

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

**Head Office, East Gate-10,
JLN Stadium, Lodhi Road,
New Delhi-110003**

No: SAI/Pers./2201/2019-20

Date: 11.11.2021

C I R C U L A R

Sub: Preventive Measures to contain the spread of Noval Corona virus (COVID-19) - Resumption of Bio-Metric attendance-regarding.

Pursuant to the instructions issued by DoPT vide OM No.11013/9/2014-Estt-A-III dated 14.06./2021 the bio-metric attendance were suspended for all SAI employees in Head Office/Regional Centres and physical attendance registers maintained till further orders.

2. Now as per DoPT OM No.11013/9/2014-Estt-A.III dated 01.11.2021 Government has decided to resume biometric attendance for all levels of employees with effect from 8th November-2021.


3. As per guidelines of DoPT the bio-metric attendance system resume for all level of Employees(Group 'A'B'C & D) in SAI HO / Regional Centers immediately but not later than 15.11.2021.

4. It shall be ensured that:-

- i. Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- ii. Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding.
- iii. All employees shall be required to wear mask / face covers, at all times, including while waiting to mark their attendance.
- iv. As far as possible, designated personnel should be deployed near bio-metric stations to clean / wipe the touch pad / scanner areas of biometric scanners frequently. Such personnel will also guide employee to maintain COVID appropriate behavior while in queue;
- v. As far as possible, adequate number of biometric stations should be placed in an outside / open air environment. If indoor, adequate natural ventilation must be maintained; and
- vi. All offices shall undertake orientation of the employee on precautions to be followed.

- vii. Meeting, as far as possible, continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- viii. All officers / staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.

This issues with the approval of Competent Authority.



(C. Dhandapani)
Dy. Director (Pers.)

To,

- i. All Heads of SAI HO
- ii. All Heads of Regional Centers / Institutions

Copy to:-

- i. AD to DG, SAI
- ii. SPA to Secretary, SAI