



हैदराबाद विश्वविद्यालय UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय / Office of the Controller of Examinations

शैक्षणिक अनुभाग / Academic Section

Ref. No. UH/Acad/2026/ 376

Date: 02-03-2026

C I R C U L A R

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

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 29-5-2026 to 14-7-2026 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.
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 09-3-2026 to 13-7-2026.**
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: _____