



हैदराबाद विश्वविद्यालय || UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय / Office of the Controller of Examinations

शैक्षणिक अनुभाग / Academic Section

Ref. No. UH/Acad/2019/ 2091

Date: 17-9-2019

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 10-12-2019 to 01-01-2020**

1. The prescribed form is available in the Offices of the Schools/Departments/Centers and Office of the Academic Section.
2. **The duly filled-in forms attached copy of valid sem. reg., are to be submitted at Counters No. 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 26-09-2019 to 31-12-2019.**
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 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 **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
(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 from (Nearest Station) _____ to
(Nearest Station) _____ and back.

Yours faithfully,

SIGNATURE OF THE STUDENT

Student Particulars

Name in (Block Letters): _____

Enrollment No: _____ Course/Subject: _____

Age _____ DOB: _____ Gender: Male/Female. Category: SC/ST/OBC/GE

Dept.. Centre: _____ School: _____

Home Address as in University Records: *(if not, pl. attach proper document Proof of the same)*

: _____

Journey Details

Date of Onward Journey: _____ Station: _____

Date of Return Journey: _____ Station: _____

Remarks / Recommendations of the Dean/Head/School/Department