



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

Ref. No. UH/Acad/2022/ 1066

Date: 07-11-2022

C I R C U L A R

**Sub: Issue of Railway Concession Orders for Travel during Winter vacation.**

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 vacation for students is from 10-12-2022 to 01-01-2023 as per Academic Calendar-2022-23.**

1. The prescribed form is available in the Office of the Schools/Departments/Centers and Academic website: [acad.uohyd.ac.in](http://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 10:00 AM to 1:00 PM and 2:00 PM to 5:00 PM on all working days for the period from **09-11-2022 to 30-12-2022.**
3. **The Railway Concession orders should be collected personally by *the concerned Student only* between 2:00 pm. and 5:00 pm. two days after the 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. 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.**
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 and above 27 years of age in respect of SC/ST 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 travel.
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  
(Academic & Exams)**

To,

All the Deans of the Schools and Heads of the Departments/ Centres

उप कुलसचिव / Deputy Registrar  
शैक्षणिक एवं परीक्षा / Academic & Exams  
हैदराबाद विश्वविद्यालय / University of Hyderabad  
केंद्रीय विश्वविद्यालय पी.ओ. / Central of Hyderabad PO  
गच्छिबोवली, हैदराबाद / Gachibowli, Hyderabad-500046

Date: \_\_\_\_\_

To,  
The Deputy Registrar  
(Academic & Exams)  
University of Hyderabad  
Hyderabad – 5000 046.

Sir,

**Sub: - Request for issue of Railway Concession Orders- 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 (**Nearest Station**) from \_\_\_\_\_  
to (**Nearest Station**) \_\_\_\_\_ and back.

Name of Student in (Block Letters): \_\_\_\_\_

Enrollment No: \_\_\_\_\_ Semester \_\_\_\_\_ Course \_\_\_\_\_ Subject: \_\_\_\_\_

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 :***

Date (on ward) From \_\_\_\_\_ Station (to): \_\_\_\_\_

Date (Return):From \_\_\_\_\_ Station (to): \_\_\_\_\_

***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 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: \_\_\_\_\_**