

राजस्थान सरकार  
वित्त (कोष एवं लेखा) विभाग

क्रमांक: एफ.5(थ-75)डीटीए/IFMS/TA Bill/ 6899

दिनांक 13/2/26

परिपत्र

विषय:- IFMS 3.0 के अन्तर्गत यात्रा भत्ता बिल बनाये जाने के संबंध में।

वित्त विभाग द्वारा एकीकृत वित्तीय प्रबन्धन प्रणाली के अन्तर्गत पारदर्शिता, सुगमता एवं शुद्धता स्थापित करने के उद्देश्य से IFMS 3.0 के अन्तर्गत विभिन्न प्रक्रियाएँ निरन्तर संचालित की जा रही हैं।

इसी प्रक्रिया के अन्तर्गत विभिन्न विभागों/कार्यालयों के अन्तर्गत कार्यरत अधिकारियों/कर्मचारियों द्वारा बनाये जाने वाले यात्रा भत्ता बिलों की प्रक्रिया भी विकसित कर ली गई है, प्रारम्भ में IFMS 3.0 पर यात्रा भत्ता बिल बनाये जाने की उक्त प्रक्रिया दिनांक 23.02.2026 से निम्न विभागों में पायलेट आधार पर लागू की जा रही है :-

1. कार्मिक विभाग सचिवालय
2. कोष एवं लेखा विभाग
3. निरीक्षण विभाग
4. स्थानीय निधि एवं अंकेक्षण विभाग

दिनांक 01.03.2026 से अन्य समस्त विभागों/कार्यालयों के कार्मिकों द्वारा भी यात्रा भत्ता बिल केवल IFMS 3.0 से ही प्रोसेस किए जा सकेंगे। उपरोक्त 4 विभागों के लिए यात्रा भत्ता बिल पे-मैनेजर से दिनांक 23.02.2026 से एवं अन्य विभागों के लिए 01.03.2026 से, प्रोसेस किया जाना बन्द कर दिया जायेगा।

IFMS 3.0 से यात्रा भत्ता बनाये जाने हेतु अधिकारी/कर्मचारी Employee Self Service से यात्रा भत्ता विवरण तैयार कर बिल e-Sign द्वारा डीडीओ को Forward कर सकेंगे। यात्रा भत्ता बिल डीडीओ के कार्यालय पर Maker को My task list में प्रदर्शित होंगे।

IFMS 3.0 के अन्तर्गत अन्य बिलों के संबंध में नियत की गई निम्नांकित व्यवस्थाएँ यात्रा भत्ता बिल बनाये जाने हेतु भी प्रभावी होंगी :-

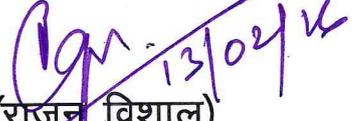
1. यात्रा भत्ता भुगतान के लिए सिस्टम पर मेकर/चेकर एवं अप्रूवर की व्यवस्था रखी गई है। संबंधित विभागाध्यक्ष/कार्यालयाध्यक्ष यह सुनिश्चित करेंगे कि जहां लेखाकर्मी पदस्थापित है वहां आवश्यक रूप से चेकर लेखाकर्मी को ही बनाया जावे। इस हेतु सिस्टम पर भी संबंधित कार्यालय में पदस्थापित लेखाकर्मियों को ही चेकर के रूप में प्रदर्शित करवाये जाने का विकल्प रखा गया है।
2. आहरण वितरण अधिकारी द्वारा अंतिम रूप से प्रदर्शित बिल की नियमानुसार जाँच पश्चात अनुमोदित किए जाने पर e-Sign या Digital Signature किए जाने के उपरान्त ही उनके द्वारा बिल कोषालय को सिस्टम से प्रेषित (फॉरवर्ड) किए जायेंगे।

3. किसी भी प्रकार के गलत/अनियमित भुगतान के संबंध में संबंधित कार्यालयाध्यक्ष/आहरण वितरण अधिकारी/लेखाकर्मी व्यक्तिगत रूप से उत्तरदायी होंगे।
4. विभागों में पदस्थापित वित्तीय सलाहकारों/लेखा सेवा के वरिष्ठतम अधिकारियों द्वारा अपने अधीनस्थ कार्यालयों/आहरण वितरण अधिकारियों के द्वारा किए जा रहे राजकीय भुगतानों की समय-समय पर जांच किया जाना सुनिश्चित किया जायेगा।

IFMS 3.0 के अन्तर्गत यात्रा भत्ता संबंधी प्रक्रिया का यूजर मैनुअल परिशिष्ट-'A' पर संलग्न है। सभी विभागों के लिए प्रशिक्षण कार्यक्रम निदेशक कोष एवं लेखा द्वारा आयोजित किए जाएँगे।

यात्रा भत्ता बिल Process के लिए तकनीकी सहयोग Helpline no. 0141-2924794/0141-2924795 एवं ई-मेल आई.डी. [employeehelpdesk.ifms@rajasthan.gov.in](mailto:employeehelpdesk.ifms@rajasthan.gov.in) पर उपलब्ध रहेगा।

संलग्न:- उपरोक्तानुसार

  
(राजेंद्र विशाल)  
शासन सचिव, वित्त (बजट)

क्रमांक: एफ.5(थ-75)डीटीए/IFMS/TA Bill/ 6892

दिनांक 13/2/26

प्रतिलिपि: निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. समस्त अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/विशिष्ट शासन सचिव
2. प्रधान महालेखाकार (लेखा एवं हक/सिविल लेखा परीक्षा/वाणिज्यिक एवं प्राप्ति लेखा परीक्षा) राजस्थान, जयपुर
3. सचिव, राजस्थान विधानसभा, जयपुर।
4. सचिव, लोकायुक्त सचिवालय, राजस्थान, जयपुर।
5. सचिव, राजस्थान लोक सेवा आयोग, राजस्थान, अजमेर।
6. रजिस्ट्रार, राजस्थान उच्च न्यायालय, जोधपुर।
7. समस्त विभागाध्यक्ष।
8. समस्त संभागीय आयुक्त/जिला कलक्टर
9. आयुक्त, सूचना प्रौद्योगिकी एवं संचार विभाग, जयपुर।
10. उपशासन सचिव, मुख्य सचिव, राजस्थान
11. निदेशक, वित्त (बजट) विभाग, सचिवालय, जयपुर
12. संयुक्त शासन सचिव, वित्त (वित्तीय नियम) विभाग, सचिवालय, जयपुर
13. संयुक्त शासन सचिव, वित्त (मार्गोपाय) विभाग, सचिवालय, जयपुर।
14. राज्य सूचना विज्ञान अधिकारी, एन.आई.सी. सचिवालय, जयपुर।
15. समस्त कोषाधिकारी/उपकोषाधिकारी
16. संयुक्त निदेशक, वित्त (कम्प्यूटर) विभाग को प्रेषित कर लेख है कि उक्त परिपत्र को वित्त विभाग की वेबसाइट पर अपलोड कराने का श्रम करें।
17. वरिष्ठ निदेशक (आई.टी.), एन.आई.सी. वित्त भवन, जयपुर।

निदेशक एवं पदेन  
संयुक्त शासन सचिव



**User Manual for**  
***Travelling Allowance***  
***Bill***  
**(IFMS 3.0)**

**Finance Department (Govt of Rajasthan)**  
**Directorate of Treasuries and Accounts (DTA)**

# Introduction

This document serves as a user guide for Travel Allowance (TA) Bill, that is submitted for reimbursement of expenses incurred during authorized official travel to attend official duties/meetings/training at designated destinations by AIS/government employees. The TA Bill is prepared in compliance with the applicable government rules, policies, and procedures governing travel allowances. It provides a detailed account of the trip undertaken, including dates, destinations, modes of transport, duration, and the nature of official duties performed.

All expenses claimed under this bill are substantiated by valid documentary evidence, such as travel tickets, boarding passes, accommodation receipts, and other related vouchers, as per the authorized categories and guidelines prescribed by the Government of Rajasthan (not applicable to all categories). The purpose of this documentation is to ensure transparency, accountability, and adherence to financial regulations related to official travel expenditures. It facilitates the proper verification and processing of claims by the concerned authorities, thereby ensuring timely reimbursement to the employee.

