

User Manual

Travelling Allowances Management Module

[TAMM]



Salgem Infoigy Tech PVT. LTD.

Solapur.

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: www.irtamm.in

Android Play Store:

www.play.google.com/store/apps/details?id=com.infoigy.dishank.tamm

Steps to fill Particular TA:

1. On visiting irtamm.in 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 by default 123 (see fig-1.1).
E.g. Username: 04027399, Password: 123

(fig-1.1)



The screenshot displays the login interface of the Tamm (Travelling Allowance Management Module) application. The left side features a dark blue header with the Central Railway logo, the text 'CENTRAL RAILWAY', 'SOLAPUR DIVISION', and 'TAMM Travelling Allowance Management Module' in both English and Marathi. The right side is a white login form with a 'SIGN IN' button at the top. Below it are two input fields: the first contains the username '04027399' and the second is empty. A 'Forgot password' link is positioned to the right of the password field. At the bottom of the form is a 'लॉग इन / Login' button. The footer of the page states 'Design and Developed by SALGEM Infoigy Tech Pvt Ltd 2017-18'.

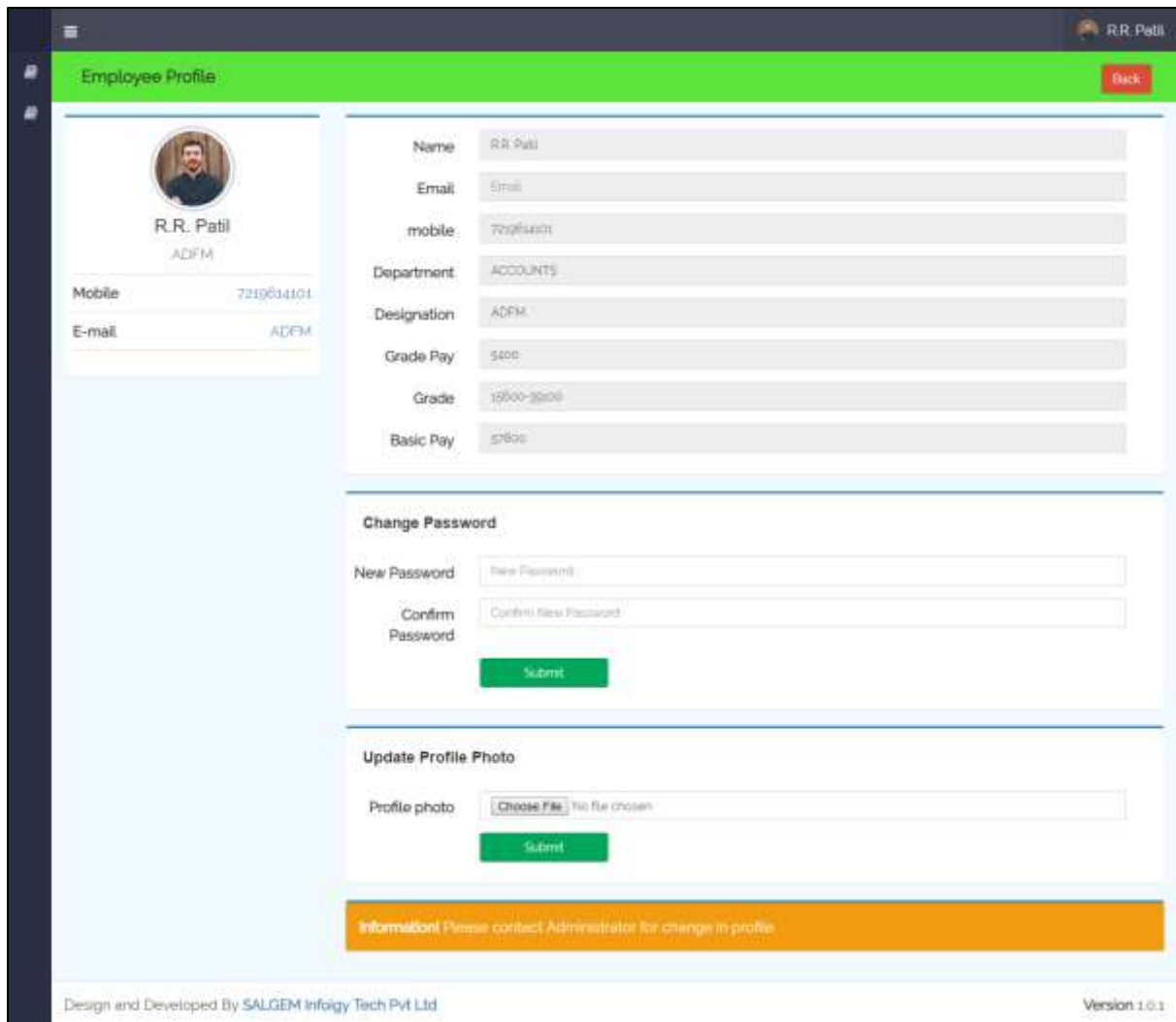
2. After first successful login Dashboard or Home Page will be appear, user should have changed their password for security purpose. You can change the password by clicking on your name and then profile button (fig 1.2.1).
3. Employee has get to know whether his/her mobile no. is available or not if doesn't have mobile no. then he/she can update from profile setting. So far further transition OTP will receive on that mobile no.(fig-1.2.2)
4. Employee may also upload their profile picture from setting.(fig-1.2.2)

(fig-1.2.1)

The screenshot displays the Tamm Dashboard interface. On the left is a dark sidebar with navigation links: 'डेवबोर्ड / Dashboard', 'यात्रा भत्ता / Travelling Allowances', and 'कुटकर बिल / Contingency'. The main content area has a green header 'Dashboard Control panel'. Below this are three summary cards: 'कुल दावे / Total Claims' with a value of 16, 'अनुमोदित / Approved' with a value of 16, and 'प्रलेखित' with a value of 0. A user profile card on the right shows a photo of R.R. Patil and buttons for 'Profile' and 'Sign out'. Below the summary cards is a section titled 'पिछले माह में दावा किए गए यात्रा भत्ता सूची / Last month claimed TA list'. It includes a search bar and a table with columns for 'संदर्भ / Reference', 'वर्ष / Year', 'माह / Month', 'कुल दूरी / Total Distance', 'कुल दर / Total Rate', and 'कार्रवाई / Action'. The table contains three entries for July 2018. At the bottom, it says 'Showing 1 to 3 of 3 entries' with 'Previous' and 'Next' navigation links.

संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	कार्रवाई / Action
50820141219/2018/344714	2018	7	0	900	Show
50820141219/2018/500003	2018	7	0	1800	Show
50820141219/2018/959476	2018	7	0	1170	Show

(fig-1.2.2)



The image shows a web application interface for an 'Employee Profile'. At the top, there is a green header bar with the text 'Employee Profile' and a red 'Back' button. Below the header, the profile information is displayed in two columns. The left column contains a profile picture of a man, the name 'R.R. Patil', the designation 'ADFM', and fields for 'Mobile' (7219634101) and 'E-mail' (ADFM). The right column contains fields for 'Name' (R.R. Patil), 'Email', 'mobile' (7219634101), 'Department' (ACCOUNTS), 'Designation' (ADFM), 'Grade Pay' (5400), 'Grade' (19500-29500), and 'Basic Pay' (57800). Below these fields, there are two sections: 'Change Password' and 'Update Profile Photo'. The 'Change Password' section has fields for 'New Password' and 'Confirm Password', and a green 'Submit' button. The 'Update Profile Photo' section has a 'Profile photo' field with a 'Choose File' button and a green 'Submit' button. At the bottom, there is an orange banner with the text 'Information! Please contact Administrator for change in profile.' and a footer with the text 'Design and Developed By SALGEM Infoagy Tech Pvt Ltd.' and 'Version 1.0.1'.

Name	R.R. Patil
Email	
mobile	7219634101
Department	ACCOUNTS
Designation	ADFM
Grade Pay	5400
Grade	19500-29500
Basic Pay	57800

Change Password

New Password:

Confirm Password:

Update Profile Photo

Profile photo: No file chosen

Information! Please contact Administrator for change in profile.

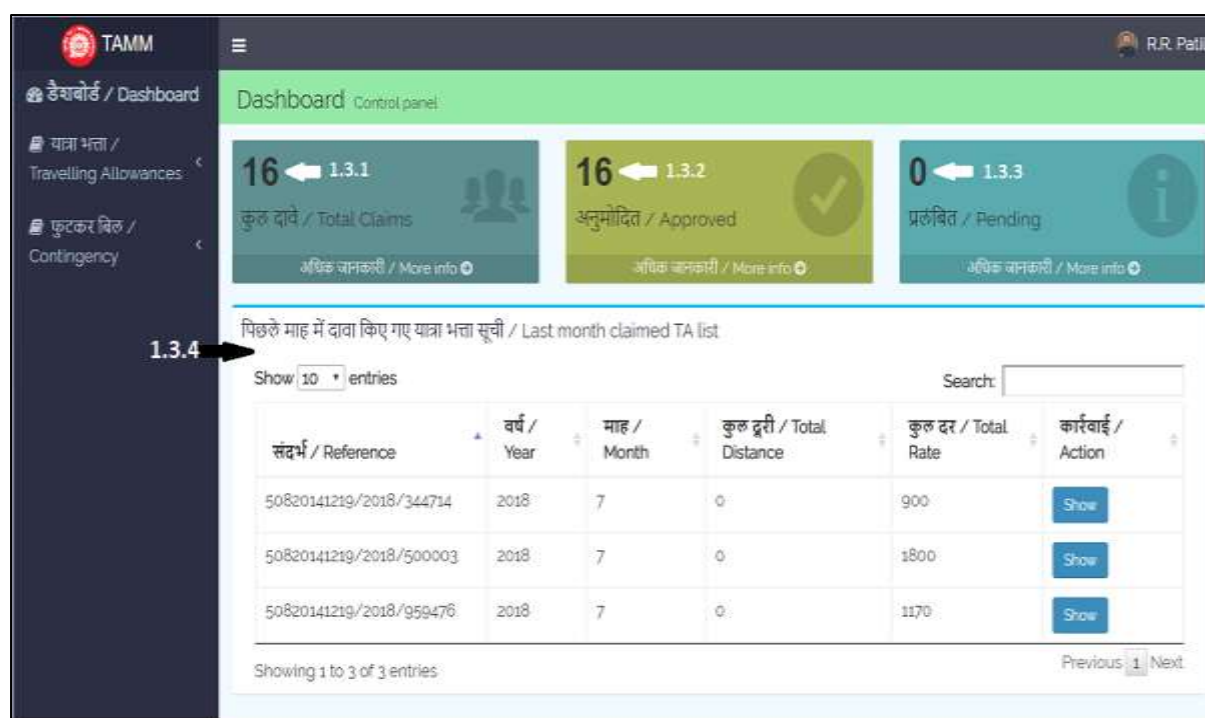
Design and Developed By SALGEM Infoagy Tech Pvt Ltd. Version 1.0.1

Dashboard Information:

On the dashboard you will see the (fig 3.1)

1. Claimed TA Count (3.1.1).
2. Approved TA Count (3.1.2).
3. Pending TA Count (3.1.3).
4. Last Month Claimed TA List (3.1.4).

(fig-3.1)



Sidebar (fig 1.4)

You can see the sidebar from left side of the dashboard. In Sidebar Travelling Allowance and Contingency Menu List are there and within same list submenus are also available.

