

A/C

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS, DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL
WEST BENGAL CIRCLE
YOGAYOG BHAWAN, KOLKATA-700012
e-Mail: 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, Port Blair-744101

No. Phil/UPU/Letter Writing Competition/2024

Dated at Kolkata-700012, the 09-01-2024

Sub: Universal Postal Union (UPU) 2024 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-71/54/2023-CF-DOP dated 14-12-2023 issued by the DDG (IR & GB), I have been directed by the Competent Authority to convey that the "Universal Postal Union (UPU) 2024 International Letter Writing Competition for Young People" is scheduled to be held on **02-04-2024** at the following places:

Centre	Centre-In-Charge
Kolkata GPO	Dy. Director of PO (BD & Mkt.), O/o the Director, Kolkata GPO, Kol-700001
Durgapur	Sr.Suptd. of POs, Asansol Division, Asansol-713001
Siliguri	Supdt. of POs, Darjeeling Division, Darjeeling-734101
Gangtok	Dy. Supdt. of POs, O/o the PMG, Sikkim State, Gangtok-737103
Port Blair	Dy. Supdt. of POs, O/o the PMG, A & N Islands, Port Blair-744101

General Details		
1.	Subject	"At 150 years old, the UPU has served people around the world for more than eight generations. The world has changed enormously since then. Write a letter to future generations about the world you hope they inherit."
2.	Participants eligibility	It is open to participants for age 9-15 years as on 31-03-2024. The age of the participants will be certified with a proof like Birth Certificate, AADHAAR card, certificate issued by Schools, etc.
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	02-04-2024, for one hour duration (11.00 hrs to 12.00 hrs.)

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 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.

Those who are interested may apply to the Centre In-Charge as mentioned above, which should reach on or before **22-03-2024**. The participants will apply for participation along with three passport size photographs in the following format in bilingual (both English and Hindi) on plain paper with the following details:- (Application format is attached as Annexure-A)

1.	Name of the Competition	2024 International Letter Writing Competition for Young People
2.	Full Name of the participant (in Block letter)	
3.	Father's/Guardian's Name	
4.	Full Address for correspondence (with PINCODE)	
5.	Name & complete address of the School/Institution where studying with PINCODE	
6.	Date of Birth (Aadhaar/School ID/Birth certificate to be enclosed as proof of age)	
6(a)	Age as on 31-03-2024	
7.	Sex (Male/Female)	
8.	Centre (Kolkata GPO/Durgapur/Siliguri/Port Blair/Gangtok)	
9.	Passport size photographs of the candidate-03 pieces.	

Participants shall submit completely filled up application form along with one photocopy of age proof documents in duplicate. 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.

No candidate will be allowed to appear until and unless Aadhaar/School ID (in original) are produced before the Centre-In-Charge on the date fixed for the said 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. 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. 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.

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

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

The Centre-In-Charge will ensure to send the best three answer sheets (irrespective of languages) to the ADPS (Bldg. & Philately), O/o the CPMG, W.B. Circle, Kolkata-700012, **which should reach C.O. within 05-04-2024**, 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 as per prescribed format. School authority may hold the competition on its own at the school premises on **02-04-2024**, with a cut-off date for accepting application on or before 27-03-2024.

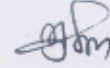
After holding the competition, individual schools must send the best three answer sheets (irrespective of languages) with a copy of attendance sheet duly signed by the candidates and the application form submitted by the candidate directly to the Divisional Head of the Postal Division wherein the concerned school exist. Concerned Divisional Head will ensure to collect the above answer sheets, application form and attendance sheet from school authority and send to the ADPS (Bldg. & Philately), O/o the Chief Postmaster General, West Bengal Circle, Kolkata-700012, **which should reach C.O. within 05-04-2024**.

Evaluation of the selected entries will be done at the Circle Level and only the best three entries will be sent to the Directorate by **10-04-2024** for final evaluation and selection by the Evaluation Committee of the Directorate.

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 effort may be made to ensure that the best possible entries are received and competition is conducted efficiently.

Encl: As stated above.



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

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 W.B. Circle (except sl. No. 3 to 6).
8. The ADPS (TO), O/o the CPMG, W.B. Circle, Kolkata-700012. It is requested to upload in circle website: <https://westbengalpost.gov.in>
9. The AD (OL), O/o the CPMG, W.B. Circle, Kolkata-700012.
10. All Group Officers, C.O. (except sl. No. 8 & 9)
11. NOTICE BOARD.



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

संलग्नक/Annexure - क/A

आवेदन फॉर्मेट/APPLICATION FORMAT

युवाओं के लिए यूनिवर्सल पोस्टल यूनियन (यूपीयू) 2024 अंतर्राष्ट्रीय पत्र-लेखन प्रतियोगिता

UNIVERSAL POSTAL UNION (UPU) 2024 INTERNATIONAL LETTER WRITING COMPETITION FOR YOUNG PEOPLE

पासपोर्ट आकार का
फोटो चिपकाने की
जगह
Space for affixing
Passport Size
photograph

1.	प्रतियोगिता का नाम Name of the Competition	युवाओं के लिए 2024 अंतर्राष्ट्रीय पत्र-लेखन प्रतियोगिता 2024 International Letter Writing Competition for Young People
2.	प्रतिभागी का पूरा नाम (स्पष्ट अक्षरों में) Full Name of the participant (in Block letter)	
3.	पिता/अभिभावक का नाम Father's/Guardian's Name	
4.	पत्राचार के लिए पूरा पता (पिन कोड सहित) Full Address for correspondence (with PIN Code)	
5.	स्कूल/संस्था का नाम एवं पूरा पता पिन कोड सहित जहां अध्ययन कर रहा है Name & complete address of the School/Institution with PIN code where studying	
6.	जन्म तारीख (आधार/स्कूल आईडी/जन्म प्रमाण-पत्र सबूत के रूप में संलग्न किया जाए) Date of Birth (Aadhaar/School ID/Birth certificate to be enclosed as proof of age)	
6(a)	31.03.2024 तक आयु/Age as on 31-03-2024	
7.	लिंग/Sex (पुरुष/Male/महिला/Female)	
8.	केंद्र/Centre (कोलकाता जीपीओ/Kolkata GPO दुर्गापुर/Durgapur/सिलीगुड़ी/Siliguri/पोर्ट ब्लेयर/ Port Blair/गंग्तोक/Gangtok)	
9.	अभ्यर्थी की पासपोर्ट आकार की तीन (03) तस्वीरें/Passport size photographs of the candidate- Three (03) pieces (एक फोटो इस आवेदन के साथ लगाना है और दो फोटो ढीले-ढाले तरीके से आवेदन के साथ संलग्न करें/One photo should be affixed to this application and two passport size photos to be attached loosely.)	