## ***1. Travelling Allowance Bill for Entitlement Category (above pay level 10)***

- TA for Journey on Tour or Training within India
- Auto-populated fields (system fills automatically)- Employee Name, Employee ID, Designation, Basic Pay, Office, Headquarters, Service Category, Budget Head
- Auto-calculated details - Tentative Duration of Travel (calculated from start and end dates)
- Calculations (For AIS category)
  - **Accommodation Allowance: -**

<b>Pay Level</b>	<b>Existing Rate (Rs) when DA rates 50%</b>
14 & above	7,500
12 & 13	4,500
10 to 11	2,250

▪ **Food Charges: -**

Pay Level	Existing Rate (Rs) when DA rates 50%
14 & above	1,200
12 & 13	1,000
10 to 11	900

▪ **Timing restrictions: -**

Length of absence	Amount Payable
If absence from headquarter is < 6hours	30% of Lump sum amount
If absence from headquarter is between 6-12 hours	70% of Lump sum amount
If absence from headquarter is >12 hours	100% of Lump sum amount

Note - Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

▪ **Reimbursement of Travelling Charges (Within City): -**

Pay Level	Existing Rate (Rs) when DA rates 50%
14 and above	Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagement for travel within the city
12 & 13	Reimbursement of AC taxi charges as per actuals up to 50 Kms per day (for travel within the city)
10 to 11	<b>338</b> (Non-AC taxi within the city)

- **Journey by Own Vehicle (No Specific Rates Prescribed)** (vide DOP order dt. 12.08.2021)

Vehicle Type	Existing Rate (Rs per Km) when DA rates exceed to 50%
Taxi	12

- Own car – Highest class of Railway entitlement

**Travelling Allowance:** (calculation for other than AIS category)

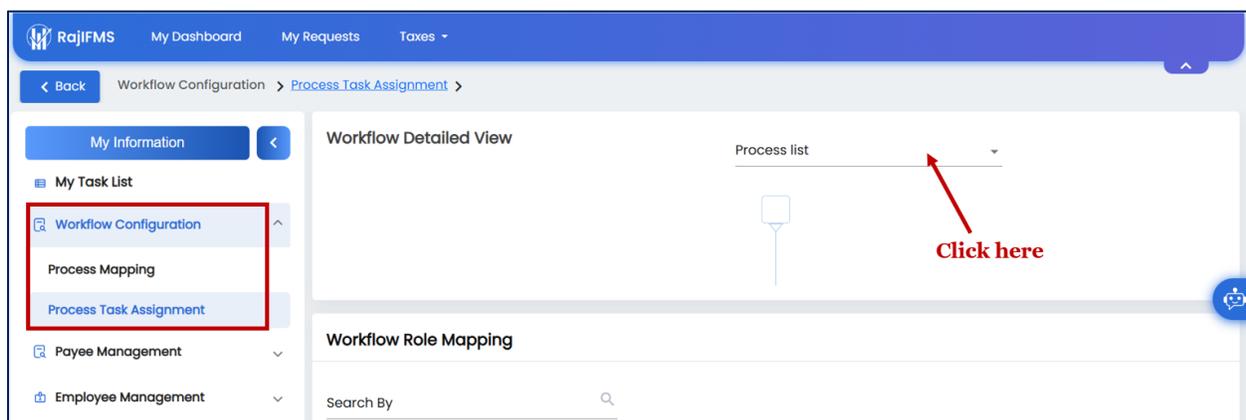
Basic Pay			Category
As per 5th Pay Commission	As per 6th Pay Commission	As per 7th Pay Commission	
Government servants drawing basic pay of Rs. 16400/- per month or above	Government servants drawing basic pay of Rs. 37000/- per month or above	Government servants drawing basic pay of Rs. 95000/- per month or above	A
Government servants drawing basic pay of Rs.8000/- or above but below Rs. 16400/- per month.	Government servants drawing basic pay of Rs.19,000/- or above but below Rs. 37,000/- per month.	Government servants drawing basic pay of Rs.49,000/- or above but below Rs. 95,000/- per month	B
Government servants drawing basic pay of Rs.6500/- or above but below Rs. 8000/- per month.	Government servants drawing basic pay of Rs.15,000/- or above but below Rs. 19,000/- per month.	Government servants drawing basic pay of Rs.39,000/- or above but below Rs. 49,000/- per month	C

Government servants drawing basic pay of Rs.4100/- or above but below Rs. 6500/- per month.	Government servants drawing basic pay of Rs.10,000/- or above but below Rs. 15,000/- per month.	Government servants drawing basic pay of Rs.26,000/- or above but below Rs. 39,000/- per month	D
Government servants drawing basic pay below Rs.4099/- per month.]	Government servants drawing basic pay below Rs.10,000/- per month.]	Government servants drawing basic pay below Rs.26,000/- per month.	E

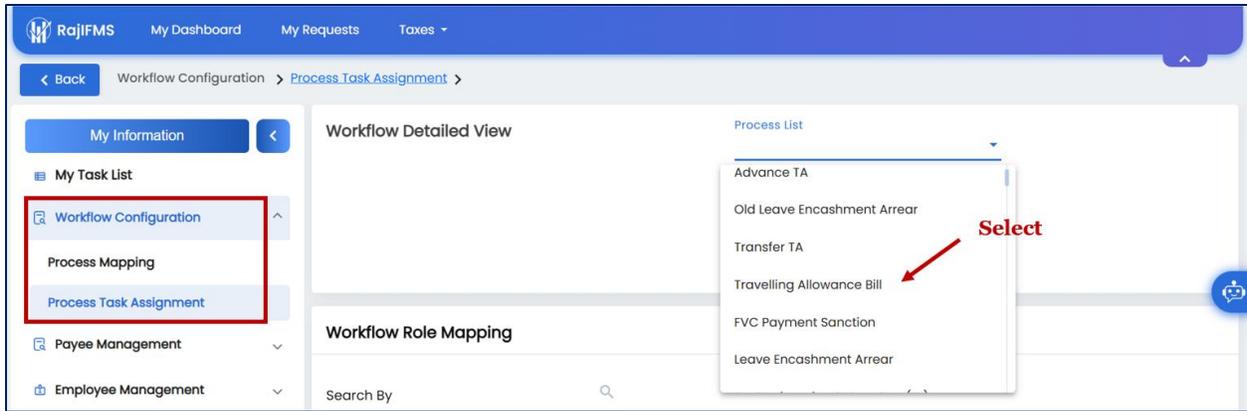
### ***Configuration for TA Bill at DDO (Workflow assignment)***

- **Access Workspace**

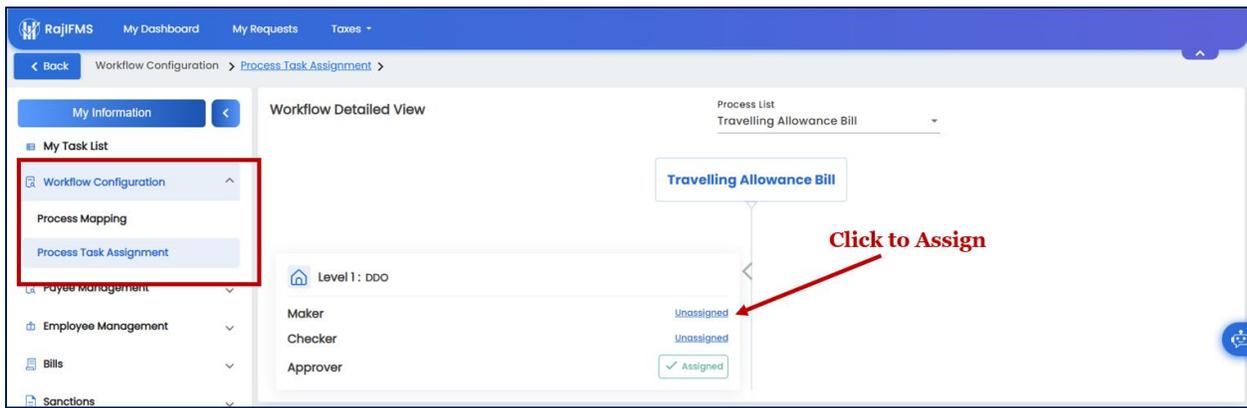
- Login using SSO credentials, select desk and role – DDO
- For Assigning the workflow, please go to – Workflow configuration >> Process Task assignment
- Page for assignment gets open



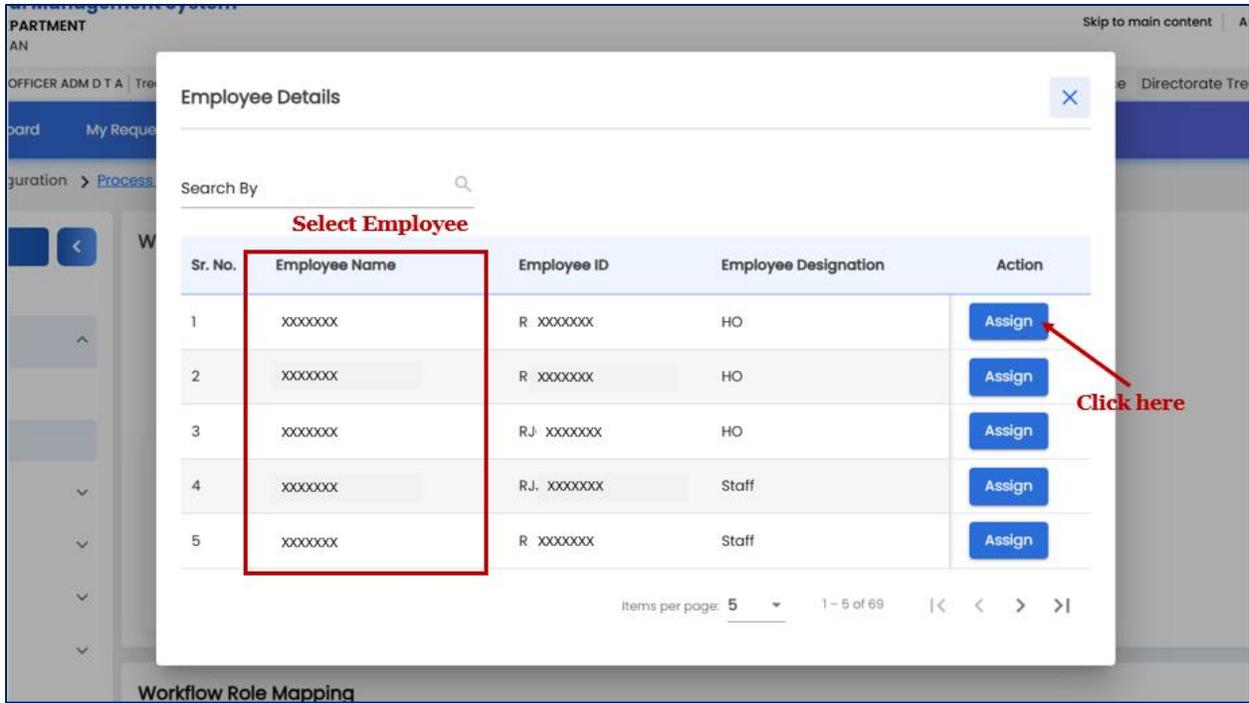
- Select the process from the Process list from the drop down list as Travelling Allowance Bill



