भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA
भारत सरकार / GOVERNMENT OF INDIA
खेल विभाग / DEPARTMENT OF SPORTS
(An Autonomous Body under Ministry of Youth Affairs and Sports)
(युवा कार्यक्रम और खेल मंत्रालय के तहत एक स्वायत्त निकाय)

Room No. 210 SAI-Head Office Building, SAI-Headquarter,
Jawaharlal Nehru Stadium Complex (East Gate-No. 10)
Lodhi Road, New Delhi-110003

F.No- 01-04018(01)/7/2026-HO-Personnel Division **Date: 27.10.2026**

OFFICE ORDER NO. 364/2026

Subject: Reorganisation of sections in the Sports Authority of India (SAI)

In supersession of all the previous orders issued on this matter. All sections and divisions in the Sports Authority of India (SAI) are being renamed and re-organised as under:

1. List of divisions vis-à-vis indicative tasks falling under them is as under:

1. Human Resources Division

i. **Human Resources – 1**

1. **Employee Service and Personnel Management:** Handling all service and personnel matters of employees across all five cadres, including Administration, Academic, Engineering, Rajbhasha, and Sports Science, covering seniority, promotion, MACP, medical claims, GPF, pension, retirement, etc.
2. **Staff Monitoring and Cadre Management:** Monitoring staff strength, cadre management, vacancy positions and regular promotions across SAI.
3. **HR Reporting:** Preparing monthly, annual, and other periodical reports related to HR.
4. **Record Management:** Maintaining and updating the service, leave and other official personnel records.
5. **Policy Implementation:** Implementation of DoPT guidelines for formulating HR related policies and liaising with the Ministry of Youth Affairs & Sports (MYAS) in HR matters.
6. **Promotion Record and Benefit Management:** Maintaining records for the promotion of employees and other benefits.
7. Undertaking any other work assigned by the DG, SAI.

ii. **Human Resources – 2**

1. **Regular Employee Recruitment:** Managing the recruitment process of regular employees across all five cadres (Administration, Coaching, Engineering, Rajbhasha, and Sports Science), including advertisement, examination/selection, and appointment.
2. **Contractual Staff Management:** Handling engagement of contractual staff for various schemes/projects like *Khelo India*, including framing of guidelines, processing applications, and issuing offers of appointment.
3. **Deputation and Short-term contract appointments:** Processing cases of appointment through deputation and short-term contract from other Government/Autonomous organisations.
4. **Collaborating with Recruitment Agencies:** Liaison with recruitment agencies such as UPSC, SSC, and other professional bodies for recruitment wherever required.
5. **Recruitment Rules and Compliance Management:** Formulating and updating recruitment rules, maintaining records of sanctioned strength and vacancy positions, and ensuring compliance with reservation policy and Government of India guidelines.
6. Undertaking any other work assigned by the DG, SAI.

iii. **Human Resources – 3**

1. **Coaches Service and Personnel Management:** Handling all service matters of coaches covering seniority, promotion, MACP, medical claims, GPF, pension, retirement, etc.
2. **Staff Monitoring and Cadre Management:** Monitoring staff strength, cadre management, vacancy positions and regular promotions across SAI.
3. **HR Reporting:** Preparing monthly, annual, and other periodical reports related to HR.
4. **Record Management:** Maintaining and updating the service, leave and other official records of coaches.
5. **Policy Implementation:** Implementation of DoPT guidelines for formulating HR related policies and liaising with the Ministry of Youth Affairs & Sports (MYAS) in HR matters.
6. **Promotion Record and Benefit Management:** Maintaining records for the promotion of employees and other benefits.
7. Undertaking any other work assigned by the DG, SAI.

