

<b>Name of the Service</b>	<b>Distribution of Bus Pass</b>
Whom to approach for this service (Designated Officer)?	Director, Departments of Postgraduate Studies
Procedure involved to get this service	Submit the application in the form prescribed by the KSRTC.
Form to be submitted to get this service	Form prescribed by the KSRTC.
Who are eligible to get this service	Those candidates who are studying in the institution
Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Identity card issued by the University</li> <li>2. Fee-paid challan</li> <li>3. 01 passport size and 02 stamp size photos</li> <li>4. Bus pass fare as specified by KSRTC</li> <li>5. Certificate of proof of Residence issued by competent authority</li> <li>6. Distance certificate issued by competent authority</li> </ol>
Fee/Charges to be paid to get the service	-
Maximum number of days to wait to get this service delivered	03 working days from the date of receipt of Bus pass from KSRTC
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

#### **WORK FLOW**

<b>Step</b>	<b>Description</b>	<b>No. of Working Days</b>	<b>Designation</b>
1	Entering the Bus Pass details in the Issue Register	1.00	Case worker
2	Verification	1.00	Superintendent
3	Distribution	1.00	Case worker

**For more details you may log on to [www.sakala.kar.nic.in](http://www.sakala.kar.nic.in)**

**Helpline No:080-44554455**