संदर्भ संख्या / Reference No.	साल / Year	माह / Month	दूरी / Distance	राशि / Amount	लागू तिथि / Applied Date	कार्य / Action
123123/2019/608725	2019	3		500	22/04/2019 06:15:22	Show

Showing 1 to 1 of 1 entries

Previous 1 Next

(1.6)

(1.6.1)

## How to Update or Delete TA?

- 1 All Submitted TA list you can see in the **“Saved TA List”**. Select Saved TA list in travelling allowance from sidebar. From saved TA List click on Show Button it will show the Saved TA details.(fig-1.7)
- 2 You may Update, Delete TA and add contingency by clicking respective buttons. (1.7.1).

- 3 By clicking **Update** button a new page will get open with previous filled data, after modifying your TA click on Submit Button.(fig-1.7)
- 4 To Delete TA click on **Delete** button.
- 5 To add contingency click on **Add Conti.**

(Fig-1.7)

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Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़ें

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

निर्वाचित यात्रा भत्ता सूची / Returned TA List

दावा ट्रैक / Track claim

फुटकर बिल / Contingency

दावा न किए गए यात्रा भत्ता विवरण / Saved TA Details

Back

Train No.	Journey Purpose	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim	Objective	Action
12323	On Duty	sur	11:11	pune	21:00			(1.7.1) werwerwer	Update
12121	On Duty	pune	22:00	sur	23:44	500	100%		Delete
									Add Conti.

Summary

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

(1.7.2)ForwardAdd More TA(1.7.3)Print(1.7.4)

## 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. (1.7.3).
3. A new page will get opened. Fill your TA and click on Submit Button.

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Version 1.0

Page 16



(Fig-1.8)

(Fig-1.7)

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Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़ें

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

निर्वाचित यात्रा भत्ता सूची / Returned TA List

दावा ट्रैक / Track claim

फुटकर बिल / Contingency

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
12323	On Duty	sur	11:11	pune	21:00			werwerwer	Update
12121	On Duty	pune	22:00	sur	23:44	500	100%		Delete
									Add Conti.

Summary

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

(1.7.2)

Forward

(1.7.3)

Add More TA


(1.7.4)

Print

(Fig-1.8)

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Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़ें

Travelling Allowances / यात्रा भत्ता

फुटकर बिल / Contingency

यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

Back

For which allowances claimed for

टोकन / कार्ड पास / Token / Card Pass

March / 2019

123

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
17/04/	Trai	12345	On	ATARI/	06:20	AMB A	11:30	Distance	Percentage	Amount
17/04/	Trai	12453	On	AMB A	13:00	ATARI/	18:20	Distance	70%	350

Objective उद्देश्य

जमा करें / Submit

## How to Forward TA?

- 1 If TA is properly filled with required details then you can forward TA to SO (CI) by clicking **“Forward”** Button.(1.7.2)

- 2 A new page will get opened select the SO (CI) from drop down list (1.9.1) and click on **“Forward”** Button (1.9.2) to forward TA. (Fig-1.9).

(Fig-1.7)

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Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़े

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

निर्वाचित यात्रा भत्ता सूची / Returned TA List

दावा ट्रैक / Track claim

फुटकर बिल / Contingency

दावा न किए गए यात्रा भत्ता विवरण / Saved TA Details

Back

Train No.	Journey Purpose	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim	Objective	Action
12323	On Duty	sur	11:11	pune	21:00			(1.7.1) werwerwe	Update
12121	On Duty	pune	22:00	sur	23:44	500	100%		Delete
									Add Conti.

Summary

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

(1.7.2)

Forward

(1.7.3)

Add More TA

(1.7.4)

Print

(Fig-1.9)

The screenshot displays the Tamm Dashboard interface. The top navigation bar is orange and contains the text 'TAMM' and 'Download Usermanual'. The user's profile 'rahul' is visible in the top right corner. The left sidebar is dark red and lists various menu items: 'Dashboard / डॅशबोर्ड', 'Update Details / जानकारी अपडेट', 'Add Grievance / शिकायत जोड़ें', 'Travelling Allowances / यात्रा भत्ता', and 'फुटकर बिल / Contingency'. The main content area is white and titled 'Dashboard / डॅशबोर्ड'. It shows a breadcrumb trail 'Home / मुख पृष्ठ > Dashboard / डॅशबोर्ड' and a timestamp '2019/04/24 13:44:38'. The 'Forwarding TA' form is highlighted with a blue header. It contains a 'Select Controlling Incharge' section with a dropdown menu labeled 'Select CI'. A black arrow labeled '(1.9.1)' points to this dropdown. Below the dropdown is a blue button labeled '✓ प्रस्तुत करे / Submit', with a black arrow labeled '(1.9.2)' pointing to it. A red 'Back' button is located in the top right corner of the form area.

