

**STADIA DIVISION**

No. 06-01016/22/2022-SAI-IGS | 899

03.02.2025

**CIRCULAR**

**Sub: Amendment in the SOP for Online Booking of SAI Stadia (OBSS) in Delhi for sports and non-sports events – reg.**

I am directed to convey the approval of the Hon'ble Chairman of the Governing Body of SAI for the implementation of the revised Standard Operating Procedure (SOP) for the Online Booking of SAI Stadia (OBSS), including updates to the payment procedure and the cancellation charges for sports and non-sports events, with immediate effect.

**1. Payment Procedure**

- Organizers are required to pay the **processing fee** and the **full booking amount**, including GST, at the time of venue reservation.
- Venue booking will be confirmed **instantly upon receipt of the full payment**.
- This revised process is designed to minimize cancellations, with any cancellations subject to refund policies as per the established norms.
- The online booking portal will enable organizers to specify the applicable TDS amount (either **2% or 10%** of the booking charges). The displayed payable amount will reflect the TDS deduction, allowing the organizers to complete the online payment for such adjusted amount.
- **Only digital payments** will be accepted. Any exceptions to this rule require prior approval from the **Executive Director (Finance)**.

**2. Cancellation Charges**

To prevent the revenue loss caused by cancellations, the cancellation charges have been revised as follows:

S. No.	Description	Charges
1	180 days or more before the date of event	10% of the total booking amount
2	90 <sup>th</sup> day to 179 <sup>th</sup> days before the date of event	25% of the total booking amount
3	61 <sup>st</sup> day to 89 <sup>th</sup> day prior to the date of event	50% of the total booking amount
4	31 <sup>st</sup> day to 60 <sup>th</sup> day prior to the date of event	75% of the total booking amount
5	30 days or less	100% of the total booking amount

**Note:** The **processing fee** will be forfeited for all cancellations, irrespective of whether the event is a sports or non-sports event.

Cancellation of booking is done by SAI:

“If due to any reason, including security reasons, the booking of any venue is cancelled by SAI then 100% refund for user charges, security deposit etc. shall be made with the approval of Competent Authority & the GST will be claimed directly by the booking parties from the Tax Department at their own level.”

The remaining terms & conditions of the existing approved tariff for booking of sports & non-sporting events will remain the same.

  
(Nitin Kumar Jaiswal)  
Deputy Director (Stadia)

To,

**All Stadia Administrators**

Copy to:-

1. Secretary, SAI
2. Director (Finance)
3. DD to DG, SAI
4. AD (IT Cell)