



DEPARTMENT OF POSTS, INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL
WEST BENGAL CIRCLE,
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, Andaman & Nicobar, Port Blair – 744101

No. Phil/UPU Letter Writing Competition/2025

Dtd: - 28.01.2025

Sub: Universal Postal Union (UPU) 2025 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-71/39/2024-CF-DOP dated 08-01-2025 issued by the DDG (IR & GB), I have been directed by the Competent Authority to convey that the "Universal Postal Union (UPU) 2025 International Letter Writing Competition for Young People" is scheduled to be held on **24-03-2025** at the following places:

| Venue | Conducting Officer |
|-------------|---|
| Kolkata GPO | DDPO (BD & Marketing), O/o the Director, Kolkata GPO, Kolkata - 734001 |
| Durgapur | Sr. Supdt. of Post Offices, Asansol Division, Asansol - 713001 |
| Midnapore | Sr. Supdt. of Post Offices, Medinipur Division, Midnapore - 721101 |
| Malda | Supdt. of Post Offices, Malda Division, Malda - 732101 |
| 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 | DSP, Andaman & Nicobar Island, Port Blair - 744101 |

General Details: -

| | | |
|----|--------------------------|--|
| 1. | Subject | "Imagine you are the ocean. Write a letter to someone explaining why and how they should take good care of you." |
| 2. | Participants Eligibility | It is open to participants for age 9-15 years as on 31-03-2025. |
| 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 8th schedule of the Constitution of India |
| 5. | Date/Time of Competition | 24.03.2025 (Monday) for one hour duration (12.00 Hrs. to 13.00 Hrs.) |

Prizes: -

| Prizes | At Circle Level | At National Level |
|--------------|-----------------|-------------------|
| First Prize | Rs. 25,000/- | Rs. 50,000/- |
| Second Prize | Rs. 10,000/ | Rs. 25,000/ |
| Third Prize | Rs. 5,000/ | Rs. 10,000/ |

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 15-03-2025**. 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)**. One photocopy of age proof documents 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 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.

Attendance sheet must be prepared as per following format:-

| Sl. No. | Name of the Candidate | Centre Name | Date of Birth of Candidate | Signature of the candidate | Countersign of the invigilator |
|---------|-----------------------|-------------|----------------------------|----------------------------|--------------------------------|
| | | | | | |

Conduction of the Exam and Submission of Answer Sheets: -

The Centre-In-Charge will ensure to send the 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 28-03-2025, with a copy of attendance sheet duly signed by the candidates & the application form of the candidate.

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 24-03-2025 or send the application forms to the nearest Centre-In-Charge, as detailed above, on or before 17.03.2025, from where the said students will appear for the competition, with a cut-off date for accepting application on or before 15-03-2025.

After holding the competition, individual schools must send the 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 within 26.03.2025.

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 28-03-2025.

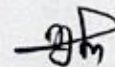
Evaluation of the selected entries will be done at the Circle Level and only the best three entries will be sent to the Directorate by 10-04-2025 for final evaluation and selection by the Evaluation Committee of the Directorate.

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

Enclosed: - As stated above.



ADPS (Bldg & Philately)
Office of 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 Sr. Supdt. of Post Offices, Medinipur Division, Midnapore - 721101
5. The SPOS, Darjeeling Division, Darjeeling-734101.
6. The Supdt. of Post Offices, Malda Division, Malda - 732101
7. The Dy. SPOs, O/o the PMG, Sikkim State, Gangtok-737103.
8. The Dy. SPOS, O/o the PMG, A & N Islands, Port Blair-744101.
9. All SSPOS/SPOS under W.B. Circle (except sl. No. 2 to 8).
10. The ADPS (TO), O/o the CPMG, W.B. Circle, Kolkata-700012. It is requested to upload in circle <https://westbengalpost.gov.in/competition>
11. The AD (OL), O/o the CPMG, W.B. Circle, Kolkata-700012.
12. All Group Officers, C.O. (except sl. No. 8 & 9).
13. NOTICE BOARD.
14. Office copy



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

Annexure-A

APPLICATION FORMAT

UNIVERSAL POSTAL UNION (UPU) 2025 INTERNATIONAL LETTER WRITING COMPETITION FOR YOUNG PEOPLE

Space for affixing Passport
Size photograph

| | | |
|------|---|---|
| 1. | Name of the Competition | 2025 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 with pincode where studying | |
| 6. | Date of Birth (Aadhaar/School ID/Birth certificate to be enclosed as proof of age) | |
| 6(a) | Age as on 31-03-2025 | |
| 7. | Sex (Male/Female) | |
| 8. | Centre (Kolkata GPO/Durgapur/Siliguri/Sri Vijayapuram/Gangtok/Malda/Midnapore) | |
| 9. | Passport size photographs of the candidate-Three (03) pieces (One photo should be affixed to this application and two passport size photos to be attached loosely.) | |