

**SAI**  
भारतीय खेल प्राधिकरण  
SPORTS AUTHORITY OF INDIA  
OPERATION DIVISION

No.01-13001(30)/2/2022-HO-Ops Div.

Date:26.7.2022

**Office Order No. 5/2022**


**Sub: Facial Attendance of Coaches – reg.**

A round the clock call centre is operational at SAI Head quarters to get direct feed back especially from the athletes on various challenges / difficulties faced by them while undergoing training at SAI Schemes. In a recent review, it is brought to the notice that some of the coaches are not attending practice session regularly and (or) away from coaching intentionally or due to any other reason which affect the regular training. The matter is viewed very seriously by the competent authority and in order to have a regular coaching under the supervision of the coaches, following steps are taken with immediate effect.

1. Facial attendance of coaches posted at various schemes of SAI is mandatory with effect from 1<sup>st</sup> August 2022.
2. If a coach is not available in the location of his posting as the facial attendance, concerned RD shall take immediate steps for the same.
3. If the coach is assigned with any other duties such as camps, tournaments/championships, official tour etc. his absent may be recorded accordingly.
4. If it is without any information/prior permission, suitable action is to be initiated by the concerned RD.
5. If the absent without information is becoming frequently, disciplinary action is to be initiated against the coach.
6. If there is a genuine network issue or technical problems while the coach attempting for marking facial attendance, the same is to be reported to the Regional Office through any mode of communication at the time of occurrence and can not be quoted as a reason at a later stage.

Further, the Regional Director may also ensure that, if any coach is on leave for more than 5 days alternate arrangements have to be made by using the service of the coaches of the centre or making temporary transfers so that the sports coaching is not affected.

This issues with the approval of the competent authority.

  
(M. S. Varughese)  
Executive Director (Ops)

To,  
All Institutional/Regional Heads

Copy to: -

1. DD to DG, SAI
2. AD, IT Division
3. Circular file