

REQUEST FOR ISSUE OF COMMEMORATIVE STAMP

- 1 Name of Proposed Stamp :
- 2 Category of Stamp:
 - a. Monument:
 - b. Institution:
 - c. Event:
 - d. Personality:
 - e. Others
- 3 Whether a stamp or Special Cover has already been brought out on this subject?
- 4 If "Yes", pl provide the details of release
- 5 If Monument:
 - a. Name of the Monument
 - b. location:
 - c. occasion (number of years/renovation/launching)
 - d. custodian of the monument
- 6 If Institution:
 - a. Name of the institution:
 - b. Nature of the institution
 - c. Whether this is a parent or umbrella institution
 - d. Location
 - e. Occasion (Number of years)
- 7 If Event:
 - a. Nature of event:
 - b. Duration of the event:
 - c. Date of inauguration and valediction
 - d. Participation level and quantity
- 8 If Personality :
 - a. Name of the Personality
 - b. Achievement of the personality
 - c. Date of birth of the personality
 - d. Date of death of the personality
 - e. location to which the personality belonged

- 9 Details of the proponent:
 - a. Name of the proponent
 - b. Address of the proponent
 - c. City
 - d. State
 - e. PIN Code
 - f. Telephone
 - g. Fax Number
 - h. email id:

- 10 Release details desired:
 - a. proposed date of release (Pl. give 3 options)
 - b. location of release

- 11 Enclosures needed :
 - a. Written brief (700-1000 words) Annexure A
 - b. Source of data and authentication Annexure B
 - c. Visuals-photos, drawings etc. Annexure C
 - D Soft copy (CD/DVD) Annexure D

Guidelines

- 1 Proposal to be received by Philately Division of Dept. of Posts atleast 18 months ahead of the proposed date of release
- 2 Second commemorative stamp will not be issued on the same issue / event / occasion / personality.
- 3 Defence related subjects should be routed through Addl DG Army Postal Service.
- 4 Application will be taken up for consideration only if all the information is complete.
- 5 Decision of the Dept. of Posts will be final
- 6 Date will be fixed on the basis of significance of the proposal and / or as per the annual printing calendar.
- 7 Dates once fixed shall not be changed.