



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

East Gate No 10,  
JNS Sports Complex, Lodhi Road,  
New Delhi-110 003

No: SAI/Pers/2074/Salary/2020-21/1952

Date: 19.07.2022

**Office Memorandum**

**Subject: Guidelines for Annual Increment of Contractual Staff engaged in SAI-reg.**

The following guidelines and procedures are being prescribed for the grant of Annual Increment to Contractual Staff deployed at various divisions in SAI and its field divisions :-

- i. Annual increment @7% on consolidated remuneration may be awarded to the Contractual Staff on completion of one year of service and who have been considered for continuation of service for subsequent year based on satisfactory performance as recommended by their respective reporting officers. Minimum qualifying marks should be 50 out of 100 marks.
- ii. Annual Performance Report: An Annual Performance Appraisal for the Consultants would be undertaken through an Annual Performance Report in the format prescribed at **Annexure-I**.
- iii. The annual increment shall not be applicable to the retired government employee engaged on Last Pay Drawn-Pension basis for the post of consultants.
- iv. In order to bring objectivity, assessment done by the respective Reporting Officers, the Performance Assessment Report would be submitted for review to the Review Committee to be formed by concerned delegated authority as mentioned below:

| S. No.<br>(1) | Recruiting Division<br>(2) | Divisional Head<br>(3)       |
|---------------|----------------------------|------------------------------|
| 1             | Personnel Division         | Director (Pers.)/ DD (Pers.) |
| 2             | Khelo India                | Sr Director, Khelo India     |
| 3             | Stadia Division            | ED Stadia                    |
| 4             | TOPS Division              | CEO TOPS                     |
| 5             | Sports Science             | Director, NCSSR              |
| 6             | Regional Centres           | RD (I/c)                     |
|               | NCoE                       | I/c NCoE                     |

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- v. The concerned division shall forward the Performance Evaluation Report for the preceding assessment to concerned recruiting division within 01 month prior to completion of term for each year. The officials as mentioned above in Col. 3 above shall ensure necessary follow-up. In case Performance Evaluation is not received within one month, the concerned Divisional Head/RD mentioned above in Col. 3 shall make assessment based on self-evaluation report from contractual staff.
- vi. In supersession of notification no. SAI/KI/WKF/1003/2018-19/247 dated 04.03.2021, increment of contractual employee/Consultant having salary of Rs. 1.75 Lakh or more per month will be concurred by Secretary, SAI on the basis of recommendation of officials mentioned in Col.3. This will not apply to Coaches/Support Staff hired under ACTC.
- vii. In case the contract is for more than 02 years, the remuneration of the consultants may be reviewed after completion of 01 year on annual basis. The 7% fixed increment in remuneration will be given based on his/her performance during the year after the recommendation of the Review Committee to be constituted duly approved by officer concerned respectively delegated in (iv) of this OM.
- viii. Notwithstanding anything mentioned above, in no case, the remuneration of any individual Consultant shall exceed 1.25 times of the initial remuneration without approval of DG, SAI, but not exceeding maximum of the pay range.

The provisions as stated above shall be effective from the date of issuance of this O.M.

This is issued with the approval of DG SAI.

  
(C. Dhandapani)  
Deputy Director (Pers.)

To

All Concerned

Copy to:

- i. CVO SAI
- ii. Head of Academic Institutions/Regional Centres
- iii. All Divisional Heads of SAI Head Office
- iv. DDO, Head Office
- v. DD to DG, SAI
- vi. SO to Secretary SAI
- vii. Office order folder