Travelling Allowance :(1.4.1)

1. TA Entry Form.
2. Claimed TA List.
3. Unclaimed TA List.
4. Returned TA List.
5. Claim TA Track.

Contingency :(1.4.2)

1. Contingency Form.
2. Claimed Contingency List.
3. Unclaimed Contingency List.

(fig-1.4)

The screenshot shows the Tamm Dashboard interface. The top header includes the Tamm logo, a user profile icon for R.R. Patil, and a hamburger menu icon. The main navigation sidebar on the left lists various options: Dashboard, Travelling Allowances (with a dropdown arrow), Claimed TA List, Unclaimed TA List, Returned TA List, Track claim, Contingency (with a dropdown arrow), Contingency Form, Claimed Contingency List, and Unclaimed Contingency List. The main content area displays three summary cards: 'Total Claims' (14.1), 'Approved' (16), and 'Pending' (0). Below these is a section titled 'Last month claimed TA list' with a table showing three entries. The table has columns for Reference, Year, Month, Total Distance, Total Rate, and Action. The first entry has a reference of 50820141219/2018/344714, year 2018, month 7, distance 0, and rate 900. The second entry has a reference of 50820141219/2018/500003, year 2018, month 7, distance 0, and rate 1800. The third entry has a reference of 50820141219/2018/959476, year 2018, month 7, distance 0, and rate 1170. Each entry has a 'Show' button. The table is paginated, showing 1 to 3 of 3 entries.

1.4.1

1.4.2

संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	कार्रवाई / Action
50820141219/2018/344714	2018	7	0	900	Show
50820141219/2018/500003	2018	7	0	1800	Show
50820141219/2018/959476	2018	7	0	1170	Show

Showing 1 to 3 of 3 entries

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-1.5).
3. Select a month which you want to claim TA with Token or Card Pass.(1.5.1)
4. Select or fill the Date, Train No, Depart Station, Depart Time, Arrival Station, Arrival Time, Distance, Journey Type and other.(1.5.2)
5. Give an Objective for claiming TA form.(1.5.3)
6. To add a new row click on **"Add Row"** Button.(1.5.4)
7. When your Source Station and Destination Station is same, then **"Submit"** Button will appear and submit TA by clicking submit Button.(1.5.5)

(fig-1.5)

For which allowances Claimed for:

टोकन / कार्ड पास / Token / Card Pass:

दिनांक / Date	गाड़ी नं. / Train no.	प्रस्थान स्टेशन / Depart Station	प्रस्थान समय / Depart Time	आगमन स्टेशन / Arr. Station	आगमन समय / Arr. Time	दूरी / Distance	यात्रा प्रकार / JType	अन्य / Other	उद्देश / Objective
03/11/2018	12312	SOLAPUR	06:30	PUNE	10:30	264	Train	None	Head Quarter Meeting
03/11/2018	12546	PUNE	14:00	MUMBAI	17:00	150	Train	None	
03/12/2018	56262	MUMBAI	10:00	SOLAPUR	15:00	410	Train	None	

Buttons: Add Row (1.5.4), Submit (1.5.5)

The Submitted TA will display in the “**Unclaimed TA List**” (fig-1.6) and from Unclaimed TA List click on **Show Button** (1.6.1) it will show the claimed TA details.

(Fig-1.6)

दावा न किए गए यात्रा भत्ता / Unclaimed TA

यात्रा भत्ता के सभी दावे / ALL Claimed TA

Show entries

Search:

संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	कार्रवाई / Action
50820141219/2017/758619	2017	11.12	0	270	दर्शा जाय / Show (1.6.1)
50820141219/2018/485301	2018	7	824	1800	दर्शा जाय / Show

Showing 1 to 2 of 2 entries

Previous Next

How to Update or Delete TA?

- 1 All Submitted TA will display in the “**Unclaimed TA List**” and from Unclaimed TA List click on Show Button it will show the claimed TA details.(fig-1.7)
- 2 You may Update and Delete TA by clicking respective buttons. (1.7.1).
- 3 By clicking **Update** button a popup will be open with previous filled data, after modifying your TA click on Submit Button.(fig-1.8)
- 4 To Delete TA click on **Delete** button.

