



తెలంగాణ రాష్ట్ర రోడ్డు రవాణా సంస్థ

GREATER HYDERABAD ZONE

Lr. No. M5/543(ATM-62)/2017-GHZ

O/o the Executive Director(GHZ),
J.B.S,Picket,Secunderabad,
Dt: 16.05.2017.

To
All the Principals/Head of the institutions,
All the Educational institutions
recognized by Govt. of Telangana
(Schools/Colleges),
Hyderabad.

Sir/Madam,

Sub: Bus Passes--Payment of Administrative Charges towards obtaining of fresh bus pass code and renewal of existing bus pass code by private un-aided Govt. Recognized educational institutions - Requested to make payment and submit the relevant documents along with payment receipts for the academic year 2017-18 for issual of passes - Reg.

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TSRTC, Greater Hyderabad Zone has been extending concessional bus pass facility to the student commuters studying in the institutions recognized by the Govt. As like 2016-17, all the Principals and Heads of the institutions are requested to make payment of Administrative Charges to continue the issual of concessional bus passes to the students. All the private institutions shall pay the Administrative Charges pertaining to the academic year 2017-18 by 25.05.2017 as furnished below. Further, for each institution code administrative charges have to be paid separately.

Type of Private Educational Institutions	Administrative Charges for New Code allotment to the institutions without code till now	Administrative Charges for renewal of already allotted code in Previous years
Engg./Medical(U.G.&P.G)	Rs.6000/-	Rs.5000/-
All Regular(U.G&P.G)	Rs.5000/-	Rs.4000/-
All Junior College/Diploma/ITI/Vocational Colleges	Rs.4000/-	Rs.3000/-
All Schools	Rs.3000/-	Rs.2000/-

1.The institution management has to draw a Demand Draft in favour of Dy.CAO/SR, TSRTC for the specified amount from any nationalized bank(preferably from SBH/SBI) payable at Hyderabad.

2. In case of renewal of bus pass code, the DD has to be handed over at Dy.CAO/SR, TSRTC office, I Floor, JBS, Secunderabad. The account section officials issue manual Money Receipt (MR) and the same receipt along with the data sheet(proforma enclosed) and other documents as specified in the proforma sheet shall be submitted at Bus Pass Section, Rathifile Bus Station, II floor for activation of the existing institution bus pass code.



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3. After submitting the DD at Dy.CAO/SR, TSRTC office at JBS, the Xerox copy of the acknowledgement along with institution details proforma sheet, RTC issued institution code communication copy, Affiliation copy(latest), Recognition copy, Specimen signatures copy shall be produced at Rathifile Bus Pass Section, II floor of Rathifile Bus Station.
4. All the Heads of the institutions are requested to furnish the cell phone numbers and mail IDs to activate the institution code to enable the students to apply for bus pass at www.online.tartcpass.in web site.
5. On activation of the institution code duly entering the institution communicated cell phone number and mail ID, a message displaying the details of institution account will be sent to the registered institution cell phone number. When a student applies for bus passes, the application form will be added to the list of application forms in the institution account and the Head of the institution has to login in to the institution account and has to forward the student application form duly verifying the student credentials in all respects. Once the application form is forwarded by the Head of the institution from the institution account provided, it is treated as genuine pass application and pass will be issued on payment of requisite amount at opted counter on the date printed on the bus pass application form.
6. In case of fresh code along with all the required documents and DD has to be submitted at Rathifile Bus pass section, Rathifile Bus Station, Secunderabad.
7. Detailed instructions to the students and Heads of the Institution are being displayed in the web site and while applying the bus pass the student has to read all the instructions and agree to the terms and conditions and then only apply for bus pass and the institution management has to read all the instructions and after fulfilling the conditions only forward the student bus pass application form to RTC to issue student concessional bus pass.

Yours Sincerely,

Executive Director
Greater Hyderabad Zone & IT

Encl: As above.

Cc: to CM(O&E) for information.

Cc: to RMs: HR and SR for information and n/a.

Cc: to all the DVMs of GHZ for information and n/a.

Cc: to all the DMs of GHZ with an advise to ensure payment of Admin Charges by the respective Schools while visiting the schools for collection of free pass applications by the Depot staff.



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Proforma sheet to furnish the Institution particulars by the Head of the Institution

Description	Particulars
Name of the Institution(As registered with TSRTC)	
Full Address(As registered with TSRTC)	
RTC issued Institution code	
School/College	
Govt./Aided/Private	
Affiliated to:	
University/BIE/Dir of Sch Edu. Issued code	
Affiliated courses	
Principal/head of the Institution Name and cell number	
Institution Mail ID	
Specimen Signature of the Principal and persons authorized by Principal or Head of the Institution for certifying the bus pass applications	

Signature of
the
Principal/
Head of
Institution
with seal

Documents to be enclosed while submitting the Admin charges paid receipt at Rathifile:

1. Only cell phone numbers have to be communicated as messages will be sent at later date for further communication
2. RTC issued code communication letter
3. Affiliation/Recognition copy(latest)
4. Specimen signatures copy
5. Admin charges paid acknowledgement xerox copy

Note: The above proforma sheet with due signatures shall be scanned and mailed to : ghzbuspasstrtc@gmail.com mail ID.

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Instructions to Govt. and Aided institutions:

- Schools offering I to X and XI, XII classes shall pay Rs.3000/- towards administrative charges.
- The Government institutions are not required to pay the Administrative charges.
- The Grant in Aid institutions have to produce the following documents to be exempted from payment of Administrative charges.
 1. Grant in Aid G.O. in case of colleges and proceedings in case of schools
 2. Number of sections granted with Aid including medium of instruction.
 3. Latest salaries released details copy communicated by the authority concerned.