



# తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

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GREATER HYDERABAD ZONE

O/o the Executive Director(GHZ),  
J.B.S, Picket, Secunderabad,  
Dt:05-Jun-2021.

Lr. No. M5/543(ATM-19)/2021-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 2021-22 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 2021-22 to be paid by the respective institutions by **30-Jun-2021** 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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### Note:-

1. The schools offering XI and XII classes including I to X classes with CBSE, ISC, ICSE etc., syllabus have to pay Rs.3,000/- towards administrative charges for renewal of existing bus pass code and Rs.4,000/- towards administrative charges for obtaining fresh bus pass code.
  2. The Government institutions are not required to pay the Administrative charges.
  3. The Grant in Aid institutions have to produce the following documents to be exempted from payment of Administrative charges.
    - a. Grant in Aid G.O. In case of colleges and proceedings in case of schools.
    - b. Number of courses granted with Aid including medium of instruction.
    - c. Latest salaries released details copy communicated by the authority concerned.
- The institution management has to draw a Demand Draft in favour of **Dy. CAO, TSRTC, Secunderabad** for the specified amount from any nationalized bank (preferably from **SBI**) payable at Hyderabad.
- In case of renewal of existing bus pass code, the DD along with the covering letter on Letter Head of the institution has to be handed over at Dy.CAO/SR, TSRTC office, I Floor, JBS, Secunderabad. The accounts section officials issue manual Money Receipt (MR). The Xerox copy of the money receipt along with the data sheet (proforma enclosed) and other documents as specified in the proforma sheet such as RTC issued institution code communication letter copy, Affiliation copy/Recognition copy (latest), Specimen signatures copy shall be produced at Rathifile Bus Pass Section, II floor of Rathifile Bus Station, Secunderabad for activation of the existing institution bus pass code. If RTC issued code letter is not available with the institution, in place of that administrative charges paid receipt for the year 2020-21 has to be enclosed.
- In case of obtaining fresh bus pass code, the DD has to be submitted along with all the required documents at Rathifile Bus pass section, II floor of Rathifile Bus Station, Secunderabad to process a note for allotment of fresh bus pass code.



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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 in TSRTC official website i.e., <https://mis.tsrtcpass.in> 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 center 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 website i.e., <https://online.tsrtcpass.in> 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

Executive Director

Greater Hyderabad Zone.

Encl: Proforma Sheet.

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

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 2020-21 Admin charges paid receipt
3	Affiliation/Recognition copy(latest)
4	Specimen signatures copy
5	Xerox copy of Administrative charges paid acknowledgement for the year 2021-22 (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.

T. N. Parvathi  
ATM CB