



# తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

GREATER HYDERABAD ZONE

## **Instructions to be followed by the student While applying for student bus pass:**

- The student has to apply for the bus pass through online in the TSRTC official website <http://online.tsrtcpass.in>. The application form will be saved under the institution name and code after submitting the same. After applying for student bus pass through online he/she will get a print out of the computer generated acknowledgement receipt.
- While applying the bus passes the students are requested to confirm whether the institution in which he is pursuing his studies has paid the administrative charges. Student bus passes will be issued only for the students belong to the institution that has paid the administrative charges.
- The pursuing course shall be full time course and regular mode of education in nature. Students who are studying through distance mode are not eligible to obtain student concessional bus pass.
- Students pursuing XI and XII classes with CBSE, ICSE, ISC syllabus and studied through other boards shall apply online through the link "Passes for School Children (SSC, CBSE, ICSE, ISC)".
- The student has to fill his name, address, pursuing course details without any mistakes and with utmost care.
- The student has to upload latest colour pass post size photograph with length 4.5 cm, breadth 3.5 cm which shall not exceed the size of 50 KB and shall be in \*.jpg format. (Note: The applications affixed with selfies, group photos and other casual photographs will be rejected)
- The student must select the eligible type of pass only. Eg: Students studying in the institution situated beyond the suburban limits shall select only student Greater Hyderabad pass or District Route pass as per eligibility.
- Evening college students have to produce the non employment certificate.



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- Students who are availing stipend or fellowship are not eligible for obtaining concessional bus pass.
- Students who were attained the age of 35 years and above are not eligible for obtaining concessional bus pass.
- The students who are applying for free, route, district route passes must enter route information from the place of residence to their institution address only.
- Boys up to the age of 12 years and studying VII class are eligible for student Free bus pass facility and the Girl students up to the age of 18 years and studying up to SSC are eligible for Free Bus Pass facility. These free passes will be issued from the months of June, July to 30<sup>th</sup> September of every year. If once issued pass lost or damaged at a later date (after 30<sup>th</sup> September) another free pass will not be issued under any circumstances as per the rules in force.
- The Principal/Director/Dean of the institution shall forward the soft copy of student application form through online to RTC, through the specific user login link provided to that institution by RTC after thorough verification whether he/she is a bonafide student of that institution so as to enable TSRTC to issue concessional bus pass to the student. The Principal/Director/Dean of the institution shall also certify the print out of the computer generated acknowledgement receipt.
- The student has to visit the preferred bus pass counter on the specified date for obtaining bus pass along with the attested print out of the computer generated acknowledgement receipt after ensuring that his application form has been forwarded to TSRTC by the Principal/Director/Dean of the institution.
- Intended Student Pass holders shall apply through online activity and visit the following 22 bus pass centers duly following the above procedure.

1.Rathifile-Sec'bad 2.Old CBS- Hanger 3. Sanathnagar  
4.Mehdipatnam 5. Charminar 6. Afzalgunj 7. Uppal 8. ECIL X Road  
9. Dilshukhnagar 10. Ibrahimpatnam 11. Medchal 12. Kachiguda  
13. Kukatpally Bus Station 14. Shapoornagar 15.BHEL-Keerthi  
Mahal 16. NGOs Colony 17. Hayathnagar 18. Midhani  
19.Shamshabad 20.Moinabad 21.Patancheru 22.Ghatkesar.





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- Student should check for identical preprinted ticket numbers on left side top portion of the ticket and computer generated number at right side top portion of the ticket before leaving the counter, if these said numbers are not tallied reject the ticket, there itself.
- The information entered by the student regarding SSC details, personal details, institution and course details must be correct. If any ineligible person availed concessional bus pass will entail to disciplinary action, confiscation of concessional bus pass, collecting the difference of loss of fare to RTC besides booking a cheating case at a later date.

A.Purushotham,  
Executive Director,  
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TSRTC.