## Claimed TA List:

1. Forwarded TA list you can see in the “**Claimed TA List**”.(Fig-2.0)
2. To see the details of claimed TA click on **claimed TA** from travelling allowance menu in sidebar.
3. You can see the list of all claimed TA, to view Particular TA click on **Show** button.(2.0.1)

(Fig-2.0)

The screenshot displays the Tamm portal interface. The top navigation bar includes 'TAMM' and 'Download Usermanual'. The sidebar on the left contains a menu with the following items: Dashboard / डैशबोर्ड, Update Details / जानकारी अपडेट, Add Grievance / शिकायत जोड़ें, Travelling Allowances / यात्रा भत्ता (expanded), यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form, दावा किए गए यात्रा भत्ता सूची / Claimed TA List (highlighted with an arrow and labeled '(2.0)'), दावा न किए गए यात्रा भत्ता सूची / Saved TA List, निर्वचित यात्रा भत्ता सूची / Returned TA List, दावा ट्रैक / Track claim, and फुटकर बिल / Contingency. The main content area is titled 'दावा किए गए यात्रा भत्ता / Claimed TA'. It features a search bar and buttons for 'Copy', 'Excel', 'CSV', and 'PDF'. Below these is a table with the following columns: संदर्भ संख्या / Reference No., साल / Year, माह / Month, दूरी / Distance, राशि / Amount, लागू तिथि / Applied Date, and कार्य / Action. The table contains 4 entries. The first entry is highlighted, and an arrow labeled '(2.0.1)' points to its 'Show' button. The table footer shows 'Showing 1 to 4 of 4 entries' and navigation buttons for 'Previous', '1', and 'Next'.

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	Show
123123/2019/794726	2019	3		1350	17/04/2019 06:43:44	Show
123123/2019/820482	2019	2	0	1000	11/04/2019 06:38:16	Show
123123/2019/993067	2019	3	0	150	13/04/2019 05:56:59	Show

4. When you click on show button a new page will get displayed (2.1).  
On that page you can see the details of the claimed TA.
5. If you want to get back the TA click on **Get Back** button (2.1.1)

- Also to get the TA track click on **Track** button (2.1.2) and to get the print of TA click on **Print** button (2.1.3).

(Fig- 2.1)

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Dashboard / डैशबोर्ड

Update Details / जानकारी अपडेट

Add Grievance / शिकायत जोड़ें

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

निर्वाचित यात्रा भत्ता सूची / Returned TA List

दावा ट्रैक / Track claim

फुटकर बिल / Contingency

Claimed TA Details

Back

Key	Train No.	Journey Purpose	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim	Objective	Action
	12116	On Duty	SOLAPUR	22:45			150	30%	for meeting	No Contingency Attached.
	12116	On Duty			csmt	06:50				
	12115	On Duty	csmt	22:40			150	30%		
	12115	On Duty			SOLAPUR	05:00	150	30%		

Summary

Percent	Count	Total
100%	0	0
70%	0	0
30%	3	450
	<b>Total</b>	<b>450</b>

(2.1.1)

Get Back

(2.1.2)

Track

(2.1.3)

Print

## Returned TA List:

- TA will be come in returned list when any controlling authority rejects the TA.

2. To check the returned TA click on **Returned TA** in travelling allowances Menu from sidebar, it will show the list of returned TA list. (Fig-2.2).

(Fig-2.2)

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Home / मुख पृष्ठ > निर्वाचित यात्रा भत्ता सूची / Returned Claimed TA

सभी निर्वाचित किए गए यात्रा भत्ता / ALL Returned TA

Search:

SR.No	संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दर / Total Rate	Reason	Rejected by	कार्यवाई / Action
No data available in table							

Showing 0 to 0 of 0 entries

< >

निर्वाचित यात्रा भत्ता सूची / Returned TA List (2.2)

दावा ट्रैक / Track claim

फुटकर बिल / Contingency

## How to Track Claim?

1. After successfully claiming TA, you can only View and Track the Claims.
2. To track claimed TA click on the Track Claim (2.3), you will see the list of claimed TA. Click on **Track** Button (2.3.1).
3. TA Track will appear on screen [2.3(A)].

(Fig-2.3)

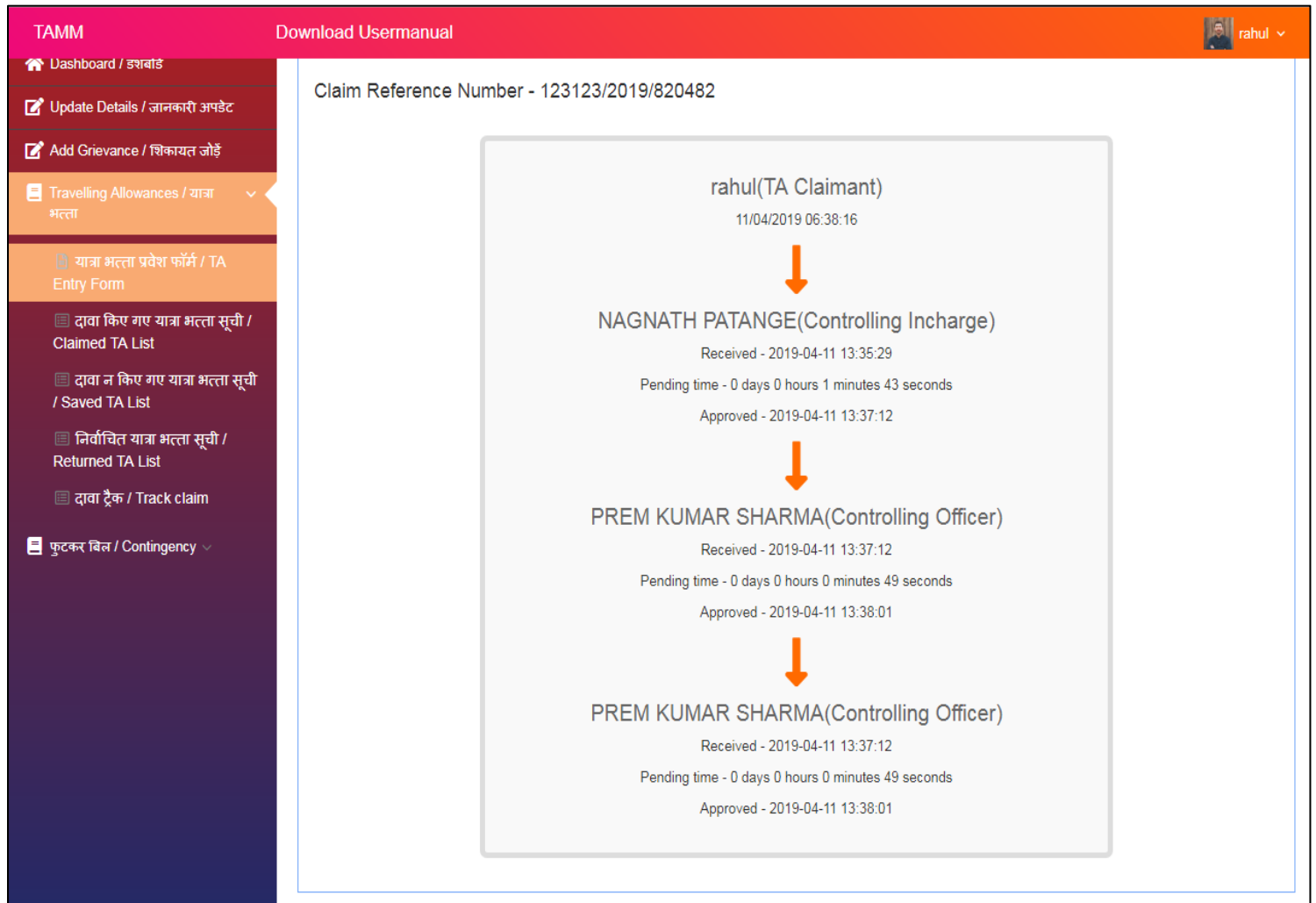
The screenshot displays the Tamm portal interface. The top header includes 'TAMM' and 'Download Usermanual'. The left sidebar contains a menu with the following items: Dashboard / डैशबोर्ड, Update Details / जानकारी अपडेट, Add Grievance / शिकायत जोड़े, Travelling Allowances / यात्रा भत्ता, यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form, दावा किए गए यात्रा भत्ता सूची / Claimed TA List, दावा न किए गए यात्रा भत्ता सूची / Saved TA List, निर्वचित यात्रा भत्ता सूची / Returned TA List, **दावा ट्रैक / Track claim** (labeled 2.3), and फुटकर बिल / Contingency. The main content area is titled 'दावा किए गए यात्रा भत्ता / Claimed TA'. It features a table with the following data:

