



# తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

GREATER HYDERABAD ZONE

O/o the Executive Director(GHZ),  
J.B.S, Picket, Secunderabad,  
Dt: 23.04.2019.

Lr. No. M5/543(ATM-13)/2019-GHZ

To  
All the Principals/Heads of the institutions,  
All the Educational institutions recognized by Govt. of Telangana.  
Hyderabad.

Sir/Madam,

Sub: **Bus Passes**-Payment of Administrative Charges towards obtaining fresh bus pass code and renewal of existing bus pass code by private un-aided Govt. Recognized educational institutions - Requested to make payment and submit the relevant documents along with payment receipts for the academic year 2019-20 for issual of passes - Reg.

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TSRTC, Greater Hyderabad Zone has been extending concessional bus pass facility to the student commuters studying in the institutions recognized by the Govt. All the Principals and Heads of the institutions are requested to make payment of Administrative Charges to continue the issual of concessional bus passes to the students. The details of the Administrative Charges pertaining to the academic year 2019-20 to be paid by the respective institutions by 18.05.2019 as furnished below. Further, for each institution code administrative charges have to be paid separately.

Type of Private Educational Institutions	Administrative Charges for New Code allotment to the institutions	Administrative Charges for renewal of already allotted code in Previous years
Engg./Medical(U.G.&P.G)	Rs.6000/-	Rs.5000/-
All Regular(U.G&P.G)	Rs.5000/-	Rs.4000/-
All Junior Colleges /Diploma/ ITI/ Vocational Colleges	Rs.4000/-	Rs.3000/-
All Schools ( I to X classes)	Rs.3000/-	Rs.2000/-



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- All the Heads of the Institutions are requested to furnish the cell phone numbers and mail IDs to activate the institution code to enable the students to apply for bus pass at [www.online.tsrtcpass.in](http://www.online.tsrtcpass.in) web site.
- On activation of the institution code duly entering the institution communicated cell phone number and mail ID, a message displaying the details of institution account will be sent to the registered institution cell phone number. When a student applies for bus pass, the application form will be added to the list of application forms in the institution account and the Head of the institution has to login in to the institution account and has to forward the student application form duly verifying the student credentials in all respects. Once the application form is forwarded by the Head of the institution from the institution account provided, it is treated as genuine pass application and pass will be issued on payment of requisite amount at opted counter on the date printed on the bus pass application form.
- Detailed instructions to the students and Heads of the Institution are being displayed in the web site and while applying the bus pass the student has to read all the instructions and agree to the terms and conditions and then only apply for bus pass and the institution management has to read all the instructions and after fulfilling the conditions only forward the student bus pass application form to RTC to issue student concessional bus pass.

Yours Sincerely,

*Bumar*

Executive Director  
Greater Hyderabad Zone

Encl: Proforma Sheet.

Cc: to CM(O&E)/GHZ for information.

Cc: to RMs: HR and SR for information and n/a.

Cc: to Dy.CAO/SR for information and n/a.

Cc: to Dy.CTM(S&C)/GHZ for information and n/a.

Cc: to all the DVMs of GHZ for information and n/a.

Cc: to all the DMs of GHZ with an advice to ensure payment of Admin charges by the respective Schools under the Jurisdiction of their depots.



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Proforma sheet to furnish the institution particulars by the Head of the Institution		
S No	Description	Particulars
1	Name of the Institution(As registered with TSRTC)	
2	Full Address(As registered with TSRTC)	
3	RTC issued Institution code	
4	School/College	
5	Govt./Aided/Private	
6	Affiliated to:	
7	University/BIE/Dir of School Edu. Issued code	
8	Affiliated courses	
9	Principal/head of the Institution Name and cell number	
10	Institution Mail ID	
11	Specimen Signature of the Principal and persons authorized by Principal or Head of the Institution	

Signature of the Principal /  
Head of the Institution with seal

**Documents to be enclosed while submitting the Admin charges paid receipt at Rathifile Bus Pass Section, II Floor, Rathifile Bus Station, Secunderabad:**

### Enclosures:

1	Only cell phone number of the Principal or Head of the Institution has to be communicated as messages will be sent at later date for further communication of any kind of information.
2	RTC issued code communication letter or Xerox copy of 2018-19 Admin charges paid receipt
3	Affiliation/Recognition copy(latest)
4	Specimen signatures copy
5	Xerox copy of Administrative charges paid acknowledgement for the year 2019-20 (latest)

**Note:** The above proforma sheet with due signatures with **institution/ principal mail ID** and **Cell No** shall be scanned and mailed to **ghzbuspasstrtc@gmail.com** mail ID.