



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

Ref. No. UH/Acad/2018/ 428

Date: 19-09-2018

CIRCULAR

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 30.11.2018 to 01.01.2019.

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 are to be submitted in the Facilitation Counter 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 **04-10-2018 to 01-01-2019.**
3. The Railway Concession orders should be collected personally by the concerned Student 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.
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.
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 _____ during this Winter Vacation. I wish to avail railway concession and I request you to issue me railway concession from (Station) _____ to (Station) _____ and back.

Yours faithfully,

SIGNATURE

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:

Journey Details

Date of Onward Journey: _____ Station: _____

Date of Return Journey: _____ Station: _____

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

Signature of Dean/HOD

Academic Section

Concession Pass Issued:

Date: