



F. No. 01-24005(03)/10/2023-HO - Khelo India Division

Dated: 20.11.2023

**SUB: Standard Operating Procedure (SOP) for Providing Access to Non-Residential Khelo India Athletes (KIAs) to Services Offered in National Centres of Excellence (NCoE)**

1. **Introduction** The Standard Operating Procedure (SOP) outlined below is established to ensure a structured and transparent process for granting access to non-residential Khelo India Athletes (KIAs) to a wide range of services offered within the National Centres of Excellence (NCoE). These services encompass accommodation, sports science facilities, expert counselling sessions, rehabilitation and injury management, and access to sports training facilities. The SOP aims to facilitate the development and growth of KIAs by providing them with essential resources and support at NCoEs.
2. **Purpose** The purpose of this SOP is to define the systematic procedure for KIAs to access and utilize services available at NCoEs. It ensures that eligible athletes have equitable access to the services they require for their athletic development, recovery, and performance enhancement.
3. **Scope** This SOP applies to all NCoEs under the purview of the Sports Authority of India (SAI) and KIAs recognized under Khelo India scheme. It encompasses the following services but is not limited to:
  - Boarding and lodging during availing of services at NCOE
  - Sports science facilities
  - Expert counselling sessions
  - Rehabilitation and injury management
  - Sports training facilities
4. **Definitions**
  - **NCoE:** National Centre of Excellence, a specialized facility under SAI dedicated to the training and development of elite athletes.
  - **KIA:** Khelo India Athlete, a talented athlete identified under the Khelo India program.
5. **Process Flow**
  - 5.1. **Request Submission**
    1. KIAs or their coaches initiate the request for access to NCoE services atleast 15 days before the planned date of arrival to NCOE.

2. The request should specify the NCoE they wish to access and the specific services required. NCOE wise sports disciplines covered is elaborated in **Annexure A**
3. The athlete or coach submits the request over NCoE's official e-mail to the respective NCoE's Sports Officer.
4. Accommodation, training slots, counselling sessions, or other services are booked through filling a standardized request form proforma (**Annexure B**) provided by the NCoE and sending it over email.
5. This proforma involves providing personal information, medical history (if required), and confirming the dates of stay.

### **5.2. Evaluation and Approval**

1. The Khelo India nodal officer at NCoE reviews the request and consults with relevant experts within the NCoE to assess the feasibility of the request.
2. Factors considered during the evaluation include the athlete's training plan, medical records (if applicable), and resource availability.
3. Based on the evaluation, the officer sends the request to Regional Director who decides to approve or deny the request.

### **5.3. Communication of Approval**

1. If the request is approved by the Regional Director, the Khelo India nodal officer at NCoE communicates the approval to the athlete or their coach.
2. Communication includes:
  - Confirmation of approved services.
  - Duration of access.
  - Any specific rules or guidelines to be followed during the stay.
3. Athletes are provided with contact information for the NCoE's coordinator, who assists with logistics.

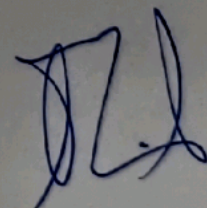
### **5.4. Access and Utilization**

1. Athletes access the approved services and facilities as per their confirmed booking.
2. They must adhere to the NCoE's rules and guidelines, including training schedules and behavioral expectations.
3. The booking shall be extended by the concerned officer after monitoring the progress.

### **5.5. Progress Monitoring**

1. The Khelo India nodal officer at NCoE along with relevant sports science experts monitor the athlete's progress and service utilization throughout their stay.
2. Progress reports and feedback sessions may be scheduled to assess the effectiveness of the services provided.

### **5.6. Termination of Access**



1. Access to NCoE services may be terminated if athletes fail to comply with the NCoE's rules or if their scheduled stay is marked complete by the concerned NCoE officer.
2. Athletes will be formally notified in writing of access termination, with reasons provided.

#### **5.7. Feedback and Review**

1. Athletes may be requested to provide feedback on their NCoE experience to help improve services.
2. The SOP is periodically reviewed and updated to ensure its effectiveness and relevance.

#### **6. Responsibilities**

- KIAs and their coaches: Responsible for initiating requests and complying with NCoE rules.
- Khelo India nodal officer at NCoE: Responsible for evaluating requests, coordinating access, and monitoring progress.
- Regional Director: Responsible for approving the admission request
- NCoE Sports Science Experts: Responsible for providing requested services and monitoring athlete progress.
- SAI: Responsible for recognizing eligible KIAs and overseeing the implementation of this SOP.

