



भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA
भारत सरकार / GOVERNMENT OF INDIA
खेल विभाग / DEPARTMENT OF SPORTS



(An Autonomous Body under Ministry of Youth Affairs and Sports)
(युवा कार्यक्रम और खेल मंत्रालय के तहत एक स्वायत्त निकाय)

Room No. 210, SAI-Head Office Building, SAI-Headquarter,
Jawaharlal Nehru Stadium Complex (East Gate-No. 10)
Lodhi Road, New Delhi-110003

F. No. 01-04014(03)/2/2021-HO-Personnel Division

Dated: 10.06.2025

CIRCULAR

Subject: Ensuring Attendance compliance of Outsourced/Contractual Staff through Aadhaar-Based Attendance System (ABAS).

It has been observed that some outsourced/contractual staff working under various Divisions of SAI Head Office are not marking their attendance regularly through the Aadhaar-Based Attendance System (ABAS).

2. All concerned Divisions are hereby requested to ensure strict compliance with attendance marking through ABAS by the outsourced/contractual staff under their control.
3. It is further informed that salary of outsourced/contractual staff will be processed strictly on the basis of attendance marked in the ABAS. In this context, all Divisional Heads are requested to issue only a certificate of attendance, in line with the Government of India's paperless initiative. Use of printed attendance registers or pages is to be discouraged. Divisions must monitor daily attendance through the ABAS system and certify the attendance before forwarding it to the Personnel Division for salary processing. Accordingly, you are requested to submit attendance certificate in the format enclosed herewith this letter
4. Any discrepancy in attendance, if found later, will be the responsibility of the concerned nodal section/office, and it may be held accountable for any undue salary payment made for days on which the staff was absent.
5. This issues with the approval of the Secretary SAI.

Onkar Nath
10.06.2025

ONKAR NATH YADAV, IRRS

निदेशक (कार्मिक एवं प्रशिक्षण अनुभाग)

Director (Personnel & Coach Div)

भा खे प्रा - मुख्य कार्यालय / SAI-Head Office

टेलीफोन /Tel: 011-24362701

To,

1. All Divisional Heads in SAI Head Office/ All Stadia Administrators
2. All Concerned

Copy:

1. O/o DG SAI
2. O/o Secretary SAI

**SPORTS AUTHORITY OF INDIA
(DIVISION)**

Date:

The following staff deployed under the administrative control of this Division on contractual/outsourced basis, have attended the office during the month of **2025**. Their remuneration for the month of **2025** may be released on the basis of his/her attendance as given below: -

S. N.	Name	Designation	Number of the Man-days during2025	Overtime (OT) (For Drivers Outsourced)	Leave availed, (if any)	Remarks (if any)

(Signature of Reporting Officer)
Designation of the Reporting Officer