

DEPARTMENT OF POSTS, INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL
WEST BENGAL CIRCLE, KOLKATA-700012

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Ph:(033)2212-0242

e-Mail:apmgphil@gmail.com

To,

All the SSPOs/SPOs of WB Circle

No: Phil/UPU Letter Writing Competition/2021-22 dated at Kol - 12, the 16.02.2022

Sub: UPU letter writing competition

Ref: CF-71/3/2022-CF-DOP dated 15.02.2022

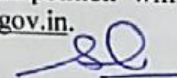
With reference to subject mentioned above, kindly find enclosed Directorate's letter under reference for kind perusal, wide circulation and necessary action.

India Post is organising an International letter writing Competition on "Write a letter to someone influential explaining why and how they should take action on the climate crisis". The said competition is open to participants aged 9 to 15 years, who are allowed to write the said letter from the safe confines of their home. The letter should reach ADPS(BD&Phil), O/o CPMG, WB Circle, Room No 316, P-36, C.R. Avenue, 3rd Floor, Yogayog Bhawan, Kolkata-12, within 15.03.2022, only through Speed Post, along with application in the prescribed format, appended below:-

1	Name of the Competition	2022 International Letter Writing Competition for Young People
2	Full Name of the participant	
3	Father's/Guardian's name	
4	Full address for correspondence (including Mobile No /email-id)	
5	Name and complete address of the School/Institution where studying	
6	Age with exact date of birth	
7	Gender (Male/Female)	


All the Divisional Heads are requested to contact local schools and local office of School Education Department for wide publicity. The details of the said competition will be uploaded in the West Bengal Postal Circle website <https://westbengalpost.gov.in>.

Encl: as above.


ADPS (BD & Philately)
Office of the Chief Postmaster General
West Bengal Circle, Kolkata-700012

Copy for information and necessary action :-

1. The PMG Kolkata/South Bengal/North Bengal Region / A & N Islands
2. The GM(PA&F), Kolkata-12
3. The DSP A&N Islands/Sikkim Dn.
4. The AD(TO), CO, Kolkata-12 - for uploading the information on WB Circle website.


ADPS (BD & Philately)
Office of the Chief Postmaster General
West Bengal Circle, Kolkata-700012

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Dak Bhawan, Sansad Marg,
New Delhi-110001,
Dated: 15.02.2022

To

1. All Chief Postmaster's General,
2. Addl. Director General, Army Postal Service.

Sub: Universal Postal Union (UPU) 2022 International Letter Writing Competition for Young People.

Madam/Sir,

This is regarding the UPU International Letter Writing Competition for Young People organized by the Department of Posts every year. In this regard, it has been decided to organize the 2022 International Letter Writing Competition for Young People as per the details annexed at Annexure-1. With a view to eliciting a good response to the competition this year, the methodology for conducting the competition would be as follows:

- a. Circles, Regions & Divisions shall organize the 2022 International Letter Writing Competition for Young People at their respective Headquarters ensuring that the venue for the competition is carefully chosen and due publicity is given by them to the competition in their respective areas.
- b. In addition, Circles shall also contact & encourage reputed Schools to organize the competition for their students independently as well. For this purpose, letters may kindly be sent out to schools with a copy of the mailing list may be endorsed to the Directorate.
- c. Evaluation of all the entries in respect of each Circle will be done at the Circle level and only best three entries are required to be sent to the Directorate for final evaluation and selection.
- d. In view of the COVID situation, students are also allowed to write their composition from home and send the same to the Nodal Officers of the concerned Postal Circles only through the mode of Speed Post. For this purpose, Circle Offices are requested to nominate an Officer in their respective Circles to receive the said entries and to resolve the queries of the schools/participants.
- e. Department will publicize the details of Nodal Officers on its website and on the social media for information of the candidates. Therefore, all the Circle Offices are requested to furnish the above information to the Directorate by return e-mail on urgent basis by 16.02.2022.

Name of the Circle	Name of the Officer	Designation	Complete postal address	Contact details (Mobile No. and e-mail ID)

DPSC CH-1/13) / At (PCC)

2/15/22

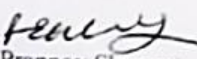
d. The Education Department of each State / Union Territory may also be addressed to organize the competition as per the guidelines (enclosed).

From pre-page.....

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- c. To give publicity to the Letter Writing Competition, the Circles may also use internal means for publicizing the competition by writing letters and using Inspectors to communicate to the schools including messages on social media by using Twitter and Facebook accounts of the Circles. No expenditure will be incurred on the release of advertisements in the newspapers.
 2. This office has also requested Central Board of Secondary Education (CBSE) and Kendriya Vidyalaya Sangathan (KVS) to popularize and organize this competition in Schools affiliated to CBSE/ Central Schools.
 3. Since the competition is an international commitment, all efforts may be made to ensure that the best possible entries are received and dispatched to this office well in time. Time limits prescribed in Annexure-I may kindly be adhered to.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,


(Prannoy Sharma)
Dy. Director General (IR&GB)

Encl:-

1. Annexure-I (Details of UPU 2022 International Letter Writing Competition)
2. Annexure-II (Rules for participants participating at Venue).
3. Annexure-III (Rules for participants participating from home).

