



**DEAN STUDENTS' WELFARE OFFICE / डीन छात्र कल्याण कार्यालय**

Prof. Syed Alim Ashraf  
Dean, Students Welfare

Email: dsw@manuu.edu.in

No.MANUU/DSW/F.05/2025-26/2211

Date: 08.12.2025

**CIRCULAR**

**Sub: Railway Concession for Visiting Home Town During Winter Break -Reg.**

All the students of MANUU Head Quarters desirous to avail railway concession are hereby informed that they may apply for Railway Concession for Winter Break, as per academic calender for regular mode programmes 2025-26. The prescribed application form to avail the Railway Concession will be issued from the office of the DSW from 10.12.2025 to 22.12.2025 during office hours, on submission of requisition form. The students are informed to take print of requisition form enclosed herewith.

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

The Principals & Incharge of off-Site Campuses are requested to arrange issuing of railway concession form in consultation with the respective / nearest railway authorities.

*Dean Students' Welfare*

**Copy to:**

1. O/o the Vice Chancellor
2. O/o the Registrar
3. All Deans / Directors / Heads / In Charges of Schools / Department's / Center's / Polytechnic's / ITI / VTC of HQ etc, with a request to display in the department notice board.
4. Director CIT for uploading on university website.
5. Concerned File

**Enclosures:**

- Instructions
- Railway Concession Requisition form



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**INSTRUCTIONS**

**Sub: Railway Concession Guidelines for students of MANUU (Head Quarters) Hyderabad 2025-2026 - Reg**

The students are advised to read the INSTRUCTIONS carefully and follow strictly while filling up the forms, failing which the concession will be 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 concession 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, the nearest junction may be considered.*
6. Students are informed that they have to follow the vacation period strictly as directed by the administration/concerned 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 or modification 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 a copy of SC/ST certificate.
10. The above Railway Concession is not applicable for online tickets.
11. Maximum Age to get concession for UG/PG students is below 25 years and for SC/ST is below 27 years.
12. The proceeding of the Dean, off campuses, MANUU, Hyderabad dated 9<sup>th</sup> February, 2017 may please be referred for issue of railway concession form for off-campus students.

**Note: It is advised that a minimum of four students with the same home town fill a single railway concession requisition form.**

*[Handwritten signature]*  
09/12/25

Dean Students' Welfare



# MAULANA AZAD NATIONAL URDU UNIVERSITY

## Dean Students' Welfare Office Requisition Form (2025-26) for Railway Concession

Vacation Period From 22.12.2025 to 01.01.2026  
Railway Concession Form for Winter Break  
Concession taken from (station name) \_\_\_\_\_

Date:.....

S.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. Please enclose non hostel boarder certificate if not staying in the hostel, you may obtain it from provost Office.

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

HOD Signature with Stamp