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
भारतीय खेल प्राधिकरण
SPORTS AUTHORITY OF INDIA

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

F. No. 01-04018(05)/1/2026-HO - Personnel Division   **Date:06.02.2026**

OFFICE ORDER No. 101 /2026

Subject: Implementation of e-HRMS Project in SAI – Uploading of employee data on e-HRMS 2.0 Portal – reg.

In compliance with the instructions issued by the Department of Personnel & Training (DoPT) regarding implementation of the Electronic Human Resource Management System (e-HRMS), the following schedule is hereby laid down for uploading of data of officers/officials of the Sports Authority of India (SAI) on the e-HRMS 2.0 portal:

Sl. No.	Name of Branch/Office	Timeline for uploading of data
i.	SAI Head Office	25.02.2026
ii.	Stadia in Delhi & all Regional Centres / Institutes	25.03.2026

2.   All employees are required to possess a Government email ID (NIC/GOV) for uploading their data on the e-HRMS portal. Officials shall keep all relevant details/documents ready as per Annexure-I enclosed with this Office Order.

3. For onboarding and technical assistance on the e-HRMS portal, the following officers may be contacted:

i.   Shri Bibhubhusan Behura, Deputy Director, for all employees except Coaching Cadre

ii.   Shri Nitin Jaiswal, Deputy Director, for Coaching Cadre

4.   Assistant Directors / Deputy Directors shall personally ensure that data of all officials under their administrative control is uploaded strictly within the prescribed timelines. A detailed compliance report shall be submitted to this office by 3:00 PM on 26.03.2026. Any delay or non-compliance will be viewed seriously.

This issues with the approval of the Competent Authority.

Onkar Nath
06.02.2026

(ओंकार नाथ यादव)
(ONKAR NATH YADAV)
निदेशक (मानव संसाधन प्रभाग)
Director (Human Resources Div.)
भा खे प्रा - मुख्य कार्यालय / SAI-Head Office
टेलीफ़ोन /Tel: 011-24362701

To,

All Concerned

Copy to:

i. O/o DG, SAI
ii. O/o Secretary SAI
iii. O/o CVO, SAI
iv. All Heads/ Divisional Heads SAI HO/All Stadia Administrators/Institutes
v. Head of CEO TOPS
vi. Heads of Regional Centres
vii. IT Division for uploading to the website
viii. Circular folder

e-HRMS Data Template – Required Fields

The following categories of information are required for uploading on the e-HRMS 2.0 portal:

1. Personal & Service Details

- Personal: Name (First/Middle/Last), Date of Birth, Gender, Category, Father's/Mother's Name, Marital Status, Spouse Name, Religion, Blood Group, PAN, Mother Tongue, etc.
- Service: Employee Code, Ministry/Department, Service, Designation, Pay Matrix Level, Basic Pay, Pay Effective Date, etc.

2. Address & Experience

- Address: Present and Permanent Address, State, District, PIN Code, Mobile Number, Email ID, etc.
- Experience: Ministry/Department/Office, Designation, Posting Type, Location, Sector, Tenure (From–To), etc.

3. Qualification, Training & Awards

- Qualification: University/Institute/Board, Degree/Qualification, Division, Year of Passing, etc.
- Training: Training Name, Institute, Duration (From–To), Result, etc.
- Awards/Publications: Type, Area, Year, Description, Awarding Body/Publisher, and a brief *Pen Picture* (maximum 100 words).

06/02.