



Instructions to be followed by the student While applying for student bus pass for the academic year 2023-24:

1. Students studying upto 7th class, below 12yrs and Girls studying SSC, below 18 yrs age can down load the application form from TSRTC official web site 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 7th 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 he/she shall get it attested by the Principal.
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. The student has to ensure that his/her application form has been forwarded to TSRTC by the Head Master/Principal/ Director/Dean of the institution and submit the attested application form alongwith the Xerox copy of the SSC Memo at nearest opted bus pass center and obtain bus pass.
6. 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.
7. Student bus passes will be issued only for the students belong to the private institution that has paid the administrative charges.



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8. Government institutions and Aided institutions are exempted from paying the administrative charges on submission of requisite documents.
9. 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.
10. 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)"**.
11. The student has to fill his name, address, Date of Birth, SSC Hall Ticket No, institution name, pursuing course and bus pass code allotted to that institution etc., details without any mistakes and with utmost care.
12. 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, unclear photos and other casual photographs will be rejected)**
13. 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.
14. Evening college students have to produce the non employment certificate.
15. Students who are availing stipend or fellowship or any other remuneration are not eligible for obtaining concessional bus pass.
16. Students who were attained the age of 35 years and above are not eligible for obtaining concessional bus pass.
17. 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.
18. Girl students up to the age of 18 years or 10th class, Boy Students upto the age of 12 years or 7th class are only eligible for Free Bus Pass for this academic year 2023-24. These free passes will be issued from 10.06.2023 to 30.09.2023.

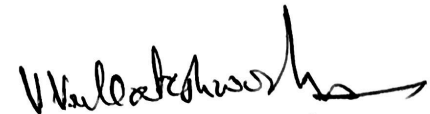


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19. Student should check for preprinted ticket numbers on left side top portion of the ticket and computer generated number at right side top portion of the ticket and ensure that both are same and also the name of the student on the top side of the ticket before leaving the counter, if any of the above are not tallied reject the ticket, there itself.
20. Once ID & ticket printed, they can not be cancelled, transferred and the amount can not be refunded under any circumstances.
21. 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.
22. 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	Abids	12	Ghatkesar	23	Medchal	34	S.R.Nagar
2	Afzalgunj	13	Hayathnagar	24	Mehdipatnam	35	Shapurnagar
3	Aramghar	14	Ibrahimpattam	25	Midhani	36	Suchitra
4	Balanagar	15	JBS	26	Moinabad	37	Tarnaka
5	Borabanda	16	Kachiguda	27	NGOs Colony	38	Thukkuguda
6	CBS	17	Koti Terminal	28	Patancheru	39	Uppal
7	Charminar	18	KPHB	29	Rathifile-Sec'bad	40	Uppal X Roads
8	Dilsukhnagar	19	Kukatpally Bus Stn.	30	Risala Bazar	41	Vanasthalipuram
9	ECIL X Road	20	L B Nagar	31	RGI Airport	42	Womens College,Koti
10	Farooq Nagar	21	Lingampally	32	Sanathnagar		
11	GHMC Head Office	22	Lothukunta	33	Shamshabad		


V.Venkateshwarlu
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Greater Hyderabad Zone
TSRTC