



SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)

East Gate No. 10, J N Stadium Complex,
Lodhi Road, CGO Complex,
New Delhi - 110003.

No.SAI/Pers/2541/2024

Date : 28/05/2024

CIRCULAR

Sub : Approval for long leave (15 days & above).

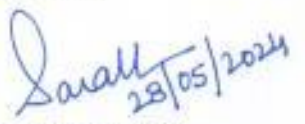
It has been observed by the Competent Authority that officers are proceeding on long leave/extending leave without intimation to Personnel Division, SAI Head Office, which is affecting the daily operations of the Organization. It is further observed that there have been instances where officers have been extending their leave or proceeding on EOL with the approval of their respective Reporting Officers and without knowledge of Personnel Division, SAI Head Office.

2. It is, therefore, decided that leave of all officers (HO/Instt./RCs) of the rank of Assistant Director and above will be routed through Personnel Division (HO) for further approval of the Competent Authority for the following period.

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|--|-----------------|
| (i) For officers (AD & above) at HO | -15 days & more |
| (ii) For officers on probation (ADs) at Instt./RCs | -15 days & more |
| (iii) For officers (AD & above),
other than on probation at Instt./ RCs | -30 days & more |

3. The online leave portal i.e. Leave Management System is live and fully functional for Group-A officers. Officers may apply leave online on eLMS.

4. This issues with the approval of the Competent Authority.


28/05/2024

(Dr. S.C. Yadav)

Deputy Director(Pers.)

To

1. All Heads of Divisions in Head Office/Stadia
2. All Heads of Institutions/Regional Centres

Copy to :

1. DD to DG,SAI
2. O/o Secretary,SAI