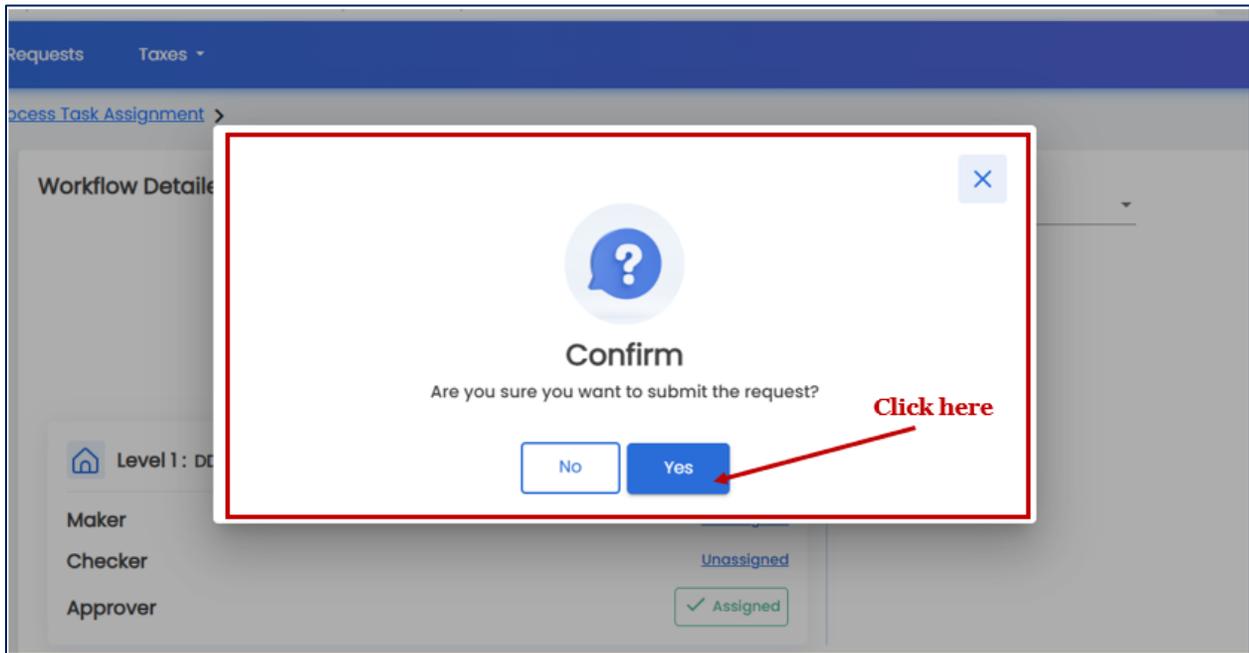
- User can assign the role - Maker / Checker/ Approver, by clicking on **Unassigned**, as displayed in the screen

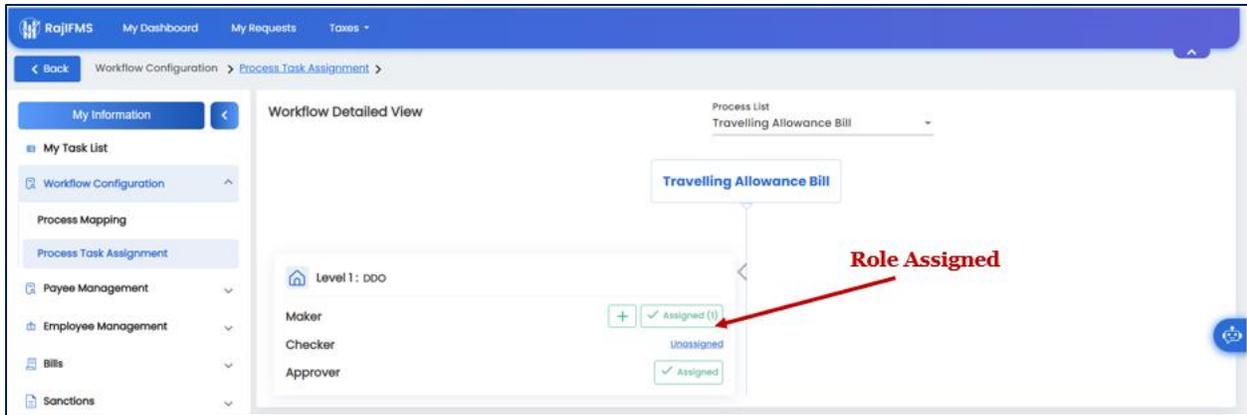


- Employee details page gets open, with **Assign** action button
- Select the employee to whom the M/C/A role is to be assigned



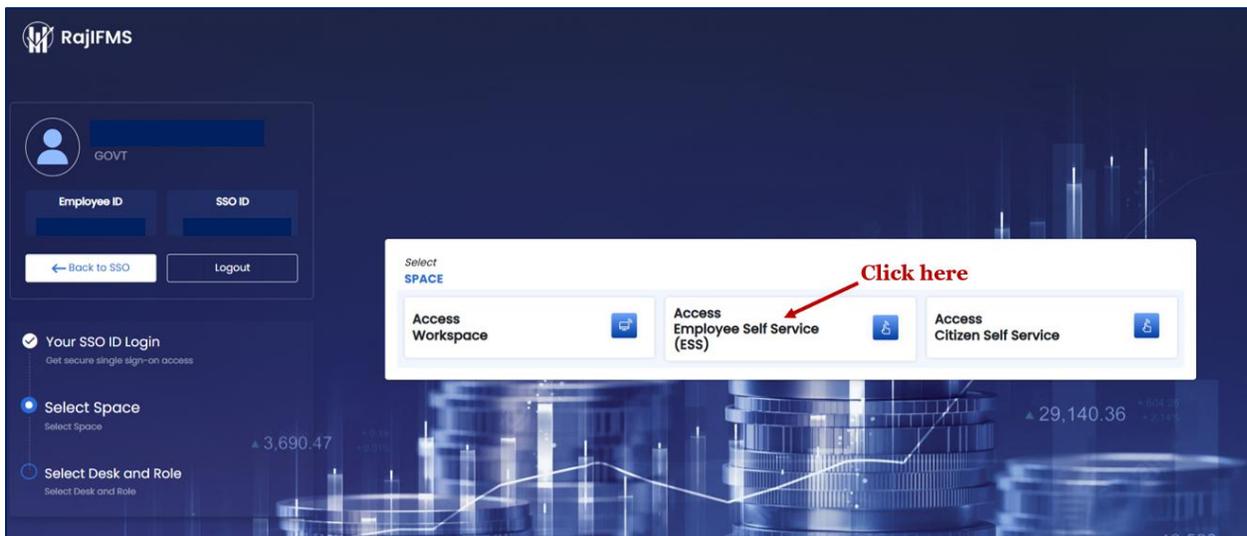
- Confirm the submission by clicking **Yes** button



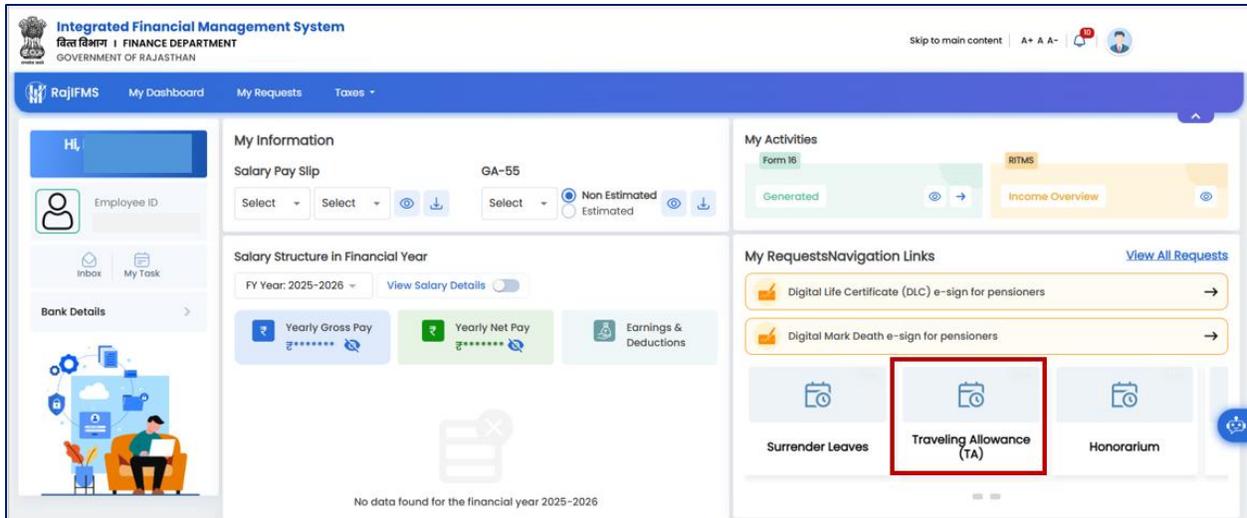


## ***Process for TA Bill Request Generation***

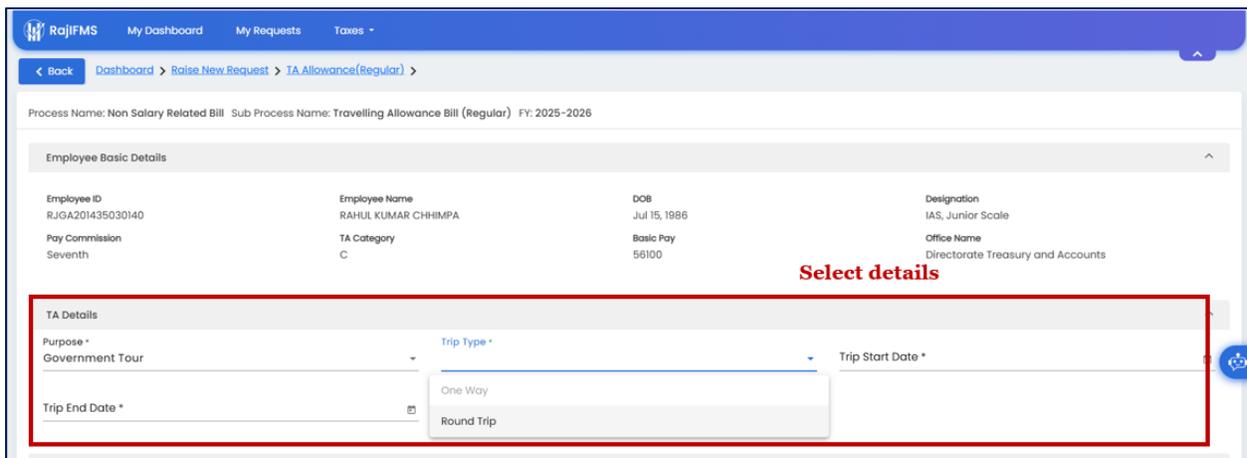
- **Access Employee Self Service (ESS)**
  - Login using SSO credentials



- Users Dashboard page gets open, Click Travelling Allowance as displayed in the screen
- From quick link **Travelling Allowance** – request for TA Bill (regular) gets generated and from **View All Request** hyperlink – all Transfer TA bills will be generated



- Enter the TA details from selecting from the drop-down lists – Purpose, Trip Type – One way / round trip, trip Start /End date.
  - Select the **Round Trip** as trip type, then details of both sides need to be entered



- If is a Round trip, then click on **Add Journey** button, as displayed in the screen below

- Complete the details in Add journey details page, select within / outside Rajasthan radio button option

- Enter all the required details, upload documents and click on **Submit** button

**Add Journey Details**

Travel Details | Short Journey Details

**Complete details**

State:  Within Rajasthan  Outside Rajasthan

From City: JAIPUR | To City: JODHPUR | Travel Mode: Personal Car

Journey Departure Date: 11/1/2026 | Journey Departure Time: 16:00 | Journey End Date: 12/1/2026 | Journey End Time: 02:30

Tentative Duration Of Travel: 2 | Approx Distance: 350 | Fare Amount: ₹ 5250

Upload Documents Types: **document** | Description: | Upload Files: Drag & drop or [browse](#)

**Submit** Click here

- Entered details get appeared on the screen, click on **Add more Journey** button, to enter the other trip details

RajFMS | My Dashboard | My Requests | Taxes

TA Details

Purpose: Government Tour | Trip Type: Round Trip | Trip Start Date: 11/1/2026

Trip End Date: 12/1/2026

Journey Details

JAIPUR 350km JODHPUR  
Jan 11, 2026 → Jan 12, 2026

Travel Details  
₹ 5250

[Add More Journey](#) Click here

Remarks

Add Remarks  
Type here...

- Select Trip Completion status – Yes / No

The screenshot shows the 'Add Journey Details' form with the 'Travel Details' tab selected. A table titled 'Previous Journeys' contains one entry with the following data:

Sr. No.	From	To	Date From	Date To	Time From	Time To	Fare Amount
1	JAIPUR	JODHPUR	Jan 11, 2026	Jan 12, 2026	16:00	02:30	5250

Below the table, the 'Trip Completed' dropdown menu is open, showing 'No' and 'Yes' options. A red dashed box highlights the 'Select' label and the dropdown menu. The 'From City' is set to 'JODHPUR' and 'To City' is empty. The 'Journey Departure Date' is '12/1/2026'. At the bottom, there is a 'Next' button.

- If Trip completed is selected Yes, then 'To city' will get auto populated, as displayed in the screen below

The screenshot shows the 'Add Journey Details' form with the 'Travel Details' tab selected. The 'Trip Completed' dropdown menu is now set to 'Yes'. The 'To City' field is auto-populated with 'JAIPUR'. A red dashed box highlights the 'To City' field and the 'Trip Completed' dropdown. The 'From City' is 'JODHPUR'. The 'Journey Departure Date' is '12/1/2026'. At the bottom, there is a 'Submit' button.

- If Trip completed is selected No, then select the 'To city' from the drop-down list, as displayed in the screen below

**Add Journey Details** ✕

**Travel Details** | Short Journey Details

Previous Journeys ^

Sr. No.	From	To	Date From	Date To	Time From	Time To	Fare Amount
1	JAIPUR	JODHPUR	Jan 11, 2026	Jan 12, 2026	16:00	02:30	5250

State:  Within Rajasthan  Outside Rajasthan

Trip Completed: No | From City: JODHPUR | To City: **Select city for**

Travel Mode: **Select**

Journey Departure Date: 12/1/2026 | Journey Departure Time: Hours: \* | Minutes: \* | Journey End Date: \* | Journey End Time: Hours: \* | Minutes: \*

Tentative Duration of Travel: | Approx Distance: | Fare Amount: | **Complete required details**

Submit

- Complete the required details, then click **Submit** button

**Add Journey Details** ✕

**Travel Details** | Short Journey Details

**Complete required details**

State:  Within Rajasthan  Outside Rajasthan

Trip Completed: Yes | From City: JODHPUR | To City: JAIPUR | Travel Mode: Aeroplane

Journey Departure Date: 12/1/2026 | Journey Departure Time: Hours: 07 | Minutes: 30 | Journey End Date: 12/1/2026 | Journey End Time: Hours: 13 | Minutes: 05

Tentative Duration Of Travel: 1 | Ticket Class/Ticket Number: SJ675465T | Approx Distance: 350 | Fare Amount: ₹ 7000 | Taxi Fare(Origin): ₹ 425 | Taxi Fare(Destination): ₹ 425

**Select**

Do you want to add Lodging and Boarding?  Yes  No | **Food Charge: 1125**

₹ Lodging & Boarding Amount: | DA/Food Charge: ₹ 1125

Submit

**Add Journey Details**

Travel Details | Short Journey Details

**Complete required details**

Journey Departure Date		Journey Departure Time		Journey End Date		Journey End Time	
Departure Date *		Hours *	Minutes *	Date *		Hours *	Minutes *
12/1/2026		07	30	12/1/2026		13	05

Tentative Duration Of Travel	Ticket Class/Ticket Number *	Approx Distance *	Fare Amount	Taxi Fare(Origin)	Taxi Fare(Destination)
1	SJ675465T	350	₹ 7000	₹ 425	₹ 425

Accommodation Expenses

Expense Invoice

RC

Self Certificate

Travel Ticket

Voucher

**Upload document**

DA/Food Charge ₹ 1125

Food Charge: **1125**

Upload Files: Drag & drop or [browse](#)

**Submit** Click here

RajjFMS | My Dashboard | My Requests | Taxes

Journey Details

<p><b>JAIPUR</b> 350km → <b>JODHPUR</b> Jan 11, 2026 → Jan 12, 2026</p> <p>Travel Details ₹ 5250</p>	⋮
<p><b>JODHPUR</b> 350km → <b>JAIPUR</b> Jan 12, 2026 → Jan 12, 2026</p> <p>Travel Details ₹ 7000</p> <p>DA ₹ 1125</p> <p>Food Charge ₹ 1125</p>	⋮

**Select document**

Documents Types	Description	Upload Files
		Drag & drop or <a href="#">browse</a>

- Enter the required TA details
- Add / upload the required supporting document, add Remarks and click **Submit** button



RajCOMP Info Services Ltd.  
(formerly RajCOMP)  
(A Government of Rajasthan Undertaking)

Aadhaar Number  Virtual ID

Enter Aadhaar Number  **Enter Aadhaar no.**

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

मैं यह बताना चाहता हूँ कि आधार आधारित प्रमाणीकरण प्रणाली के लिए मुझे स्वीकृत करने में कोई आपत्ति नहीं है तथा इसके लिए मैं अपना आधार नंबर/वीआईडी/यूआईडी टोकन और वन टाइम पिन (ओटीपी)/टाइम बेस्ड वन टाइम पासवर्ड (टीओटीपी) प्रदान करने के लिए अपनी सहमति देता हूँ। साथ ही, मैं मानता हूँ कि प्रमाणीकरण के लिए मैं जो ओटीपी/टीओटीपी प्रदान कर रहा हूँ, उसका उपयोग केवल ई-हस्ताक्षर के उद्देश्य से, आधार प्रमाणीकरण प्रणाली के माध्यम से मेरी पहचान प्रमाणित करने और ई-केवाईसी सेवा के माध्यम से मेरी ई-केवाईसी प्राप्त करने के लिए किया जाएगा।

[▶ Listen to consent](#) English

[Request OTP](#) [Cancel](#)

- Enter the OTP, user receives at the registered mobile number and click **Submit**

RajCOMP Info Services Ltd.  
(formerly RajCOMP)  
(A Government of Rajasthan Undertaking)

eSign Service

ASP Name	IFMS	Transaction ID	0e2e86e6-0d95-4af1-b0c4-0b8d5373e...
Organization	Department of Treasuries and Accounts	Date & Time	30/12/2025 16:08:00

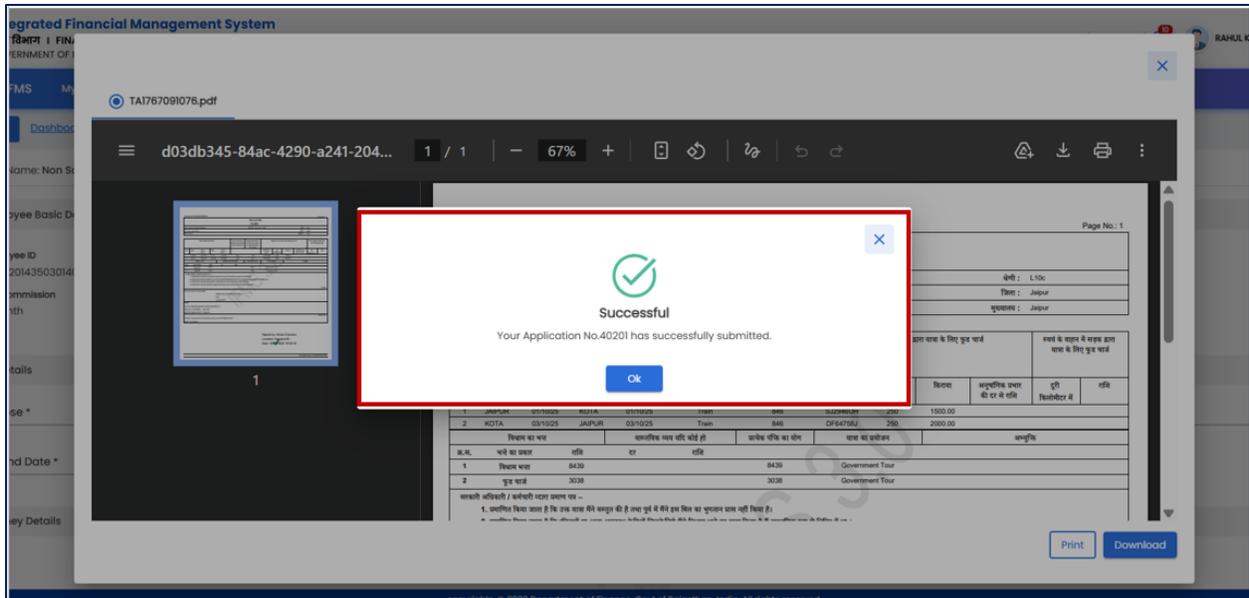
Enter OTP  **Enter OTP**

OTP sent to the registered mobile Number.

[Resend OTP? Time Left - 00 : 48](#)

**Click here** [Submit](#) [Cancel](#)

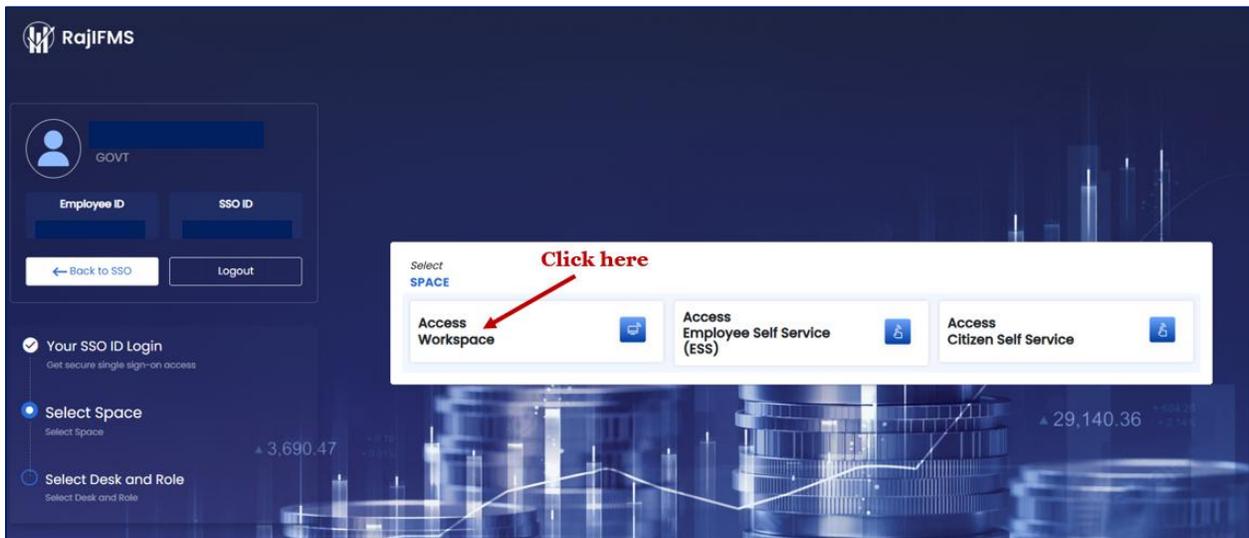
- TA Application request generated successfully with Application number



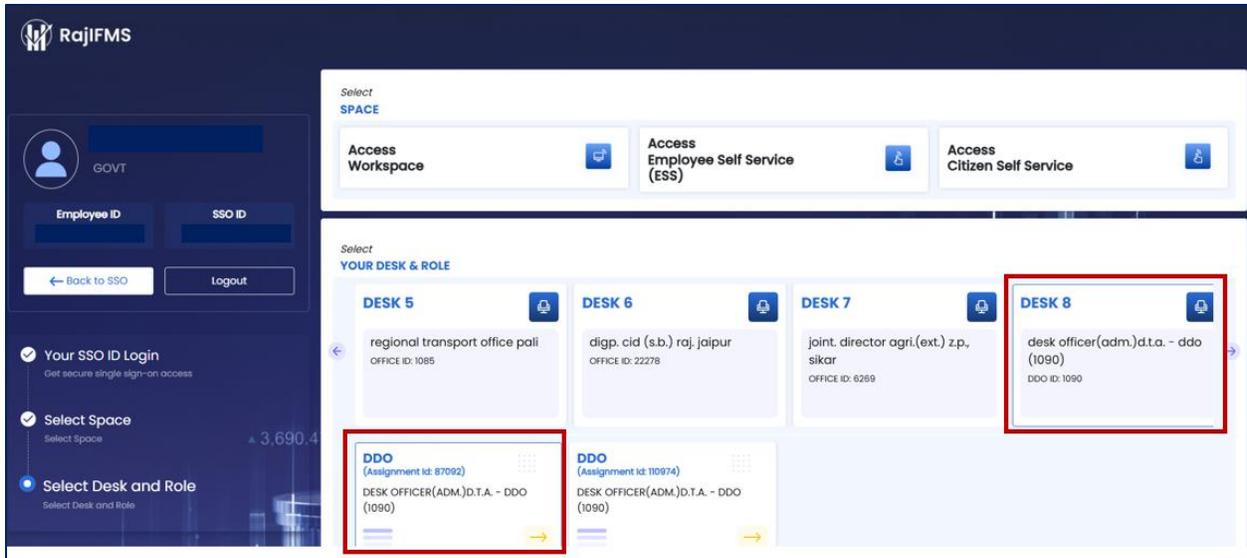
- This request has now been forwarded to DDO.

