



**Instructions to be followed by the student While applying for student bus pass for the academic year 2021-22:**

1. Students studying upto 5<sup>th</sup> class 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 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 5<sup>th</sup> 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.
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.



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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 10<sup>th</sup> class, Boy Students upto the age of 12 years or 7<sup>th</sup> class are only eligible for Free Bus Pass for this academic year 2021-22. These free passes will be issued from 15-JUNE-2021 to 30-SEPT-2021.
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





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

  
V. Venkateshwarlu  
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Greater Hyderabad Zone  
TSRTC