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	Track
123123/2019/794726	2019	3		1350	17/04/2019 06:43:44	Track
123123/2019/820482	2019	2	0	1000	11/04/2019 06:38:16	Track
123123/2019/993067	2019	3	0	150	13/04/2019 05:56:5	Track

Below the table, it says 'Showing 1 to 4 of 4 entries'. The 'Track' button in the last row is highlighted with a label (2.3.1). The page number '1' is shown in the bottom right corner of the table area.



[Fig- 2.3(A)]



## What is Contingency?

Contingency refers to the money set aside to cover any unforeseen expenses of travel.

## How to claim Contingency?

1. To claim Contingency select **Saved TA** menu from sidebar and from Saved TA List click on **Show** Button it will show the claimed TA details. Click on **Add Conti** to add contingency (Fig-1.7).

(Fig- 1.7)

The screenshot shows the TAMM web application interface. The top navigation bar includes 'TAMM' and 'Download Usermanual'. The left sidebar contains various menu items, with 'Travelling Allowances / यात्रा भत्ता' expanded. The main content area is titled 'दावा न किए गए यात्रा भत्ता विवरण / Saved TA Details'. It features a table with columns: Train No., Journey Purpose, Depart Station, Depart Time, Arrival Station, Arrival Time, Rate, Claim, Objective, and Action. The table contains two rows of data. Below the table is a 'Summary' section with a table showing Percent, Count, and Total. At the bottom right, there are three buttons: 'Forward', 'Add More TA', and 'Print'. Annotations (1.7.1) through (1.7.4) point to specific UI elements: (1.7.1) points to the 'Update' button, (1.7.2) points to the 'Forward' button, (1.7.3) points to the 'Add More TA' button, and (1.7.4) points to the 'Print' button.

Train No.	Journey Purpose	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim	Objective	Action
12323	On Duty	sur	11:11	pune	21:00				(1.7.1) Update
12121	On Duty	pune	22:00	sur	23:44	500	100%	werwerwer	Delete

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

(1.7.2) Forward (1.7.3) Add More TA (1.7.4) Print

2. Select a month and year which you want to claim.(2.4.1)

3. Select or fill the Date, From, To, K.M.S, Rate per KM and Amount.(2.4.2)
4. Give an Objective for claiming TA form.(2.4.3)
5. To add a new row click on “**Add Row**” Button.(2.4.4)
6. After filling click on Submit button (2.4.5).

(Fig- 2.4)

The screenshot shows the 'फुटकर बिल / Contingency Form' interface. On the left is a sidebar with navigation options: Dashboard / डॅशबोर्ड, Update Details / जानकारी अपडेट, Add Grievance / शिकायत जोड़ें, and Travelling Allowances / यात्रा भत्ता. The main form area contains the following elements:

- Header:** फुटकर बिल / Contingency Form
- For which allowances claimed for:** A dropdown menu showing 'x March' with an upward arrow and label (2.4.1).
- Year:** A dropdown menu showing 'Select a Year'.
- Table:** A table with columns: Date, From, To, K.M.S., Rate per KM, and Amount.
 

Date	From	To	K.M.S.	Rate per KM	Amount
12/03/2019	Solapur	Pune	Enter k.m.s.	12	120
- Objective उद्देश्य:** A text input field containing 'conference meeting' with a downward arrow and label (2.4.3).
- Buttons:**
  - 'पंक्ति जोड़े / ADD ROW +' with a downward arrow and label (2.4.4).
  - 'पंक्ति निकालें / Remove Row -'.
  - 'जमा करें / Submit' with a rightward arrow and label (2.4.5).

## Update Details:

1. You can update your information by selecting Update Details from sidebar menu.
2. Fill your details in the Update Employee form(2.5)
3. Click on submit button (2.5)

(Fig – 2.5)

The screenshot shows the 'Update Employee' form in the Tamm portal. The form is organized into a grid of fields. The left sidebar contains navigation options: Dashboard / डैशबोर्ड, Update Details / जानकारी अपडेट (2.5), Add Grievance / शिकायत जोड़ें, and Travelling Allowances / यात्रा भत्ता. The top header shows 'TAMM' and the user's name 'rahul'. The breadcrumb trail is 'Home / मुख पृष्ठ > कर्मचारी को अद्ययावत करें / Update Employee'. The form title is 'कर्मचारी को अद्ययावत करें / Update Employee'. The fields are as follows:

Field Label	Value
बिल युनिट / Bill Unit	1111
पैन नं / PAN No.	0
नाम / Name	rahul
पदनाम / Designation	JUNIOR ENGINEER DESIGN E...
स्टेशन / Station	SOLAPUR
मोबाइल / Mobile	8208359740
ई-मेल / E-Mail	r@gmail.com
वर्ग / Category	0
विभाग / Department	PERSONNEL
डिपो / Depot	solapur office
मूल वेतन / Basic Pay	₹ 1342
ग्रेड पे / Grade Pay	₹ 0
जन्म तारीख / Birth Date	02/28/1997
नियुक्ति की तारीख / Appointment Date	03/31/2019
स्तर / Level	2

At the bottom right, there is a blue button labeled '✓ प्रस्तुत करें / Submit' with a red arrow pointing to it and the label '(2.5.1)'.

## How to add Grievance?

1. To add grievance select **Add Grievance** from sidebar menu (2.6).
2. Add title (2.6.1), description (2.6.2) and attach document (2.9.3) in the grievance form.
3. Click on **submit** button to submit grievance (2.6.4).

Fig (2.6)

Home / मुख पृष्ठ > शिकायत जोड़ें / Add Grievance

### शिकायत जोड़ें / Add Grievance

शीर्षक / Title:  (2.6.1)

विवरण / Description:  (2.6.2)

दस्तावेज़ संलग्न करें / Attach Document:  No file chosen (2.6.3)

(2.6.4)

### शिकायत / Grievance

Search:

अनु क्रमांक ID	शीर्षक Title	विवरण Description	दस्तावेज़ संलग्न Attached Doc	टीका Remark	रचना दिनांक Created Date	अद्यतन दिनांक Updated Date	Status
No data available in table							

