



**SPORTS AUTHORITY OF INDIA
(PERSONNEL DIVISION)**

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

F. No. SAI/Pers./eOffice/2020

Date:20.03.2024

CIRCULAR

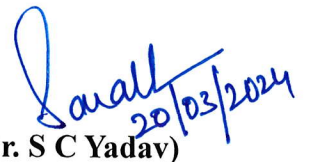
Subject: Implementation of NIC eOffice eleave in Sports Authority of India Head Office and Regional Center.

Reference to OM dated 07.04.2021 regarding the implementation of eOffice in SAI Head office for digital eco system for all employees of SAI.

As part of eOffice implementation, eLeave application is live for the Group-A officer posted in the SAI Head office and Regional centres/Institutions from 20.03.2024. As part of our ongoing efforts to streamline the administrative process and enhance efficiency, the eLeave system will now facilitate the submission and approval of leave requests through an online eOffice platform.

All Group-A officers posted in Head Office and the Regional centres/Institutions are requested to submit the leave through the online eOffice eLeave application from 20.03.2024. No physical leave application is accepted in the Personnel Division and for further query/ support /assistance regarding the eLeave application please contact the IT division and query related to leave balance and leave workflow please contact the Personnel Division. The eOffice master trainers from each Division/ Regional centres/Institution may please contact the following IT and Personnel Division officials listed below and the user manual for eOffice eLeaves is enclosed in the mail for further assistance.

- i. Sh. Akshay Tiwari, Project Lead (IT Division) -8010075870
- ii. Sh. Gandam Koushik, YP (Personnel Division)- 7416151829
- iii. Ms. Shivani Nayan, YP (Personnel Division)- 8229897581


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

To,

All Group A of SAI.

Copy to:

1. CVO, SAI
2. DDG, SAI HO/Principal, LNCPE Trivandrum/Sr. ED, RC, Sonapat & RC Chandigarh.
3. Heads of Institutions/Regional Centres
4. All Divisional Heads in SAI Head Office
5. All Stadia Administrators
6. DD to DG, SAI
7. Asst. Director/DDO, SAI, HO
8. AD to Secretary, SAI
9. Official language Division- for Hindi version
10. Office order folder