

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

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email:apmgphil@gmail.com

To,

1. The Postmaster General, Kolkata Region, Kolkata - 700012
2. The Postmaster General, South Bengal Region, Kolkata - 700012
3. The Postmaster General, North Bengal Region, Siliguri - 734001
4. The Postmaster General, Sikkim State, Gangtok - 737103
5. The Postmaster General, A&N Islands (UT), Port Blair - 744101

No. Phil/UPU Letter Writing Competition/2023

dated 13.03.2023

**Subject: - UPU Letter Writing Competition-2023**

In pursuance of Dy. Director General (IR&GB) letter no. CF-71/11/2023-CF-DOP dtd. 22.02.2023 "Universal Postal Union letter writing competition " for Young People is scheduled to be held on **02.04.2023** at the following places :

Centre	Centre In-charge
Central Kolkata	Senior Superintendent of Post Offices, Central Kolkata Division , Kolkata -700007 Phone 033-2273-5218
Durgapur	Senior Superintendent of Post Offices, Asansol Division , Asansol-713001, Phone-03412303583 \ 2303497
Siliguri	Superintendent of POs, Darjeeling Division, Darjeeling - 734101, Phone - 0354-2258404
Port Blair	Dy. Superintendent of Post Offices, O/O the PMG A & N Islands, Port Blair-744101, Phone-03192-230485/232346
Gangtok	Dy. Superintendent of Post Offices , O/O the PMG Sikkim State, Gangtok-737103, Phone-03592-200611/202192

The subject of this competition is "Imagine you are a super hero and your mission is to make all roads around the world safer for children. Write a letter to someone explaining which super powers you would need to achieve your mission."

Children upto 15 years of age as on 31.03.2023 can participate.

Date & Time of the said competition: 02.04.2023, for one hour duration (11.00 Hrs- 12.00 Hrs.).

Composition must be presented in the form of letter not exceeding 800 words. The language can be English or any language listed in the 8<sup>th</sup> schedule of the Constitution of India.



:2:

Those who are interested may apply to the Centre in-charge mentioned above, which should reach on or before **22.03.2023**.

The application form must contain the following details: - (Application format is attached at Annexure-A)

1	Name of the Competition	2023 International Letter Writing Competition
2	Full Name of the Participant (in Block letter)	
3	Father's/Guardians' Name	
4	Full Address for correspondence (with Pincode)	
5	Name and Complete address of the School/Institution with Pincode where studying	
6	Date of Birth (Aadhaar/School ID/Birth Certificate to be enclosed as a proof of age)	
6 (a)	Age as on 31.03.2023	
7	Sex (Male/Female)	
8	Centre (Central Kolkata/Durgapur/Siliguri/Port Blair/Gangtok)	
9.	Passport size photographs of the candidate - Three (3) pieces	

Participants shall submit completely filled up application form alongwith one photocopy of age proof document in duplicate. One copy of the application form must be retained by the applicant as Hall ticket for the competition.

One attendance sheet must be prepared in duplicate in the following format: -

Sl. No.	Name of the Candidate	Centre of Exam	Date of Birth	Signature of the Candidate

No candidate will be allowed to appear in the test until and unless Aadhaar/School ID (in original) are produced before the centre in charge.

No candidate will be allowed to carry laptops, mobile phone any books and exercise books at the time of examination.

Answer sheets will be provided by the Centre in charge. On the top of the answer sheet candidates should write his/her name, Name of the Centre, Name of the School, Class in which he/she is studying. The centre in-charge will make a rubber stamp with the above details, to be inscribed on each answer script, which are to be filled by the candidate in their own handwriting.

The Centre In-charge will ensure to send the **best three answer sheets** (irrespective of languages) to ADPS (BD&Phil), O/o the CPMG, WB Circle, Kolkata-12, which should reach 'CO' within **06.04.2023**, with a copy of attendance sheet duly signed by the candidates.

Individual schools can also hold the said competition independently for their students. The students of the school may apply to the school authority. School authority may hold the exam on their own at the school premises on **02.04.2023**, with a cut-off date for accepting application on or before 27.03.2023

After holding the competition, individual schools must send the best three answer sheets (irrespective of languages) with a copy of attendance sheet duly signed by the candidates and the application form submitted by the candidate, so as to reach on or before **05.04.2023**, directly to concerned Postal Division (O/O the Senior Superintendent of Post Offices / O/O the Superintendent of Post Offices) wherein the concerned school exist.



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Concerned Divisional heads will ensure to collect the above answer sheets , application form & attendance sheet from school authority and send to ADPS (BD&Phil), O/o the CPMG, WB Circle, Kolkata-12, which should reach 'CO' within 06.04.2023,

As the competition is the international commitment, all effort may be made to ensure that the best possible entries are received and competition is conducted efficiently.

