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भारतीय डाक विभाग
Department of Posts, India
O/o the Chief Postmaster General, West Bengal Circle
Kolkata-700012

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, Andaman & Nicobar, Port Blair-744101.

No. Phil/WBC/U.P.U.L.W.C.-2026/2025-26

Dated at Kolkata-700012 the 06/01/2026.

Sub: Universal Postal Union (UPU) 2026 International Letter Writing Competition for Young People.

This is regarding the UPU International Letter Writing Competition for Young People organized by the Department of Posts every year. In this regard & in pursuance of the Dte. communication No. CF-71/22/2025-CF-DOP dated 02.01.2026 issued by the DDG (IR&GB), I have been directed by the Competent Authority to convey that the **“Universal Postal Union (UPU) 2026 International Letter Writing Competition for Young People”** is scheduled to be held on **10.03.2026** at the following places:

Venue	Conducting Officer
Kolkata GPO	DDPO (BD& Marketing), O/o the Director, Kolkata GPO, Kolkata-700001
Durgapur	Sr. Supdt. Of Post Offices, Asansol Division, Asansol-713001
Siliguri	Supdt. Of Post Offices, Darjeeling Division, Darjeeling-734101
Gangtok	Dy. Supdt. Of Post Offices, O/o the PMG, Sikkim State, Gangtok-737103
Port Blair	Dy, Supdt of Post Offices, Andaman & Nicobar Island, Port Blair-744101

General Details:-

1.	Subject	“Write a letter to a friend about why human connection matters in a digital world.”
2.	Eligibility	The Competition is open to participants for age 9-15 years as on 05.05.2026.
3.	Content and form	Composition must be presented in the form of letter in their own handwriting not exceeding 800 words.
4.	Language	English or any language listed in the 8 th schedule of the Constitution of India.
5.	Date/Time of Competition	10.03.2026 (Tuesday) for one hour duration (12:00 Hrs to 13:00 Hrs)


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Prizes:-

Prizes	At Circle Level	At National Level
First Prize	Rs. 25000/- & Certificate	Rs. 50000/- & Certificate
Second Prize	Rs. 10000/- & Certificate	Rs. 25000/- & Certificate
Third Prize	Rs. 5000/- & Certificate	Rs. 10000/- & Certificate

Scheme of Selection:-

The best entry at the National level shall qualify as the official Indian entry for this International Level Competition. The UPU will select the award winning entries. The winners will receive a special medal (Gold for 1st Prize, Silver for 2nd Prize and Bronze for 3rd Prize) and a certificate as well as other prizes to commemorate their win (Such other prizes to be decided by the UPU). The Gold medalist may also be offered a trip to the UPU headquarters in Bern, Switzerland, or an alternative prize to be decided at the sole discretion of the UPU.

Application Process:-

Those who are interested may apply to the Centre-In-Charge as mentioned above, which **should reach on or before 05.03.2026**. The participants will apply for participation along with three passport size photographs & as per attached proforma in bilingual (both English and Hindi) on plain paper with the following details: **(Application format is attached as Annexure-A). Photocopy of age proof document in duplicate should be enclosed with the application form. One copy of the application form must be retained by the applicant as hall ticket for the purpose of entry at venue on the day of competition.**

Instructions about the Exam:-

No candidate will be allowed to appear until and unless Aadhaar/Birth Certificate/School ID(In original) are produced before the Centre-In-Charge on the date fixed for the competition. No candidate will be allowed to carry laptops, mobile phones or any books/exercise books at the time of the competition.

Answer sheets will be provided by the Centre-In-Charge. It may be ensured that each and every entry has the following details on its first page in bilingual (both English and Hindi): i) Candidate's Passport size Photograph, ii) Candidate's Name, iii) Father's/ Guardian's name, iv) Full correspondence address, v) Name & full address of the school/Institution where the candidate is studying, vi) Age with exact date of birth, vii) Sex (Male/Female). 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.

Attendance sheet must be prepared as per following format:

Sl No.	Name of the Candidate	Centre Name	Date of birth of the Candidate	Signature of the Candidate	Countersign of the invigilator


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Conduction of the Exam and Submission of Answer Sheets:-

The Centre In-Charge will ensure sending of the answer sheets (irrespective of languages) to the ADPS(Philately), O/o the CPMG, WB Circle, Kolkata-700012 which should reach CO **within 19.03.2026** with a copy of attendance sheet duly signed by the candidates along with the application forms of the candidates.

The students of the school may apply to school authority as per prescribed format on or before 05.03.2026. School authority will send the application forms to the nearest Centre In-Charge, as detailed above, on or before 05.03.2026, from where the said students will appear for the competition to be held on 10.03.2026 from 12:00 Hrs to 13:00 Hrs.

Concerned Divisional Head will ensure submission of all the answer sheets (irrespective of language), application form and attendance sheet with proper authentication to the ADPS(Philately), O/o the CPMG, WB Circle, Kolkata-700012 within 19.03.2026.

Evaluation of the selected entries will be done at the Circle Level and only the best three entries will be sent to the Directorate for final evaluation and selection by the Evaluation Committee of the Directorate.

Spreading Awareness:-

It is hereby requested that the Regions & Divisions shall give wide publicity to the competition in their respective areas with detailed rules and regulations. Regions/Divisions shall also contact and encourage reputed schools to organize the competition for their students independently as well. For this purpose, letters may kindly be sent out to schools and a copy of the mailing list may be endorsed to this office for onward submission to the Directorate.

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

Encl: As stated.

ADPS (Philately)
O/o the Chief Postmaster General
West Bengal Circle
Kolkata-700012

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Copy forwarded to:

1. The GM(PA&F), W.B. Circle, Kolkata-700012.
2. The Director, Kolkata GPO, Kolkata-700001.
3. The SSPOs, Asansol Division, Asansol-713301.
4. The SPOs, Darjeeling Division, Darjeeling-734101.
5. The Dy. SPOs, O/o the PMG, Sikkim State, Gangtok-737103.
6. The Dy. SPOs, O/o the PMG, A & N Islands, Port Blair-744101.
7. All SSPOs/SPOs, under West Bengal Circle.
8. The ADPS(TO), O/o the CPMG, WB Circle, Kolkata-700012. It is requested to upload in official website of West Bengal Circle.
9. The ADPS(BD), O/o the CPMG, WB Circle, Kolkata-700012. It is requested for publishing content on Social Media for promotion and spreading awareness about the competition.
9. The AD(OL), O/o the CPMG, WB Circle, Kolkata-700012.
10. All Group Officers, CO, Kolkata-700012.
11. Office copy.


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ADPS (Philately)
O/o the Chief Postmaster General
West Bengal Circle
Kolkata-700012

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Annexure-A
APPLICATION FORMAT

UNIVERSAL POSTAL UNION (UPU) 2026 INTERNATIONAL LETTER WRITING
COMPETITION FOR YOUNG PEOPLE

Space for affixing
recent Passport size
photograph.

1.	Name of the Competition	2026 International Letter Writing Competition for Young People
2.	Full Name of the participant (In block letters)	
3.	Father's /Gurdian's Name	
4.	Full Address for correspondence (With PIN code)	
5.	Name & complete address of the School/Institution where studying. (With PIN code)	
6.	Age with exact date of Birth (Aadhaar/School ID/Birth certificate to be enclosed as proof of age)	
7.	Sex (Male/Female)	
8.	Centre	

Signature of the Candidate