

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

REQUISITION FORM FOR NAME PLATE

1. Employee details

- (i) Name :
- (ii) Designation :
- (iii) Section & Division :
- (iv) Bldg./Room no. :
- (v) Phone & intercom :
- (vi) In case of New request,
Justification :
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2. Bilingual (in Hindi & in English) specimen of required Name plate

(Signature of Requesting officer with stamp)
Date:

To: AO(OS)