(fig-1.7)

Claimed TA Details

Cardpass / Token	Date	Train no.	Depart Station	Depart Time	Arrival Station	Arrival Time	Rate	Claim %	Objective	Action (1.7.1)
	30/11/2017	12116	SUR	22:45:00			270	30%	MEETING WITH PFA AT HQ	<div>Update</div> <div>Delete</div> <div>Add Contingency</div>
	01/12/2017	12116			CSMT	06:50:00				
	01/12/2017	12115	CSMT	22:45:00			0	0%		
	02/12/2017	12115			SUR	06:50:00	0	30%		
							TOTAL	270		

Summary

Percent	Count		Total
0%	1	*	0
30%	2	*	270
		Total	270

(1.7.3) [Forward](#) [Add More](#) [Print](#) (1.7.2)

(fig-1.8)

Update Claim TA Details

For which allowances Claimed for : November, December, - 2017

Token / Card Pass

[Add flow](#)

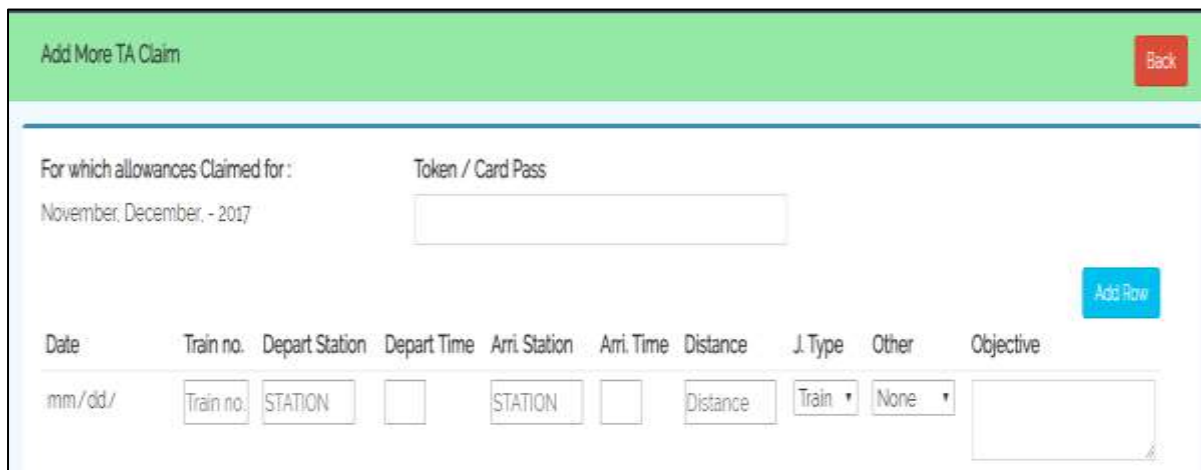
Date	Train no.	Depart Station	Depart Time	Arri. Station	Arri. Time	Distance	J. Type	Other	Objective
11/30/20	12116	SUR	22:45	STATION		Distance	Train	None	MEETING WITH PFA AT HQ
12/01/20	12116	STATION		CSMT	06:50	Distance	Train	None	
12/01/20	12115	CSMT	22:45	STATION		Distance	Train	None	
12/02/20	12115	STATION		SUR	06:50	Distance	Train	None	

[Submit](#)

How to Add Multiple TA?

