



# తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

GREATER HYDERABAD ZONE

## Instructions to be followed by the head of the institutions (Principal/Director/Dean) while forwarding the pass applications for the academic year 2022-23:

1. Institutions shall obtain bus pass code (User Name) by registering all the courses offered on submission of requisite documents along with the payment receipt of administrative charges at Bus Pass Section, 2<sup>nd</sup> Floor, Rathifile, Secunderabad before issual of bus passes to the students.
2. Administrative charges shall be paid for every academic year as and when communicated through print and electronic media and as per the notice published in TSRTC official website <https://online.tsrtcpass.in>
3. All the private institutions shall pay the Administrative charges pertaining to the academic year 2022-23 as furnished below in the form of Demand Draft, drawn in favor of Dy.CAO, TSRTC, Secunderabad payable at Hyderabad (preferably from any SBI Branch) and submit at Dy.CAO/SR's office, JBS,Secunderabad and obtain Money Receipt.

Type of Private Educational Institutions	Administrative charges for New Code allotment to the institutions	Administrative charges for renewal of already allotted bus pass 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 College/ Diploma/ITI/ Vocational Colleges	Rs.4000/-	Rs.3000/-
All Schools (I to X classes)	Rs.3000/-	Rs.2000/-



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4. The schools offering XI and XII classes including I to X classes with CBSE, ISC, ICSE etc., syllabus have to pay Rs.4,000/- towards administrative charges for obtaining fresh bus pass code and Rs.3,000/- towards administrative charges for renewal of existing bus pass code.
5. Student bus passes will be issued for the students belong to the private institution that has paid the administrative charges for the current academic year.
6. Government institutions and Aided institutions are exempted from paying the administrative charges.
7. All the private educational institutions shall have to submit the list of documents as per the proforma sheet available in <https://online.tsrtcpass.in> under the name "Administrative Charges Details" along with the payment acknowledgement receipt of the administrative charges at Bus Pass Section, 2<sup>nd</sup> Floor, Rathifile, Secunderabad.
8. Apart from Private institutions Government and Aided institutions shall also submit the institution data as per the proforma sheet available in TSRTC official website <https://online.tsrtcpass.in>.
9. The details of User name (Bus Pass Code) and Pass word will be forwarded to the mobile no. of the Head of the institution as mentioned in the Proforma sheet.
10. Students studying upto 7<sup>th</sup> class below 12yrs and Girls studying SSC, below 18 yrs age can down load the application form from TSRTC official web site or collect the application form from any bus pass center and fill up the application form by affixing latest colour passport size photo duly attested and certified by the Head of the School/Instition. Submit the application form at nearest Bus Pass Center and obtain the Free Bus Pass.
11. The online application form filled in by the student studying above 7<sup>th</sup> class shall be saved under the institution name and code. The Head Master/ Principal/ Director/ Dean of the institution has to forward the application form through online to RTC duly logging in to <https://mis.tsrtcpass.in> after thorough verification whether he/she is a bonafide student of that institution for the present academic year etc., so as to enable TSRTC to issue concessional bus pass to the student.



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12. The Principal/Director/Dean of the institution shall also certify the print out of the computer generated application form.
13. The pursuing course shall be full time course and regular mode of education in nature. Applications of the students who are studying through distance mode shall not be certified and forwarded as they are not eligible for obtaining concessional bus pass.
14. Evening college students have to produce the unemployment certificate.
15. Students who are availing stipend or fellowship are not eligible for obtaining concessional bus pass.
16. The application forms of the students who were attained 35 years and above shall not be certified and forwarded as they are not eligible for obtaining concessional bus pass.
17. It shall be ensured that the students who are applying for free, route, district route passes have applied for the route the place of residence to their institution address only. Passes will be issued in RTC services operated routes only.
18. Girl students up to the age of 18 years or studying 10<sup>th</sup> class, Boy students up to the age of 12 years or studying 7<sup>th</sup> class are only eligible for Free Bus Pass for this academic year 2022-23. These free passes will be issued from 15-JUN-2022 to 30-SEPT-2022.
19. Any changes such as Institution Name/Address/Offering New Courses/Discontinuation of courses shall be registered on submission of requisite documents before certifying the student bus pass application forms otherwise institution code will be blocked and penalty of Rs.25,000/- & above will be imposed besides initiating of the disciplinary action against the institution as per the corporation rules in force.



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20. Applications of the students such as Course Completed/Distance Mode and students drawing Stipend or Fellowship and also staff of the institution shall not be certified with the institution details. Certification of non-genuine student applications shall be viewed seriously and the difference amount to that of general ordinary pass (Presently Rs.1150/-) will be collected for the period of utilization from the institution and institution bus pass code will be blocked and penalty of Rs.25,000/- & above will be imposed besides initiating of the disciplinary action against the institution as per the corporation rules in force.
21. Details of the students such as Admission cancelled/ Discontinued/ Long Absentee shall be informed to disable their bus pass facility duly submitting the relevant documents.
22. Institution Code allotment letter/Payment details of administrative Charges /Admission Register/Allotment order/Physical appearance of the student etc., is mandatory to be provided when the Corporation official visits the institution for verification of the genuinity of the applications and also the details of the genuine/Non-genuine shall be furnished and certified on the letter head of institution after verification.
23. Delay in initiation of verification process, issuance of letter after verification and non-cooperation in verification process/ non-provision of the requisite registers shall be viewed seriously and institution code will be blocked without any further notice. The institution code will be unblocked up on satisfactory explanation from the institution management, if not satisfied further course of action will be initiated against the institution as per the Corporation rules in force.
24. Misuse of one institution code by other institutions/ running more than one branch with a single code under one group/ certification of applications of unregistered courses/ conducting of classes other than at the address registered with RTC will be viewed seriously and institution bus pass code will be blocked and penalty of Rs.25,000/- & above will be imposed besides initiating the disciplinary action against the Institution as per the corporation rules in force.



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25. Any merger of institutions shall be informed by submitting the requisite documents before certifying the student bus pass application forms of the merging institution.
26. All the autonomous colleges have to submit the copy of grant of Autonomous status sanctioned by the Competent Authority concerned along with the course wise academic schedule to avail concessional bus pass facility as per their individual academic schedule.
27. All the Grant in Aid institutions have to submit the Grant in Aid copy(in case of colleges)/ Proceedings of DEO or MEO (in case of Schools), Classes, Sections granted with Aid along with medium of instructions, latest budget copy regarding release of employees salaries.
28. It is requested to arrange to display the details of the Bus Pass Code allotted by TSRTC, official website address of the TSRTC <https://online.tsrtcpass.in> to apply online, on the institution notice boards for the convenience of their students and parents for obtaining bus passes. The following are the bus pass centres.

1	Abids	11	Ghatkesar	21	Lothukunta	31	Shamshabad
2	Afzalgunj	12	Hayathnagar	22	Medchal	32	S.R.Nagar
3	Aramghar	13	Ibrahimpattam	23	Mehdipattam	33	Shapur Nagar
4	Balanagar	14	JBS	24	Midhani	34	Suchitra
5	CBS	15	Kachiguda	25	Molnabad	35	Tarnaka
6	Charminar	16	Koti Terminal	26	NGOs Colony	36	Thukkuguda
7	Dilsukhnagar	17	KPHB	27	Patancheru	37	Uppal
8	ECIL X Road	18	Kukatpally Bus Stn.	28	Rathifile- Sec'bad	38	Uppal X Roads
9	Farooq Nagar	19	L B Nagar	29	Risala Bazar	39	Vanasthalipuram
10	GHMC Head Office	20	Lingampally	30	Sanathnagar	40	Womens College,Koti

  
**E.Yadagiri**  
Executive Director  
Greater Hyderabad Zone  
TSRTC