2. Legal Division

1. **Legal Advisory Services:** Handling all legal matters about SAI, including advising on issues with legal implications. Coordinating and monitoring court cases filed by or against SAI before various courts/tribunals across the country.
2. **Litigation Coordination Management:** Liaising with the Ministry of Youth Affairs & Sports, Government Counsel, and other legal authorities for effective case management.
3. **Contract and Document Review:** Scrutinising and vetting contracts, agreements, MoUs, and other legal documents to safeguard the interests of SAI.
4. **Record Maintenance and Compliance:** Maintaining updated records of litigation, ensuring timely submission of replies/affidavits, and monitoring compliance with court directions.
5. Undertaking any other work assigned by the DG, SAI.

3. General Administration and Procurement Division

1. **Office Supplies Procurement and Management:** Procurement and maintenance of general stores, other consumable items for office use for SAI.
2. **Infrastructure Maintenance:** Maintenance, repair and upkeep of office buildings and related infrastructure (except 05 Stadiums in Delhi)
3. **Support Services Management:** Overseeing housekeeping services, computerisation/digitisation, and related support functions.
4. **Transport and Communication Facilities:** Managing transport facilities, official telephones, and air ticketing arrangements.
5. **Event Management Support:** Making arrangements for meetings, seminars, conferences, and other official events.
6. **Procurement of Sports Goods & Equipment:** for SAI Centres, Sub-Centres, Academic Institutions, and National Sports Academies (NSAs).
7. **Support to National Campers:** Procure sports equipment and related items for national campers participating in international events such as the Olympics, Asian Games, World Championships, World Cups, and South Asian Games.
8. **Contract & Post-Contract Management:** Manage the complete procurement cycle from receipt of indents to finalisation of contracts, including vendor management and compliance.
9. **Capacity Building in Procurement Compliance:** Carrying out capacity building of RCs in matters related to Adherence to Rules & Guidelines, compliance with GFR 2005, Government instructions, and CVC guidelines in all procurement processes.
10. Undertaking any other work assigned by the DG, SAI.

4. Engineering Division

i. **Engineering-1**

1. **Project Development, Consultancy & Asset Management**

- **Project Development & Feasibility**

This function will deal with the **upstream stage of projects**, starting from identification of a requirement and taking it up to a technically assessed and prioritised project proposal.

- Identification of infrastructure requirements and project opportunities
- Conceptualisation of new projects
- Defining preliminary objectives and scope in discussion with RCs and Operations
- Site identification and preliminary site assessment
- Feasibility studies
- Preliminary technical investigations
- Sports infrastructure master planning
- Options analysis
- Preliminary planning and conceptual layouts
- Preparation of rough/indicative cost estimates
- Assessment of project viability
- Project prioritisation
- Preparation of **Preliminary Project Reports (PPRs)**
- Preparation of the **proposed list of works/projects**
- Preliminary project phasing and implementation strategy
- Identification of requirement for DPR/PMC/other specialised consultancy
- DPR preparation and vetting

2. Consultancy to States / Government Departments

This function will manage SAI's role as a **technical knowledge and consultancy resource for sports infrastructure** for States, UTs and Government Departments.

- Consultancy to State Governments/UTs/ Central Government Departments/Agencies
- **PPR/DPR preparation**
- Technical advisory services
- **Technical scrutiny and vetting of PPR/DPR**
- Advisory on specialised sports facilities
- Technical assistance for development/upgradation of sports infrastructure
- Coordination with external Government clients
- Monitoring of consultancy deliverables and payments received

3. Maintenance & Asset Management

This function will take a **lifecycle approach to SAI's existing infrastructure**, rather than treating maintenance merely as day-to-day repairs.

- Comprehensive asset inventory
- Asset condition assessment and monitoring
- Asset categorisation and criticality assessment
- Preventive and periodic maintenance planning
- Major repair and renovation proposals
- Refurbishment/upgradation planning
- Lifecycle cost assessment
- Asset replacement/renewal planning
- Maintenance standards, advisory and SOPs
- Identification of obsolete/underperforming assets
- Long-term asset management plans

4. Undertaking any other work assigned by the DG, SAI.

ii. **<u>Engineering -2</u>**

1. Works Management

This function will take up projects **after their initial development and prioritisation** and process them for approval and sanction after internal scrutiny of proposals.

Major responsibilities:

- Examination of the proposed list of works received from Project Development
- Scrutiny of PPRs and project proposals
- Examination of scope and preliminary cost
- Funding-source assessment and budgetary implications
- Preparation of approval/sanction proposals for A/A and E/S
- Technical sanction, wherever applicable
- Coordination with Finance and other concerned divisions
- Processing cases before competent authorities
- Tracking approval/sanction status
- Maintaining sanctioned-project database
- Issuing projects for detailed DPR/design and subsequent procurement

2. **Tendering & Contract Management**

This function will be responsible for the **procurement and contractual framework** through which sanctioned projects are implemented.

Major responsibilities:

- Procurement & Tender strategy
- Preparation/review of tender documents
- Technical specifications and BOQ coordination
- Consultant & Contractor procurement
- Contract award and administration
- Variation/change management
- Claims and dispute management
- Extension of time
- Liquidated damages
- Performance security and other contractual matters
- Coordination with Finance/Legal/procurement authorities

3. **Execution & Monitoring**

This function will be responsible for ensuring that **approved projects are delivered within the sanctioned scope, cost, time and quality parameters.**

Major responsibilities:

- Monitoring of all major projects
- Physical and financial progress monitoring
- Project milestone monitoring
- Site inspections and technical reviews
- Monitoring of PMC/consultant performance
- Contractor performance monitoring
- Quality assurance and quality control
- Time and Cost control
- Risk and issue management
- Resolution/escalation of implementation issues
- Project MIS and dashboard
- Coordination with Regional Centres/field units
- Completion and commissioning
- Handover of completed assets

4. **Undertaking any other work assigned by the DG, SAI.**

5. Information Technology (IT) Division

1. **Digital Platforms & Applications:** Development and maintenance of NSRS (National Sports Repository System), Khelo India Website & Mobile Apps, Fitness App, and Online Booking Portal for SAI facilities.

2. **Cloud Infrastructure & Security:** Management of cloud servers, server allocation, vulnerability audits with NIC, applying security patches, and ensuring data security with high availability and disaster recovery.
3. **Enterprise IT & E-Governance:** Implementation of eOffice Premium, SPARROW, and modules for File, Leave, Tour, and Personnel Management to promote paperless governance and efficiency.
4. **Networking & Infrastructure:** Establishing and maintaining LAN/WAN across SAI HQ, JLN Stadium, and regional centres; managing servers, switches, routers, firewalls, and Wi-Fi.
5. **Data Analytics & Sports Intelligence:** Building a data analytics hub for athlete tracking, performance benchmarking, AI/ML-based insights, and integrated dashboards for decision-making.
6. **User Support & Training:** Providing IT helpdesk services, troubleshooting, capacity building, and digital literacy training for athletes, coaches, and staff.
7. **Innovation & Future Readiness:** Exploring emerging technologies like Blockchain, IoT, AR/VR, and developing a unified National Sports Cloud for secure and scalable sports data management.
8. **Alignment with National Initiatives:** Ensuring IT systems comply with Digital India, Cybersecurity guidelines, and government standards while supporting transparency and accessibility in sports governance.
9. Undertaking any other work assigned by the DG, SAI.

6. Rajbhasha Division

1. **Implementation of Hindi:** Promote the progressive use of Hindi as specified in the Official Language Act & Rules.
2. **Translation Services:** Provide support to divisions for the translation of documents and other work in the official language.
3. **Monitoring and Reporting:** Conducting inspections, preparing quarterly/annual reports on Hindi implementation, and submitting them to higher authorities/Ministry of Home Affairs (Department of Official Language).
4. **Capacity Building and Awareness:** Organising Hindi workshops, trainings, seminars, and competitions to encourage officers/staff to work in Hindi and create awareness about the Official Language Policy.
5. Undertaking any other work assigned by the DG, SAI.

