

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

Office of the Commissioner: PTD &
Ex-Officio: VC&MD, APSRTC,
RTC House, PNBS, Vijayawada.

No.Sup(P)/543(01)/2026-PO(IT)

CIRCULAR NO. PD-07/2026, DATED 31.07.2026

Sub: BUS PASS – Introduction of Computerized Privilege Bus Passes for
Employees – Instructions – Issued – Reg.

** **

In terms of Regulation No.5 of APSRTC Employees' (Bus Pass) Regulations 1964, all Regular Employees are eligible for 3 sets of Privilege passes for the employee and/or his family per calendar year. If passes are not taken or utilised during the calendar year, they will lapse.

In terms of Circular No.PD-14/2007 dated 03.04.2007, Casual Drivers and Conductors who have worked for three years are eligible for one set of privilege pass i.e., Slack Season pass with 2 Months validity.

In terms of Circular No.PD-07/2015, dated 04.08.2015, Contract Drivers and Conductors who have worked for 240 days are eligible for one set of privilege pass with 2 Months validity during slack season.

A brief summary of the above guidelines are given below

Type of Employment	Sets of Bus Passes eligible	Type of Pass	Can be utilised between	Validity	Remarks
Regular	3 sets per calendar year	Peak Season	1 st Jan & 31 st Dec	2 months from the date of issue	If issued on 31 st Dec, it is valid up to 28 th Feb of next year
		Slack Season-1 Month	1 st July & 31 st Dec	1 month from the date of issue	Validity ends by 31 st Dec
		Slack Season-2 Months	1 st July & 31 st Dec	2 months from the date of issue	Validity ends by 31 st Dec
Contract/Casual	1 Set per calendar year	Contract/Casual Pass	1 st July & 31 st Dec	2 months from the date of issue	Validity ends by 31 st Dec

Eligible family members:

The following dependant family members are eligible to travel on the strength of Privilege Bus pass in terms of APSRTC Employees' (Bus Pass) Regulations, 1964.

- a) Employee
- b) Spouse wholly dependent on the employee
- c) Father and Mother residing with and wholly dependent on the employee
- d) Widowed/Un-married sisters wholly dependent on the employee
- e) Sons under 21 years of age wholly dependent on the employee. Age restriction is not applicable to the bonafide students of recognized educational institutes.
- f) Un-married daughter wholly dependent on the employee.
- g) Adopted children are not eligible for privilege Bus Pass. {Lr.No.LC1/402(348)/92, dated 19.06.1992 of CM(Law)}
- h) In total, Bus pass shall be issued up to **6 members including employee** (6 Full tickets) {Cir.No.PD-07/2015, dated 04.08.2015}

Other Conditions:

- a) Slack Season-2 Months pass can be utilised for journey on Inter-state routes every year provided APSRTC operates more than one service on the route. (Cir.No.52/2006, dated 01.12.2006)
- b) However, Employees working at Bangalore and Chennai points are eligible for all 3 passes from Bangalore and Chennai points respectively.
- c) Journey from Tirupathi to Tirumala Ghat road is allowed for Slack Season passes only. (Cir.No.PD.107/1981-82, dated 24.03.1981)
- d) However, Employees working at Tirumala Depot are eligible for Peak Season pass from Tirumala.

Computerisation of Bus Pass issuance process:

The process of issuance of Privilege Bus Passes to the employees was computerised and necessary software was developed in HRMS module of CIS project. Training was also imparted to the PD Supervisors/Clerks and RC/RTs at Transport Academy, VDPM:VJA. A detailed working note is enclosed at Annexure.

Now, it is decided to implement the **computerised Privilege Bus pass system in HRMS module w.e.f.01.08.2026** at all the Units/Depots.

As soon as Staff No. is entered the Bus Pass to the credit of Employee is displayed. Necessary steps shall be taken to run the same and generate Bus Pass. The pass shall be printed, verified and signed by the PD Supervisor.

Locations Unit: Privilege Bus Pass will be issued at physically working unit based on the location mentioned in HRMS irrespective of the employee's Cadre strength. Manual Privilege Bus Passes shall not be issued from 01.08.2026.

Bus passes to the employees attending Association meetings:

Based on the requests made by the Associations for supply of buses to attend Association meetings, instructions are being issued by OPD of Head Office to provide buses from various districts for transporting Association members from the respective depots to the place of meeting based on the no.of employees surrendered privilege bus pass to attend union meetings.

Unit officers have to issue separate Bus Passes to the individual employee member as well as to his/her other eligible family members (not more than five) as per the Bus Pass Declaration on the same route and the same validity period as per the requisition made by the employee. Though two separate Bus passes are issued, it shall be treated as One Set of Pass and debited from the account of the employee.

