



# हैदराबाद विश्वविद्यालय UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय / Office of the Controller of Examinations

शैक्षणिक अनुभाग / Academic Section

Ref. No. UH/Acad/2024/6 25

Date: 27-03-2024

## C I R C U L A R

**Sub: Issue of Railway Concession Orders (Sleeper Class only) for Travel during summer vacation-2024.**

All students who wish to avail Railway Concession during the upcoming **Summer Vacation** to visit their home towns are instructed to submit request in prescribed format to Academic Section and collect their concession orders. **The summer vacation for students is from 23-5-2024 to 14-7-2024 as per Academic Calendar-2023-24.**

1. The prescribed form is available in the Office of the Schools/Departments/Centers and Academic website: [acad.uohyd.ac.in / Notifications](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 between 01-4-2024 to 13-7-2024.**
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 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 traveling.
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.

  
Assistant Registrar  
(Academic)

ASST. REGISTRAR (ACAD)  
UNIVERSITY OF HYDERABAD  
HYDERABAD - 500 046

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 Assistant Registrar (A)  
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 (**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 : 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: \_\_\_\_\_**