



(PERSONNEL DIVISION)

**Head Office, East Gate
J N Stadium, Lodhi Road,
New Delhi-110 003**

F.No. SAI/Pers./Misc./2024/165

Date: 08.03.2024

CIRCULAR

In the light of conduct of SANGAT 2023-2024 scheduled to be held on 29th March 2024 (tentatively), all officers and staff are informed that leaves applied from date of issue of this circular till the conclusion of SANGAT, shall be routed through Personnel Division.

2. The officers/staff applied shall proceed on leave only when the approval of leave is conveyed through Personnel Division.
3. This is issued with the approval of Competent Authority.

**(Dr Sarath Chandra Yadav)
Deputy Director (Pers.)**

To,

All Divisional Head of SAI Head Office/Stadia Administrators

Copy to,

- i. DD to DG SAI
- ii. AD to Secretary SAI