

SPORTS AUTHORITY OF INDIA
(TEAMS DIVISION)

JN Stadium Complex,
(East Gate) Lodhi Road
New Delhi- 110003

F.No. SAI/TD/Facilitation Desk/OG-2016

Dated, 27 May, 2015

To,
The Presidents (NSFs)

Sub: Creation of 'Facilitation Desk' for providing facilities of Air tickets, Hotel accommodation, Remittance of DA, Insurance cover and VISA facilitation to Sportspersons, Officials and Coaches for tournaments, exposure and training in India and Abroad.

Sir,

I would like to draw your kind attention towards the 'Facilitation Desk' created with the approval of the Director General, SAI for providing facilities like booking of Air Tickets on required routes at lowest price to Sports persons, Officials and Coaches for International/Domestic Tournaments, Exposure and Training, Booking of Hotel Accommodation in the Tournament's approved hotels or others as the case may be, Remittance of DA, Insurance Cover and Visa Facilitation. As per the MOU signed between SAI & M/s Balmer Lawrie & Co. Ltd (hereinafter called Balmer Lawrie), these services are to be provided by Balmer Lawrie and will work within the premises of SAI Head Office at New Delhi.

Henceforth, the procedures to be adopted for each item of services as per the MOU would be as under:-

- i) **Booking of Air Tickets for Sportspersons, Officials and Coaches for Tournaments, Exposure and Training in India and abroad.**
 - Balmer Lawrie would provide Air Tickets on required routes at lowest price on the date of booking to Sportspersons, Officials and Coaches for tournaments, exposure and training in India and abroad, in consultation with NSFs as per the sanction issued by SAI.

- ii) **Providing of Hotel Accommodation to Sportspersons, Officials and Coaches for Tournaments, Exposure and Training.**
 - The National Sports Federations (NSFs) will tie up with Balmer Lawrie for this facility. TEAMS Division will issue sanction in this regard in respect

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of each team to Balmer Lawrie and also provide 75% advance amount for boarding and lodging & entry fee (as per tournament brochure), transport allowance, visa fee, insurance cover, EBT, Air fare and any specific item(s) required for a particular championship/tournament. The release of balance payment of 25% amount to Balmer Lawrie on this account will be made on submission of the final bill by them and its subsequent settlement by SAI.

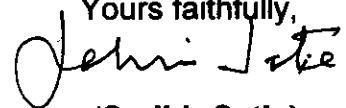
(iii) **Remittance of DA and Insurance cover to Sportspersons, Officials & Coaches.**

- Remittance of DA (full amount) and Insurance cover to Sportspersons, Officials and Coaches will be provided by Balmer Lawrie at the venue identified by NSF/ Camp venue before the departure of the team for competition/tournament in accordance with sanction issued by SAI.

(iv) **VISA facilitation.**

- The Federation(s) will tie up with the Balmer Lawrie and provide relevant information, records, passport and documents of Sportspersons, Officials and Coaches as required by the concerned Embassy for Visa facilitation to Balmer Lawrie on time. After issue of Visa, the Balmer Lawrie will hand over the same and other relevant documents to the Sportspersons, Officials and Coaches at the venue identified by NSF/ Camp venue before the departure of the team(s) for competition/tournament.

Yours faithfully,



(Sudhir Setia)

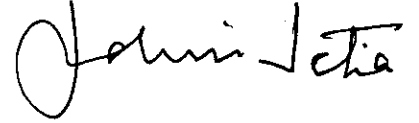
Executive Director (TEAMS)

27/5/15.

NOO:-

Copy to:-

1. Sh. Onkarmal Kedia, Joint Secretary (Sports), Ministry of Youth Affairs & Sports, Govt. of India, Shastri Bhawan, New Delhi - 110001
2. Sh. N.K. Sharma, Sr. Manager, M/s Balmer Lawrie & Co. Ltd, Kanchenjungha Building, K.G. Marg, New Delhi-110001
3. Director(Finance), SAI, J.N. Stadium, New Delhi
4. All Heads of Divisions at SAI Head Office, Regional Centres, Academic Institutions.
(The above arrangements are limited to the Sportspersons, Officials and Coaches as mentioned above proceeding for tournaments, exposure and training in India and Abroad).
5. All Project Officers of TEAMS Division - by name.
6. Sh. R.R. Bharati, Dy. Director (Stadia) & Facilitation Desk
7. AD to DG, SAI
8. Incharge, Hindi Division – for Hindi Version.
9. DDO, Head Office, SAI
10. Office Order Folder.



(Sudhir Setia)

Executive Director (TEAMS) 27/5/15