

SAI/Pers/Gen. Circular & Order/2022

Date: 23.08.2022

OFFICE ORDER. 247/2022

Sub: Charge of Divisional Heads in SAI Head Office – reg.

The following Officers are designated as Divisional heads with immediate effect:-

S. No	Name of the Division	Head of the Division	Reporting Officer
1.	Personnel	Sh. C. Dhandapani, Deputy Director	Secretary, SAI
2.	Coaching	Sh. Shailendra Kumar, Deputy Director	Secretary, SAI
3.	Coordination	Sh. D. K. Mittal, Director	Secretary, SAI
4.	Equipment Support	Sh. Kailash Chand Meena, Deputy Director	Secretary, SAI
5.	Rajbhasha	Ms. Manjushree Dayanand, Director	Secretary, SAI
6.	GAD	Sh. Ramesh Chander, Director	Secretary, SAI
7.	Legal	Ms. Manjushree Dayanand, Director	Secretary, SAI
8.	Infra	Lt. Col. Yadvindra Singh, Director	Secretary, SAI
9.	Information Technology (IT)	Sh. Himanshu Singh, Asstt. Director	Secretary, SAI
10.	Special Projects & ICC	Ms. Manjushree Dayanand, Director	Secretary, SAI
11.	Khelo India Events	Ms. Amar Jyoti, Director	Secretary, SAI
12.	Coach Development & Training	Sh. M. S. Varughese, Executive Director	Director General, SAI
13.	Finance	Sh. Shailesh Rajan, Executive Director	Director General, SAI
14.	Sports Science & NCSSR	Brig (Dr.) Bibhu Kalyan Nayak, Director NCSSR	Director General, SAI
15.	FIT India, and Khelo India including Secretariat and all components (except Events and Talent Identification)	Ms. Ekta Vishnoi, Senior Director	Director General, SAI



16.	Khelo India Talent Identification & HPAC	Sh. Shiv Sharma, Executive Director	Director General, SAI
17.	Operations	Sh. M. S. Varughese, Executive Director	Director General, SAI
18.	Media	Ms. Ekta Vishnoi, Senior Director	Director General, SAI
19.	TEAMS	Ms. Radhica Sreeman, Executive Director	Director General, SAI
20.	Vigilance	Sh. Ubhap Sengraj, Chief Vigilance Officer	Director General, SAI
21.	TOPS	Cmde. P. K. Garg, Chief Executive Officer	Director General, SAI
22.	Stadia	Sh. Shiv Sharma, Executive Director	Director General, SAI

The Divisional Heads are responsible for the following:-

- Overall responsibility of discharging duties assigned to a division to meet targeted goals on time.
- Overseeing the daily operations of the division.
- Preparation of short term and long-term targets of the division.
- Preparation of policy related proposals pertains to the division.
- Allocation of duties and responsibilities to subordinate officers.
- Ensuring the inter-divisional coordination.
- Providing advice and conflict resolution management to staff and maintaining the division's standard and quality of work.
- Sanction/ recommendation of various leaves etc.,
- Performance appraisal of subordinates.
- Ensure the preparation, compilation of various information for quarterly reports, annual reports, audit and accounts.
- Disposal of the RTIs /VIP References/Public Grievances/PM Grievances pertaining to their divisions.
- Preparing the reply for Parliament Questions.

This issues with the approval of DG, SAI.


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

Copy to,

1. CVO, SAI
2. Heads of Institutions / Regional Centres
3. All Divisional Heads in SAI Head Office
4. All Stadia Administrators
5. DDO, HO
6. DD to DG, SAI
7. SO to Secretary, SAI
8. Official Language Division- for Hindi Version