CENTRAL RAILWAY

SOLAPUR DIVISION

RailSathi

Travelling Allowances Management Module

[TAMM]

Controlling Incharge 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:

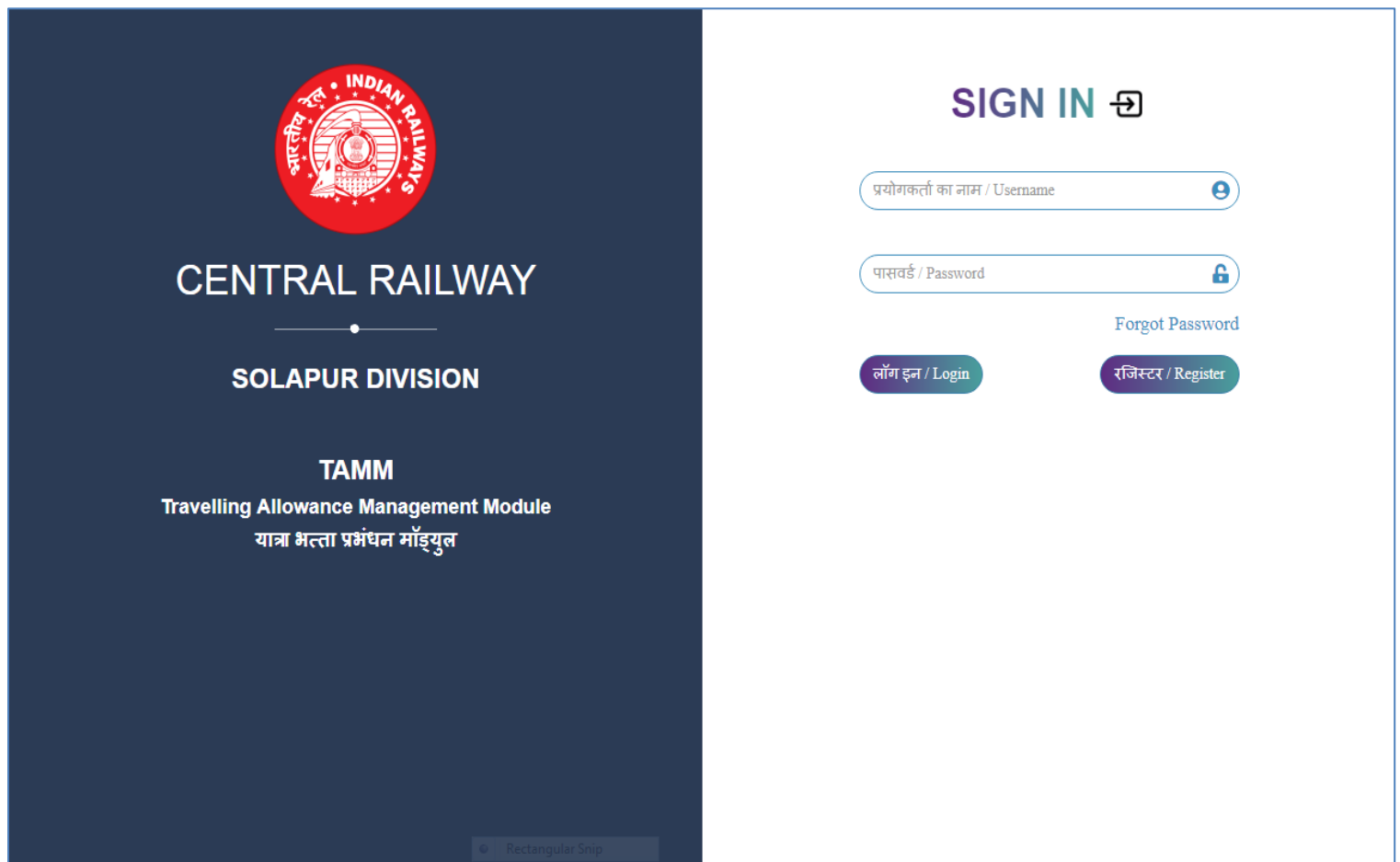Website: http://drmpsur-hrms.in/new_eta

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 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)

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)
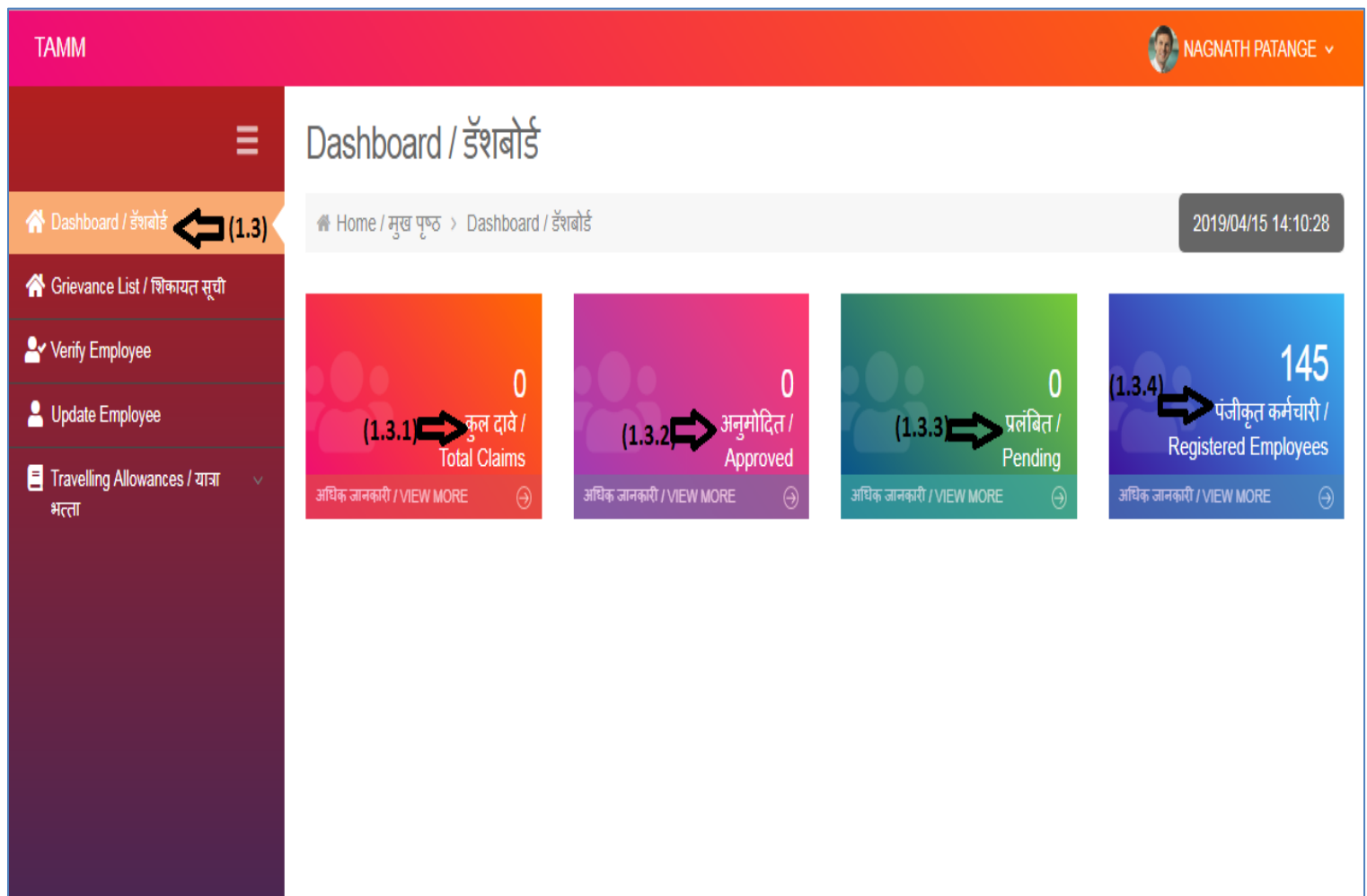
Sidebar:

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)
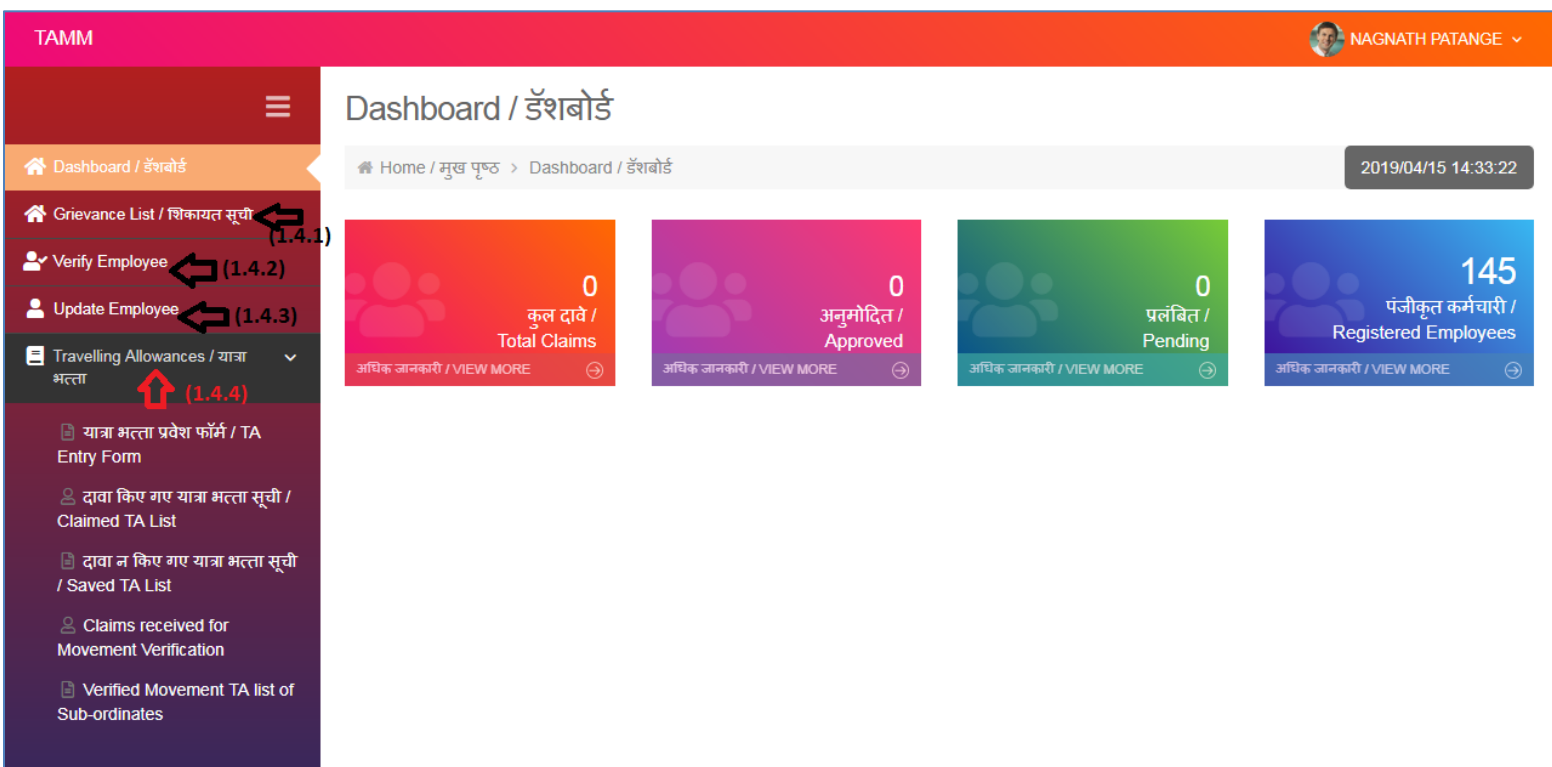
Grievance List:

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

(Fig – 1.5)

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)

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)

(Fig- 1.8)

Employee Data : rahul

बिल युनिट / Bill Unit
1111

पैन नं / PAN No.
0

नाम / Name
rahul

पदनाम / Designation
JUNIOR ENGINEER DESIGN

स्टेशन / Station
SOLAPUR

मोबाइल / Mobile
8208359740

ई -मेल / E-Mail
polar@gmail.com

वर्ग / Category
0

विभाग / Department
PERSONNEL

डिपो / Depot
solapur office

मूल वेतन / Basic Pay
1342

ग्रेड पे / Grade Pay
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)
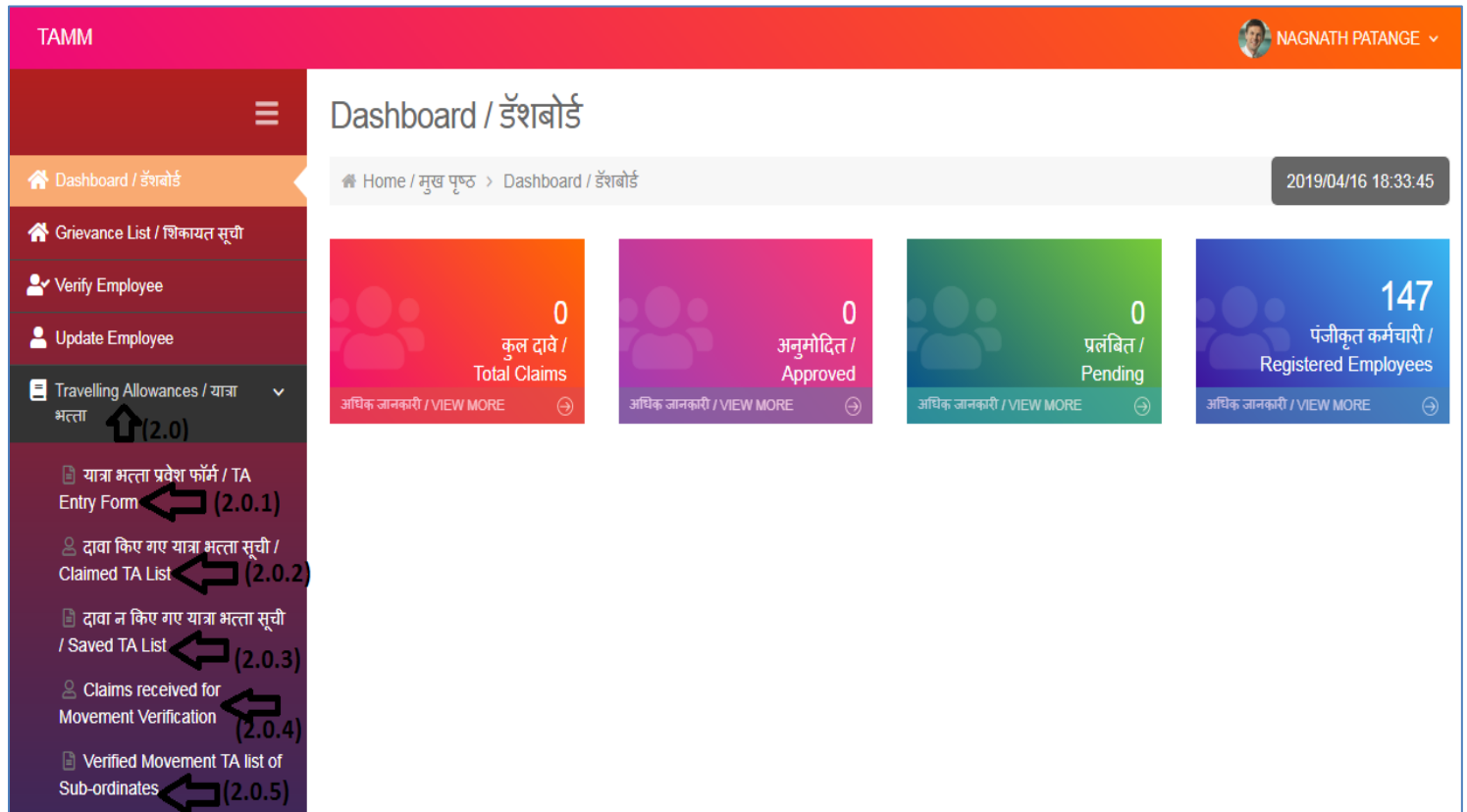
How to claim a TA?

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)

NAGNATH PATANGE ∨

- 🏠 Dashboard / डॅशबोर्ड
- 🏠 Grievance List / शिकायत सूची
- 👤✔ Verify Employee
- 👤 Update Employee
- 📒 Travelling Allowances / यात्रा भत्ता ∨ **(2.1)**
  - 📄 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

📒 यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form

For which allowances claimed for

टोकन / कार्ड पास / Token / Card Pass

× March **(2.1.1)**

355

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 दुरी	Percentage प्रतिशत	Amount राशि
06/0	Tra ▾	456₹	O ▾	SOL	06:00	PUN	10:00	Distan(	100%	800

(2.1.2) ⇨

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 दुरी	Percentage प्रतिशत	Amount राशि
06/0	Tra ▾	1121	O ▾	PUN	06:00	SOL	10:00	Distan(	70%	560

Objective उद्देश्य

meeting G

(2.1.3)

(2.1.4) ⇨ जमा करें / Submit

(Fig- 2.2)

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)

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
123123/2019/820482	2019	2	0	1000	11/04/2019 06:38:16	Show

दावा किए गए यात्रा भत्ता / Claimed TA

Copy   Excel   CSV   PDF   Search:

(2.4.1)

Showing 1 to 2 of 2 entries   Previous   1   Next

(Fig-2.3)

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	Show
123123/2019/993067	2019	3	0	150	13/04/2019 05:56:59 (2.3.1)	Show

Showing 1 to 2 of 2 entries

Previous 1 Next

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)

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)
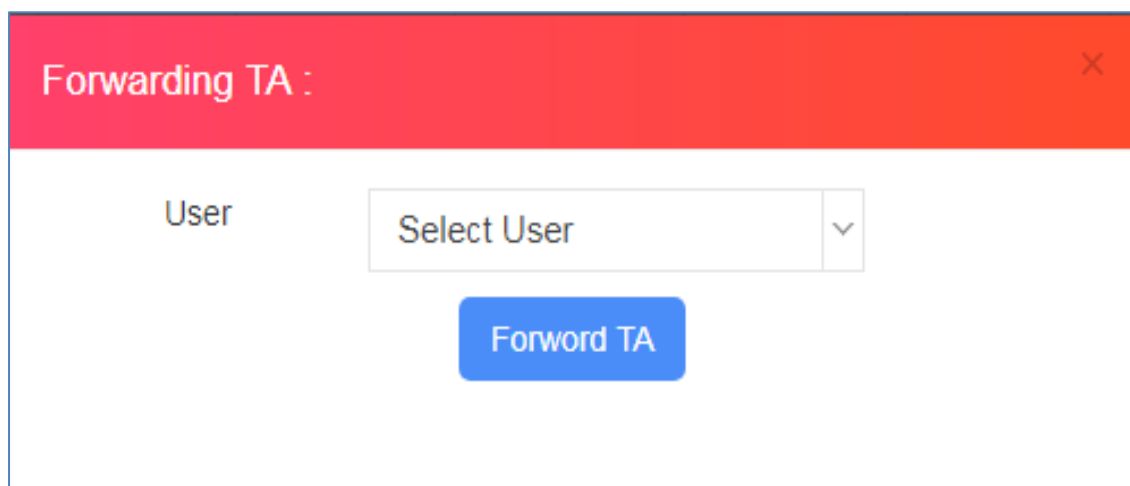
How to Forward TA?

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)

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)

(Fig- 2.9)

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)   (2.9.2)

Forword   Print   Reject

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)

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.