#### **7. Fund support**

- 7.1. Khelo India Athletes can use their stipend amount towards bearing the complete expenses for transportation to and from NCoE
- 7.2. Expenses other than Athlete transportation will be borne by the respective NCoE
- 7.3. NCoE will prepare the estimate expenditure incurred for each Athlete based on the services availed and will be reimbursed as per actuals from their SAI Regional Centres on a quarterly basis. SAI Regional Centres will consolidate the entire expense report for NCOEs under their jurisdiction and send the request to SAI HO for reimbursement under Khelo India scheme.
- 7.4. Fund utilisation will be periodically reviewed to ensure its effectiveness and relevance.

#### **8. Annexures**

- Annexure A: NCOE wise Sports Disciplines covered
- Annexure B: Sample Request form

  
20/11/23  
**(Sibananda Mishra)**  
**Deputy Director (KI)**

To,

1. All notified Khelo India Athletes (KIAs)

Copy to:

1. DD to DG SAI
2. PS to DDG (KI), SAI

3. Heads of all SAI Regional Centres / Academic Institutions, with a request to circulate among all officers in their jurisdiction for compliance
4. Director, IT division for uploading on [www.sportsauthorityofindia.nic.in](http://www.sportsauthorityofindia.nic.in)
5. Rajbhasha division for Hindi translation
6. KITD to circulate to all notified Khelo India Athletes (KIAs)
7. Guard File

**ANNEXURE A: NCOE WISE SPORTS DISCIPLINES COVERED**

<b>Contact Details of National Centre of Excellence (NCOE)</b>						
<b>S. NO</b>	<b>Centres</b>	<b>Address</b>	<b>Khelo India Discipline</b>	<b>Name of the NCOE Incharge</b>	<b>Contact no.</b>	<b>Email contact</b>
1	NCoE Alleppey	National Centre of Excellence, Punnamada Avalukunnu P.O Alappuzha, Kerala 688006	Rowing	Sh. Premjeet Lal, (I/C)	944646 3201	<a href="mailto:saialleppey@gmail.com">saialleppey@gmail.com</a>
2	NCoE Aurangabad	Gadia Vihar, Aurangabad, Aurangabad-Maharashtra - 431005	Archery, Boxing, Fencing, Hockey, Weightlifting, Gymnastics	Sh.Nitin Jaiswal, DD	828533 6633	<a href="mailto:saiwtcaurangabad@gmail.com">saiwtcaurangabad@gmail.com</a>
3	NCoE Bangalore	N. Subhash Southern Centre, University Campus, Kangeri, BANGALORE-560056	Athletics, Hockey	Sh. Saravnabavan, DD	946399 6997	<a href="mailto:ncoe.bangalore@gmail.com">ncoe.bangalore@gmail.com</a> <a href="mailto:sainscblore@gmail.com">sainscblore@gmail.com</a>
4	NCoE Bhopal	Udhav Das Mehta (Bhaiji) NCoE, Sports Complex, Suraj Nagar, Gram Gora Bishenkhedhi Bhopal 462044 M.P.	Athletics, Hockey, Judo	Sh. Deepak Sabu, AD	99463 35625	<a href="mailto:saicrcbpl@gmail.com">saicrcbpl@gmail.com</a>
5	NCOE Chandigarh	SAI,Regional Centre Patiala road near Nabha Sahib Gurudwara, Zirakpur,140603	None	Ms. Lalita Sharma, Executive Director	0130-2380316, 2380317, 7018800710	<a href="mailto:saichdscheme@gmail.com">saichdscheme@gmail.com</a>
6	NCOE, Dharamshala	SAI, Sports Complex District - Kangra Dharmashala - 176215	Kabaddi, Volleyball	Sh. Natrajan Incharge (Volleyball Coach)	948250 4603	<a href="mailto:saichdscheme@gmail.com">saichdscheme@gmail.com</a>

