

**Ministry of External Affairs  
(Establishment Division)  
OS Section**

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**REQUISITION FORM FOR RUBBER STAMP/ROUND RUBBER STAMP**

(For Headquarters only)

Self-inking /  Ordinary

**1. Employee details**

- (i) Name : .....
- (ii) Designation : .....
- (iii) Section & Division : .....
- (iv) Bldg./Room no. : .....
- (v) Phone & intercom : .....
- (vi) Reason (tick one) :  New request /  Correction
- (vii) In case of New request,  
Justification : .....
- .....
- .....

**2. Bilingual (in Hindi & in English) specimen of required stamp**

(Signature of Requesting officer)  
Date:

**To: AO(OS)**