7. Policy, Innovation and Research Division

1. **Policy Formulation & MOUs:** Providing inputs for developing and implementing internal administrative, operational, and technical policies to strengthen governance and efficiency across all verticals of SAI, and framing/monitoring Memoranda of Understanding with partner organisations and stakeholders.
2. **Research & Evaluation:** Undertake longitudinal and impact assessment studies on flagship schemes such as Khelo India, STC, NCOE, TOPS, TEAMS, FIT India, TAGG, and NCSSR.
3. **Scheme Reforms:** Identify systemic gaps, analyse delivery challenges, and propose actionable recommendations for improved coordination, integration, and outcomes.
4. **Knowledge Creation & Documentation:** Compile institutional memory, case studies, best practices, and global benchmarks in sports policy and athlete development.
5. **Monitoring & Reporting:** Give inputs for designing policy dashboards, compliance mechanisms, and performance evaluation frameworks for schemes and internal functions.
6. Organise workshops, knowledge sessions, and policy dialogues to ensure evidence-based decision-making at all levels.
7. **Futures & Innovation:** Scan emerging trends, international models, and innovative practices to anticipate future challenges and position India as a leader in sports policy and governance.
8. Undertaking any other work assigned by the DG, SAI.

8. Coordination Division

1. **Annual Reports and Parliamentary Matters:** Coordinating preparation of Annual Reports of SAI & MYAS, handling Parliament matters (Questions, Parliamentary Standing/Consultative Committees, PAC/Estimate Committees, Study/Local visits, Women Empowerment Committee), and managing related correspondence.
2. **Secretarial Support**: For meetings such as General Body & Governing Body of SAI, All India Council of Sports (AICS), EDs & RDs meetings, DG's review meetings, Senior Officers meetings, as well as preparing ATRs, reports, and Cabinet DO reports.
3. **Institutional Process Management:** Managing institutional processes like the Result Framework Document (RFD), Annual Action Plan, MYAS Dashboard inputs, Online RTI/Public Grievances, Audit/Finance matters, Swachhta Action Plan & Swachhta Pakhwada, Yoga Day, Republic/Constitution Day, and related review meetings.
4. **Visits, Inspections and Event Coordination:** Handling visits and inspections of Hon'ble Sports Minister/Secretary (Sports)/JS (Sports)/DG, SAI/Secretary, SAI to RCs/STCs/Stadia, foreign delegations, and organising workshops, seminars, exhibitions, conferences with related correspondence.
5. **LibraryAdministration:** Administering library functions including modernization/e-library, procurement and accessioning of sports/general books, journals, and Hindi books, subscription of magazines, passing of bills, audit/stock verification, book exhibitions, and reference services.
6. **Governance and Transparency support**: Overall responsible for addressing Parliament Questions, RTIs, VIP references, grievances, and ensuring transparent governance under SAI.
7. Undertaking any other work assigned by the DG, SAI.

9. Finance Division

1. **Financial Planning & Budgeting:** Formulate annual and long-term financial plans, prepare budget estimates, and allocate funds across SAI divisions, academic institutions, regional centres, and field units.
2. **Fund Management:** Ensure timely release, utilisation, and monitoring of funds for various schemes, programmes, and infrastructure projects.
3. **Accounting & Bookkeeping:** Maintain accurate accounts, ledgers, and financial records in compliance with Government Accounting Rules and applicable financial regulations.
4. **Audit & Compliance:** Coordinate with CAG, Internal Audit, and Statutory Auditors, address audit observations, and ensure financial discipline across all units.
5. **Expenditure Control:** Scrutinise financial proposals, sanction expenditures, and ensure cost-effectiveness while adhering to General Financial Rules (GFR) and other GoI guidelines.
6. **Policy & Advisory Role:** Provide financial advice to divisions on project viability, cost-benefit analysis, and efficient resource utilisation.
7. **Capacity Building & Guidance:** Train finance staff across centres in accounting systems, PFMS (Public Financial Management System), e-procurement, and digital finance tools.
8. **Monitoring & Reporting:** Prepare monthly, quarterly, and annual financial reports for submission to the Ministry, Governing Body, and Finance Committee, ensuring transparency and accountability.
9. Undertaking any other work assigned by the DG, SAI.