Enclosure: - Annexure -A



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

Copy forwarded for information and taking necessary action:

1. The GM (PA&F) , WB Circle Kolkata -700012
2. The Director, Kolkata GPO
3. The SSPOS, Central Kolkata Division , Kolkata -700007
4. The SSPOs, Asansol Division, Asansol-713301
5. The SPOs, Darjeeling Division, Darjeeling-734101
6. The DSP, Sikkim Division, Gangtok-737103
7. The DSP, A&N Islands Division, Portbliar-744101
8. All SSPOs / SPOS under WB Circle (except Sl. No. 3-7)
9. All Group Office, CO (except sl 8 &9)
10. The ADPS(TO) , O/O the Chief Postmaster General , WB Circle , Kolkata -12 . It is requested to upload in Circle Website: <https://westbengalpost.gov.in>
11. The AD(OL) , O/O the Chief Postmaster General , WB Circle , Kolkata -12
12. NOTICE BOARD



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

## Annexure -A

### APPLICATION FORMAT FOR 2023 INTERNATIONAL LETTER WRITING COMPETITION

Space for affixing  
Passport size  
photo

1	Name of the Competition	2023 International Letter Writing Competition
2	Full Name of the Participant (in Block letter)	
3	Father's/Guardians' Name	
4	Full Address for correspondence (with Pincode)	
5	Name and Complete address of the School/Institution with Pincode where studying	
6	Date of Birth (Aadhaar/School ID/Birth Certificate to be enclosed as a proof of age)	
6 (a)	Age as on 31.03.2023	
7	Sex (Male/Female)	
8	Centre (Central Kolkata/Durgapur/Siliguri/ Port Blair/ Gangtok )	
9.	Passport size photographs of the candidate - Three (3) pieces (One photo should be affixed to this application and two passport size photos to be attached loosely.)	

Signature of the Applicant with date

## Universal Postal Union 2023 International Letter Writing Competition for Young People

international Letter Writing Competition for young people-2023" will be held under the aegis of 'Universal Postal Union', on 02.04.2023 at the following places: -

Centre	Centre In-charge
Central Kolkata	Senior Superintendent of Post Offices, Central Kolkata Division , Kolkata -700007 Phone 033-2273-5218
Durgapur	Senior Superintendent of Post Offices, Asansol Division , Asansol-713001, Phone-03412303583 \ 2303497
Siliguri	Superintendent of POs, Darjeeling Division, Darjeeling - 734101, Phone - 0354-2258404
Port Blair	Dy. Superintendent of Post Offices, O/O the PMG A & N Islands, Port Blair-744101, Phone-03192-230485/232346.
Gangtok	Dy. Superintendent of Post Offices , O/O the PMG Sikkim State, Gangtok-737103,Phone-03592-202611/202192

1. The subject of this competition is "Imagine you are a super hero and your mission is to make all roads around the world safer for children. Write a letter to someone explaining which super powers you would need to achieve your mission." Children upto 15 years of age as on 31.03.2023 can participate. Date & Time of the said competition: 02.04.2023, for one hour duration (11.00 Hrs- 12.00 Hrs.). Composition must be presented in the form of letter not exceeding 800 words. The language can be English or any language listed in the 8<sup>th</sup> schedule of the Constitution of India.

Those who are interested may apply to the Centre in-charge mentioned above, which should reach on or before **22.03.2023**.

2. The application form must contain the following details: -

1	Name of the Competition	
2	Full Name of the Participant	
3	Father's/Guardians' Name	
4	Full Address for correspondence	
5	Name and Complete address of the School/Institution with Pincode where studying	
6	Age with exact date of birth (Aadhaar/School ID to be enclosed)	
7	Sex (Male/Female)	
8	Centre	
9.	Passport size photographs of the candidate - Three (3) pieces	

One attendance sheet must be prepared in duplicate in the following format: -

Sl. No.	Name of the Candidate	Centre of Exam	Date of Birth	Signature of the Candidate

No candidate will be allowed to appear in the test until and unless Aadhaar/School ID (in original) are produced before the centre in charge.

No candidate will be allowed to carry laptops, mobile phone any books and exercise books at the time of examination.

Answer sheets will be provided by the Centre in charge. On the top of the answer sheet candidates should write his/her name, Roll No. , Name of the Centre, Name of the School, Class in which he/she is studying. The centre in-charge will make a rubber stamp with the above details, to be inscribed on each answer script, which are to be filled by the candidate in their own handwriting.

*Handwritten signature/initials*



The centre in-charge will ensure to send the **best three answer sheets** (irrespective of languages) to ADPS (BD&Phil), O/o the CPMG, WB Circle, Kolkata-12, which should reach 'CO' within **06.04.2023**, with a copy of attendance sheet duly signed by the candidates.

Individual schools can also hold the said competition independently for their students. The students of the school may apply to the school authority. School authority may hold the exam on their own at the school premises on 02.04.2023, with a cut-off date for accepting application on or before 27.03.2023.

After holding the competition, individual schools must send the best three answer sheets (irrespective of languages) with a copy of attendance sheet duly signed by the candidates, & the application form submitted by the candidate so as to reach on or before 05.04.2023, directly to concerned Postal Division (Senior Superintendent of Post Offices / Superintendent of Post Offices) wherein the concerned school exist.

Concerned Divisional heads will ensure to collect the above answer sheets , application form & attendance sheet from school authority and send to ADPS (BD&Phil), O/o the CPMG, WB Circle, Kolkata-12, which should reach 'CO' within 06.04.2023.

The Prize will be awarded to the winners as below: -


**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

**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

The best entry at the National level shall qualify as the official Indian entry for the International level competition. The UPU shall select the award winning entries. The top winners will receive a special medal (gold for 1<sup>st</sup>, silver for 2<sup>nd</sup> & bronze for 3<sup>rd</sup>) and a certificate and such other prizes decided by the UPU. The Gold medalist may also be offered a trip to the UPU headquarter or some other prize.

  
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