

APPLICATION FORMAT FOR GETTING LONG RAILWAY CONCESSION CERTIFICATE

Date: _____

To,
The Principal,
MAEER's MIT College of Engineering,
Pune - 411038.

Subject: Long Railway Concession

I undersigned Ms. /Mr. _____ is regular students of our MIT College of Engineering, studying in _____ branch, _____ class, _____ div., Roll No _____ I want long journey railway concession for the purpose of _____, I pay the charges for railway concession certificate vide receipt number _____ dated _____. I kindly request you to please issue me the concession certificate, Sir, ***I know that, if I do not collect concession certificate from office, I will be liable for any punishment.***

Yours faithfully,

Name & Sign.

IMP Note:

1. Student should pay Rs. 15/- to the cashier in the accounts office & submit fees receipt & photocopy of current year ID card with this application format in the Student Section.
2. Concession certificate will be issued after two days from the date of application received.
3. If student / applicant not collected concession certificate within stipulate time, he/she will liable for punishment.

PART- "A"

Name of the student: _____	
Branch: _____	Date of Journey : _____
Class: _____ Roll No: _____	Journey from Pune To _____
Date of Birth: _____ Sex _____	Vacation Type : Summer / Winter
Age: _____ Year _____ Months _____	Ticket Booked from for UP _____
Contact No: _____	and for Down _____

FILLED BY HOD

Vacation Date From: ___ / ___ / _____ To ___ / ___ / _____ Name of HOD : _____

Dept. Seal

Sign of HOD: _____