10. Sports Sciences Division

1. **Performance Enhancement through Sports Science:** Provide scientific evaluation of training methods, biomechanics, physiology, psychology, and nutrition to improve the performance of national athletes.
2. **Talent Development Monitoring:** Track the growth, development, and health parameters of talented athletes through longitudinal and scientific assessments.

3. **Applied Research & Innovation:** Undertake applied research projects in sports science, injury prevention, rehabilitation, and performance optimisation, aligned with international best practices.
4. **Capacity Building & Knowledge Dissemination:** Train coaches, sports scientists, administrators, and support staff in the adoption and application of modern scientific methods of training and athlete management.
5. **Sports Medicine & Medical Support:** Provide comprehensive medical care to athletes, including specialist services in orthopaedics, ophthalmology, surgery, internal medicine, and rehabilitation.
6. **Interdisciplinary Collaboration:** collaborate with universities, research institutions, medical colleges, and international sports science organisations for joint projects and knowledge exchange.
7. **Health, Nutrition & Recovery:** Develop customised nutrition plans, recovery protocols, and mental health interventions to support holistic athlete well-being.
8. **Policy & Advisory Role:** Provide evidence-based inputs to SAI and the Ministry on athlete preparation, high-performance planning, and future sports science strategies.
9. **Support for National Initiatives:** Provide support for national events, camps, sports institutes and strategic initiatives of SAI and MYAS.
10. **Partnerships for Sports Science Advancement:** Undertake partnerships with other similar institutes for the enhancement of sports science in the country and abroad.
11. Undertaking any other work assigned by the DG, SAI.

11. Capacity Building Division

The division shall look into Capacity Building initiatives for staff employed in Sports Authority of India at various levels and ensure the following:

1. **Policy Formulation**: Design capacity building, foreign exposure and sports management, policies for capacity building, etc.
2. **Training & Skill Upgradation:** Plan, design, and conduct structured training programmes for coaches, scientific staff, administrators, and officers to continuously enhance their knowledge, skill and professional competencies.
3. **Collaboration with Training Resource Centres (TRCs):** Coordinate with four TRCs (NSNIS Patiala, LNCPE, LNIPE, NSU) and other academic/technical institutions for developing and delivering online, offline, and blended training programmes.
4. **Curriculum & Content Development**: Design training modules, handbooks, e-learning resources, and knowledge repositories tailored to the specific needs of different stakeholders in the sports ecosystem.
5. **Preparation of the iGOT training calendar**: In line with DoPT requirements and organisational needs, including mapping of mandatory training with APAR. Onboarding of all regular employees, contractual staff, and coaches on the iGOT Karmayogi platform.
6. **Workshops & Knowledge Sessions**: Organise seminars, workshops, and conferences on sports science, coaching methodologies, governance, and management best practices.
7. **Certification & Accreditation**: Facilitate certification programmes for coaches and support staff, aligned with national standards and global benchmarks.
8. **Capacity Building for New Initiatives**: Provide orientation and specialised training for emerging areas in the field of sports.
9. **Monitoring & Impact Assessment**: Track participation, evaluate training effectiveness, and measure long-term impact on individual and institutional performance.
10. **Future Readiness**: Foster a culture of continuous learning, innovation, and global exposure to prepare stakeholders for upcoming challenges in high-performance and grassroots sports.
11. Handling matters related to training, welfare, and capacity-building programmes for Stadia staff.
12. Capacity Building: Organise workshops, training, and knowledge support for coaches, academies, and institutions under SAI and Govt. of India.
13. Undertaking any other work assigned by the DG, SAI.

