

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 by NAAC)
Dean Students' Welfare



Prof. Mushtaq Ahmed I. Patel

Dean Students' Welfare

MANUU/DSW/F.05/2016-17/379

Tel: 040- 23008323
Email-patel_mushtaq@outlook.com
manuu.dsw@gmail.com

Date: 11.04.2017

CIRCULAR

To

**All the Heads of the Departments
MANUU, Hyderabad**

Sir/Madam,

Sub: Issue of Railway concession for the academic year 2016-17 –Guidelines & format -Reg.

This office is issuing Railway Concession forms for students to visit home town in summer vacations for the academic year 2016-17.

For smooth conduct of process of issue of concession forms and better facilitation to the students in general, it has been proposed to collect following information from all the departments.

1. Course & semester wise vacations details of students proceeding on summer vacation by availing railway concessions.
2. Accordingly, following information of the students may be forwarded.

Sl. No.	Name of the student	Enrolment No	Course	Year/ semester	Completed Age*	Home town Address	Concession From Station name	Exact or nearby station to home Town **

* Age shall be on date of journey.

** Student's destination station name will not be changed once department sent the report in the above format.

3. All the Heads of the Department are requested to attest the bonafide students.
4. You are requested to forward the students' data both soft & hard copy as early as possible. The same may please be forwarded to manuu.dsw@gmail.com.
5. The last date for submission of information in requisite proforma (as given above) is 21.04.2017 (upto 5:00 p.m.).
6. The students may please be informed to submit their filled in railway concession requisition slip to this office by 1st May, 2017.
7. Feel free to contact for any issues on railway concession at the following numbers.
 - i) Dr. Bonthu Kotaiyah, Asst. DSW - 9666995969
 - ii) Mr. Mohd. Baleequddin, LDC O/o. DSW - 9052136786

Yours Sincerely

Mushtaq Ahmed I. Patel

Dean Students' Welfare

Copy to

1. VC/PVC & Registrar peshi for information

Encl: Application form for Railway Concession

MAULANA AZAD NATIONAL URDU UNIVERSITY

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

Vacation Period From To
Railway Concession Form for Mid-term/Summer Vacation

Date:.....

Sl. No.	Enrollment No.	Name	Course/ Programme (Year/ Semester)	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

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Prof. Mushtaq Ahmed I. Patel
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MANUU/DSW/F.05/2016-17 1380-


Date: 11.04.2017

CIRCULAR

Sub: Railway Concession Guidelines for students of MANUU (H.Q) Hyderabad -2016-17-Reg.

The students are advised to read the INSTRUCTIONS carefully and follow strictly while filling up the form (Railway Concession form Requisition Slip, 2016-17), failing which the concession process automatically stands 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 requisition slip are to be furnished legibly, in **BLOCK LETTERS**.
3. Students who want to avail the concession should fill up the requisition slip in their **OWN** handwriting. 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 the Railway authorities.
5. **Concession form will be given by the railway authorities to the home town only and no exemption shall be given under any circumstances. In case native place is a small town, nearest junction may be mentioned.**
6. Students are informed that they have to follow the vacation period strictly as directed by the concerned Dean of Studies' 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 the Railway authorities.
8. **No correction shall be endorsed by this office.**
9. SC/ST students are required to submit copy of the category certificate.
10. The above Railway Concession is not applicable for online tickets.
11. Maximum Age to get concession for UG/PG students of General Category is below 25 years, and for SC/ST below 27 years.
12. The proceeding of the Dean, Off-Campuses, MANUU, Hyderabad dated 9th February, 2017 may please be referred for issue of railway concession for off-campus students.


Dean Student's welfare

To

Notice Boards (Deans of Studies, Hostels & Library)
Copy to all heads of the department with request to display in the department notice board.
Copy submitted to the Director, CS&IT for uploading on the University Website.

Copy to :

1. VC/PVC/Registrar peshi for information
2. Dean, off campuses for information.