Subject: 40th UPU Letter Writing Competition 2011

Dear Principal,

The Department of Posts shall be organizing the 40th UPU Letter Writing Competition 2011 for school going children upto 15 years of age on 2\textsuperscript{nd} January 2011. The purpose of this Letter Writing Competition is primarily to develop faculty in composition and subtlety of thought amongst the young people and to contribute to the strengthening of International friendship. The subject for this year’s letter writing competition is

“Imagine you are a tree living in a forest. Write a letter to someone to explain why is it important to protect forests”.

International Bureau of the Universal Postal Union, which is coordinating this Letter Writing Competition, shall select the three prize winners from amongst the best entries received from each member country of the UPU. The three winners will be awarded gold, silver and bronze medals by the UPU along with an album of the official postage stamps of the Universal Postal Union.
The Department of Posts shall select three best entries at National level that will be given cash prizes and certificates. In addition, a consolation prize and certificate will also be given to one best entry from each circle. The best entry at the National level shall qualify as the official Indian entry for the UPU level International Competition.

The language to be used in holding the competition will be English or any of the recognized languages embodied in the 8th Schedule of our Constitution.

You are requested to organize this competition in your school in consultation with the Chief Post Master General/Postmaster General of your respective Circle/Region. The participating schools may forward their entries to the Chief Postmasters General of their States for evaluation and further forwarding the best three entries to the Postal Directorate, New Delhi.

Enclosed:

Annexure-I. Detailed instructions / Rules for participants, issued by the Department of Posts, Government of India.

Annexure-II. Details of the 40th UPU Letter Writing Competition, 2011

Annexure-III Address List of Chief Postmasters General (CPMG) / Postmaster General (PMG)/DPS.

Yours faithfully

Shashi Bhushan
Director (Academic)

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:-

3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017.
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim – 737 101.
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar-791 111.
7. The Director of Education, Govt. of A&N Islands, Port Blair-744 101.
8. The Secretary, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini, Delhi-110 085.
9. All the Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions.
10. The Education Officers/AEOs of the Academic Branch, CBSE.
11. The Joint Secretary (IT) with the request to put this circular on the CBSE website.
12. The Library and Information Officer, CBSE
13. EO to Chairman, CBSE
14. PA to CE, CBSE
15. PA to Secretary, CBSE
16. PA to HOD (AIEEE)
17. PA to HOD (Edusat)
18. The PRO, CBSE

Director (Academic)
Annexure-1

40th UPU Letter Writing Competition for Young People, 2011

Rules for Participants

(a) The 40th Universal Postal Union (UPU) Letter Writing competition shall be open to school going children up to 15 years of age on 31.03.2011.

(b) The age of participants is to be certified by the school authorities where the participant is studying.

(c) Date by which participants should declare their intention to participate in the competition (last date) to CPMG/PMG/School Principal: 20.12.2010

(d) Date and time of the ‘on the spot competition’: 02.01.2011, 10.00 to 11.00 hrs.

(e) The participants will make their own arrangements to reach the venue of the competition. The Department / schools will provide the answer books for the competition to the children but they will bring their own pen/ pencil etc.

(f) All the candidates shall be required to apply in person to the Chief Postmaster General / Postmaster General/ School Principal in duplicate. Both copies must have a Passport size photograph of the candidate affixed on them.

(g) The participants will apply for participation in the competition along with three Passport size photographs in the following format on plain paper.

I. Name of the competition: 40th UPU Letter Writing Competition for young people 2011.

II. Full Name of the participant

III. Father’s/Guardian’s Name.

IV. Full Address for correspondence.

V. Name of the School/ Institution where studying with full details.

VI. Age with exact date of birth to be certified by the Head of the Educational Institution.

VI. Sex (Male / Female)

VII. Centre.
(h) Entry in the examination Hall will be by Hall permits to be issued by the Chief Postmasters General/ Postmaster General / School Principal concerned. Each participant will be allotted a Roll No. by the concerned Chief Postmaster General / Postmaster General / School Principal.

