



DHAI AKHAR

National Level Letter Writing Competition

Dhai Akhar
National Level Letter Writing Competition
2025-26

An initiative by



TEAM GUIDE FOR SCHOOL ACTIVITY

□ India Post – School Session Guide for Teams

Dhai Akhar 2025–26

Theme: *“Letter to My Role Model”*

1. Pre-Preparation (Before the Visit)

- □ **Call & Coordinate:** Contact school principals/teachers in advance. Explain the competition, confirm date & time of session, and expected student numbers.
- ✓ **Convince Schools:** Emphasize that the activity is **free**, stationery is provided, and students can win **cash prizes & recognition**.
- □ **Training Video:** Every team member must watch the training video (provided in office) before going to schools.
- □ **Arrange Materials:** Ensure the following are packed and ready:
 - Presentation (Hindi/English) – on pen drive/laptop
 - Stationery: A4 sheets, Inland Letter Cards (ILCs)
 - Dhai Akhar branded letterbox + banner
 - Posters for school notice boards/classrooms
 - Additional short videos (Philately, India Post heritage)
 - Philatelic account opening forms & brochures
- □ **Transport & Setup Plan:** Confirm how materials will be carried to school and who will set up.

2. Assets to Carry

1. **Presentation (Hindi & English)** – simple, engaging slides for students.

2. **Stationery** – A4 sheets, ILCs, pens (if possible).
3. **Dhai Akhar Letterbox & Banner** – for students to post letters + as a photo corner.
4. **Posters** – to display in classrooms & corridors.
5. **Videos** – India Post short films & philately clips.
6. **Philatelic Deposit Account (PDA) forms** – for interested students/teachers.

3. Flow of the School Session

Total Time: ~90–120 mins

1. **Setup (30–60 mins)**
 - Place banner & posters in visible areas.
 - Install the small Dhai Akhar letterbox.
 - Do tech check (projector/laptop/video).
2. **Introduction (5 mins)**
 - Greet students & introduce India Post team.
 - Briefly explain Dhai Akhar and this year's theme.
3. **Short Video (10–15 mins)**
 - Play provided India Post/Philately videos.
4. **Presentation (10 mins)**
 - Introduce the history of Post & Philately, importance of handwriting, and the competition details.
5. **Philately Quiz (10 mins)**

- Conduct quiz using provided question set.
- Give small prizes to winners.

6. Letter Writing Activity (40 mins)

- Distribute stationery (A4/ILCs).
- Encourage children to write to their everyday role model.
- Collect completed letters in the Dhai Akhar letterbox.

7. Theme Recap (5–10 mins)

- Explain the importance of “Everyday Role Models.”
- Motivate students to write honestly and sincerely.

8. Documentation (ongoing)

- Take good quality photos/videos.
- Share on official India Post social media handles the same day.

9. Philatelic Club & PDA Accounts (30 mins)

- Introduce Philatelic Clubs.
- Distribute and collect PDA account opening forms.
- Convince teachers to open Philatelic Clubs in school.

4. Post-Session Responsibilities

- ☐ Safely bring back Dhai Akhar letterbox with collected entries to the Division office.
- ☐ Record details: number of students, letters collected, PDAs opened, feedback from school.

- ☐ Submit documentation (photos/videos) to Circle social media team the same day.
- ☐ Ensure all letters are posted officially to CPMG address with proper stamping.

5. Key Reminders

- Be polite, punctual, and professional – you represent **India Post**.
- Keep session interactive and child-friendly.
- Double-check stationery stock before leaving office.
- Always highlight **prizes (₹5,000 – ₹50,000)** and recognition to motivate participation.
- Encourage teachers to display posters and remind students after the session.

All the best!