



**SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)**

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

F.No: 01-04018(05)/3/2024-HO - Personnel Division / 100

Date: 15.02.2024

CIRCULAR

The following Committees are hereby constituted by Competent Authority for smooth conduct and delivery of Cultural event planned to celebrate 40th Foundation Day of SAI:

S. No	Name of the Committee	Members of the Committee
1.	Supervisory Committee	1. Shri Sandip Pradhan, DG, SAI - Chairman 2. Shri Vishnu Kant Tiwari, Secretary, SAI - Member Secretary 3. Shri Shiv Sharma, DDG - Member 4. Shri Shailesh Rajan, ED (Finance) - Member 5. Shri C Dhandapani, Director, TEAMS - Member 6. Dr. S.C. Yadav, Dy. Director, Pers - Member
2.	Programming and screening Committee	1. Shri Vishnu Kant Tiwari, Secretary, SAI - Chairman 2. Ms Manjushree Dayanand, ED, CD&T - Vice Chairman 3. Shri Prashant Singh, Dy Director/ OSD to DG SAI - Member Secretary 4. Shri Patil Ankit Vijaysing, AD, Media - Member 5. Ms Ankita Tripathi, YP, KI - Member
3.	Organizing and Management Committee	1. Shri Vishnu Kant Tiwari, Secretary, SAI - Chairman 2. Shri Abhinav Sharma, Dy. Director, FIT India - Member 3. Shri Nitin Jaiswal, Administrator, JNS - Member 4. Shri Pardeep Kumar, Dy. Director, Library - Member 5. Shri Shivakumar Hubballi, YP, ES - Member

2. The Roles and Responsibilities of the committees are as below: -

S. No	Name of the Committee	Roles and Responsibilities
1.	Supervisory Committee	This Committee will be the main decision-making body including budget allocation, consideration and adjudicating on appeals/representations. This committee will decide various awards which may include Recognition of work awards such as Best Employee Award, Distinguished Employees Award, Best Team Leader Award, Best Initiative Award, Certain miscellaneous category of awards such as best dressed employee award etc. The Committee may also decide to recognize the extra-ordinary achievements of spouses and children of the employees in fields of education, sports, social welfare, culture etc. and finalization of minute-to-minute Program.
2.	Screening and Program Committee	Screening Sub Committee: i. List out events and establishing criteria: The committee shall prepare and finalize the list of events for participation of employees, establish criteria for evaluation and evaluation of performance; ii. Processing Nominations: The committee shall be responsible for shortlisting of candidates/ teams to determine if they meet the set-out criteria before allowing them to perform in the final event. The committee shall filter the applicants' event wise and categories them through auditions/trials in each category of the event. Screening of preliminary cultural performances to be presented by staff members.

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		<p>iii. Making recommendations: Based on their evaluation of participants, the screening committee will submit recommendations for consideration of the Programme Committee for the final lineup for the final day.</p> <p>iv. Entries: The committee Shall be responsible for preparing the roll of entries of participants across various events</p> <p>Programme Sub Committee:</p> <p>i. Examine the proposals received from the Screening Committee,</p> <p>ii. Coordinate with shortlisted performers for rehearsal, on stage requirements for their acts.</p> <p>iii. Sourcing of all on-stage requirements through the organizing committee</p> <p>iv. On stage volunteering on day of event</p> <p><i>The Chairman of the Committee may define the further scope of work and form sub committees if deemed fit.</i></p>
3.	Organizing and Management Committee	<p>Planning: The organizing committee shall be responsible for the planning and process of the event. This includes determining the theme, objectives, date, location, and other important details of the event.</p> <p>Budgeting: The committee shall be responsible for creating and managing the event budget. They need to ensure that all expenses are accounted for, and that the event is financially feasible.</p> <p>Branding: The committee shall be responsible for promoting the event to attract participants, attendees, and other stakeholders.</p> <p>Logistics: The committee shall be responsible for coordinating all logistics related to the event. This includes arranging for venue, transportation, catering, and other essential services. The committee shall also decide the expected number of refreshments and food to be served and preparation/distribution of food coupons etc., to the participants.</p> <p>On-site Management: The committee shall be responsible for managing the event on the day. This includes ensuring that everything is running smoothly, coordinating with all the stakeholders including on and off-stage events.</p> <p>Coordination with various stakeholders in respect of award/felicitation, invitation, internal publicity and awareness</p> <p>Any other task/work not covered under this circular and residual shall also be managed by Organizing Committee</p> <p><i>The Chairman of the Committee may define the further scope of work and form sub committees if deemed fit.</i></p>

3. This is issued with the approval of Competent Authority.

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15/2/2024

(Dr. S C Yadav)
Deputy Director (Pers.)

To,

All Concerned

Copy to:-

- i. DD to DG SAI
- ii. AD to Secretary SAI