



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

Ref. No. UH/Acad/2025/

Date: 03-11-2025

**C I R C U L A R**

**Sub: Issue of Railway Concession Orders (Sleeper Class only) for Travel during Winter vacation-2025-2026.**

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 11-12-2025 to 01-01-2026 as per Academic Calendar-2025-26.**

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 06-11-2025 to 31-12-2025.**
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.**

**Deputy Registrar (A & E)**

उप कुलसचिव / Deputy Registrar  
शैक्षणिक एवं परीक्षा / Academic & Exams  
हैदराबाद विश्वविद्यालय / University of Hyderabad  
केंद्रीय विश्वविद्यालय पी.ओ. / Central of Hyderabad PO  
गच्छीबोली, 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 \_\_\_\_\_ Program 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: \_\_\_\_\_**