



SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)

East Gate No 10,
JNS Sports Complex,
Lodhi Road,
Delhi-110003

No: 01-04012(04)/3/2021-HO - Personnel/34

Date: 16.01.2023

Office Memorandum

Subject: Timeline for releasing salary of Contractual Employees engaged in SAI-reg.

The approval of Competent Authority is hereby conveyed regarding the timeline prescribed for release of salary of Contractual Staff engaged in SAI and deployed through Personnel Division/Khelo India/TOPS/Sports Science/RCs/NCoE. The following timeline is prescribed for strict compliance w.e.f January 2023:-

- i. The monthly cycle for release of salary shall be counted from 27th of previous month to 26th of current month. If the salary for the month of December 2022 is already disbursed, then the salary for the month of January 2023 shall be calculated from 01.01.2023 to 26.01.2023.
 - ii. The pro-rata leaves entitled to the Contractual Staff shall be calculated as per the monthly cycle as mentioned in point no (i).
 - iii. The concerned Contractual Staff shall ensure the verified attendance from their concerned reporting staff shall reach the concerned disbursing division latest by 27th of each month.
 - iv. The concerned disbursing division shall process and issue the sanction within 03 working days on receipt of verified attendance.
 - v. The concerned DDO shall credit the salaries within 02 working days on receipt of sanction order.
2. It is further stated that the same is not applicable for the salary cycle of Outsourced staff since the engagement of outsourced staff is governed by the terms & conditions of GeM.
3. This is issued with the approval of DG SAI.


(C. Dhandapani)
Deputy Director (Pers.)

To:

- i. CVO SAI
- ii. Head of Academic Institutions/Regional Centres
- iii. All Divisional Heads of SAI Head Office
- iv. Concerned DDO
- v. DD to DG, SAI
- vi. SO to Secretary SAI
- vii. Office order folder