



Prof. Siddiqui Mohd. Mahmood
Dean Students Welfare

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MANUU /DSW/F.05/2017-18/ 766

Date: 05.04.2018

CIRCULAR

Sub: Railway Concession for visiting home town during summer vacations -Reg.

All the students of MANUU Head Quarters desirous to avail railway concession are hereby informed that they may apply for Railway Concession for summer vacation, as per academic calender for regular mode programmes 2017-18. The prescribed application form to avail the Railway Concession will be issued from the office of the DSW from Monday 16th April , 2018 onwards during office hours, on submission of requisition slip. *The students are informed to take print of requisition slip from the university website.*

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

The Principals & Incharges of Off- Campus are requested to arrange issue of railway concession in consultation with respective /nearest railway authorities.


Dean Students' Welfare

Copy To:

1. VC/PVC/ Registrar Peshi for information
2. All Deans /Directors /Heads /In Charges of Schools /Dept's./ Center's /Polytechnic /ITI/VTC etc. with a request to display in the dept.notice board.
3. Copy submitted to the director CS&IT for uploading university Website.

Enclosures: 1. Instructions

2. Railway Concession form Requisition Slip (Ms- Word copy)



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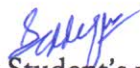
Date: 03.04.2018

INSTRUCTIONS

Sub: Railway Concession Guidelines for students of MANUU (H.Q) Hyderabad -2017-18-Reg.

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 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.
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 (college, 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 university Website.

Copy to :

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

MAULANA AZAD NATIONAL URDU UNIVERSITY

Dean Students' Welfare Office

Railway Concession form Requisition Slip (2017-18)

* 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