Showing 0 to 0 of 0 entries

### Forgot Password:

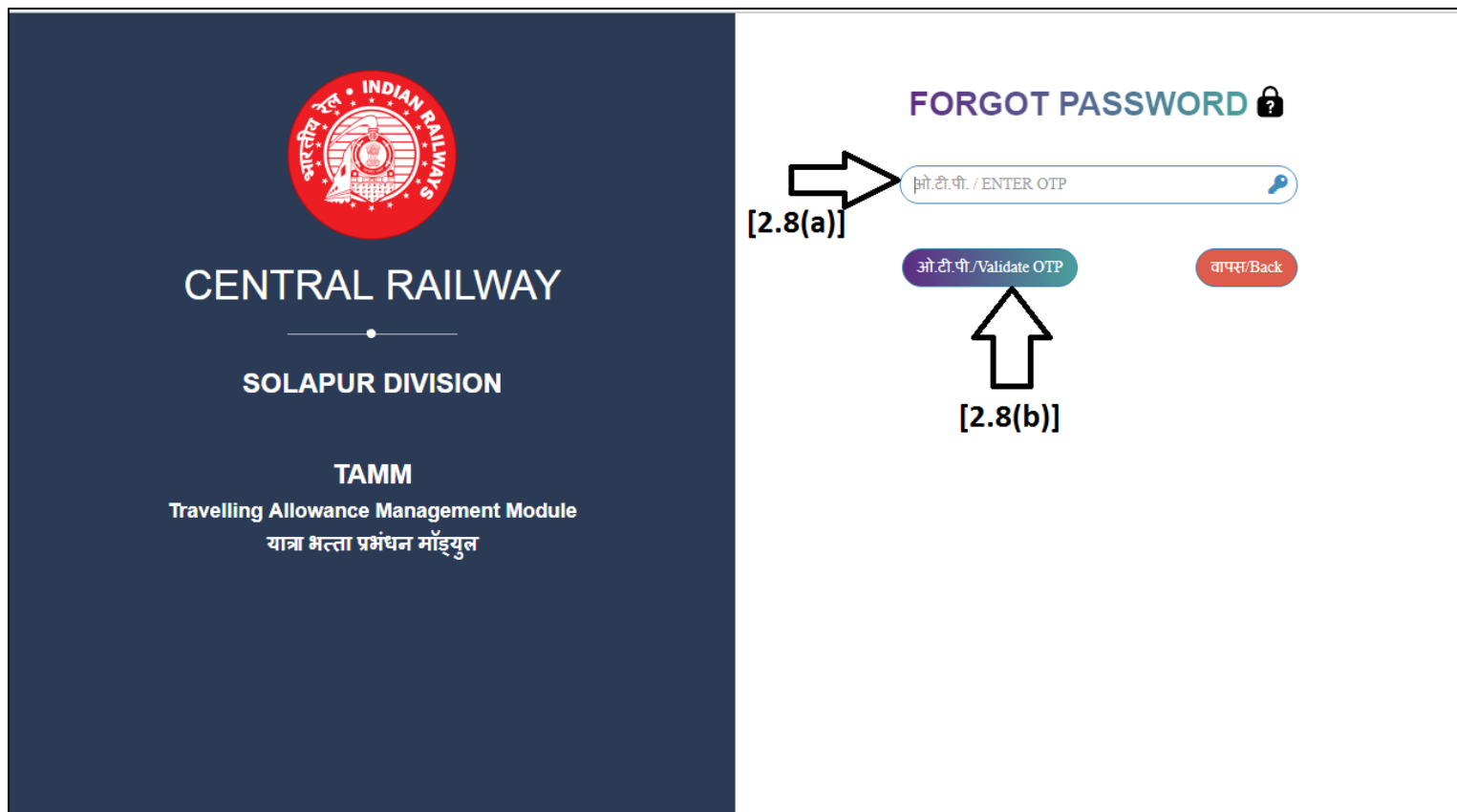
1. You can recover the password by entering the PF No/Emp. No.[2.7(a)]
2. Click on **Get OTP** [2.7(b)], the One Time Password will receive to register mobile number.

(Fig- 2.7)

The screenshot shows the 'FORGOT PASSWORD' screen. On the left is a dark blue sidebar with the Indian Railways logo, 'CENTRAL RAILWAY', 'SOLAPUR DIVISION', and 'TAMM Travelling Allowance Management Module' in Hindi. The main area is white and contains the title 'FORGOT PASSWORD' with a lock icon. Below the title is a text input field labeled 'पीएफ नंबर / PF NUMBER' with a blue eye icon. An arrow labeled '[2.7(a)]' points to this field. Below the field are two buttons: a purple 'ओ.टी.पी./Get-OTP' button and a red 'रद्द करना/Cancel' button. An arrow labeled '[2.7(b)]' points to the 'ओ.टी.पी./Get-OTP' button.

3. Enter the OTP and click on **validate OTP**[2.8(a)]

(Fig- 2.8)



4. Enter the new password [2.9(a)], enter confirm password [2.9(b)].

5. Click on **change password** [2.9(c)]

(Fig- 2.9)

The screenshot displays the login interface for the Tamm (Travelling Allowance Management Module) system. On the left, a dark blue sidebar contains the Indian Railways logo, the text "CENTRAL RAILWAY", "SOLAPUR DIVISION", and "TAMM Travelling Allowance Management Module" in both English and Marathi. The main area on the right is white and titled "FORGOT PASSWORD" with a lock icon. It contains two input fields: "पासवर्ड / ENTER PASSWORD" and "कन्फर्म पासवर्ड / ENTER CONFIRM PASSWORD", both with lock icons. Below these fields is a green button labeled "पासवर्ड बदलें/Change Password". Arrows and labels indicate the steps: [2.9(a)] points to the first input field, [2.9(b)] points to the second input field, and [2.9(c)] points to the "Change Password" button.

## TA Claim Rules and Regulation:



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

### **TA Track:**

