

## FORM FOR OBTAINING RAILWAY CONCESSION ORDER

To,

Dean Student's welfare  
Dr. Harisingh Gour Vishwavidyalaya  
SAGAR

This is to certify that the student (s) named below is / are bonafide students (s) of my Faculty Department and is / are proceeding :-

1. Form his / her / their University to / from his / her their home (s).
2. In parties of not less than four (excluding attendant) for Educational Trip sponsored by this University / College to visit.
3. He / She / They / is / are travelling from ..... station to ..... via ..... and a concession order for the journey may be issued.
4. Date of starting is .....
5. He / She / They / is / are travelling for return journey from ..... station to ..... via .....
6. Certified that the parents / guardians of the undermentioned students are residing at ..... and their full postal address are given below.

Note :-

- (a) The term home should be taken to mean the ordinary place of residence of the parents or guardians of the children to or from which the children ordinarily travel and cannot be applied by anyother place to or from which the children may specially desire to travel during their holidays / vacation.
- (b) Entries not required should be scored out.
- (c) While applying for concession under item i (a) above the Dean / Head should necessarily certify item i (b) above.

PURPOSE OF JOURNEY .....

S.No.	(Name of the student's)	Class	Sex	Age-Date of birth	Home address
1.					
2.					
3.					
4.					

Certified that the student (s) ..... is travelling from place of Education to his home.

Signature of the student (s)

Identity Card No .....

Date .....

Dean / Head of the Deptt.

(Seal and Signature)

Note :

1. Application for Railway Concession should be submitted three working days in advance.
2. Applications for Railway Concession will be considered only on presentation for Identity Card.
3. The Identity Card should also be produced at the Railway Booking Window before issue of Concession Tickets.
4. Research Scholars will get their Railway Concession from Divisional Superintendent, Central Railway, Jabalpur.

### रेल्वे कन्सेशन आवेदन हेतु आवश्यक दिशा निर्देश

- विद्यार्थी रेल्वे कन्सेशन आवेदन फार्म स्पष्ट अक्षरों में भरकर विभागाध्यक्ष/अधिष्ठाता द्वारा अग्रेषित कराकर अधिष्ठाता छात्र कल्याण कार्यालय में जमा कर रेल्वे कन्सेशन प्रमाण पत्र प्राप्त करें।
- विद्यार्थी रेल्वे कन्सेशन आवेदन फार्म के साथ फीस की रसीद संलग्न करें।
- विद्यार्थी आवेदन फार्म के साथ 10<sup>th</sup>/12<sup>th</sup> (दसवीं/बारहवीं) की अंक सूची जिसमें जन्म तिथि स्पष्ट अक्षरों में अंकित हो की छाया प्रति संलग्न करें।
- अधिष्ठाता छात्र कल्याण द्वारा जारी कन्सेशन प्रमाण पत्र रेल्वे में तीन दिवस तक मान्य किया जावेगा।