

Sports Authority of India
Operations Division

File no.:- 49/SAI/OPS/NCOEs/Circular/2021-22/

Date:-02.03.2022

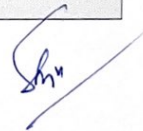
CIRCULAR

Sub:- Standardization and procurement of equipment for TOPS NCOE-Reg


Reference is invited to discussion during a review meeting held on Monday, 28th February, 2022. As decided, the SDOs will prepare specifications and ratio of equipment requirement (consumable and non consumable) with the help of NSFs and HPMS and submit to Regional Directors (RDs).

Further, the role & responsibilities of other stakeholders and the timeline for completion of the work are as under:

SN	Stakeholder	Role	Timeline (completion by)
1	Sr Development Officer	<ul style="list-style-type: none">Standardization of list of equipment with specification for each discipline with support from federations and HPMS and circulate the same.Submission of existing procurement status for each TOPS/Non TOPS NCOE	8 th March, 2022 10 th March, 2022
2	Regional Director	<ul style="list-style-type: none">To finalize equipment requirement (quantity and fund) for NCOE.Budget projection for the total procurement in concerned NCOEs.Submission of proposals to Lead RD	15 th March, 2022
3	Lead RDs	<ul style="list-style-type: none">Collate all information, examine and submit to operations divisionTo coordinate entire processFollow up on procurement	20 th March, 2022



SN	Stakeholder	Role	Timeline (completion by)
4	Operations Division	<ul style="list-style-type: none"> • Examining the proposals submitted by the LRDs in consultation with ES division • Decision on final procurement and funding (by NSF, HO, Lead RD or RD) • Ensuring time bound execution of all activities • Quality assessment and ensure timely procurement. 	<p>30th March,2022</p> <p>31st May,2022</p>


 (Shiv Sharma)
 Executive Director (OPS)

To,

1. CEO (TOPS)
2. Lead RDs
3. All Heads Regional centres/ TOPs NCOEs
4. SDOs- concerned discipline.

Copy to:-

1. AD to DG, SAI
2. All HPMS
3. DD(ES)-for info
4. Circular File