



SPORTS AUTHORITY OF INDIA
(Personnel Division)

East Gate No. 10,
J N Stadium Complex,
Lodhi Road, CGO Complex,
New Delhi – 110003.

No. SAI/Pers/2294/2019/34

Dated:22.01.2024

OFFICE ORDER NO. 35/2024

Subject: Periodic review of SAI employees for strengthening of administration under Fundamental Rules (FR) 56 (j) (i) and Rule 48 of CCS(Pension) Rules – 1972

In compliance to the DOPT Office Memorandum No.25013/03/2019-Estt.A-IV dated 28th August, 2020 all heads of the Regional Centres/institutions are directed to constitute the internal committee at their regional to ensure that the service record of the SAI employees being reviewed, along with summary, bringing out all relevant information is submitted within due date of the review. The broad criteria to be considered by the internal committee while preparing the review and detailed summary is as below:

| Sr. No. | Group | Criteria |
|---------|-----------------------------------|---|
| 1. | A (FR 56j) | i. An employee entered service before attaining the age of 35 years, and after he attained the age of 50 years (cut-off date 01.07.2024). |
| 2. | B (FR 56j) | ii. In any other case after attained the age of 55 years (cut-off date 01.07.2024). iii. An employee who is having more than one year service for superannuation. iv. An employee who was not promoted to the higher post during the past five-year period. v. An employee whose service during the preceding five years found not satisfactory. vi. Whose integrity is doubtful. vii. An employee who found to be ineffective in their fitness / competence to continue in the post held. |
| 3. | C (FR56 (i) Rule 48 (i) (b) | i. An employee who has completed 30 years qualifying service. ii. An employee who is having more than one year service for superannuation. iii. An employee who was not promoted to the higher post during the past five-year period. iv. An employee whose service during the preceding five years found not satisfactory. v. Whose integrity is doubtful. vi. An employee who found to be ineffective in their fitness/competence to continue in the post held. |

Small
22/01

2. The internal committee should consider the entire service record of an employee which includes all relevant records not confined to the ACR / APAR dossier. The internal committee should make best of their efforts to consolidate all the data available about the SAI employee while preparing a comprehensive brief for the consideration of review committee. The comprehensive brief should consider various aspects of integrity of an employee, all material on record including the actions or decisions taken by the employee which do not appear to be above board, complaints received against him/her, suspicious property transactions, for which there may not be sufficient evidence to initiate Departmental proceedings, may also be taken into account.

3. The records of all those employees who are already due for review as per the criteria indicated may also be taken up. If needed more than one internal committee may be constituted. The internal committee may furnish the consolidation of data available with respect to an employee by 15.02.2024. The format is enclosed herewith.

4. The above guidelines shall be complied strictly by all heads of the Regional Centres/ Institutions and Divisional Head of SAI HO.

This is issued with the approval of the Competent Authority.



(Dr. S C Yadav)
Dy. Director (Pers)

To,

- i. All Regional / Institutional Heads
- ii. All Divisional Heads of SAI HO
- iii. All Stadia Administrator

Copy to:

- i. DD to DG, SAI
- ii. AD to Secretary, SAI
- iii. Office Order File

**SPORTS AUTHORITY OF INDIA
PERFORMANCE EVALUATION FORM**

EMPLOYEES INFORMATION

Name _____ Employee ID _____
 Designation _____ Gender _____
 Category _____ Place of posting _____
 Division _____ Period of working with
 the concerned officer _____

Evaluation Criteria:-

| S.N. | Evaluation Criteria | Rating | | | Remarks if required |
|------|---|--------|--------------------|------|---------------------|
| | | Good | Need Improvement** | Poor | |
| 1. | Attitude towards work responsibility | | | | |
| 2. | Punctuality/Attendance | | | | |
| 3. | Attentiveness | | | | |
| 4. | Discipline | | | | |
| 5. | Job Knowledge/Technical Knowledge* | | | | |
| 6. | Accomplishment of allocated work with in time limit/meets work deadline | | | | |
| 7. | Qualify of work | | | | |

Any other Information:

(Name and signature of the Performance evaluation Officer)

Date:

Note:* Job Knowledge/Technical knowledge depends on the designation of employee

** In case of "Need Improvement", the reporting officer may indicate the steps taken to improve the performance so far in remarks column

