**GUIDELINES FOR DISTRICT PUBLIC RELATIONS OFFICERS**

1. Every District Public Relations Officer ( Asst Director , in case of I & PR, Commissioner, Hyderabad) is given a User Name based on the new district like Distrcit short Code + DPRO ( Ex. RRDPRO for Ranga Reddy DPRO, ADIPR for Asst Director, I & PR , Commissioner , Hyderabad , VKBDPRO in case of Vikarabad etc).

2. The Default Password is < tsrtc >. DPRO shall login to TSRTC Bus Pass portal [www.mis.tsrtcpass.in](http://www.mis.tsrtcpass.in) and change his/her password frequently to avoid mis-use of the credentials.

3. All the Journalist data will be displayed in the concerned DPRO login under < Click Here To Approve > Tab. He/She shall verify data submitted by the journalist .

4. DPRO shall Double Confirm the Type of journalist pass, STATE LEVEL or DISTRICT LEVEL PASS and same to ensured while approving the Journalist Pass.

5. Only One Computerized Journalist Pass/ Card will be issued to each journalist and instructions will be printed on the back side of the pass.

5. DPRO can Approve multiple Journalist Registration Forms at a time by selecting concerned check boxes.

6. Approved journalist data will be automatically disappeared from the list.

7. After approval, an Approval SMS will be sent to the concerned Journalist’s Moble.

8. DPRO can also REJECT application by selecting respective button and a SMS will be sent to the concerned journalist’s Mobile.

9. Under < REPORT > Tab , DATE based reports are available

 **GUIDELINES FOR JOURNALISTS WHILE APPLYING FOR PASSES**

1. Journalist can apply for bus pass at [www.online.tsrtcpass.in](http://www.online.tsrtcpass.in)

2. He/She shall enter the required Data in the Online Registration form ie. Name ,Accreditation Card Number, Issuing DPRO , Validity of the card, Type of Journalist pass eligible ( District or State ), Mobile Number ,Official address , Residential address and Pass Collection Center etc.

3. He/She upload the Photo and Accreditation card separately and ensure that the size shall not exceed 100 Kb.

4. An SMS will be sent to his/her mobile after successful submission of application.

5. He/She optionally can take PRINT-OUT of Registration Form, by clicking Registration ID at the time of submission.

6. He/she ensure that the application shall be Approved by the concerned DPRO/AD.

7. On Approval by the concerned DPRO/AD, SMS will be sent to his/her Mobile.

9. And he/she can take Print Out of Registration Form at any time in < TRACK APPLICATION > link in three ways by giving Registration ID or by giving Mobile Number and Date Of Birth or by giving Email\_ID and Date Of Birth.

10. He/she shall visit his/her selected center to collect JOURNALIST PASS after receiving the SMS or after verifying application status in < TRACK APPLICATION > link.