- **Access Workspace**

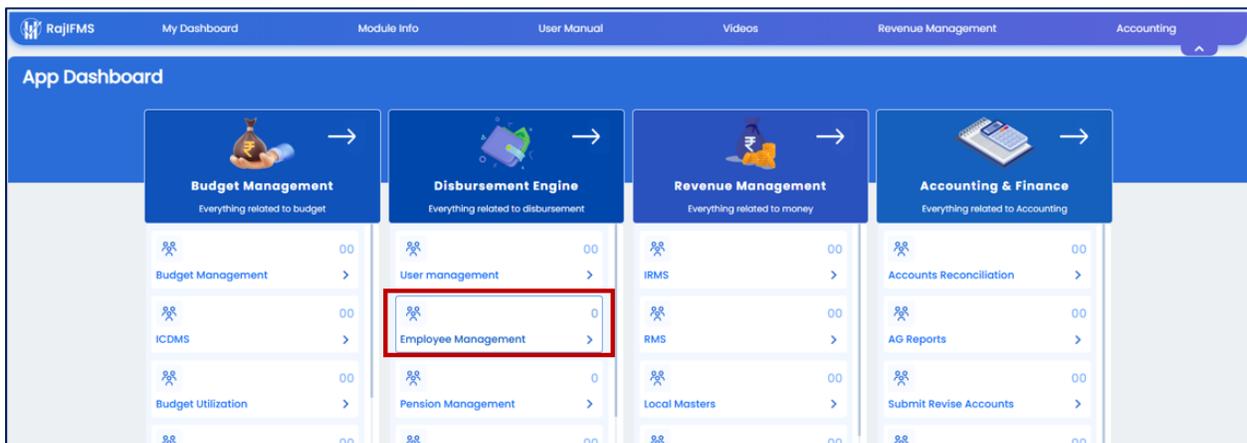
- Login as DDO using SSO credentials



- Select Desk and role as DDO



- Select Employee Management under Disbursement engine



- **My Task List**

- Dashboard page gets open
- Select **My Task List** from the left side Menu
- My task List page gets open, here User can view – All requests, Pending, Reverted, Rejected, Approved, Drafts, and Completed Request details using **Search/ Advanced Search**, so DDO shall click on the request ID directly from here.
- Details list will be displayed in the grid and Action button is provided to take the action on the requests.

**My Task List**

All Requests | Pending Requests | Reverted Requests | Rejected Requests | Approved Requests | Draft Requests | Completed Requests

Date Range: From 31/12/2025 To 1/1/2026 Filter By: Me

Search **Click here**

Request ID	Source Name	Request Description	Current Assignee	Initiated Date & Time	Level	Status	Current Status	Action
40231	Employee	Relieving Request - DFGD (RJCGS2025000001)	DIVYA SHARMA(RJJP201319028863)	Dec 29, 2025, 4:09:44 PM	OFFICE(1090)	PENDING	DRAFT	
40171	Employee	Traveling allowance Request - RAHUL KUMAR CHHIMPA(RJGA201435030140)	DIVYA SHARMA(RJJP201319028863)	Dec 17, 2025, 4:11:46 PM	OFFICE(1090)	PENDING	PENDING	
40112	Employee	Traveling allowance Request - DIVYA SHARMA()	DIVYA SHARMA(RJJP201319028863)	Dec 12, 2025, 3:06:05 PM	OFFICE(1090)	PENDING	PENDING	

- **TA Bill Generation**

- Select from menu at left side – **Bills>>Non-salary Bills>> TA Bill>> Bill Generation**
- Enter the search details like – Pay year, Pay Month, Bill Sub-Type, Budget head, etc.

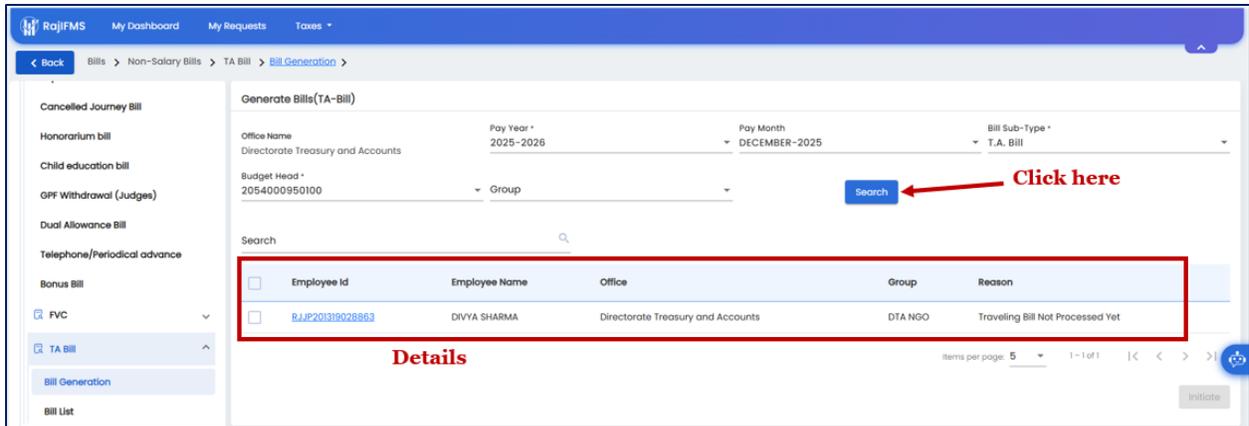
**Generate Bills(TA-Bill)**

**Enter details**

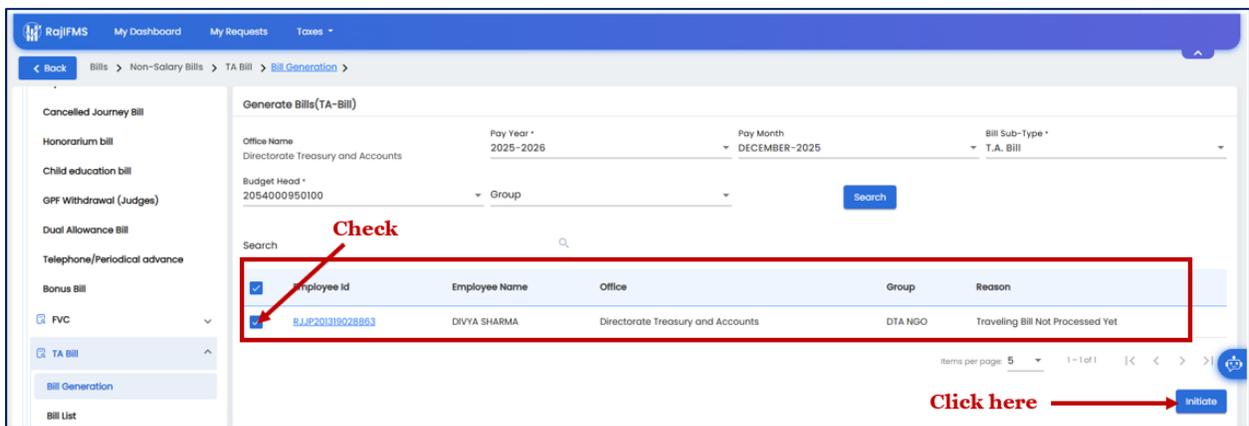
Office Name: Directorate Treasury and Accounts Pay Year \* Pay Month Bill Sub-Type \*

Budget Head \* Group Search

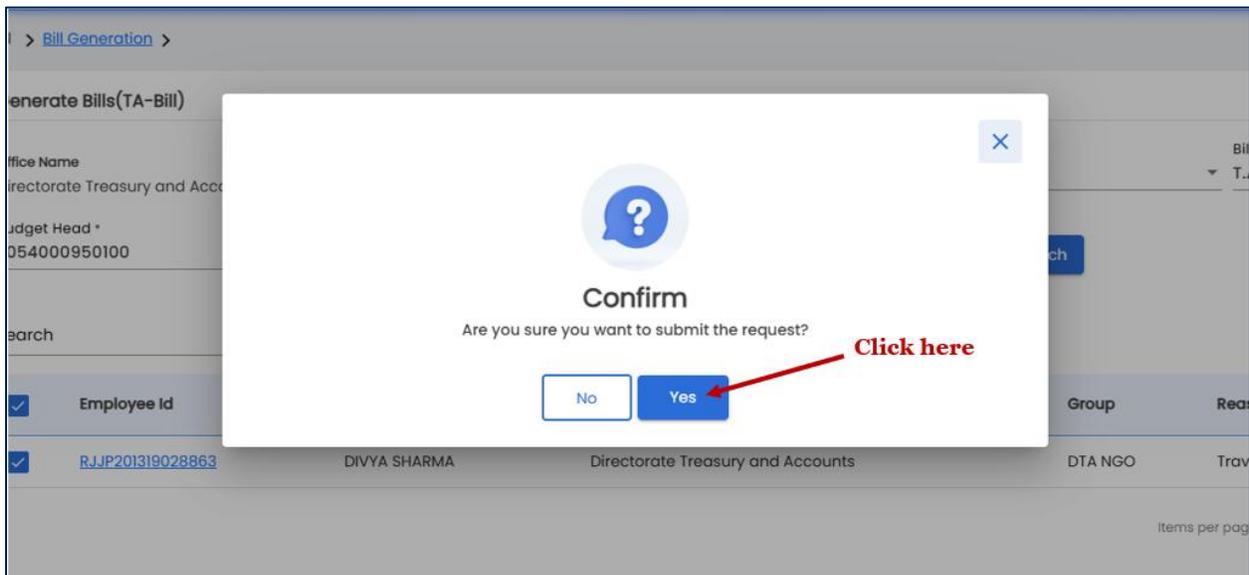
- Click **Search** button, the details get displayed



