



# తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

GREATER HYDERABAD ZONE

## **Instructions to be followed by the head of the institutions (Principal/Director/Dean) while forwarding the bus pass applications:**

- Institution shall obtain bus pass code by registering all the courses offered on submission of requisite documents and payment of administrative charges before issuance of bus passes to the students. Student bus passes will be issued for the students belong to the institution that has paid the administrative charges.
- Government institutions and Aided institutions are exempted from paying the administrative charges.
- Administrative charges shall be paid for every academic year in the months of May & June as and when communicated through print and electronic media and as per the notice published in TSRTC official website <https://online.tsrtcpass.in>
- The Principal/Director/Dean of the institution shall forward the soft copy of student application form through online to RTC available at <https://mis.tsrtcpass.in> 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 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.
- Evening college students have to produce the unemployment certificate.
- 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.



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- 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.
- Boys up to the age of 12 years and studying VII class are eligible for student Free bus pass and the Girl students up to the age of 18 years and studying up to SSC are eligible for Free Bus Pass. 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.
- Any changes such as Institution Name/Address/Offering New 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.
- 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.770/-) 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.
- 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.
- The signatures of the authorized dignitaries other than the principal/Director/Dean who are certifying the application forms shall be communicated in advance before the commencement of the academic year together with their respective specimen signatures.



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- 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 Staff 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.
- 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.
- Misuse of one institution code by other institutions/ running more than e 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.
- Any merger of institutions shall be informed by submitting the requisite documents before certifying the student bus pass application forms of the merging institution.
- 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.
- 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.



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- 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.

1.Rathifile-Sec'bad 2.Old CBS- Hanger 3. Sanathnagar  
4.Mehdipatnam 5. Charminar 6. Afzalgunj 7. Uppal 8. ECIL X Road  
9. Dilsukhnagar 10. Ibrahimpatnam 11. Medchal 12. Kachiguda  
13. Kukatpally Bus Station 14. Shapurnagar 15.BHEL-Keerthi Mahal  
16. NGOs Colony 17. Hayathnagar 18. Midhani 19.Shamshabad  
20. Moinabad 21. Patancheru 22.Ghatkesar 23.L B Nagar  
24.Tarnaka 25.Balanagar 26.Risala Bazar 27.Abids 28.KPHB  
29.Farooq Nagar 30.Lingampally 31.Miyapur 32.Kandukur  
33. SR Nagar 34.Alwal 35.Jagadgirgutta 36.Vanasthalipuram  
37.Ramanthapur 38.Aramghar 39.JBS 40.Nerdemet X Roads.

**C.Vinod Kumar**  
**Executive Director**  
**Greater Hyderabad Zone**  
**TSRTC**