

Instructions to the students:

1. The General, Greater and Special Pass applying students shall visit the web site www.tsrtcpass.in to apply **ONLINE** duly filling personal details, uploading scanned photo of 3.5cmx4.5cm (less than 50kb) size and shall also give preference center and date option to obtain bus pass.
2. To take printout of filled in online application form and affix latest passport size colour photograph on it and obtain attestation of the Head of the Institution on photograph.
3. To enclose bonafide certificate, ID card Xerox /fee receipt / allotment letter, SSC memo and to visit the preferred center on the date opted to get bus pass on payment of requisite amount.
4. Before visiting the Bus Pass Preferred center, the Students are requested to ensure that their Institute (All the Non Government Educational institutions) has paid the **administrative charges** , which is **MANDATORY**. The Bus Pass code cannot be issued to the Institute , unless PAYMENT OF ADMINISTRATIVE CHARGES ARE REALISED BY TSRTC.