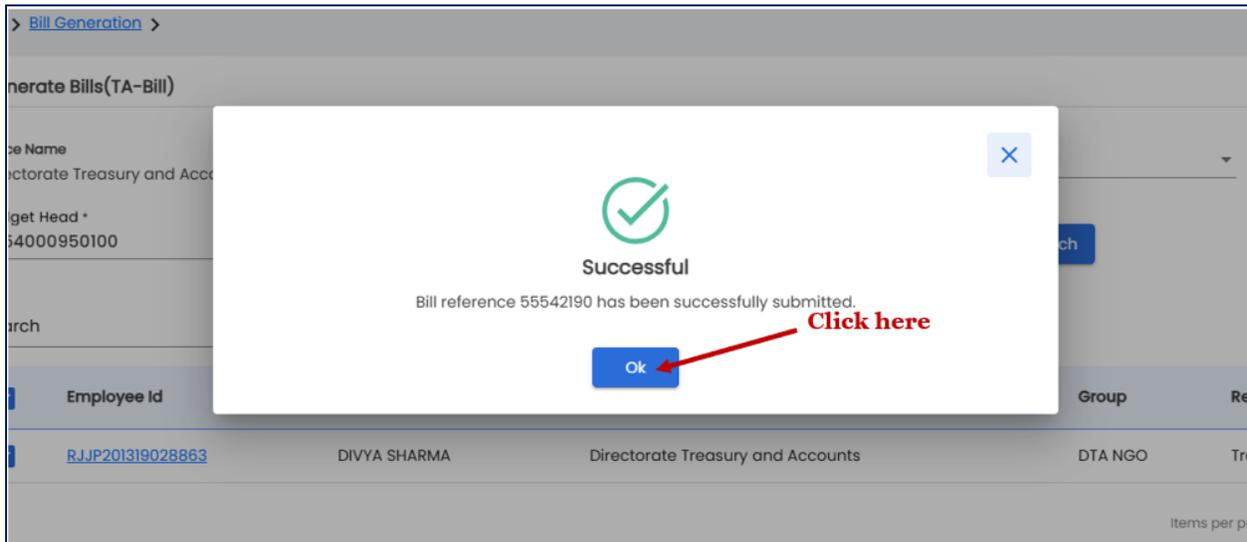
- Tick the checkbox, select employee and click **Initiate** button



- Confirm the request



- Bill reference no. gets generated.



- **Bill List**

- After Bill generation DDO needs to go to – **TA Bill >> Bill List**
- From here DDO forwards the Bill to Treasury.

## **2. Transfer TA Bill**

- **Users need to Input: Transfer Details-**
  - Transfer Type: Within the same city / To another station
- **If Transfer is to another station, the following fields apply-**
  - Old Station (Auto-populated based on employee records)
  - New Station (To be entered)
  - Distance from Old to New Station (To be entered in km)
- **If Transfer is to same station, the following fields apply:**
  - Distance from Old to New Station-
    - Travel entitlement for self and family as prescribed for tour

- Composite Transfer and Packing Grant (CTG) shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at more than 20Kms from each other.
  - In case of transfer to stations which are at less than 20 Kms from the old station and for transfer within the same city, one-third of the CTG will be admissible ( $1/3 * 80%$  of last month's basic), provided that a change in residency is involved.
- **Spouse Transfer Details**
- Spouse Employment Status: Identify if the spouse is an AIS/Central Government employee:
    - If No, no spouse transfer details need to be entered.
    - If Yes, continue to the next step.
  - Transfer to Same Station: Check whether the spouse has been transferred to the same station as the employee.
    - If No, no further information is required.
    - If Yes, user must enter: -
      - Date of Spouse's Transfer
      - Date of Spouse's Joining at New Station
  - **If Transfer of spouse's is to same station, the following fields apply:**
    - Distance from Old to New Station (*To be entered in km*)
      - Travel entitlement for self and family as prescribed for tour
      - Composite Transfer and Packing Grant (CTG)

- In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant (50% of 80% of basic pay) on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days.

- **Transfer TA Bill** (Calculation for AIS Category)

- **Luggage on Transfer of Personal Effects by Road: -**

Pay Level	Existing Rate (Rs per Km) when DA rates exceed to 50%
10 & above	50

\*Subject to submission of production of actual receipts/vouchers.

- **Journey by Own Vehicle (No Specific Rates Prescribed)**

Vehicle Type	Existing Rate (Rs per Km) when DA rates exceed to 50%
Own Car / Taxi	12*

\*As per DOP order No F.3/1(10) Pers/A-I/2017 Dated 12.08.2021

- **Transportation of Conveyance**

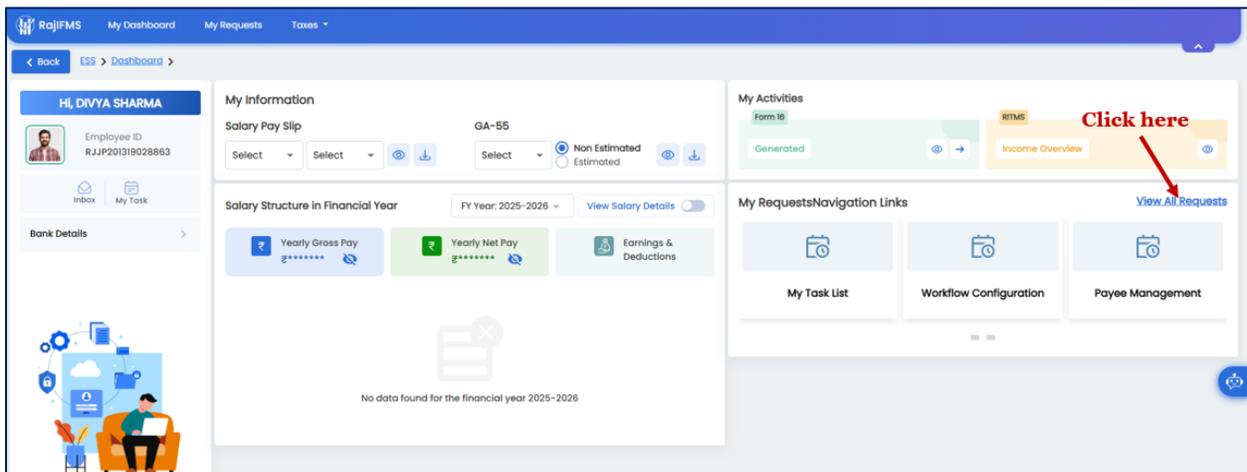
Level	Reimbursement
6 and above	1 Motor car etc. or 1 Motorcycle / Scooter
5 and below	1 Motorcycle / Scooter/ Moped/ Bicycle

\* A government servant authorized to transport a motor car or motorcycle by rail at public expense may opt for either a passenger or goods train. In case of passenger train transport, only the actual freight charged by Indian Railways is reimbursable. If dispatched by goods train, the government servant may claim the freight charges along with packing and local transportation costs at the stations of departure and arrival,

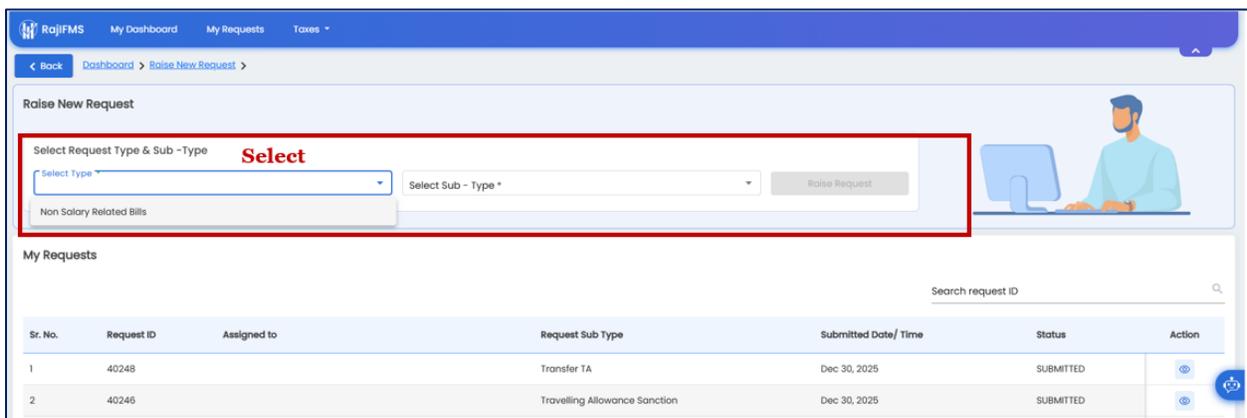
provided the total amount does not exceed the freight charged for transport by passenger train.

**Note – As the Government of Rajasthan has not approved TA entitlements for retired employees, the provisions prescribed under the Rajasthan TA Rules, 1971 shall accordingly prevail.**

- **Access Employee self Service (ESS)**
  - Login using SSO credentials, Click **View all requests**



- Select Request type and Sub type



- Click **Raise Request** Button

RajiFMS My Dashboard My Requests Taxes

Dashboard > Raise New Request >

Raise New Request

Select Request Type & Sub -Type

Select Type \*  
Non Salary Related Bills

Select Sub - Type  
Transfer T.A. Bill

Raise Request

My Requests

Search request ID

Sr. No.	Request ID	Assigned to	Request Sub Type	Submitted Date/ Time	Status	Action
1	40248		Transfer TA	Dec 30, 2025	SUBMITTED	
2	40246		Travelling Allowance Sanction	Dec 30, 2025	SUBMITTED	

- Complete the required details and click confirm as displayed in the screens below

Please Confirm

Select

Is the spouse an AIS/Central Government Employee?

Yes  No

Cancel Confirm

Request Sub Type Submitted Date/ Time

Please Confirm

Select details

Is the spouse an AIS/Central Government Employee?