12. Operations Division

1. **Scheme Implementation & Management:** Oversee operations of SAI schemes at Regional Centres, including NCOEs, STCs, Extension Centres, and NSTCs, ensuring smooth execution and monitoring.
2. **Budgeting & Financial Oversight:** Manage budgeting, fund allocation, and expenditure monitoring for STCs, Extension Centres, NSTCs, and Akhadas.
3. **New Centre Establishment:** Coordinate the establishment of new centres through MoUs, agreements, and partnerships with State Governments and institutions.
4. **Governance & Institutional Support:** Handle agenda preparation and follow-up for Governing Body (GB), Finance Committee (FC), EDs/RDs meetings, and related institutional matters.
5. **Audit & Compliance:** Conduct internal audits, compliance reviews, and ensure adherence to financial and operational guidelines in the field units of SAI.
6. **Grievance Redressal & References:** Process VIP references, complaints, grievances, RTIs, and Parliament Questions in coordination with concerned divisions.
7. **Awards & Special Initiatives:** Coordinate for SAI Institutional Awards.
8. Operational management and support for Special Projects executed through an MoU with SAI.
9. Manage the day-to-day operations of special projects executed through the MoU by SAI.
10. Undertaking any other work assigned by the DG, SAI.

13.Khelo India Division

i. Khelo India-1

1. **Fit India Mission**: Handle all administrative, coordination, campaign, and outreach activities under the Fit India Movement for mass fitness awareness
2. **Khelo India Sports Competitions**: Plan and conduct Khelo India Flagship Events (Youth Games, University Games, Winter Games, Para-Games and Theme base events (Khelo India Beach Games, North-East Games, Water Sports Festival, Martial Arts Games, Swadeshi Games, Tribal Games, etc.) and other events.
3. **Khelo India Leagues (Grassroot Level)**: Plan and conduct Khelo India Grassroot leagues in partnership with NSFs, sports bodies, Central/State education bodies, etc.
4. **Sports for Women (SFW), Sports for Peace and Development and PRITG**: Design and execution of schemes and initiatives to promote women's participation and leadership in sports, use sports as a catalyst for promotion of peace across regions affected by disturbance, mainstream integration of people through engagement in sports activities across border and disturbed areas, promotion of rural, indigenous and tribal games.
5. **Khelo India-1(Secretariat)**: Address Parliament Questions, RTIs, VIP references, grievances, and other coordination related tasks for the effective functioning of the scheme, Procurement & GeM for Khelo India and the Khelo India Store. Oversee HR matters, coordination across Khelo India Divisions, and conduct meetings such as PAC, DPAC, and HPC for decision-making and approvals.
6. Undertaking any other work assigned by the DG, SAI.

ii. Khelo India -2

1. **Khelo India Talent Identification**: Implementation of a structured Khelo India Talent Identification framework:
   - *Grassroot Talent Hunt*: Focus on identification talent from young age and designing programmes to identify talent from school going age group, coordination with external agencies for implementation of Grassroot talent identification programs.
   - *KIA and E-KIA*: Implementation of a structured Khelo India Talent Identification framework, ensuring grassroots-to-elite athlete pathways and providing support to KIAs and e-KIAs identified under the Khelo India scheme.

