

**SPORTS AUTHORITY OF INDIA**  
**PERSONNEL DIVISION**

Jawaharlal Nehru Sports Complex,  
East Gate No 10,  
Lodhi Road, New Delhi-11000

SAI/Pers/2201/2012/Vol.11/307

Date: 04.01.2022

**CIRCULAR**

**Sub: Preventive measures to contain the spread of Novel Corona virus (COVID-19) - Attendance of Central Government Officials regarding**

In pursuance to the OM no. 11013/9/2014/Esstt.A-III of DoPT dt. 03.01.2022 (copy enclosed) on preventive measures to contain the spread of Novel Corona virus (COVID-19). The following decisions are taken with immediate effect till 31.01.2022:-

1. All officers of AD and above should attend office regularly.
2. 50 percent of Officers/officials below AD may attend office and remaining 50 percent shall work from home.
3. Junior consultant and above grade contract employees may attend office regularly.
4. 50 percent of YP and other similar employee including DEO and employee of consulting firms may also attend office.
5. Working hours of the employee are staggered from 9 AM to 05.30 PM and 10.00 AM to 06.30 PM.
6. Disabled and Pregnant employees may not attend office but are required to work from home.
7. Employees coming from containment zone may not attend office till the containment zone is de-notified.
8. Officers /staff who are not attending office and working from home may be available on telephone and other electronic means of communication at all time.
9. Meeting, as far as possible, may be conducted on video-conferencing and personal meeting with visitors, unless absolutely necessary in public interest are to be avoided.
10. All Officers/Staff have to ensure strict compliance with COVID-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
11. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

The Roaster shall be applicable till 31.01.2022.

All the Divisional Heads/Institutions/Regional Centres are requested for strict compliance.

This issues with the approval of Competent Authority.

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

To,

All Divisional Heads of SA Head Office/ Incharge of Regional Centres/Institutions

Copy to,

1. AD to DG, SAI
2. SPA to Secretary, SAI