



भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA

भारत सरकार / GOVERNMENT OF INDIA

खेल विभाग / DEPARTMENT OF SPORTS

(An Autonomous Body under Ministry of Youth Affairs and Sports)

(युवा कार्यक्रम और खेल मंत्रालय के तहत एक स्वायत्त निकाय)

(RECRUITMENT CELL)

(भर्ती प्रकोष्ठ)



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

F.No.- 01-04012(07)/2/2024-HO - Personnel Division / 321

Date: 25-08-2025

C I R C U L A R

Subject: Implementation of Quarterly Performance Appraisal System for Contractual Staff in place of Annual Review (For Young Professionals and Junior Consultants)

In supersession of the Office Memorandum dated 19.07.2022 regarding annual appraisal and increments of contractual staff, it has been decided that performance appraisal will henceforth be conducted on a quarterly basis, instead of annually.

2. The revised procedure is as follows:-

2.1 The employee shall be assessed every quarter (April-June, July-September, October-December, January-March).

2.2 The assessment shall be carried out in the Quarterly Performance Appraisal Form (**Annexure-I**).

2.3 A minimum qualifying score of 50 out of 100 shall be mandatory for continuation of service.

2.4 If an employee secures less than 50 marks in two consecutive quarters, the services may be terminated after approval of the Competent Authority (in compliance to the existing terms and conditions of the contract i.e. by providing one month notice or one month remuneration in lieu thereof).

2.5 Recommendation for retention/termination shall be recorded by the Reporting Officer and endorsed by the Divisional Head/Regional Director, as applicable.

2.6 The concerned divisions/ regional centers shall forward consolidated quarterly performance evaluation reports to the Recruitment Cell, SAI, Head Office, 20 days prior to the completion of each quarter.

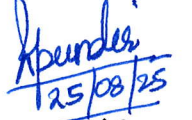
2.7 This circular shall be implemented with immediate effect and shall apply to all Young Professionals and Junior Consultants engaged in SAI.

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3. The guidelines for grant of annual increment shall remain unchanged and will be done on an annual basis based on the cumulative quarterly assessment reports in the preceding year.

This is issued with the approval of DG, SAI.


25/08/25

(आकाश पुंडीर)

(Aakash Pundir)

उप निदेशक (भर्ती प्रकोष्ठ)

Deputy Director (Recrt. Cell)

खेल प्राधिकरण मुख्यालय

SAI, HO

Copy to,

- i. CVO, SAI
- ii. DDG, SAI, HO/ Principal, LNCPE, Trivandrum/ Sr. ED, NS NIS Patiala
- iii. All Heads of Regional Centre/Institutions
- iv. All Heads of the Divisions/Sections, SAI Head Office
- v. OSD to DG, SAI
- vi. IT Division, SAI, HO - for uploading in website
- vii. Hindi Division, SAI, HO-for hindi version
- viii. Asst. Director, DDO, Head Office
- ix. O/o Secretary, SAI
- x. Personnel Division, SAI, HO-for record purpose
- xi. Office Order Folder
- xii. Master Folder

Revised Performance Appraisal Form (Quarterly)

Quarterly Performance Appraisal Form for Young Professionals/ Junior Consultants

Employee Details

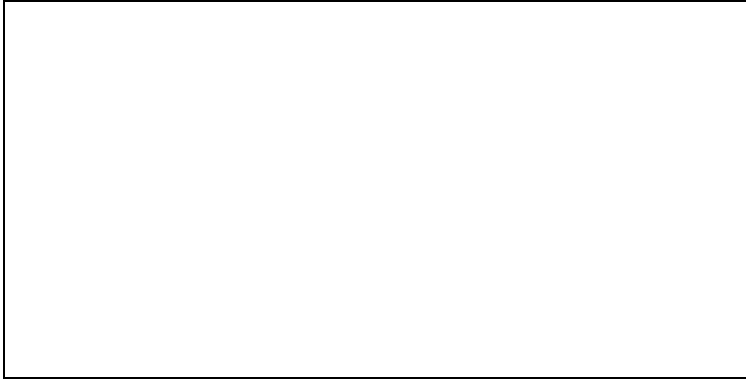
- Name: _____
- Designation: _____
- Division/ Name of Center: _____
- Reporting Officer: _____
- Review Period: Q_____ (Year)

A. Self-Evaluation (to be filled by employee)

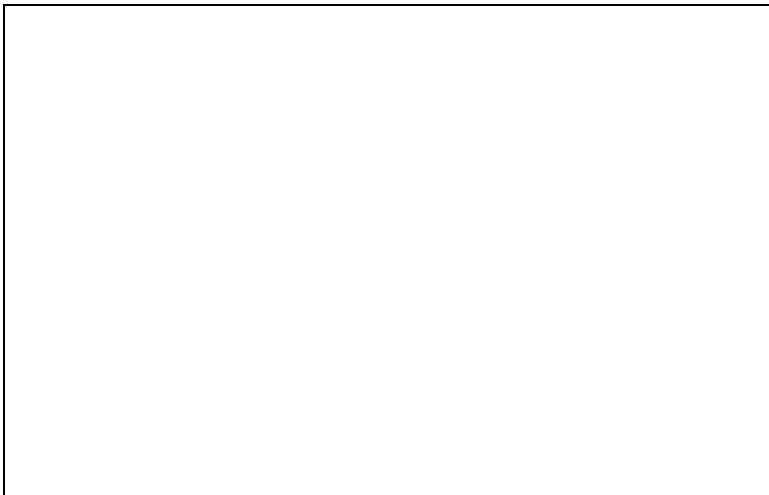
1. Key Duties/Responsibilities handled this quarter

2. Achievements/Outputs delivered

3. Challenges faced

A large, empty rectangular box with a thin black border, intended for writing the challenges faced.

4. Suggestions for improvement

A large, empty rectangular box with a thin black border, intended for writing suggestions for improvement.

5. Strengths & Weaknesses

A large, empty rectangular box with a thin black border, intended for writing strengths and weaknesses.

B. Reporting Officer Evaluation (Marks out of 10 each)

Job Knowledge	
Work Quality	
Attendance & Punctuality	
Initiative	
Dependability	
Communication Skills	
Work Attitude	
Teamwork/Relationship with colleagues	
Completion of assigned tasks	
Discipline	

Total Score (out of 100): _____

Recommendation: -

☐

Continue

☐

Warning

☐

Terminate

(Name and Signature of Reporting Officer)

(Signature with Official Seal of Divisional Head / Regional Director)