1. From the Unclaimed TA list you can add multiple TA.
2. If you want add multiple TA for the same month click on” **Add More**” Button. (1.7.2).
3. Popup will be open filled your TA and click on Submit Button.(Fig-1.9)

(fig-1.9)




The screenshot shows a web form titled "Add More TA Claim" with a green header bar. In the top right corner of the header is a red "Back" button. Below the header, there are two input fields: "For which allowances Claimed for:" with the text "November, December, - 2017" and "Token / Card Pass" with an empty text box. To the right of these fields is a blue "Add Row" button. Below these fields is a table with the following columns: Date, Train no., Depart Station, Depart Time, Arri. Station, Arri. Time, Distance, J. Type, Other, and Objective. The "Date" column has a placeholder "mm/dd/". The "Train no." column has a placeholder "Train no.". The "Depart Station" and "Arri. Station" columns have a placeholder "STATION". The "Depart Time" and "Arri. Time" columns have empty text boxes. The "Distance" column has a placeholder "Distance". The "J. Type" column has a dropdown menu with "Train" selected. The "Other" column has a dropdown menu with "None" selected. The "Objective" column has an empty text box.

How to Forward TA?

- 1 If TA is properly filled with required details then you can forward TA to SO or BO by clicking “**Forward**” Button.(1.7.3)
- 2 The popup will open select the SO and click on “**Forward**” Button to forward TA. (Fig-2.0).

(fig-2.0)

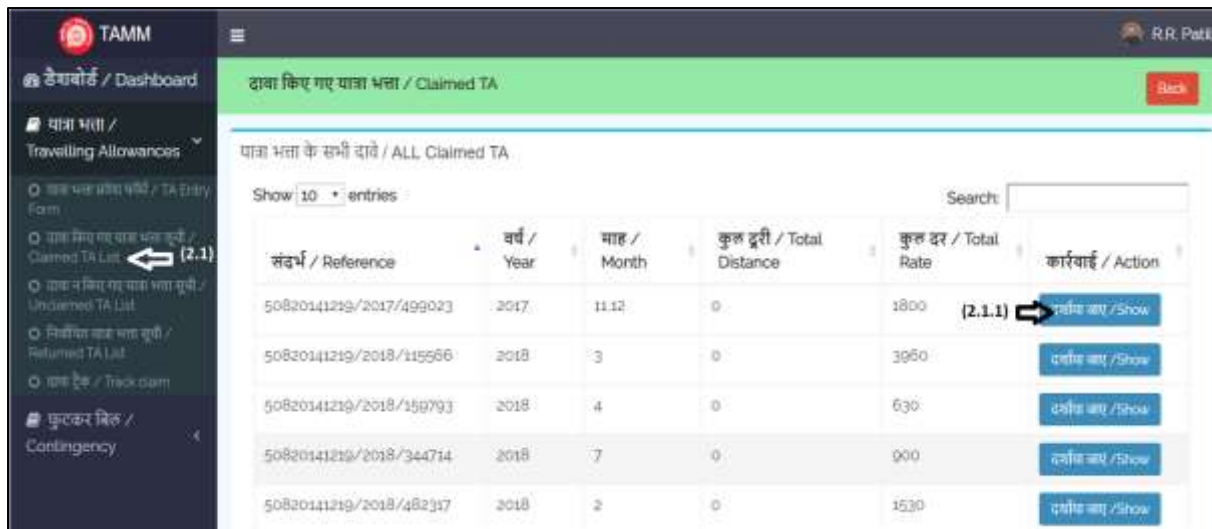


The screenshot shows a popup window titled "Forward Travelling Allowance Sheet" with a close button (X) in the top right corner. Below the title, there is a "User" label and a dropdown menu showing "ADMIN SO ()". At the bottom right of the popup, there are two buttons: a grey "Close" button and a blue "Forward" button.

Claimed TA List?

1. After forwarding a TA it will display in the **“Claimed TA List”**. (Fig-2.1)
2. You can see the list of all claimed TA, to view Particular TA click on Show button. (2.1.1)

(fig-2.1)



संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	कार्रवाई / Action
50820141219/2017/499023	2017	11.12	0	1800	(2.1.1) दर्शाए जाए / Show
50820141219/2018/115586	2018	3	0	3960	दर्शाए जाए / Show
50820141219/2018/159793	2018	4	0	630	दर्शाए जाए / Show
50820141219/2018/344714	2018	7	0	900	दर्शाए जाए / Show
50820141219/2018/482317	2018	2	0	1530	दर्शाए जाए / Show

Returned TA List?

