



తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

GREATER HYDERABAD ZONE

Instructions to be followed by the student While applying for student bus pass for the academic year 2022-23:

1. Students studying upto 7th class, below 12yrs and Girls studying SSC, below 18 yrs age can download 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 pass size photo duly attested and certified by the Head of the School/Institution. Submit the application form at nearest Bus Pass Center and obtain the Free Bus Pass.
2. Above 7th class Students have to apply for the bus pass through online in the TSRTC official website <https://online.tsrtcpass.in>. The application form will be saved under the institution name and code after submitting the same. Further an SMS will be sent to the student's registered mobile no.
3. After applying for student bus pass through online he/she has to get a print out of the computer generated application form and get it attested by the Principal and ensure that his/her application form has been forwarded to TSRTC by the Head Master/Principal/ Director/Dean of the institution.
4. After submitting the same by the student, 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.
5. While applying the bus passes the students are requested to confirm whether the private institution in which he is pursuing his studies has paid the administrative charges.
6. Student bus passes will be issued only for the students belong to the private institution that has paid the administrative charges.
7. Government institutions and Aided institutions are exempted from paying the administrative charges on submission of requisite documents.



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8. 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.
9. 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 Students (SSC, CBSE, ICSE, ISC)**".
10. The student has to fill his name, address, Date of Birth, institution name, pursuing course and bus pass code allotted to that institution etc., details without any mistakes and with utmost care.
11. The student has to upload latest colour pass post size photograph **(Preferably, the same pass port size photo affixed on Institution ID card)** with length 4.5 cm, breadth 3.5 cm which shall not exceed the size of 100 KB and shall be in *.jpg format. **(Note: The applications affixed with selfies, group photos and other casual photographs will be rejected)**
12. 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.
13. Evening college students have to produce the non employment certificate.
14. Students who are availing stipend or fellowship are not eligible for obtaining concessional bus pass.
15. Students who were attained the age of 35 years and above are not eligible for obtaining concessional bus pass.
16. 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. Passes will be issued in RTC services operated routes only.
17. Girl students up to the age of 18 years or 10th class, Boy Students upto the age of 12 years or 7th class are only eligible for Free Bus Pass for this academic year 2022-23. These free passes will be issued from 15-JUNE-2022 to 30-SEPT-2022.



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18. Student should check for preprinted ticket numbers on left side top portion of the ticket and computer generated number at right side top portion of the ticket and ensure that both are same and also the name of the student on the top side of the ticket before leaving the counter, if any of the above are not tallied reject the ticket, there itself.
19. Once ID & ticket printed, they can not be cancelled, transferred and the amount can not be refunded under any circumstances.
20. 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 fare to RTC besides booking a cheating case at a later date.
21. Intended Student Pass holders shall apply through online activity and visit the following bus pass centers duly following the above procedure. Further, number of centres may increase or decrease depending on the demand.

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	Shapurnagar
4	Balanagar	14	JBS	24	Midhani	34	Suchitra
5	CBS	15	Kachiguda	25	Moinabad	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