

SPORTS AUTHORITY OF INDIA
General Administration and Procurement Division

CIRCULAR

F.No. 3(12)/SAI/GAPD/Misc/2026-27-HO-ES Division | 545

Date: 25.09.2026

Subject: Verification and Updation of Data regarding IT and Non-IT Assets (Non-Consumable) available with all Divisions – reg.

1. It is hereby informed that an exercise for verification, updation and data hygiene of records pertaining to IT and Non-IT Assets (Non-Consumable) presently available with various Divisions of SAI Headquarters and Stadia is being undertaken.
2. In order to ensure the accuracy, completeness, and authenticity of the asset records, An Annexure-A is being circulated for verification and updation of the consolidated data.
3. The concerned Head of Division/authorized officer shall ensure that the data pertaining to their Division is duly verified and authenticated before submission. The information entered provided in Annexure-A shall be treated as the verified and final data furnished by the respective Division for further necessary action.
4. All concerned Divisional Heads are requested to complete the updates and verification of Annexure-A on or before 01.10.2026
5. The Exercise may be accorded **TOP PRIORITY** to enable timely consolidation and finalization of the asset database.

This issues with the approval of the competent authority.

Warm Regards,


(RAM SINGH)
Secretary, SAI

To,

1. O/o DG, SAI
2. O/o Secretary, SAI
3. All Divisional Heads of SAI, HO and Stadia
4. Concerned file

Annexure – A (Indent of Non consumable items)

No. -

Date -

Name of Division -

Man in power (MIP/Strength) -

Room No. -

Type of room (Officer/common)-

Sr. No	Item	Make	Model	Serial No.	Technical Specification	Working Qty	Non-Working Qty
1.	Computer System						
2.	UPS						
3.	Laptop						
4.	Printer B&W Personal						
5.	Printer B&W Network						
6.	Printer Colour Personal						
7.	Printer Colour Network						
8.	Scanner only						
9.	Chairs						
10.	Sofa						
11.	Table						
12.	Work Station						
13.	Air Purifier						
14.	Paper Shredder						
15.	Pedestal Fan						
16.	Ceiling Fan						
17.	Freeze / Refrigerator						
18.	Water cooler / dispenser						
19.	Almirah						
20.	Television						
21.	Window Air conditioner						
22.	Air conditioner Cassette						
23.	Air conditioner Split						
24.	Microwave						
25.	Blower Heater						
26.	Oil Heater						
27.	Other (specify in remarks)						

"The undersigned confirms that the above details are true and correct, and this Annexure - A may be treated as final for the division."

Signature of Head of Division (HOD)
(Official Seal/Stamp)

Name:
Designation: