

U/E

DEPARTMENT OF POSTS, INDIA
मुख्य पोस्टमास्टर जनरल का कार्यालय
OFFICE OF THE CHIEF POSTMASTER GENERAL
पश्चिम बंगाल सर्किल : कोलकाता -700 012
WEST BENGAL CIRCLE: KOLKATA-700 012

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To,

1. The Postmaster General, South Bengal Region, Kolkata-700 012.
2. The Postmaster General, N.B. Region, Siliguri-734 001
3. The Postmaster General, A & N Islands, Port Blair-744101
4. The Postmaster General, Kolkata Region, Kolkata -700012
5. The DSP , A&N Islands , Port Blair-744101
6. The SSPOs , Howrah Division, Howrah -711101
7. The SSPOs, Central Kolkata Division, Kolkata-700 007.
8. The ADPS-I, O/O the Postmaster General, NB Region, Kutchery Road, Siliguri-734 001.
9. Standard Circulation List No. 1 & 2.

No. Wif/ UPU Letter Writing competition 2019-20

dtd.at Kolkata-12 the 27-02-2020.

This year 'India Posts' is going to organize the Universal Postal Union Letter Writing Competition (2020) on 22nd March 2020. The subject of the competition will be "Write a message to an Adult about the world we live in". The composition must be presented in the form of letter not exceeding 800 words on the given subject. The competition will be of one hour duration from 10.00 A.M to 11.00 A.M. The competition will be held at the following four centres in West Bengal Circle.

| Sl.No. | Centre | Conducting officer |
|--------|------------|---|
| 1. | Kolkata | Sr. Supdt. of Post offices, Central Kolkata Division, Kolkata-700 007. |
| 2. | Howrah | SSPOs, Howrah Division , Howrah-711101. |
| 3. | Siliguri | ADPS-I, O/O the Postmaster General, North Bengal Region, Kutchery Road,Siliguri-734001. |
| 4. | Port Blair | DSP, Andaman & Nicobar Island, Portblair-744101 |

The competition will be open to school going children up to the age of 15 years as on 31-03-2020. The last date of receipt of declaration of willingness by the candidates to participate will be 10.03.2020.

The competition may also be organized by some reputed schools among their own students in their respective institutions. *The officer nominated to organize the competition in Departmental centres are required to.*

1. Select a suitable venue.
2. Contact the schools to obtain maximum number of participants.
3. Persuade the reputed schools in the area to organize the competition in their own institutions. The mailing should be sent to this office.
4. To issue hall permits to the concerned competitors and allot Roll no.

The following are the guidelines for holding the competition:-

1. The competition is open to all school children up to the age of 15 years as on 31-03-2020.
2. The age of participants is to be certified by the school authorities where the participant is studying.
3. The answer may be written either in English or any language listed in the 8th schedule of the Constitution of India.
4. The participants will apply for participation in the competition along with three passport size photographs in the following format on plain paper
 - a) Name of the Competition - 2020 International Letter Writing competition for young people.
 - b) Full Name of the participant
 - c) Father's/Guardian's name.
 - d) Full address for correspondence.
 - e) Name of school/Institution where studying with full details.
 - f) Age with exact date of birth to be certified by the Head of the Educational Institution.
 - g) Sex(Male/Female)
 - h) Roll No.
 - i) Centre.
5. Entry in the examination hall will be only by the hall permits to be issued by the Centre-In-charge/School Principal concerned. Each participant will be allotted a Roll No. by the said Centre-In-Charge/Principal.
6. The participants will make their own arrangement to reach the venue of the competition at their own cost.
7. Answer books for the competition will be provided by the Department/Schools. But the children will bring their own pen/pencil etc.

8. All the particulars as mentioned above including the full name & address of the participant should appear on the first page of the answer book. Entries, which do not furnish all relevant details, would not be considered valid.
9. All the candidates shall be required to apply in a plain paper to the Chief Postmaster General, West Bengal Circle, Kolkata-700 012 in triplicate. One copy of the application form may be retained as an office record till prize winning entries and distribution of awards is completed. The second copy duly receipted shall function as the hall permit. All the copies should be affixed with the passport size photograph.
10. All the answer scripts together with the list of attendance duly signed by the candidates, hall permit and application should be sent to **ASSISTANT POSTMASTER GENERAL (BD & PHIL), O/o THE CHIEF POSTMASTER GENERAL, YOGAYOG BHAWAN, KOLKATA-700 012 (BY NAME)** so that those documents reach the APMG(BD&PHIL) within 25.03.2020 , without fail (IF REQUIRED THE ANSWER SCRIPTS MAY BE SEND BY MESSENGER). The entries in the regional language should be segregated and sent to C.O. for evaluation.
11. In case any school organizes the competition by itself and furnishes advance information, arrangement may be made to collect the answer scripts from there with triplicate list of attendance and sent to APMG (BD&PHIL), O/o THE CHIEF POSTMASTER GENERAL, YOGAYOG BHAWAN, KOLKATA-12.

As per the existing practice, three best entries selected at National level will be entitled to the following prizes:

1. One First prize.....Rs.5000/- and a Certificate.
2. One Second prize..... Rs.3000/- and a Certificate.
3. One Third Prize.....Rs.2000/- and a Certificate.
4. Consolation Prize.....Rs.1000/- to the best entry from each Postal Circle and a Certificate.

The best entry at the national level shall qualify as the official Indian entry for the International Competition at the Universal Postal Union level. The International Bureau of the Universal Postal Union shall select three award winning entries and give prizes as below:

1st prize.....Gold medal along with Certificate and other prizes decided by UPU. Gold medalist 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

2ndPrize.....Silver medal along with Certificate and other prizes decided by UPU

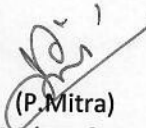
3rdPrize....Bronze medal along with Certificate and other prizes decided by UPU

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The matter should be given wide publicity (internal means of publicizing) for securing maximum no. of participation keeping in view the fact that this is international commitment and involves national prestige. All Heads of units should circulate the contents of this letter and also arrange to contact the local schools.

The receipt of this letter may kindly be acknowledged.

Encl.: As stated above.



APMG(BD&Phil)

O/o the Chief PMG

West Bengal Circle , Kolkata-700 012