2. **Khelo India Talent Development**: Implementation of a structured Khelo India Talent Development framework, by providing training pathways to KIAs and E-KIAs and ensuring right training facilities availability for all athletes.
   - *Khelo India Utkrisht Vidyalaya (KIUV) and Khelo India Feeder Schools (KIFS)*: Evaluate, visit, and identify new academies; facilitate signing of MoUs; ensure compliance and performance monitoring of KIUV and KIFS.
   - *Khelo India Accredited Academies (KIAA)*: Evaluate, visit, and accredit new academies; facilitate signing of MoUs; ensure compliance and performance monitoring of Khelo India-accredited academies.
   - *Khelo India Centres (KICs) & State Centres of Excellence (KISCEs)*: Establishment, monitoring, capacity building, and funding support for KICs and KISCEs across the country, including settlement of UCs and viability gap funding
3. **Athlete Pathway Progression Cell (Erstwhile High-Performance Analysis Cell):**
   - Performance Assessment: Assist in systematic performance assessment of athletes and establish measurable performance benchmarks and milestones.
   - Athlete Monitoring: Monitor athlete progression against prescribed performance milestones and recommend appropriate interventions.
   - Talent Identification: Develop and advise on scientific talent identification, scouting and athlete development pathways across sports disciplines.
   - Performance Gap Analysis: Conduct gap analysis studies of SAI NCOEs, accredited academies and other sports facilities to identify areas requiring improvement and suggest the same to the respective verticals.
   - Khelo India Integration: Extend performance assessment and analytical support to beneficiaries across various components of the Khelo India Scheme.
   - TOPS/TEAMS Advisory: On the request of the divisions provide technical and analytical assistance.
   - Performance Standards: Develop SOPs, assessment frameworks and standardised performance evaluation criteria for different sports disciplines and assist various verticals in development of the same.
   - Performance Advisory: Provide evidence-based recommendations on athlete progression, performance enhancement and high-performance development strategies.
   - Inter-divisional Coordination: Coordinate with SAI divisions, NCOEs, Khelo India, TOPS/TEAMS and other stakeholders for effective implementation of performance-related interventions.
   - Coordination and Reporting: The Head of APPC shall provide secretarial assistance to Program/ Performance Director and Program/ Performance Manager and serve as the overall coordinator.
4. **Khelo India- 2 (Secretariat):**
   - Address Parliament Questions, RTIs, VIP references, grievances, and other coordination related tasks for the effective functioning of the scheme.
5. Undertaking any other work assigned by the DG, SAI.

14. Media Division

1. **Media Relations and Press Communication:** Managing media relations, drafting press releases, organising press conferences, and ensuring effective coverage of SAI's activities, achievements, and initiatives.
2. **Public Relations and Brand Building:** Handling public relations, brand building, and dissemination of information through print, electronic, digital, and social media platforms.
3. **Coordination for Publicity:** Coordinating with the Ministry of Youth Affairs & Sports (MYAS), media houses, and other stakeholders for publicity of major events, tournaments, and schemes like Khelo India.
4. **Content Development and Campaigns:** Developing creative content, including newsletters, journals, brochures, audio-visuals, and digital campaigns for wider outreach.
5. **Media Monitoring and Grievance Handling:** Monitoring media coverage, preparing daily news clippings/analysis, handling VIP references related to media, and managing RTI/public grievance matters about Media & PR.
6. Undertaking any other work assigned by the DG, SAI.

15. TOPS Division
(Target Olympic Podium Scheme)

1. **Sports Discipline Oversight**: Manage day-to-day operations, coordination, and development matters related to 27 disciplines: ***Aquatics, Archery, Athletics, Badminton, Boxing, Canoeing, Cycling, Equestrian, Fencing, Golf, Gymnastics, Hockey, Judo, Modern Pentathlon, Rowing, Sailing, Shooting, Skateboarding, Sport Climbing, Squash, Surfing, Table Tennis, Taekwondo, Tennis, Triathlon, Weightlifting, Wrestling.***
2. **Coordination & Liaison**: Act as the primary interface between SAI and respective National Sports Federations (NSFs), associations, and stakeholders for assigned sports.
3. **Governance Matters**: Address governance issues whenever referred by Ministry development proposals and budgeting matters of NSFs for the allocated disciplines.
4. Assist MYAS in the implementation of various schemes related to ANSF, NSDF, etc.
5. Overall coordination for participation in the Olympic Games, Asian Games, CWG Games, Youth Olympics, Asian Youth games, Asian Beach Games, etc.
6. Undertaking any other work assigned by DG, SAI.

