

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad –500 032

Accredited with A grade



Dean Students' Welfare

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Dean Students' Welfare

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MANUU /DSW/F.06/2016-17/

Date: 04.11.2016

CIRCULAR

Sub: Railway Concession for home town during vacation -Reg.

All the students of MANUU desirous of availing railway concession are hereby informed that they may apply for the Railway Concession for their ensuing vacation, as per academic calendar for regular mode programmes 2016-17. The prescribed application form to avail the Railway Concession can be obtained from the office of the DSW from Monday the 7th November, 2016 onwards during office hours.

The students are advised to read the INSTRUCTIONS carefully and follow strictly while filling up the forms, failing which the concession is automatically invalid.

1. The **NAME AND AGE** shall be written such that it confirms to the details in the identity card. Age shall be on date of journey.
2. The particulars required in the application form are to be furnished legibly, in **BLOCK LETTERS**.
3. Students who want to avail the concession should fill up the form in their **OWN** handwriting and sign the application. Violation in this regard will be viewed seriously.
4. In case the students want to book their (journey) ticket (before getting the concession form) either by themselves or through somebody they have to furnish the details, particularly name and age etc., in accordance with their identity card. Any discrepancy in this regard will lead to denial of concessional facility by Railway authorities.
5. **Concession form will be given to their home town only and no exemption shall be given under any circumstances. In case native place is a small town, given nearest junction.**
6. Students are informed that they have to follow the vacation period strictly as directed by the concerned discipline's Dean's office and not to avail the period noted in Railway concession order, since it has been mentioned only for the convenience of Railway authorities for the purpose of administration.
7. Any correction made by the students in the forms shall end up in disqualification by Railway authorities.
8. **No correction shall be endorsed by the office.**
9. SC/ST students are required to submit copy of certificate.
10. The above Railway Concession is not applicable for online tickets.
11. Maximum Age to get concession for UG/PG students are other: below 25 years, SC/ST below 27 years.

(Prof. Mushtaq Ahmed I. Patel)
Dean Student's welfare

Enclosure: Railway Concession form Requisition Slip 2016-17 (MS-Word copy for website)

To

VC-Peshi / Registrar Peshi for information

All Deans/Directors/Heads/In charges of Schools/Dept's./Centre's/ Polytechnic/ITI/VTC etc. with a request to display in the department notice board.

Copy submitted to the director CIT for uploading university Website.

Gachibowli, Hyderabad– 500 032, A.P. (INDIA)

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MAULANA AZAD NATIONAL URDU UNIVERSITY

Dean Students' Welfare Office Railway Concession form Requisition Slip (2016-17)

Vacation Period From To

Date:.....

Railway Concession Form for Mid-term/Summer Vacation

Sl. No.	Enrollment No.	Name	Course/ Programme (Year/ Semister)	Dept.	DoB** (DD.MM.YY) (Age)	Gender (M/F)	Whether SC/ ST/ OBC/ GEN	Station		Home Town (with Pin Code) **	Contact No.	Signature
								From	To*			
1.												
2.												
3.												
4.												

* Nearest junction, if home town is not a railway station ** all details should be as mentioned in student's identity card (enclose photocopy/Xerox)

Note: 1. Please club (2-4) students in one concession form in case of same destination; 2. Pls. enclose non-boarder certificate if not staying in the hostel

Warden's Signature
(Mention Hostel No. /Name)

HoD Signature