DETAILS OF 2022 INTERNATIONAL LETTER WRITING COMPETITION FOR YOUNG PEOPLE

1. General details:

1	Subject	"Write a letter to someone influential explaining why and how they should take action on the climate crisis"
2	Participants eligibility	It is open to participants aged from 9 to 15 years
3	Content and form	Composition must be presented in the form of Letter.
4	Date/Time of Competition	Competition at Venue - Will be decided by the Concerned Circles in such a way that the best three entries reach the Directorate by 05.04.2022. Competition from Home - All the entries should reach the designated Nodal Officer by 15.03.2022.
5	Language	English or any language listed in the 8 th schedule of the Constitution of India.

2. Prizes (at Circle level)

- a. First Prize: Rs.25,000/- and a certificate
b. Second Prize: Rs.10,000/- and a certificate
c. Third Prize: Rs. 5,000/- and a certificate

3. Prizes (at National level):

- a. First Prize: Rs. 50,000/- and a Certificate.
b. Second Prize: Rs. 25,000/- and a Certificate.
c. Third Prize: Rs. 10,000/- and a Certificate.

4. The best entry at the national level shall qualify as the official Indian entry for the International level Competition

The Universal Postal Union shall select the award-winning entries. The winners will receive a special medal (gold for first prize, silver for second, and bronze for third) and a certificate, as well as other prizes to commemorate their win (such other prizes to be decided by the UPU). The gold medallist may also be offered a trip to the UPU headquarters in Berne, Switzerland, or an alternative prize to be decided at the sole discretion of the UPU. Writers awarded a special mention will also receive a certificate as well as other prizes (such other prizes to be decided by the UPU).

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5. It may be ensured that each and every entry has the following details on its first page, bilingual (both English and Hindi):

- i. Candidate's Passport size photograph.
- ii. Candidate's name.
- iii. Date of Birth.
- iv. Sex (Male/Female).
- v. Father's/Guardian's name.
- vi. Name of the School/Institution and full address.
- vii. Full postal address.

For further details, please contact the Chief Postmaster General/Postmaster General/Director Postal Services/Nodal Officer of your Circle/Region. Information will be available on the Department's website <http://www.indiapost.gov.in>

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Annexure -II

2022 International Letter-Writing Competition for Young People

RULES FOR PARTICIPANTS PARTICIPATING AT VENUE

- (a) The 2022 International Letter Writing Competition shall be open to participants aged from 9 to 15 years. The age of the participants will be certified with a proof like Birth Certificate, AADHAR card, certificate issued by Schools etc.
- (b) Date and time of the Competition: Will be decided by the concerned Postal Circles in such a way that the best three entries reach the Directorate by 05.04.2022.
- (c) The participants will apply for participation in the competition along with three passport size photographs in the following format in bilingual (both English and Hindi) on plain paper.

1	Name of the competition *	2022 International Letter Writing Competition for Young People.
2	Full Name of the participant *	
3	Father's /Guardian's Name *	
4	Full Address for correspondence *	
5	Name and complete address of the School/ Institution where studying *	
6	Age with exact date of birth *	
7	Sex (Male /Female) *	
8	Centre	

* Mandatory field.

- (d) Participants shall submit completely filled application form along-with 1 photocopy of age proof document to the Nodal Officer of concerned Postal Circle in duplicate before the last date of submission of application form as decided by the Postal Circle. One copy of the application form will be retained by the participants as hall ticket for the purpose of entry at venue on the day of competition. The Department/Schools will provide the answer book to the participants at the venue but they shall bring their own pen/pencil. The participants shall write their composition in their own handwriting not exceeding 800 words.

IMPORTANT:- All the particulars as mentioned above including the full name and address of the participant should appear on the first page of the Answer Book also. Entries, which do not furnish all relevant details, would not be considered valid.

2022 International Letter-Writing Competition for Young People

RULES FOR PARTICIPANTS PARTICIPATING FROM HOME

- (a) The 2022 International Letter Writing Competition shall be open to participants aged from 9 to 15 years. The age of the participants will be certified with a proof like Birth Certificate, AADHAR card, certificate issued by Schools etc.
- (b) Date and time of the Competition: All the entries should reach the designated Nodal Officer by 15.03.2022.
- (c) The participants will apply for participation in the competition along with three passport size photographs in the following format on plain paper.

1	Name of the competition *	2022 International Letter Writing Competition for Young People.
2	Full Name of the participant *	
3	Father's /Guardian's Name *	
4	Full Address for correspondence *	
5	Name and complete address of the School/ Institution where studying *	
6	Age with exact date of birth *	
7	Sex (Male /Female) *	
8	Centre	

* Mandatory field.

- (d) Participants shall write their composition in their own hand writing in the Ruled Sheet/Plain paper (not exceeding 800 words) and submit the same along-with completely filled application form and 1 photocopy of age proof document, to the Nodal Officer through Speed Post only. The list containing details of Nodal Officer for each Circle Office is attached herewith.

IMPORTANT:-All the particulars as mentioned above including the full name and address of the participant should appear on the first page of the Answer Book also. Entries, which do not furnish all relevant details, would not be considered valid