16. TEAMS Division
(Training of Elite Athletes and Management Support)

1. **Sports Discipline Oversight:** Manage day-to-day operations, coordination, and development matters related to disciplines, other than those handled by TOPS division, including Para, Winter and Non-Olympic disciplines.
2. **Support for Para & Emerging Sports:** Special focus on disciplines under PCI, AISCD, SOB, and emerging/indigenous sports.
3. **Non-Olympic & Recreational/Traditional Sports:** Provide technical assistance to MYAS for matters related to recognition, coordination, and policy support for all such sports.
4. **Coordination & Liaison:** Act as the primary interface between SAI and respective National Sports Federations (NSFs), associations, and stakeholders for assigned sports.
5. **Governance Matters:** Address governance issues whenever referred by Ministry development proposals and budgeting matters of NSFs for the allocated disciplines.
6. Assist MYAS in the implementation of various schemes for NSFs.
7. Overall coordination for participation in the Paralympics, Para Asian Games, Deaflympics, SOB, etc.
8. Overall Coordination for National Sports Awards, Republic Day, Rashtrapati Bhawan & Prime Minister Office functions, and other important engagements as prescribed by the competent authority.
9. Undertaking any other work assigned by DG, SAI

17. Vigilance Division

1. **Vigilance Management:** Handling vigilance, disciplinary, and integrity-related matters across SAI.
2. **Complaint Processing:** Examine complaints received from CVC, CBI, Ministry, DG SAI, and other sources; call for reports from concerned In-charges where prima facie facts/merits are established.
3. **Case Investigation & Reporting:** Conduct preliminary enquiries, examine vigilance cases, draft charge sheets, scrutinise inquiry reports, and prepare vigilance reports for seeking CVC/competent authority's advice.
4. **Coordination of Disciplinary Proceedings:** Liaise with Regional Centres and Divisions to ensure timely clarifications, reminders, and completion of disciplinary processes.
5. **Monitoring & Inspections:** Undertake surveillance activities, surprise/routine inspections, and recommend corrective measures to curb malpractice and misconduct.

6. **Personnel Vigilance Records:** Handle APARs of Group 'A' & 'B' officers and HQ staff, maintain vigilance clearance records, and process Annual Property Returns of officers and coaches.
7. **Compliance & Reporting:** Prepare and submit Monthly Reports, Quarterly Progress Reports, and other compliance documents to CVC/Ministry.
8. **Supervision & Administration:** Exercise overall supervision of the Vigilance Cell staff and ensure smooth functioning of the division.
9. Undertaking any other work assigned by the DG, SAI.

1. The above re-organisation of sections in the Sports Authority of India will come into force with immediate effect.
2. This is issued with the approval of DG, SAI.

27/10/25

(ममता श्री ओझा)
(Mamta Shree Ojha)
निदेशक (मानव संसाधन प्रभाग)
Director (Human Resources Division)
भा खे प्रा - मुख्य कार्यालय / SAI-Head Office

To,
All concerned Officers

Copy to:
1. O/o DG SAI
2. O/o Secretary SAI
3. O/o CVO, SAI
4. DDG Khelo India/Sr. Executive Director, NS NIS Patiala/DDG Operations/ Principal In-charge, LNCPE Trivandrum
5. Head of TOPS and TEAMS
6. All Heads of Regional Centres
7. All Division Heads in SAI Head Office/All Stadia Administrators
8. Official language Division for Hindi version
9. IT Division for uploading to the website
10. E-Office Team
11. Office Order folder

Copy also for information to:
1. PS to Hon'ble Minister YAS
2. PS to Hon'ble MOS, YAS
3. PSO to Secretary (Sports)
4. OSD to DG (SAI)

27/10/25

(ममता श्री ओझा)
(Mamta Shree Ojha)
निदेशक (मानव संसाधन प्रभाग)
Director (Human Resources Division)
भा खे प्रा - मुख्य कार्यालय / SAI-Head Office

ममता श्री ओझा / Mamta Shree Ojha
निदेशक (मानव संसाधन) / Director (Human Resources)
भारतीय खेल प्राधिकरण / Sports Authority of India
जवाहरलाल नेहरू स्टेडियम परिसर (पूर्वी द्वार)
Jawaharlal Nehru Stadium Complex (East Gate)
लोधी रोड, नई दिल्ली–110003 / Lodhi Road, New Delhi-110003