



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)



SAI-Head Office Building, SAI-Headquarter,
Jawaharlal Nehru Stadium Complex (East Gate-No. 10)
Lodhi Road, New Delhi-110003
Email: coachingdivision-sai@gov.in

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CIRCULAR

Subject: Timely submission of Performance Appraisal reports of Contractual staff working at Regional Centres/SAI HO/Stadia.

It has come to notice that the Performance Appraisal Reports of contract coaches under various Regional Centres/SAI HO/Stadia are not being submitted within the stipulated timelines. To ensure a streamlined process for contract extensions, the following directives are issued:

1. The Personnel/Coaching Division shall communicate the request for Performance Appraisal Reports, along with recommendations from the respective Regional Centres/SAI HO/Stadia, two months prior to the month under consideration for contract extension.
2. The concerned Regional Centres/SAI HO/Stadia are required to submit the completed Performance Appraisal Reports one month before the month under consideration for contract extension. This will enable the concerned division at HO to process contract extensions in a timely manner.
3. Non-compliance with the above timelines may result in delays in processing contract extensions. In such cases, proposals must be accompanied by a justification for the delay.

All Regional Centres/SAI HO/Stadia are hereby directed to adhere strictly to these timelines to ensure the timely submission of Performance Appraisal Reports for contract Staff under their jurisdiction.

11/07/25

(Vishnu Kant Tiwari)
Secretary, SAI

To,

1. All Regional Centres and Institutions of SAI.
2. All Divisional Heads in SAI Head Office.
3. All Stadia Administrator in Delhi.