



भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA
भारत सरकार/GOVERNMENT OF INDIA
खेल विभाग/DEPARTMENT OF SPORTS



(युवा मामले और खेल मंत्रालय के तहत एक स्वायत्त निकाय)
(An Autonomous Body under Ministry of Youth Affairs and Sports)

SAI-Head Office Building/साई-मुख्यालय भवन
J.L.N. Stadium Complex (East Gate No. 10)/ जे.एल.नेहरू स्टेडियम परिसर (पूर्वी गेट नं. 10)
Lodhi Road, New Delhi-110 003/ लोधी रोड, नई दिल्ली-110 003

C I R C U L A R / परिपत्र

F.No. 3(9)/SAI/GAPD/2025-26

Date: 10/03/2026

Subject: - Closure of Office Rooms

It has been noticed and intimated by the Security Supervisor that some Office rooms of the SAI(HO), New Delhi not close.

It is hereby instructed that all concerned Officers/Officials and staff members of must ensure that their respective office rooms are properly closed and secured after office hours. The following steps must be taken:

1. Switch off all electrical appliances and lights
2. Lock all windows and doors.
3. Ensure no sensitive documents/valuables or office equipment are left unattended.
4. Hand over keys to the designated security personnel.

It is requested to adhere to existing security protocols. Non-compliance by the concerned office may responsible for any theft or losses.

(Executive Director (GAPD))

- To,
1. All Divisional Heads of SAI(HO).
 2. Security Supervisor
 3. SAI Office-Notice Board.

