हैदराबाद विश्वविद्यालय ॥ **UNIVERSITY OF HYDERABAD**
परीक्षा नियंत्रक का कार्यालय / **Office of the Controller of Examinations**
शैक्षणिक अनुभाग / **Academic Section**

Ref. No. UH/Acad/2026/169 **Date: 30-10-2026**

CIRCULAR

Sub:- Issue of Railway Concession Orders (Sleeper Class only) for Travel during Winter vacation-2026-2027.

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All students who wish to avail Railway Concession during the upcoming Winter Vacation to visit their home towns are instructed to submit request in prescribed format to Academic Section and collect their concession orders. The Winter vacations for students are from 12-12-2026 to 03-01-2027 as per Academic Calendar-2026-27.

1. The prescribed form is available in the Office of the Schools/Departments/Centers and Academic website: acad.uohyd.ac.in/Notifications.
2. The duly filled-in forms with attached copy of valid semester registration are to be submitted at Counters Nos. 1 or 4 of the Academic Section from 3:00 PM to 5:00 PM on all working days between **03-11-2026 to 02-01-2027.**
3. The Railway Concession orders should be collected personally by the **concerned Student only** between 3:00 pm. to 5:00 PM. after two days from date of submission of the request.
4. Concession will be given only to the home town in address declared by the students at the time of admission & for travel in Sleeper Class only. In case of any change in the home address, sufficient proof of the same should be submitted along with the application.
5. All students requesting for concession should produce ID Card/Semester Registration Card at the counter. Only those students enrolled in the current semester will be granted Railway Concession & Final Semester Students will be issued only one-way Concession Order for travel in Sleeper Class only
6. The Concession order is valid for fourteen (14) days from the date of issue for outward journey and for three months for the return journey. Ticket booking should be done accordingly.
7. Students those who are above 25 years of age in respect of GE/OBC categories and above 27 years of age in respect of SC/ST categories are not eligible for concession.
8. As per the instructions of the Railway authorities, students travelling by train should produce their student ID card along with the concession passes, on demand while travelling.
9. Concession booking facility for UoH students will be available in at Hyderabad, Secunderabad, Begumpet, and Lingampally Stations.
10. Change of date shall not be entertained after submission of the forms.

Deputy Registrar (A & E)
उप कुलसचिव / Deputy Registrar
शैक्षिक एवं परीक्षा / Academic & Exams
हैदराबाद विश्वविद्यालय / University of Hyderabad
केंद्रीय विश्वविद्यालय पी.ओ / Central of Hyderabad PO
गाचीबोवली, हैदराबाद / Gachibowli, Hyderabad-500046

To
All the Deans of the Schools and Heads of the Departments/ Centres
DSW/Chief Warden/All Notice Boards of the Hostels.

Date:_____

To,
The Deputy Registrar (A & E)
O/o the Controller of Examination
University of Hyderabad
Hyderabad – 5000 046.

Sir,

Sub: - Request for issue of Railway Concession Orders (*Sleeper Class only*)- Reg.,

I will be going to **my home town** (Vill/Dist.,) _____ during this **Winter/Summer Vacation**. I wish to avail railway concession and I request you to issue me railway concession order from **(Nearest Station)** _____ to **(Nearest Station)** _____ and back.

Name of Student in (Block Letters): _____

Enrollment No:_____ Semester_____Course_____School/Dept./Cent.Name_____

Age_____**DoB** _____ Gender: Male/Female, Category: SC/ST/OBC/ GE/PH/EWS
(Above 25 years of age in r/o GE/OBC and 27 years of age in r/o SC/ST are not eligible)

Dept/Centre: _____ School: _____

Home Address as in University Records ***(if not, pl. attach proper document proof of the same)***

:_____

_____.

Details of Journey: Name of Station; on ward & Return
From (on ward)_____Station name(to):_____

From (Return)_____Station name (to):_____

(SLEEPER CLASS ONLY)

I hereby declare that all the above information furnished by me are true and correct to avail Railway Concession to visit my native place only during Summer / Winter vacation.

Encl; copy of valid UoH student ID card

Yours faithfully,

Signature of the Student

_____

Remarks / Recommendations of the Dean/ Head of School/ Dept./Centre

Signature/stamp of the Dean / Head

Academic Section: issued concession order(s) Sl. No_ _____ and Date:_____