



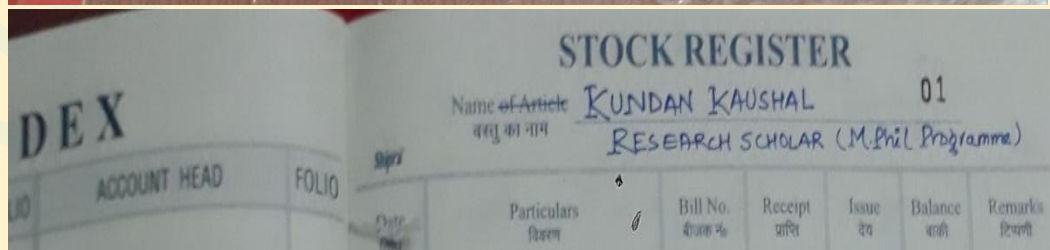
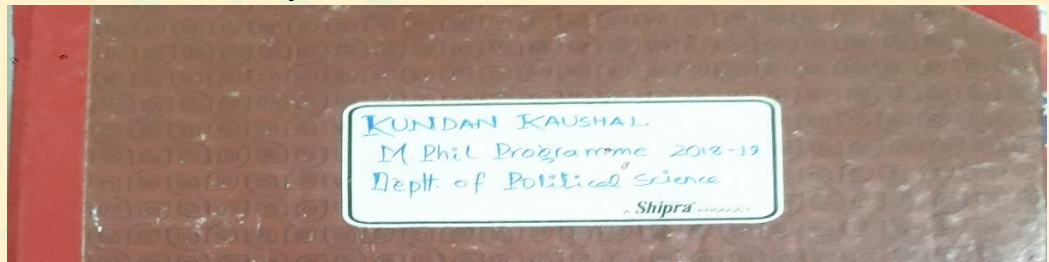
DEPARTMENT OF POLITICAL SCIENCE

UNIVERSITY OF DELHI

HOW TO FILL CONTINGENCY FORM:

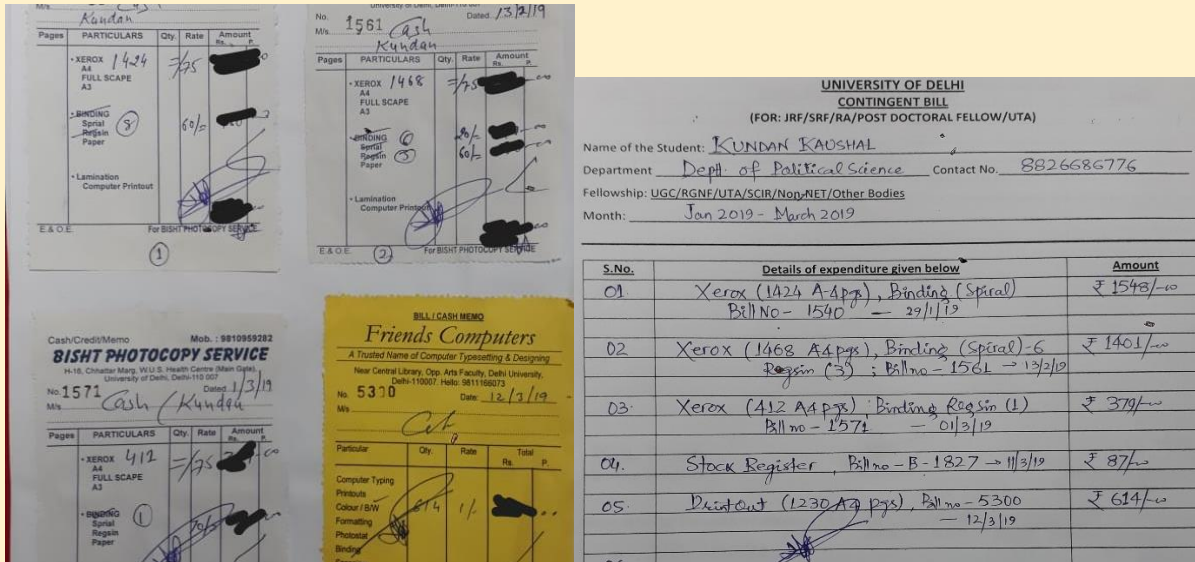
Pre-requisites:

1. Download the form available on the Dept. Website <http://www.polscience.du.ac.in/web4/uploads/PDF/Forms/Contingency%20Form.pdf>.
Along, you need to download the **PFMS** form <http://www.polscience.du.ac.in/web4/uploads/PDF/PFMS%20details%20for%20Fellowship.PDF>
2. You need to purchase a **STOCK REGISTER** costs approx. ₹87/- incl. GST (available in the Cooperative Shop near DUSU office or behind Law Faculty Dhaba).



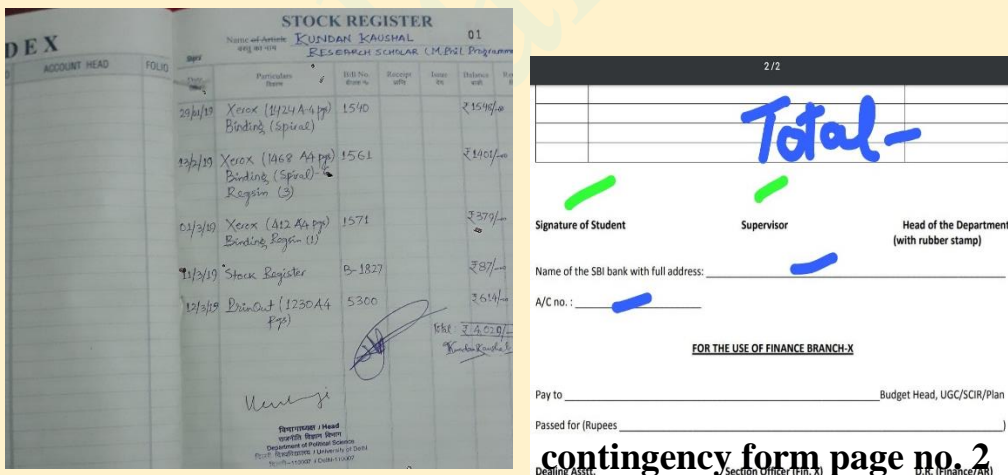
3. Now, fill in the asked particulars in the **PFMS** Form.
Also, you need to paste all the bills on an A-4 size sheet date-wise (where 11/4/2019 should be ahead of 12/4/2019 and so on) and then mark on them 1, 2, 3, 4 and so on. Then in the contingency form, you are required to mention your spending serial number cum date wise.

- **NOTE: For the purpose, you need to retain the genuine bills/ invoice of your spent money.**
- An illustration of this step is attached below:



- ✓ **Done with the aforementioned steps you now need to open your stock register. Mention there in detail all the information available in your contingency form (cited above).**

✚ It'll look like this ↪



- After having completed the above filling in requirements, meet the convenor/ supervisor for getting these attested and approved. You need to get his/ her sign on:

- a) Contingency form (both pages)
- b) Sheet pasted with the bills (get **each and every** bill signed)
- c) Below your records on Stock Register

That's It!!

➤ **Finally**, before heading to the office where you'll be asked to undersign/ self-attest some of the papers {Ms. Deep Shikha}, ensure you are with the following forms/ docx, at the end of the above procedure:

- 1) **Contingency Form**
- 2) **PFMS Form**
- 3) **Sheet pasted with bills**
- 4) **Stock Register**
- 5) **Bank Passbook (account info page) copy**

That's All

THANK YOU

HOPE THIS HELPS!!

