



# DELHI TRANSPORT CORPORATION

(Govt. of N.C.T. of Delhi)

## Application Form for Bus Pass

### New Pass/Renewals/Refunds (To be filled in Capital Letter only)

1. Name of the Applicant

2. Name of Father/ Husband

3. DOB  Age  Ph.

4. Residential Address

Pin

(Choose only one from Check List)

5. Category of Pass Holder

6. Type of Pass Required Tick  only one  Destination  All Route Non AC  All Route AC

7. Information Required for Destination Passes Place From \_\_\_\_\_ To \_\_\_\_\_

8. Period of Pass Required Date From \_\_\_\_\_ To \_\_\_\_\_

#### For Concessional Passes

#### 9. Student Category

(i) Name, Address and Code No. of the Educational Institute  Code No.

Name and Address \_\_\_\_\_

(ii) Class  Roll No.

(iii) Student Identity Card No.

(iv) State whether Employed or Not

Paste Recent Photograph & get it attested by the Principal/Head of Institute (For Students Only)

Student's Signature

It is certified that the columns filled by the student are correct and have been verified from our records and it will be valid for 5 months. The certificate is valid for two week from the date of Issue.

Date \_\_\_\_\_

Signature of Principal/Head of Institute  
(Office Stamp with Address)

	Documents Name	Number
10. Senior Citizens	Age Proof <input type="text"/>	<input type="text"/>
	Residence Proof <input type="text"/>	<input type="text"/>

### 11. Disabled Persons Category

(i) Name of Hospital Issuing Disability Certificate \_\_\_\_\_

Tick  One Only.

(ii) Type of Disability

ORTHO (1)

DEAF (2)

BLIND (3)

MR/MI

(iii) Reference No. of Social Welfare Directorates

### 12. Free Pass Holders

(i) Category \_\_\_\_\_

(ii) Name and Address of authority Issuing  
the verifying Reference Document \_\_\_\_\_

### 13. Refund Required

For Weeks \_\_\_\_\_ / Months \_\_\_\_\_

(Signature of the Applicant)

#### (For Office use only)

It is certified that all documents have been checked and found in order.

Signature of Verifying Official

Bus pass No.  Date of issue

Received ₹

Refunded ₹

Signature of Issuing Clerk

#### Instructions :

1. Payment of ₹ 15/- to be paid towards cost of ID cum Bus Pass.
2. Bus Pass shall be renewed within three days.
3. Bus Pass charges shall be payable as per DTC notification.
4. The Amount of Pass is refundable in case of complete unused months in category of concessional passes and in case of General category remaining weeks starting from the date of issue. (subject to maximum 3 weeks).
5. Application will not be accepted without School Code (Item No. 9) in case of student.
6. Purchase of a Bus Pass itself proves that pass holders accepts all rules and regulations prevailing for the issuance of Bus Pass.
7. Bus pass is non-transferable.
8. Pass Holder has to show Bus Pass to any competent officers/checking officials of the Corporation on demand, if fails to do so he/she has to pay the penalty as per rule.
9. Corporation will neither issue duplicate pass nor refund proportionate fare in case of partial/complete damage, mutilation or loss of Bus Pass.
10. The cost of Refunded Ticket is ₹ 10/- per refund.

#### Check List : Tick the document attached with the form :

- Category of Pass to be mentioned in (Item No. 5) : Student, BPL/AAY, Freedom Fighter, Sr. Citizen, International Sports Person, Disabled, National Awardee, Journalist, War Widows & Dependent, Gen. Public, Student Special, MLA/MP.
- Residence Proof (Ration Card/Voter Card/Pass Port) for Senior Citizens.
- For BPL/AAY certificate (Ration Card) issued by the Food & Supply Deptt., GNCTD.
- PIB/DIP/MCD Card for Journalist/Press Pass.
- Disability Certificate from Govt. Hospital, Disability Certificate from Area SDM.
- Age Proof for Sr. Citizens (Birth Certificate, School Leaving Certificate, Photo Identity Card, Ration Card, Pass Port, Retirement Letter from Govt. Deptt.)
- Pension Payment order & Bank A/c Statement for Freedom Fighters.
- National Award Certificate copy issued by the President of India (Padam Bhushan, Padam Vibhushan, Padam Shree, Bharat Ratan).
- International Sports Certificates from Govt. of India.
- War Widows Certificates Issued by Appropriate Defence Authority.