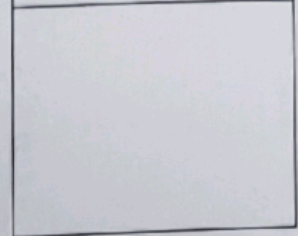
7	NCOE, Hamirpur	Sport Authority of India, National centre of Excellence, Athletics Pavilion, Near Akashvani NIT Road Anu, Hamirpur (H.P)177005	Athletics, Badminton, Boxing, Hockey, Judo, Wrestling	Ms. Lalita Sharma, Executive Director Sh. Manoj Awati, AD	0176-2295716 67666805711	saichdscheme@gmail.com
8	NCoE Guwahati	Sub Centre, New Field Sports Complex, Mohd.Shah Road, Paltan Bazar,GUWAHATI-781 008	Archery, Boxing, Cycling, Fencing, Football	Sh. Shamboo Yadav (AD)	9956367662	saircghy@gmail.com
9	NCoE Gandhinagar (Para Sports)	N. S. Western Centre Sector-15, Sports Complex, GANDHINAGAR-382 016	Athletics (Para), Badminton (Para), Powerlifting (Para), Swimming (Para), Kabadd, Kho-Kho	Sh. Manikant Sharma Director Incharge	23223874, 23223182, 22322441, 9911565885	saistcgnr15@gmail.com
10	NCoE Imphal	North Eastern Regional Centre, Takyel, Imphal, MANIPUR -795 001	Archery, Athletics, Cycling, Fencing, Football, Hockey, Weightlifting, Judo	Sh. Laminthian g, Director	0385-2449638, 2449636, 09863023215	ncoe.imphal@gmail.com
11	NCoE Itanagar	SLSA Complex, Chimpu, Itanagar, Arunachal Pradesh 791113	Boxing, Weightlifting, Archery, Hockey	Sh. Satrajeet, AD Centre Incharge	8638577345	ncoeitanager@gmail.com
12	NCoE IG Stadium New Delhi	Indraprastha Estate, GT Road, near Raj Ghat, IG Indoor Stadium, ITO, IP Estate, New Delhi, Delhi 110002	Cycling, Gymnastics	Ms. Divya Jaichandran Dy. Director	011-23392729 9810298374	admnigsc@gmail.com
13	NCoE Jagatpur	SAI, Water Sports Centre Jagatpur 754021	Rowing	Sh. Trailokyanath Sahoo Dy. Director	9433821503	ncoejagatpur@gmail.com

14	NCoE Kolkata	Netaji Subash Eastern Centre, Sector-III, Salt Lake City, KOLKOTTA- 700 091	Archery, Athletics, Gymnastic, Hockey (G), Table Tennis	Sh. Vineet Kumar Dy. Director Incharge	033- 233517 22, 210688 53, 233505 26 988871 3704	<a href="mailto:saieccal@rediffmail.com">saieccal@rediffmail.com</a>
15	NCoE KSSR	Suraj Kund Rd, Tughlakabad, New Delhi, Delhi 110044	Shooting	Sh. K S Shreejit, Administra tor	971834 1778 011- 260478 02	kssr- sai@gov.in
16	NCoE Lucknow	Sports Authority of India, Regional Centre, Lucknow	Athletic, Hockey, Weightlifting, Wrestling (G)	Sh. Sanjay Saraswat Executive Director Sh. Arun V Lal, AD	0522- 296613 7 ,243815 5, 243402 6	rclucknow. sai@gov.in
17	NCoE MDCNS	National Stadium, India Gate Cir, National Stadium, India Gate, New Delhi, Delhi 110002	Hockey	Sh. Dilip Kumar Singh Administra tor	011233 89740, 011- 230750 65 999943 1326	mdcns- sai@gov.in
18	NCoE Mumbai	Regional Director SAI, Regional Centre, Mumbai	Hockey(G), Wrestling	Sh. Pandurang Chate, Director Sh. Shrinivas Malekar, AD	701181 6623 956049 3747	<a href="mailto:saircmumbai@gmail.com">saircmumbai@gmail.com</a>
19	NCoE Patiala	NSNIS, Old Moti Bagh, Patiala-147 001	Athletics, Cycling, Fencing, Weightlifting	Sh. Shivam Sharma, Director	97178 29346	ncoejagatp ur@gmail.c om
20	NCoE Rohtak	Rohtak,, Sector-6, Rohtak, Haryana 124001	Boxing	Sh. Sachin, DD	944942 3279	<a href="mailto:sainbark@gmail.com">sainbark@gmail.com</a>
21	NCoE Sonapat	Ch.Devi Lal Northern Regional Centre, Joshi Chauhan, G.T.Road, Bahalgarh, Sonipat - 131 021, Haryana	Archery, Athletic, Hockey, Kabadd, Wrestling	Ms.Lalita Sharma Executive Director Sudhir AD	0130- 238031 6, 238031 7, 701880 0710 959030 1946	schemes.so nepat@gm ail.com

22	NCoE SPMSPC	Mother Teresa Cres, Talkatora Garden, President's Estate, New Delhi, Delhi 110001	Swimming	Ms. Divya Jaichandra n, DD	817814 9502 011- 230948 32, 011- 230927 67	spmspc.sai @gmail.co m
23	NCoE Trivandr um	Laxmibai National College of Physical Education, Kariavottam P.O., Post Box No.3, TRIVANDRAM- 695 581	Athletic, Cycling, Football, Volleyball	Dr.G.Kishor e Principal LNCPE	0471- 241876 9, 241477 1, 094818 02362	ncoejagatp ur@gmail.c om

**ANNEXURE B: REQUEST FORM**

Affix recent passport size photograph



Full Name \_\_\_\_\_

Khelo India ID No. \_\_\_\_\_

Address \_\_\_\_\_

Name of NCoE (from where services are required) \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

I would like to avail following services at NCoE (Please tick all that applies)

- Boarding and Lodging during availing of services
- Sports Science facilities
- Counselling session
- Rehabilitation and Injury management
- Sports Training