Yes  No

Is the spouse transferred to the same station as the employee?

Yes  No

Date of Spouse's Transfer

Transfer Date  
6/4/2026

Date of Spouse's Joining at New Station

Joining Date  
6/4/2026

Click here

Cancel Confirm

SHARMA(RJJP201319028863) Transfer TA Jan 12, 2026

- Enter TA details

Process Name: Non Salary Related Bill Sub Process Name: Travelling Allowance Bill (Regular) FY: 2025-2026

Employee ID RJGA201435030140	Employee Name RAHUL KUMAR CHHIMPA	Relieving Office Directorate Treasury and Accounts
Joining Office JAIPUR CITY TRANSPORT SERVICES LTD	HeadQuarter Directorate Treasury and Accounts	Transfer Order No. 24525

**Employee Basic Details**

Employee ID RJGA201435030140	Employee Name RAHUL KUMAR CHHIMPA	DOB Jul 15, 1986	Designation IAS, Junior Scale
Pay Commission Seventh	TA Category C	Basic Pay 56100	Office Name Directorate Treasury and Accounts

**TA Details** Select details

Purpose \*  
Journey on Transfer

Trip Type \*

Trip Start Date \*

- Click **Add journey** button, to add the journey details

Pay Commission  
Seventh

TA Category  
C

Basic Pay  
56100

Office Name  
Directorate Treasury and Accounts

**TA Details**

Purpose \*  
Journey on Transfer

Trip Type \*  
One Way

Trip Start Date \*  
3/2/2026

Trip End Date \*  
3/2/2026

Complete details

No Journey added yet Click here

+ Add Journey

- Select the within State / outside State radio button-
  - If selected “Outside Rajasthan” – the list gets displayed as shown in screen below including – Aerodrome city, State capital, etc.
  - If selected “Within Rajasthan” – the list with all the districts gets displayed like – Jodhpur, Kota, etc.
- Complete all the required details for - city, address, amount, date, etc., and click **Next** button

**Transportation Details** X

**Travel Details** | Transportation Details

State **Select**  
 Within Rajasthan  Outside Rajasthan

Are you starting this journey from Head Quarter  
 Yes  No

**Complete details**

From City \* \_\_\_\_\_

Traveling To City Category \*  
 Aerodrome city **For outside Rajasthan**  
 State Capital  
 Other State City  
 Other Place In State

Old Residential Address \* \_\_\_\_\_

New Residential Address \* \_\_\_\_\_

Journey Start Date: 3/2/2026  
 Journey End Date: \_\_\_\_\_  
 Journey End Time: \_\_\_\_\_

Tentative Duration of Travel \_\_\_\_\_ Approx Distance \* \_\_\_\_\_ ₹ Fare Amount \_\_\_\_\_

Documents Types \* \_\_\_\_\_ Description \* \_\_\_\_\_

Upload Files  
 Drag & drop or [browse](#)

**Click here** →

**Next**

**Transportation Details** X

**Travel Details** | Transportation Details

State **Select**  
 Within Rajasthan  Outside Rajasthan

Are you starting this journey from Head Quarter  
 Yes  No

**Complete details**

Head Quarter \*  
 JAIPUR

To City \*  
 JAIPUR **For within Rajasthan**  
 UDAIPUR  
 JODHPUR  
 KOTA  
 OTHER  
 AJMER

Old Residential Address \* \_\_\_\_\_

New Residential Address \* \_\_\_\_\_

Journey Start Date: \_\_\_\_\_  
 Journey End Date: \_\_\_\_\_  
 Journey End Time: \_\_\_\_\_

Tentative Duration of Travel \_\_\_\_\_ Approx Distance \* \_\_\_\_\_ ₹ Fare Amount \_\_\_\_\_

Documents Types \* \_\_\_\_\_ Description \* \_\_\_\_\_

Upload Files  
 Drag & drop or [browse](#)

**Click here** →

**Next**

Transportation Details

Travel Details Transportation Details

Travel Made \*  
Personal Car

**Complete details**

Journey Start Date  
Date 3/2/2026

Journey Start Time  
Hours \* 08 Minutes \* 00

Journey End Date  
Date \* 3/2/2026

Journey End Time  
Hours \* 14 Minutes \* 00

Tentative Duration Of Travel 1

Approx Distance \* 300

Amount as per train entitlement

Fare Amount  
₹ 4500

**Upload documents**

Documents Types \* Description \* Upload Files  
Drag & drop or [browse](#)

Family Details

Sr. No.	Name	Relation	DOB	Marital Status	Ticket Amount	Ticket Number	Annual Income
1	XXXXXXXXXX	Wife	Oct 21, 1988		<b>Enter details</b>		
2	XXXXXXXXXX	Son	Jan 3, 2011	UnMarried			

**Click here**

Next

- Complete the Transportation details

Transportation Details

Travel Details Transportation Details

Transport by  
 Road  Rail

**Complete details**

Transportation Bill No. \* 6786878

Distance(Km) \* 300

Carriage Amount \* 6000

Vehicle Type(if any to be transported)

Transport Amount \* 5000  
Entered amount is more than eligible amount 0

Lumpsum Grant Amount \* ₹ 22440

**Click here**

+ Add Transportation Details

Documents Types \* Description \* Upload Files  
Drag & drop or [browse](#)

Previous Submit

- Enter the required details and upload the supporting documents and click **Submit**

**Transportation Details** X

Travel Details **Transportation Details**

Transport by  Road  Rail

Transportation Bill No. \*  Distance(km) \*

Carriage Amount \*  Vehicle Type(if any to be transported)  Transport Amount \*

Lumpsum/Carriage Amount \*

Accommodation Expenses

Expense Invoice **Upload document**

RC

Self Certificate

Travel Ticket

Voucher

Carriage Amount	Transport Amount	Lumpsum Amount	Action
₹ 6000	₹ 5000	₹ 22440	 

Description \*

Upload Files

**Click here**

Purpose \* Journey on Transfer

Trip Type \* One Way

Trip Start Date \* 3/2/2026

Trip End Date \* 3/2/2026

Journey Details

**Upload document**

JAIPUR 300km KOTA  
Feb 3, 2026 → Feb 3, 2026

Travel Details ₹ 4500

Transport Details ₹ 5000

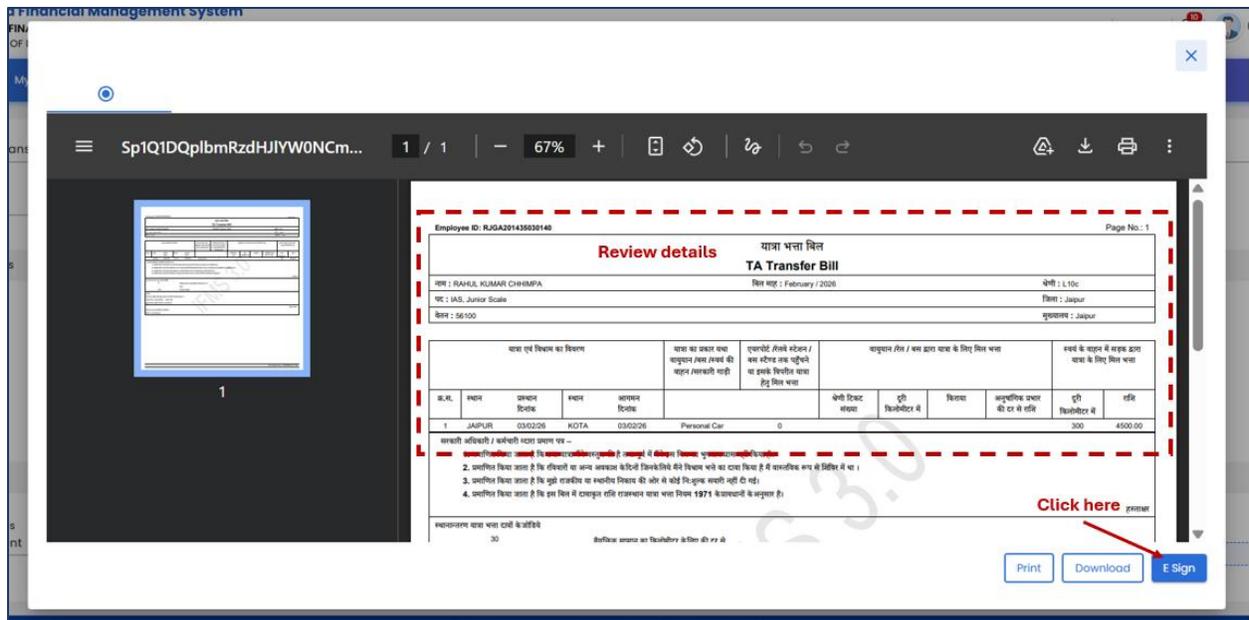
Documents Types **Upload document** Description

Upload Files

Remarks

Add Remarks **Enter Remarks**

**Click here**



- E-sign the document using the process mentioned above.
- Once the request is submitted it will go to the DDO for Approval and Bill will be generation
- DDO shall go to **Bills >> Non-salary Bills >> TA Bill >> Bill Generation**, to generate the Bill.
- After the Bill generation, DDO shall go to **Bills >> Non-salary Bills >> TA Bill >> Bill List**, from here DDO can forward the Bill to Treasury

-----X-----X-----