



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )  
**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organisation under the Ministry of Education, Govt. of India)



CBSE/Dir(ACAD)/2021

March 31, 2021  
Circular No. ACAD-27/2021

All Heads of Institutions affiliated to CBSE

**Subject: International Letter Writing Competition for Young people 2021 - reg.**

The Universal Postal Union organizes International Letter Writing Competition for Young people aged 9-15. The young people have to write letter on a given theme to win exciting prizes.

**Aim of the Competition**

- To make young people aware of the important role played by the postal services in our societies
- To develop their skills in composition and expression of thoughts
- To foster enjoyment of letter writing and help strengthen the bonds of international friendship

**Theme**

- **'Write a letter to a family member about your experience with COVID-19'**

**Submission of Entries**

In view of the prevailing Covid-19 situation in the country, the participating students can also write their International Letter Writing Composition from home. The entries have to be sent to the designated Nodal Officers of the concerned Postal Circles only through the mode of Speed Post. Details of the Nodal Officers of all the Postal Circles is enclosed and also available on the Department of post's Website <http://www.indiapost.gov.in>

The last date for submission of entries is **5<sup>th</sup> April, 2021.**

The complete guidelines are given in Annexures.

School Heads are requested to disseminate the information amongst their students and motivate them to participate in the competition.

**Dr. Joseph Emmanuel**  
Director (Academics)

Encl: As stated above.

Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet



'शिक्षा सदन', ,17 राऊज़ एवेन्यू ,इंस्टीटूशनलएरिया, नई दिल्ली-110002  
'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi – 110002





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( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



- Singh Marg, New Delhi-16
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309
  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-160017
  5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
  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 – 744101
  8. The Director of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Island
  9. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
  10. The Additional Director General of Army Education, A –Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
  11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
  12. The Under Secretary (Sch.3), Department of School Education and Literacy, Ministry of Education, Govt. of India, Shastri Bhawan, New Delhi-01
  13. All Regional Directors/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
  14. All Joint Secretary/ Deputy Secretary/ Assistant Secretary / Analyst, CBSE
  15. All Head(s)/ In-Charge(s), Centre of Excellence, CBSE
  16. In charge IT Unit with the request to put this circular on the CBSE Academic website
  17. In-Charge, Library
  18. The Head (Media & Public Relations), CBSE
  19. DS to Chairman, CBSE
  20. SPS to Secretary, CBSE
  21. SPS to Director (Academics), CBSE
  22. SPS to Director (Information Technology), CBSE
  23. SPS to Controller of Examinations, CBSE
  24. SPS to Director (Skill Education and Training), CBSE
  25. SPS to Director (CTET), CBSE
  26. SPS to Director (Professional Examinations), CBSE
  27. SPS to Director (EDUSAT), CBSE
  28. Record File

**Dr. Joseph Emmanuel**  
**Director (Academics)**



‘शिक्षा सदन’, 17 राऊज़ एवेन्यू, इंस्टीट्यूशनल एरिया, नई दिल्ली-110002  
**‘Shiksha Sadan’, 17, Rouse Avenue, Institutional Area, New Delhi – 110002**



**DETAILS OF 2021 INTERNATIONAL LETTER WRITING COMPETITION FOR YOUNG PEOPLE**

1. Subject : **“Write a letter to a family member about your experience with COVID-19”.**

2. Participants eligibility : Children up to 15 years of age as on 31.03.2021.

3. Content and form : Composition must be presented in the form of letter.

4. Date/Time of Competition : Competition at Venue - **Will be decided by the Concerned Circles.**

Competition from Home - **All the entries should reach the designated Nodal Officer by 5<sup>th</sup> April, 2021**

5. Language : English or any language listed in the 8<sup>th</sup> schedule of the Constitution of India.

**6. 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

**7. 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 Universal Postal Union shall select the award-winning entries. The winners will receive a special medal (gold for first prize, silver for second, and bronze for third) 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 Berne, Switzerland, or an alternative prize to be decided at the sole discretion of the UPU. Writers awarded a special mention will also receive a certificate as well as other prizes (such other prizes to be decided by the UPU).

It may be ensured that each and every entry has the following details on its first page:

- 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.

For further details, please contact the Chief Postmaster General/Postmaster General/Director Postal Services/**Nodal Officer** of your Circle/Region. Information will be available on the Department's website <http://www.indiapost.gov.in>

## 2021 International Letter-Writing Competition for Young People

### RULES FOR PARTICIPANTS PARTICIPATING AT VENUE

- (a) The 2021 International Letter Writing Competition shall be open to school going children up to the age of 15 years as on 31.03.2021. **The age of the participants will be certified with a proof like Birth Certificate, AADHAR card, certificate issued by Schools etc.**
- (b) Date and time of the Competition: **Will be decided by the concerned Postal Circles.**
- (c) The participants will apply for participation in the competition along with three passport size photographs in the following format on plain paper.

1	Name of the competition *	2021 International Letter Writing Competition for Young People.
2	Full Name of the participant *	
3	Father's /Guardian's Name *	
4	Full Address for correspondence *	
5	Name and complete address of the School/ Institution where studying *	
6	Age with exact date of birth *	
7	Sex (Male /Female) *	
8	Centre	

\* **Mandatory field.**

- (d) Participants shall submit completely filled application form along-with 1 photocopy of age proof document to the Nodal Officer of concerned Postal Circle in duplicate before the last date of submission of application form as decided by the Postal Circle. One copy of the application form will be retained by the participants as hall ticket for the purpose of entry at venue on the day of competition. The Department/Schools will provide the answer book to the participants at the venue but they shall bring their own pen/pencil. **The participants shall write their composition in their own handwriting not exceeding 800 words.**

**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.**

**2021 International Letter-Writing Competition for Young People**

**RULES FOR PARTICIPANTS PARTICIPATING FROM HOME**

- (a) The 2021 International Letter Writing Competition shall be open to school going children up to the age of 15 years as on 31.03.2021. **The age of the participants will be certified with a proof like Birth Certificate, AADHAR card, certificate issued by Schools etc.**
- (b) Date and time of the Competition: **All the entries should reach the designated Nodal Officer by 5<sup>th</sup> April, 2021.**
- (c) The participants will apply for participation in the competition along with three passport size photographs in the following format on plain paper.

1	Name of the competition *	2021 International Letter Writing Competition for Young People.
2	Full Name of the participant *	
3	Father's /Guardian's Name *	
4	Full Address for correspondence *	
5	Name and complete address of the School/ Institution where studying *	
6	Age with exact date of birth *	
7	Sex (Male /Female) *	
8	Centre	

\* **Mandatory field.**

- (d) Participants shall write their composition in their own hand writing in the Ruled Sheet/Plain paper (**not exceeding 800 words**) and submit the same along-with completely filled application form and 1 photocopy of age proof document, to the Nodal Officer through Speed Post only. The list containing details of Nodal Officer for each Circle Office is attached herewith.

**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.***

**List of Nodal Officers of each Postal Circle with complete details.**

S.No.	Name of the Circle	Name of the Officer	Designation	Complete postal address	Contact details (Mobile No. and e-mail ID)
1.	Andhra Pradesh	Y Rama Krishna	AD(Mails & Technical)	O/o CPMG, AP Circle, Vijayawada-520013	0866-2429836 <a href="mailto:technical.ap@indiapost.gov.in">technical.ap@indiapost.gov.in</a>
2.	Assam	Ambikeswar Behera	Assistant Director(Philately)	O/o CPMG, 5 <sup>th</sup> Floor, Meghdoot Bhawan, Panbazar, Guwahati-781001	Mob-9937442498 e-mail- <a href="mailto:adphilately.asm@gmail.com">adphilately.asm@gmail.com</a>
3.	Bihar	Satya Ranjan	Assistant Director (BD)	Meghdoot Bhawan, 2nd Floor, O/o the CPMG, Bihar Circle, Patna-800001	7050088888 <a href="mailto:abddpatna@gmail.com">abddpatna@gmail.com</a>
4.	Chhattisgarh	Sh Amit Kumar Singh	AD(Philately)	O/o CPMG, Chhattisgarh Circle, Raipur - 492001	Mob- 9407624220 <a href="mailto:Adpsraipur3@gmail.com">Adpsraipur3@gmail.com</a>
5.	Delhi	Shri Virendra Singh	Superintendent of Post Offices	SPOs, New Delhi West Division, Naraina Industrial Area Head Post Office building complex, New Delhi-110028	011-25799134 <a href="mailto:donewdelhiwestdn@gmail.com">donewdelhiwestdn@gmail.com</a>
6.	Gujarat	Shri N.N. Raval	ADPS(Building& Technical)	O/o CPMG, Gujarat, Khanpur, Ahmedabad-380001	Mob-9687407380 e-mail <a href="mailto:philatelyco@gmail.com">philatelyco@gmail.com</a>
7.	Haryana	Sh. Ravindra Kumar	Assistant Director (Technical)	O/o The Chief PMG, Haryana Circle, 107, The Mall Ambala Cantt-133001	0171-2688405 94502-81721 <a href="mailto:apmgtech.dop@gmail.com">apmgtech.dop@gmail.com</a>
8.	Himachal Pradesh	Shri Bali Ram	APMG	O/o the CPMG, HP Circle, Shimla -171009	Mob - 9805754934 <a href="mailto:adtechnical.hp@gmail.com">adtechnical.hp@gmail.com</a>
9.	Jammu & Kashmir	Shri Abdul Hamid Kumar	ASP (Establishment)	O/o CPMG, J&K Circle, Srinagar, CGO Complex, Bund Road, Polo View, J&K-190001	Mob-7006815011 <a href="mailto:jkmonitoringcellsrinagar@gmail.com">jkmonitoringcellsrinagar@gmail.com</a>
10.	Jharkhand	Sri Shantanu Azad	ASP BD/Phil	O/o The Chief Postmaster General, Jharkhand Circle, Meghdoot Bhawan Doranda,Ranchi-834002	Mob. No.9304776313 e-mail- <a href="mailto:cotechnosection@gmail.com">cotechnosection@gmail.com</a>
11.	Karnataka	Shri G.D. Bhat	Assistant Director	O/o CPMG, Karnataka Circle, Bengaluru-560001	Mob-0449030860 e-mail- <a href="mailto:tech.ka@indiapost.gov.in">tech.ka@indiapost.gov.in</a>
12.	Kerala	Ms. M. Bindu	Assistant Director (Technical)	O/o the CPMG, Kerala Circle, Thiruvananthapuram	Mob – 9447061540 e-mail – <a href="mailto:adtechnicalco.keralapost@gm">adtechnicalco.keralapost@gm</a>

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13.	Madhya Pradesh	Shri Chandresh Kumar Jain	Assistant Director (BD)	O/o CPMG, Madhya Pradesh Circle, Dak Bhawan, Bhopal - 462012	Mob - 7587598114 e-mail- <a href="mailto:bd.mp@indiapost.gov.in">bd.mp@indiapost.gov.in</a>
14.	Maharashtra	Ms. Saranya U	Director, Mumbai GPO(current charge)	1 <sup>st</sup> Floor, Mumbai GPO, Mumbai - 400 001	<a href="mailto:dirmumbaigpo@indiapost.gov.in">dirmumbaigpo@indiapost.gov.in</a> 022-22620693
15.	North-East	Shri Biswajit Chakraborty	Assistant Director (Philately)	O/o the Chief Postmaster General, North East Circle, Shillong 793001	9436476830 Email - <a href="mailto:_adphilately.ne@rediffmail.com">_adphilately.ne@rediffmail.com</a>
16.	Odisha	Shri Sarbeswar Choudury	AD (Philately)	O/o the CPMG, Odisha Circle, Bhubaneswar-751001	8114931604 <a href="mailto:sarbeswarindiapost@gmail.com">sarbeswarindiapost@gmail.com</a>
17.	Punjab	Shri Krishan Sharma	Assistant Director(Technical)	O/o CPMG, Sandesh Bhawan, Sector 17 E, Chandigarh	Mob-7973446228 e-mail- <a href="mailto:tech.pb@indiapost.gov.in">tech.pb@indiapost.gov.in</a>
18.	Rajasthan	Bhupendra Parashar	AD(Mails&BD)	O/o CPMG, Rajasthan, Sardar Patel Marg, C-Schme, Jaipur-302007	Ph- 011 - 22620693 e mail - <a href="mailto:dirmumbaigpo@indiapost.gov.in">dirmumbaigpo@indiapost.gov.in</a>
19.	Tamil Nadu	Shri Rajarathinam C.	Assistant Director (Admn.&PO)	O/o CPMG, Tamil Nadu Circle, Chennai - 600002	Mob-9444248289 e-mail - <a href="mailto:ga.tn@indiapost.gov.in">ga.tn@indiapost.gov.in</a>
20.	Telangana	Sri. M Manmadha Rao	Asst. Director (Rectt & Technical)	O/o the Chief PMG, Telangana Circle, Abids, Hyderabad-500001	Mob - 91 9866629638 eMail : <a href="mailto:sstechnicalco@gmail.com">sstechnicalco@gmail.com</a>
21.	Uttarakhand	Sh. Hira Lal	Asstt. Director (Technical)	O/o Chief Postmaster General, Uttarakhand Circle, 2nd Floor, Dehradun GPO Compound, Dehradun 248001	e-mail <a href="mailto:adtechcodehradun@gmail.com">adtechcodehradun@gmail.com</a> Mob- 9416915460
22.	Uttar Pradesh	Shri K.S. Bajpai	APMG (TG/DE)	O/o Chief Postmaster General, U.P. Circle, Lucknow - 226001	<a href="mailto:tg.y.up@indiapost.gov.in">tg.y.up@indiapost.gov.in</a> Mobile no.-8368154383
23.	West Bengal	Shri Nirmalya Mitra	ADPS(BD&Phil)	O/o CPMG, West Bengal Circle, Room No. 36, P-36, C.R. Avenue, Yogayog Bhawan, Kolkata-12	Ph-033 - 22120242 e-mail- <a href="mailto:apmgphil@gmail.com">apmgphil@gmail.com</a>