

CIRCULAR REGARDING TOUR MANAGEMENT SYSTEM

Ref:ESTT/TA/0004

Date:07.09.2016

INTEGRATION OF TA CLAIM

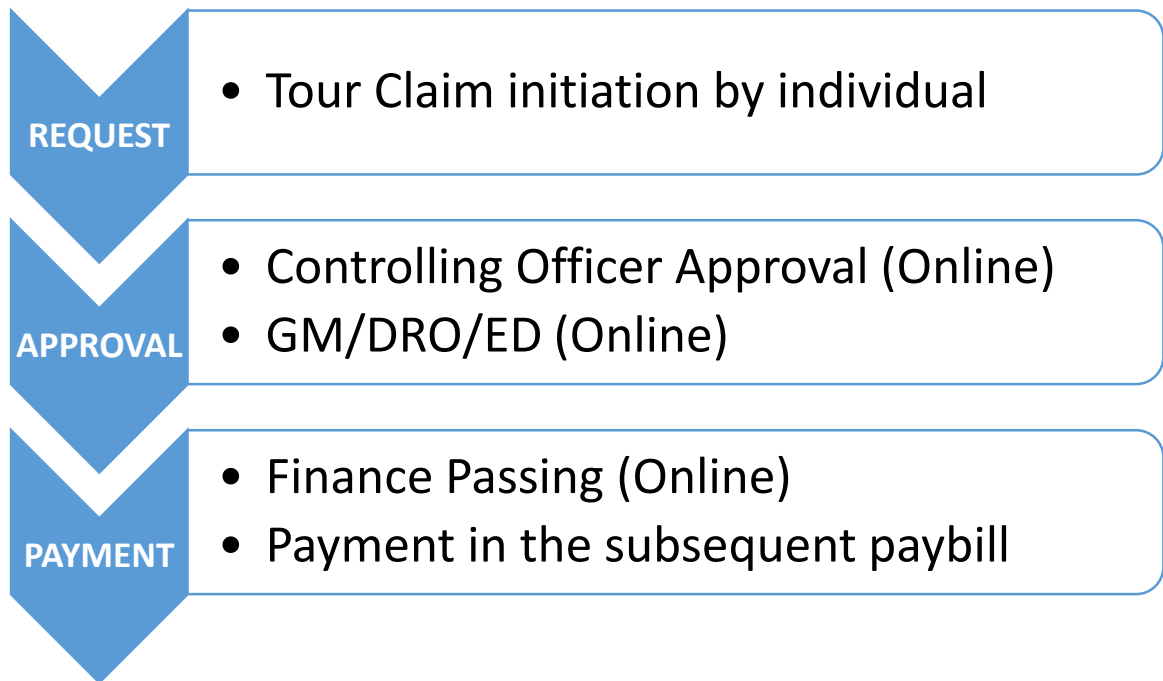
TA Claim will be integrated into Tour Management System with effect from 07.09.2016. It will be available in the following link.

Trichy Intras → Tour Management System → Tour Management → Claim.

The modalities of operation is mentioned below:

- ✂ After proposing tour completion in Tour management system, the employee can proceed to fill TA claim online.
- ✂ The claim will be approved by Controlling officer and then by GM/DRO/ED through online workflow.
APPROVAL LINK : Tour Management System → Approvals and Reports → Claim Approval.
- ✂ After final approval by GM/DRO/ED, the employee can take print out of the **FIRST PAGE OF THE TA CLAIM** alone and submit it to Finance with necessary proofs and bills. The Controlling officer and Final approver **need not sign**, since the claim is already approved online.
- ✂ Finance will also pass the TA Claim online, and the passed claim with the remarks if any will be displayed in the concerned employee's login.
- ✂ Details can be mentioned under different categories like Fare, Local conveyance etc., in any order. While submitting, the data will automatically be arranged in chronological order.
- ✂ **Tour Reference number** will henceforth be used for all transactions regarding a particular tour. Hence claim **cannot be submitted** if the tour is not registered and not approved by competent authority. Also, please quote **the tour reference number** while remitting the unspent TA either through online/cash.

ONLINE WORKFLOW OF TOUR PROCESS:



NEW FEATURES ADDED:

The following are the new fields added in the TA Claim format.

⌘ **TRANSIT CONVEYANCE:**

The present system bifurcates Transit conveyance and Local Conveyance. Local conveyance (i.e. travel undertaken for performance of official duty at the place of tour) will be paid as per the limits prescribed in the Personnel Manual. The expenses incurred for travelling from Residence to Railway Station/Bus Stand/Airport and vice versa should be mentioned under the head Transit Conveyance. The transit conveyance will be paid at actuals and will not be restricted to Local Conveyance limits.

⌘ **ONE TIME SNACK ALLOWANCE:**

As per the Corporate circular No: 023/PPX/2015, one time snack allowance is allowed where scheduled **departure** is delayed by 2 hours or more either during Onward/Return journey. A new field has been added for this purpose and amount will be automatically calculated based on the delay.

Additional guidelines in submission of TA Claim is mentioned in the Annexure – A attached.

K.RAJAGOPAL
MANAGER/FINANCE/ESTT