1. TA will be come in returned list when any controlling authority will reject the TA.
2. You can view returned TA from Returned TA list from Menu list, it will show the list of returned ta list. (fig-2.2).

(fig-2.2)



संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	कार्रवाई / Action
No data available in table					

How to Track TA?

1. After successfully claiming TA, you can only View and Track TA.
2. To track TA click on the Track Claim (2.3), you will see the list claimed TA and now click on Track Button (2.3.1).
3. TA Track will display after clicking on track button(2.4)

(fig-2.3)

The screenshot displays the Tamm system interface for tracking claimed travel allowances. The sidebar on the left contains the following menu items:

- Dashboard / Dashboard
- यात्रा भत्ता / Travelling Allowances
 - यात्रा भत्ता प्रवेश फॉर्म / TA Entry Form
 - प्राप्त किए गए यात्रा भत्ता सूची / Claimed TA List
 - प्राप्त न किए गए यात्रा भत्ता सूची / Unclaimed TA List
 - निर्वाचित यात्रा भत्ता सूची / Returned TA List
 - प्राप्त ट्रैक / Track claim (2.3)
- फुटकर बिल / Contingency

The main content area is titled 'Track Claimed TA' and shows a table of claimed travel allowances. The table has the following columns:

संदर्भ / Reference	वर्ष / Year	माह / Month	कुल दूरी / Total Distance	कुल दर / Total Rate	कार्रवाई / Action
50820141219/2017/499023	2017	11,12	0	1800	(2.3.1) → पढ़ें / Check
50820141219/2018/115566	2018	3	0	3960	पढ़ें / Check
50820141219/2018/159793	2018	4	0	630	पढ़ें / Check
50820141219/2018/344714	2018	7	0	900	पढ़ें / Check

(fig- 2.4)



What is Contingency?

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

How to claim Contingency?

1. To claim to Contingency select Contingency menu from sidebar and within menu list select “**Contingency Form**” (Fig-2.5).
2. Select a month and year which you want to claim.(2.5.1)
3. Select or fill the Date, From, To, K.M.S, Rate per KM and Amount.(2.5.2)
4. Give an Objective for claiming TA form.(2.5.3)
5. To add a new row click on “**Add Row**” Button.(2.5.4)
6. After filling, click on Submit button (2.5.5).

(fig-2.5)

Dashboard / Dashboard

फुटकर बिल / Contingency Form

Back

For which allowances Claimed for

Year

2018

(2.5.1)

(2.5.4) Add Row

Date	From	To	K.M.S.	Rate per KM	Amount
07/17/2018	Solapur	Pune	10	12	120
07/18/2018	Pune	Solapur	10	12	120

(2.5.2)

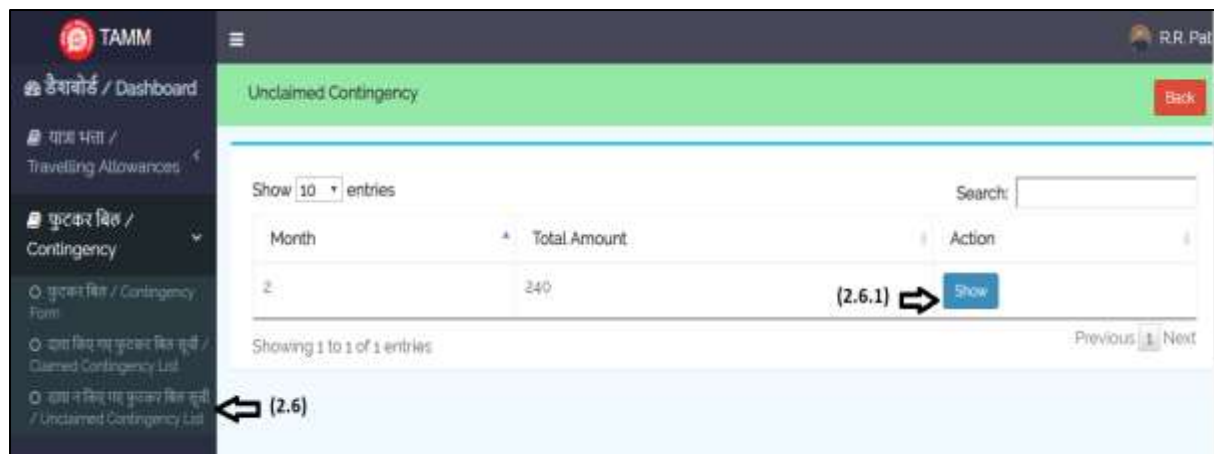
Objective

(2.5.3) None

(2.5.5) Submit

The Submitted Contingency will display in the “**Unclaimed Contingency List**” (fig-2.6) and from the List click on **Show Button** (2.6.1) it will show the contingency details. (fig-2.7)

(fig-2.6)



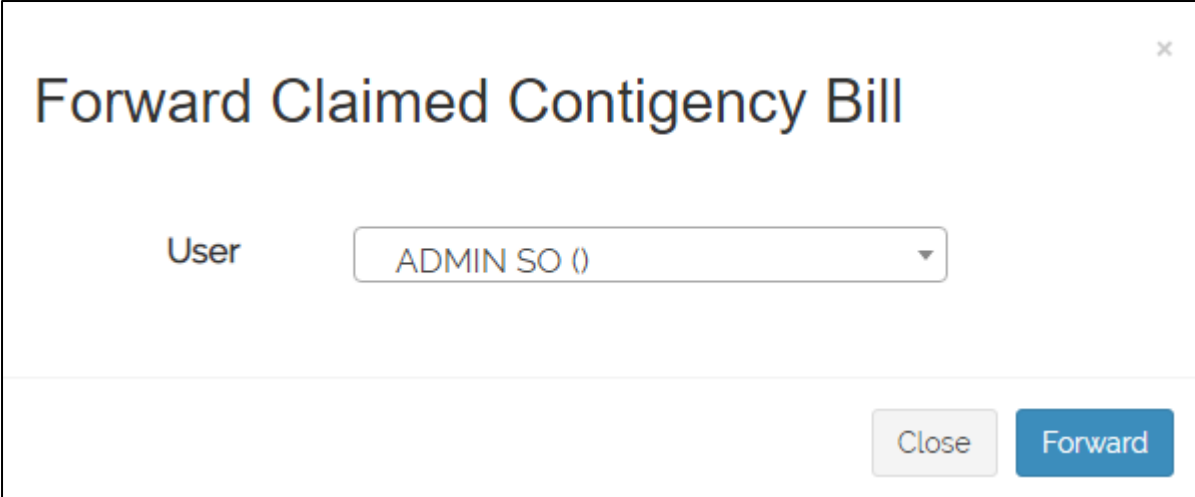
(fig-2.7)



How to Contingency?

- 1 If Contingency is properly filled with required details then you can forward TA to SO or BO by clicking **“Forward”** Button.(2.7.1)
- 2 The popup will open select the SO and click on **“Forward”** Button to forward TA. (Fig-2.8).

(fig-2.8)



Forward Claimed Contingency Bill

User ADMIN SO ()

Close Forward

Claimed Contingency List?

1. After forwarding a Contingency it will display in the **“Claimed Contingency List”**. (Fig-2.9)
2. You can see the list of all claimed Contingency, to view Particular Contingency click on Show button. (2.9.1)

(fig-2.9)



claimed Contingency

Back

Show 10 entries Search:

Month	Total Amount	Action
2	240	(2.9.1) Show

Showing 1 to 1 of 1 entries Previous 1 Next

(2.9)

How to Track Contingency?

1. To track Contingency click on the Track (2.7.2), you will see the claimed Contingency (2.8).



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.

TA Track



TA FLOW:

