

Instructions to the Students

1. The Certificate should be signed by the Head of the institution or by any other person authorized to sign on behalf of the Head of the institution owing to his/her being away on leave or any other causes.
2. The Certificate is valid for 14 days from the date of issue for outward journey and for three months for return journey.
3. A separate order should be made for each journey in the case of return journey. The concession order should be presented at the forwarding station who will verify and make an endorsement about the genuineness of the certificate, affixing his/her signature and station stamp. If the certificate is not so endorsed, the station from which the return journey is to commence will refuse to issue concessional tickets.
4. The term “Home” connotes:-
 - i. Native place of the student; or
 - ii. The place where the parents or he guardian of the student normally resides; or
 - iii. The place where either of the parents or he guardian of the student is residing at that time.
5. Misuse of concession tickets or allowing another person to use the tickets is a fraud which will render the user liable to prosecution or even penal action.