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)

Room No. 210, SAI-Head Office Building, SAI-Headquarter,
Jawaharlal Nehru Stadium Complex (East Gate-No. 10)
Lodhi Road, New Delhi-110003

File No. SAI/HRD-01/2650/2026/777 **Date: 21.10.2026**

CIRCULAR

Subject: Furnishing of details for preparation of Identity Cards for regular employees of SAI – reg.

All regular employees of the Head Office, Sports Authority of India (SAI), are requested to furnish the requisite details for the preparation/issuance of their Identity Cards in the prescribed format enclosed herewith.

2. The following details are required to be filled in carefully, strictly as per the instructions indicated below:

S. No.	Particulars	Instructions for filling in the details (in English and Hindi)
i.	Card No.	Mention the PRAN No./GPF No.
ii.	Name of Official	Enter the full name of the official, without prefixes or salutations such as Shri/Smt./Dr.
iii.	Designation	Mention the present designation.
iv.	Validity Up To	Mention the date of superannuation/retirement as per service records. In cases where applicable, the deputation tenure may be indicated. (To be filled by HRD)
v.	Date of Birth (DOB)	Mention the date of birth as recorded in the official service records.
vi.	Mark to Identification	Mention a visible identification mark.
vii.	Blood Group	Mention the blood group, if known/verified.
viii.	Phone Number	Provide the current contact number of the official.
ix.	Emergency Contact Number	Provide an emergency contact number of the person who is to be contacted in emergency cases.
x.	Photograph and Signature	Affix two recent photographs and sign in the space provided in the prescribed format.

3. In the event of promotion to a higher level involving a change in designation, or extension of deputation tenure requiring issuance of a revised Identity Card, the official concerned shall surrender the old Identity Card to the General Administration and Procurement Division (GAPD) while collecting the new card.

4. In case of loss of an Identity Card, the official concerned shall submit an application along with a copy of the FIR and payment of the prescribed fine, as applicable, to the Human Resources Division. In case of a damaged or mutilated Identity Card, an application along with the fine for replacement shall be submitted to the Human Resources Division along with the damaged card.

5. All employees shall ensure that the information furnished is complete, accurate, legible and bilingual (i.e., in both English and Hindi), wherever applicable. The particulars must be consistent with the official service records.

6. The duly filled-in format, along with two recent photographs, may be submitted to the Human Resources Division for further necessary action. Incomplete forms or forms containing incorrect particulars may be returned for rectification, which may delay the issuance of Identity Cards.

All concerned are requested to comply with the above instructions.

21/10/26

(ममता श्री ओझा)
(Mamta Shree Ojha)
निदेशक (मानव संसाधन प्रभाग)
Director (Human Resources Div.)
भा खे प्रा - मुख्य कार्यालय / SAI-Head Office

To,

All Officer/Official concerned

Copy to:

i. O/o DG, SAI
ii. O/o Secretary, SAI
iii. Director, GAPD

PROFORMA FOR IDENTITY CARD FOR REGULAR EMPLOYEES

Card No. (PRAN No./GPF No.)	Name (Hindi & English)	Designation (Hindi & English)	Validity up to (To be filled by HRD)	Date of Birth	Mark of identification	Blood Group	Phone No.	Emergency Contact No.	Photo Passport Size

Holder's Signature

Checked & Verified by:-

Signature:

Name & Designation:-