



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

Ref. No. UH/Acad/2025/464

Date: 26-03-2025

CIRCULAR

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

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 23-5-2025 to 15-7-2025 as per Academic Calendar-2024-25.**

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 01-4-2025 to 14-7-2025.**
3. **The Railway Concession orders should be collected personally by *the concerned Student only* between 3:00 pm. to 5:00 pm. after two working 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
(Academic & Exams)**

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: _____