**IMPORTANT :-** All the particulars as mentioned above including the full name and address of the participant should appear on the first page of the Answer Book also. Entries, which do not furnish all relevant details, would not be considered valid.
DETAILS OF THE 40TH UPU LETTER WRITING COMPETITION, 2011

1. Subject
   “Imagine you are a tree living in a forest, Write a letter to someone to explain why it is important to protect forests”.

2. Participants eligibility
   Children up to 15 years of age as on 31.03.2011

3. Content and form
   Composition must be presented in the form of letter about 500 to 800 words length on the given subject.

4. Date & Time
   Sunday, 2nd January, 2011, 10.00 am. to 11.00 am.

5. Language
   English or any language listed in the 8th schedule of the Constitution of India.

6. Last date for submission of forms
   20.12.2010

7. Prizes (At national level)
   a) One First Prize  Rs. 2000/- and a certificate.
   b) One Second Prize  Rs. 1500/- and a certificate
   c) One Third prize  Rs. 1000/- and a certificate
   d) Consolation Prizes  Rs. 250/- to the best entry from each postal Circle and certificate.

   The best entry at the national level shall qualify as the Official Indian Entry for the International level Competition

The Universal Postal Union shall select the award winning entries. The top three entries will be awarded Gold, Silver and Bronz Medal respectively along with Certificate and album of UPU official postage stamps from UPU.

8. It may be ensured that each and every entry must have the following details on its first page in respect of the candidates.

   1. Candidate’s name
   2. Date of Birth
   3. Male / Female.
   4. Father’s / Guardian’s name.
   5. Name of the School / Institution
   6. Full Postal Address.
For further details, please contact the Chief Postmasters General / Postmasters General / Director Postal Services of your Circle / Region. Information will also be available on the Department’s Website: http://www.indiapost.gov.in
# Annexure-III

