



**CENTRAL BOARD OF SECONDARY EDUCATION**

**(An autonomous Organization under the  
Union Ministry of Human Resource Development, Govt. of India).  
'Shiksha Sadan', 17, Institutional Area, Rouse Avenue, New Delhi -110002**

**CBSE/ACAD/AEO/UPU/2010**

**25.11.2010**

**To  
All the Heads of Institutions  
Affiliated to CBSE**

**Circular No.77**

**Subject: 40<sup>th</sup> UPU Letter Writing Competition 2011**

Dear Principal,

The Department of Posts shall be organizing the 40<sup>th</sup> UPU Letter Writing Competition 2011 for school going children upto 15 years of age on 2<sup>nd</sup> 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 8<sup>th</sup> 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-1. Detailed instructions / Rules for participants, issued by the Department of Posts, Government of India.

Annexure-II. Details of the 40<sup>th</sup> 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:-**

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016.
2. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi.
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

### 40<sup>th</sup> UPU Letter Writing Competition for Young People, 2011

#### Rules for Participants

- (a) The 40<sup>th</sup> 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 participation 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: 40<sup>th</sup> 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 40<sup>TH</sup> 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, 2<sup>nd</sup> January, 2011, 10.00 am. to 11.00 am.
5. Language English or any language listed in the 8<sup>th</sup> 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**

<b>S.No.</b>	<b>Circle</b>	<b>Address and Phone No. of CPMG</b>	<b>Address and Phone No. of PMG and DPS</b>
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	_____

8.	Himachal Pradesh	CPMG, Himachal Pradesh Circle, Shimla-171009 Phone: 0177-2629000	_____
9.	J & K	CPMG, J & K Circle, Srinagar-190001 Phone: 0194-2452528 Jammu Tawi-180001 Phone: 0191-2561738	_____
10.	Jharkhand	CPMG, Jharkhand Circle, Ranchi-834002 Phone: 0651-2482345	_____
11.	Kerala	CPMG, Kerala Circle, Tiruvananthapuram-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-

			<p>795001 Phone: 0389-2328024</p> <p>DPS, Nagaland Dn., Kohima-797001 Phone: 0370-2290597</p> <p>DPS, Manipur Dn., Imphal-795001 Phone: 0384-2220264</p> <p>DPS, Arunachal Pradesh Dn., Itanagar-791111 Phone: 0360-2214937</p>
16.	Punjab	CPMG, Punjab Circle, Chandigarh-160017 Phone: 0172-2706700	_____
17.	Orissa	CPMG, Orissa Circle, Bhubaneswar-751001 Phone: 0674-2392000	<p>DPS, Sambhalpur, Orissa Phone: 0663-2401009</p> <p>PMG, Berhampur (GM), Berhampur-760001 Phone: 0680-2221555</p>
18.	Rajasthan	CPMG, Rajasthan Circle, Jaipur-302007 Phone: 0141-2372020	<p>PMG, Southern Region, Ajmer-305006 Phone: 0145-2433602</p> <p>PMG, Western Region, Jodhpur-342001 Phone: 0291-2432800</p>
19.	Tamil Nadu	CPMG, Tamil Nadu Circle, Chennai-600002 Phone: 044-28520367	<p>PMG, Southern Region, Madhrai-625002 Phone: 0452-1532244,2532244</p> <p>PMG, Western Region, Coimbatore-641002 Phone: 0422-2554100</p> <p>PMG, Central Region, Tiruchirapalli-620001 Phone: 0431-2463600</p>
20.	Uttar Pradesh	CPMG, U.P. Circle,	PMG, Agra Region,

		Lucknow-226001 Phone: 0522-2622000	Agra-282001 Phone: 0562-2363310  PMG, Kanpur Region, Kanpur-208001 Phone: 0512-2306614, 0512-2306022  PMG, Gorakhpur Region, Gorakhpur-273008 Phone: 0551-2200844  PMG, Bareilly Region, Bareilly-243001 Phone: 0581-2427005  PMG, Allahabad Region, Allahabad-211001 Phone: 0532-2624887
21.	Uttaranchal	CPMG, Uttaranchal Circle, Dehradun-248001 Phone: 0135-2658396	_____
22.	West Bengal	CPMG, West Bengal Circle, Kolkata-700012 Phone: 033-22120070	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**