

**ANNEXURE-C**  
(The price of this form is rupee one)

The R.M. /A.M.  
Himachal Road Transport Corporation,  
\_\_\_\_\_

**DOWNLOADED FORM**  
**( Charge additional Rs. 1 with pass amount as cost of this form )**

(Through Proper Channel)

**APPLICATION FOR MONTHLY CONCESSION PASS**

Sir,

Kindly issue/renew my monthly pass No. \_\_\_\_\_ for the period  
from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ route  
of your buses.

1. I am a bonafide student  
of \_\_\_\_\_ school/College and I am studying  
in \_\_\_\_\_ Class.
2. I am an employee of the State Government and employed in the office of  
the \_\_\_\_\_ I Further certify that I am working on  
regular strength in the afore3said Office/Department.
3. My age is \_\_\_\_\_ years (Date of Birth \_\_\_\_\_)
4. A sum of Rs. \_\_\_\_\_ alongwith two passport size  
photographs duly attested by the Head of Office/Institute is being remitted / enclosed herewith.
5. I have fully understood the terms and conditions regarding monthly concessional pass and under take to  
comply with the same.
6. Monthly pass is issued on the payment of fare and tax etc. in advance.
7. No concession is allowed for holidays falling in the months.
8. Pass holder is provided seat subject to availability otherwise he travels standee.
9. The monthly pass is not transferable.
10. No rebate or refund is admissible on account of the pass holder not utilizing the pass for the whole or  
part of the month.
11. The pass holder can claim refund only for the days, the bus does not ply on the route on account of road  
blockage or is otherwise suspended. He has to submit application for refund to the concerned  
Regional/Assistant Manager.
12. Two passport size photographs duly attested by Head of Institution/Office is to be provided by the  
applicant at his own cost for affixing the same on the pass and for office record.
13. A mutilated or torn pass is not admitted as valid.
14. In case of loss, a duplicate pass is issued on payment of Rs. 15/- being the cost of duplicate pass.

It is further certified that as stated above are correct to the best of my knowledge and belief and nothing  
has been concealed.

Yours faithfully,

Dated \_\_\_\_\_

(Signature of the applicant)  
and full name in capital letters  
(designation in case of an employee)

Certified that the facts stated in the application are correct and renewal of the pass applied for by  
Shri/Smt./Kumari \_\_\_\_\_ is recommended.

Signature  
Full name in capital letters of  
Head of the Institution/Office with Seal

**FOR OFFICE USE ONLY**

Received Rs. \_\_\_\_\_ vide receipt No. \_\_\_\_\_

date \_\_\_\_\_ issued vide renewal chit No. \_\_\_\_\_

Dated \_\_\_\_\_