## Venues

**Address List of Chief Postmaster General (CPMG) / POSTMASTER General (PMG)/ DPS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Circle</th>
<th>Address and Phone No. of CPMG</th>
<th>Address and Phone No. of PMG and DPS</th>
</tr>
</thead>
</table>
| 1.    | Assam          | CPMG, Assam Circle, Guwahati-781001  
Phone: 0361-2603636 | PMG, Dibrugarh-786001  
Phone: 0373-2329131 |
| 2.    | Andhra Pradesh | CPMG, Andhra Pradesh Circle, Hyderabad-500001  
Phone: 040-24744555 | 1. PMG, Visakhapatnam Region, CBM Compound, Visakhapatnam-530013  
Phone: 0891-2544934  
2. PMG, Vijayawada Region, Vijaywada-520010  
Phone: 0866-2496324  
3. PMG, Kurnool Region, Ashok Nagar, Kurnool-518005  
Phone: 08518-250210 |
| 3.    | Bihar          | CPMG, Bihar Circle, Patna-800001  
Phone: 0612-2225051 | PMG(N), Muzaffarpur Region, Muzaffarpur-812001  
Phone: 0621-2282593 |
| 4.    | Chattisgarh    | CPMG, Chattisgarh Circle, Raipur-492001  
Phone: 0771-2233400 | _________ |
| 5.    | Delhi          | CPMG, Delhi Circle, New Delhi-110001  
Phone: 011-23620144 | _________ |
| 6.    | Gujarat        | CPMG, Gujarat Circle, Ahmedabad-380001  
Phone: 079-25505424 | 1. PMG, Rajkot-360001  
Phone: 0281-2233200  
2. PMG, Vadodara-390002  
Phone: 0265-2791890 |
| 7.    | Haryana        | CPMG, Haryana Circle, Ambala-133001  
Phone: 0171-2603100 | _________ |
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| 8. | Himachal Pradesh | CPMG, Himachal Pradesh Circle, Shimla-171009  
Phone: 0177-2629000 |
Phone: 0194-2452528  
Jammu Tawi-180001  
Phone: 0191-2561738 |
| 10. | Jharkhand | CPMG, Jharkhand Circle, Ranchi-834002  
Phone: 0651-2482345 |
| 11. | Kerala | CPMG, Kerala Circle, Tiruvanathapuram-695033  
Phone: 0471-2308300  
PMG, Kochi-682016  
Phone: 0484-2391800  
PMG, Kozhikode-673011  
Phone: 0495-2767900 |
| 12. | Karnataka | CPMG, Karnataka Circle, Bangalore-560001  
Phone: 080-22258832  
PMG, SK Region, Bangalore-560001  
Phone: 080-22255293  
PMG, NK Region, Dharwad-580001  
Phone: 0836-2742001 |
| 13. | M.P. | CPMG, M.P. Circle, Bhopal-462012  
Phone: 0755-2550838  
PMG, Indore Region, Indore-452001  
Phone: 0731-2702723 |
| 14. | Maharashtra | CPMG, Maharashtra Circle, Mumbai-400001  
Phone: 022-22620049  
PMG, Aurangabad-431002  
Phone: 0240-2370822  
PMG, Goa Region, Panaji-403001  
Phone: 0832-2225225  
PMG, Nagpur Region, Nagpur-440010  
Phone: 0712-2560517  
PMG, Pune-411001  
Phone: 020-26126157 |
| 15. | North East | CPMG, N.E. Circle, Shillong-793001  
Phone: 0364-2220579  
DPS, Tripura Dn., Agartala-791001  
Phone: 0381-2323800  
DPS, Mijoram Dn., Aizawal- |
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<th>No.</th>
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<td>16</td>
<td>Punjab</td>
<td>CPMG, Punjab Circle, Chandigarh-160017 Phone: 0172-2706700</td>
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<td>17</td>
<td>Orissa</td>
<td>CPMG, Orissa Circle, Bhubaneswar-751001 Phone: 0674-2392000</td>
<td>DPS, Sambhalpur, Orissa Phone: 0663-2401009 PMG, Berhampur (GM), Berhampur-760001 Phone: 0680-2221555</td>
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<td>Rajasthan</td>
<td>CPMG, Rajasthan Circle, Jaipur-302007 Phone: 0141-2372020</td>
<td>PMG, Southern Region, Ajmer-305006 Phone: 0145-2433602 PMG, Western Region, Jodhpur-342001 Phone: 0291-2432800</td>
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<td>19</td>
<td>Tamil Nadu</td>
<td>CPMG, Tamil Nadu Circle, Chennai-600002 Phone: 044-28520367</td>
<td>PMG, Southern Region, Madurai-625002 Phone: 0452-1532244,2532244 PMG, Western Region, Coimbatore-641002 Phone: 0422-2554100 PMG, Central Region, Tiruchirapalli-620001 Phone: 0431-2463600</td>
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<td>Uttar Pradesh</td>
<td>CPMG, U.P. Circle,</td>
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<td></td>
<td>Phone: 0522-2622000</td>
<td>Phone: 0562-2363310</td>
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<td>PMG, Kanpur Region, Kanpur-208001</td>
<td>Phone: 0512-2306614, 0512-2306022</td>
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<td>PMG, Gorakhpur Region, Gorakhpur-273008</td>
<td>Phone: 0551-2200844</td>
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<td>PMG, Bareilly Region, Bareilly-243001</td>
<td>Phone: 0581-2427005</td>
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<td>PMG, Allahabad Region, Allahabad-211001</td>
<td>Phone: 0532-2624887</td>
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<th>21.</th>
<th>Uttarakhand</th>
<th>CPMG, Uttarakhand Circle, Dehradun-248001</th>
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<tr>
<td></td>
<td>Phone: 0135-2658396</td>
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<th>West Bengal</th>
<th>CPMG, West Bengal Circle, Kolkata-700012</th>
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<tr>
<td></td>
<td>Phone: 033-22120070</td>
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|     | PMG, South Bengal Region, Kolkata-711112 |
|     | Phone: 033-22121080 |

|     | PMG, North Bengal & Sikkim Region, Siliguri-734411 |
|     | Phone: 0353-2436550 |

|     | DPS, A & N Island Dn., Port Blair |
|     | Phone: 03592-230485 |

|     | DPS, Sikkim State, Gangtok |
|     | Phone: 03592-222610 |

For further details, please contact the Chief Postmasters General/ Postmasters General/ Director Postal Services of your Circle/ Region.

Department of Posts
Government of India