Now, the instructions are modified as

- (i) To issue manual Privilege Bus Pass to Employee **(Self) only**
- (ii) To issue computerised Bus pass to family members **(without self)**
- (iii) Both passes shall be issued on the same dates and same route.
- (iv) Both the passes shall be treated as One set only.
- (v) Other terms and conditions as mentioned in the OPD letters as and when issued shall be followed.

Bus Pass Register: Since, some privilege passes have already been issued to employees during the calendar year 2026 and were entered in the Physical Bus Pass Register, the said register shall continue to be maintained up to 31.12.2026. Thereafter, maintenance of physical Bus Pass Register shall be discontinued from 01.01.2027.

Reports: One report "**APPTD BUS PASS SUMMARY REPORT**" is provided with details of Privilege Bus Passes issued between any two given dates.

Return of Bus Pass: The employee shall handover the Bus Pass soon after the period of its completion. Instructions are issued that when the employee fails to return the same, Rs.25/- shall be recovered in terms of Item No.II of Cir.No.PD-01/2013-PO-III, dated 04.01.2023. It shall be ensured that the same is received by the RC/RT and proposals submitted to the Unit Officer for issue of recovery orders.

Option will be provided in the system to enter the **Returned Bus Passes details** and a report will be generated containing the details of Non-returned bus passes to recover requisite amounts from the employees.

Pre-requisites for implementation of computerized Privilege Bus pass through HRMS:

1. PD Supervisors/Establishment clerks working at the depots/units shall verify the family member details of each employee in "**Contact**" responsibility in HRMS module and ensure that all the eligible family members are entered in the Dependants List in HRMS.
2. Details of Privilege Bus Passes already availed by the employees during the calendar year 2026 shall be listed and it shall be ensured that passes already issued manually are not again issued in HRMS.
3. Wide publicity shall be given among the Squad teams/Crew and employees through Notice Boards, Gate meetings and other ways to allow the Computerised Bus Passes in Buses.
4. Strict instructions shall be issued to the RC/RT issuing computerised Bus Passes for systematic implementation of the same and give no scope for any error.

Necessary action shall therefore be taken accordingly by all the Unit Officers.

12/3/2026 31/7/2026
EXECUTIVE DIRECTOR (A)

To
All Officers of APPTD.

Copy to PO(HRD)/HO for inclusion in monthly index of circulars.

HRMS లో BUSPASS ఇష్యూ విధానం

Login : <employee no>

Password : <password>

- (1) Bus pass ఇవ్వడానికి ముందు HRMSలో employee contact details అనగా family members వివరాలు సరి చూచుకొనవలెను.
- (2) **View Request** లో <APSRTC Employee Wise Dependent Details> request run చేసి unit మరియు staff no ఇవ్వవలెను ఉదాహరణ కి ఈ క్రింద విధముగా కనపడుతుంది. Staff no blank పెట్టి run చేసినచో యూనిట్ లో ఉన్న అందరి వివరాలు కనపడతాయి

APSRTC

UNIT: SIMHACHALAM

PAGE: 1

EMPLOYEE-WISE DEPENDENTS DATA ENTRY CHECK-LIST

SNO	EMPLOYEE_NAME /DEPENDENT_NAME	STF-NO /RELATION	DESIG. /DOB (DEP)	AGE	NO.OF DEPS. /BPASS MEDI	CONTACT NUMBER
1	D.A.RAJU	752946	DRIVER-2		4	9490891774
	D.ANANTHA LAKSHMI	Spouse	02-07-1993	33Yrs		
	D.BHARGAVA RAMANA	Son	19-05-2014	12Yrs		
	D.SWAROOPA RANI	Daughter	13-07-2017	9Yrs		
	D NOOKA RAJU	Father	01-01-1968	58Yrs		

గమనిక : family members అందరి **date of birth** లు enter చేసి ఉండవలెను
లేనిచో bus pass లో ఆ member కనపడరు

- (3) HRMS లో select <**BUS PASS**> responsibility

11. Buspass

- (4) ఈ క్రింద విధముగా కనపడుతుంది

Note that the search is case insensitive

Request Number

Employee Number

Employee Name

Go Clear

Create | ... Click on Create

Request Number Bus Pass Number

No search conducted.

Table Diagnostics

(5)

Request Number 5715 Buss Pass Sequence Number * Employee Staff Number * Type of Pass Inter State Pass Effective Date Valid Upto Office	Name Designation Section Employment Type * From Location * To Location Return From Location Return To Location
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(1) Enter employee Staff Number

(2) Select type of pass

- Peak Season
- Slack Season -1
- Slack Season-2
- If selected **Slack Season-2**, will ask **Inter State Pass** <Yes/NO>

If employee contract / casual

- Contract / Casual Employees

(3) <**Effective Date**> current date will display

(4) <**Valid upto**>will display pass validity date depends on type of pass you selected

(5) <**From Location**>Enter From location or select from drop down list

(6) <**To Location**>Enter To location or select from drop down list

(7) It will display <**Return From Location**><**Return To Location**> automatically.

