मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited 'A ' grade by NAAC)

Prof. Mushtaq Ahmed I. Patel
Dean Students' Welfare

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

MANUU /DSW/F.05/2017-18/ 571

Date: 10.11.2017

CIRCULAR

Sub: Railway Concession for visiting home town during winter 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 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 13th Nov, 2017 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.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)
(Accredited 'A ' grade by NAAC)
O/o Dean Students ' Welfare

MANUU/DSW/F.05/2017-18/ 571   Date: 10.11.2017

INSTRUCTIONS

1. The **NAME AND AGE** shall be written such that it confirms to the details in the identity card. Age shall be on the 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. It is advised that a minimum of four students fill a single railway concession requisition slip.

6. *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' resservation may be availed to nearest junction.*

7. Students are informed that they have to follow the vacation period strictly as mentioned in the prospectus for current academic year, and / or as approved by the concerned programmes HoD/ Principal. (as per the guideline of railway authorities), which is to be certified in repective requisition slip.

8. Any correction made by the students in the forms shall end up in disqualification by Railway authorities.

9. **No correction shall be endorsed by this office.**

10. SC/ST students are required to submit copy of certificate.

11. The above Railway Concession is not applicable for online tickets.

12. Maximum Age to get concession for UG/PG students is upto 25 years'. The same for SC/ST is upto 27 years.

Dean Students Welfare

MAULANA AZAD NATIONAL URDU UNIVERSITY

Dean Students' Welfare Office
Railway Concession form Requisition Slip (2017-18)

Vacation Period From ………………. To ……………….   Date:……………

Railway Concession Form for <u>Mid-term/Summer</u> 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   **HoD Signature**
(Mention Hostel No. /Name)