

**Ministry of External Affairs
(eG&IT Division)**

(PLEASE PROVIDE FOLLOWING INFORMATION WITH THE REQUEST FOR INTERNET CONNECTION)

1. Name of Division/Section:

2. Name & Designation of the Officer
for whom internet connection is required:

3. Total No. of Officers/Staff(excluding MTS) in
the office / Section:

4. Details of Computers & internet Connection in the office/Section:

Sl. No.	Name & Designation of Officer	Permanent/ Temporary	Official ID Card No.	MEA/SL. No. of Computers used
i.				
ii.				
iii.				
iv.				
v.				

5. Reason/ Justification for additional internet connection:

(Signature of Requesting Officer)

Name:

Designation:

Date:

Official Email ID:
(Optional):

Recommendation of HOD