Request Number 5742 Buss Pass Sequence Number * Employee Staff Number 368785 * Type of Pass Peak Season Effective Date 16-Jul-2026 Valid Upto 15-Sep-2026 Office AVANIGADDA Name CH.M.M.RAO	Designation MECHANIC2 Section MECHANICAL ENGINEERING Employment Type Regular Employee * From Location KODURU * To Location VISAKHAPATNAM Return From Location VISAKHAPATNAM Return To Location KODURU
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- (8) employee family members వివరాలు దిగువ చూపిన విధంగా కనపడతాయి
- (9) ఎవరు ఎవరికి pass ఇవ్వవలెనో వారికి Eligible for Pass <Yes> select చేసుకొనవలెను.

Permitted to Travel Details

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Eligible for Pass	Dependent Type	Name	Age	Ticket Category
Yes ☐	Spouse	Mrs. CH NEELIMA	38	Full Ticket
☐	Son	Mr. CH TARAK RAM CHOWDARY	11	Half Ticket
Yes ☐	Self	CH.M.M.RAO	46	Full Ticket
No ☐	Mother	Mrs. CH VANI	65	Full Ticket

Outward

Adult 3
Children 1
Total Tickets 4
Actual Tickets 3.5

Return

Adult 3
Children 1
Total Tickets 4
Actual Tickets 3.5

Bus Pass Approval

* Employee Number

Employee Name

- (10) Bus pass approval చేయవలసిన (Supervisor/Clerk available) వారి staff no ఇవ్వవలెను ఇచ్చే ముందు approval కి వెళ్ళే వారి వివరములు సరి చూచుకొనవలెను
- (11) Select <Apply> and next select <Submit for Approval>
- (12) Supervisor login లో Notifications లో ఈ క్రింద విధముగా కనపడుతుంది

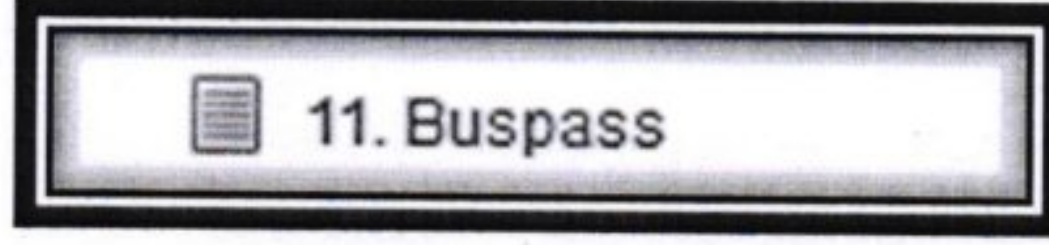
Worklist

Full List (711)

Rows 1 to 75

From ☐	Type ☐	Subject ☐	Due ☐
G.SURESH BARU	Xrtc Bus Pass	Bus Pass Approval for Employee - 368785	

- (13) Supervisor login లో approve అయిన తర్వాత
(14) Bus Pass responsibility open చేసి



Request Number

Employee Number

Employee Name

Go Clear

Create | ***

Request Number	Bus Pass Number	Buss Pass Type	Emp Number	Emp Name	Approval Status	Print
5744	AVG/2026/SS2/0003	Slack Season - 2	368785	CH.M.M.RAO	APPROVED	

- (15) Employee Number Enter చేసి <Go> click చేయవలెను
(16) Click on Print button it will print bus pass of the above employee

SAMPLE BUS PASS

M.T.D. 40/R

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

BUS PASS - Slack Season - 2 (Not Transferable) INTERSTATE BUS PASS				No : AVG/2026/SS2/0003	
Valid From : 16-JUL-2026		Valid Upto : 15-SEP-2026		Office STAMP	
Name:	CH.M.M.RAO			Staff No : 368785	
Designation:	MECHANIC2			Unit : AVANIGADDA	
				Outward	Return
(1) From:	AVANIGADDA	To:	BANGALORE	Adult:	3
(2) From:	BANGALORE	To:	AVANIGADDA	Children	1
				TOTAL :	4

Following Family Members are permitted to Travel

S No	Relation	Name	Age
1	Self	CH.M.M.RAO	46
2	Spouse	Mrs. CH NEELIMA	38
3	Mother	Mrs. CH VANI	65
4	Son	Mr. CH TARAK RAM CHOWDARY	11

Signature of Issuing Officer (with Office seal)

OUTWARD JOURNEY PARTICULARS:				RETURN JOURNEY PARTICULARS:			
1)From		To		1)From		To	
Bus No		Dt	SR/TR	Bus no		Dt	SR/TR
2)From		To		2)From		To	
Bus No		Dt	SR/TR	Bus no		Dt	SR/TR

Note :The Conductor/Despatching Controller should always furnish the Journey Particulars and SR/RT No. above.