

# **User Manual**

## **Of**

# **Khelo India Scheme**

Ministry of Youth Affairs & Sports  
Mission Directorate-Sports Development

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## Introduction

To streamline and enhance transparency & objectivity in the submission of project proposals, an online portal (<https://mdsd.kheloindia.gov.in/>) has been developed by the Department of Sports, Ministry of Youth Affairs and Sports (MYAS). The user manual is a comprehensive guide intended to assist applicants/grantees in submitting the proposals for seeking financial assistance for the creation and upgradation of sports infrastructure under the revised Khelo India Scheme (2021-2022 to 2025-26).

The user manual provides a detailed, step-by-step guidance of the process for submitting project proposals, along with the necessary information required.

Please consider the following points in relation to this user manual:

- a. The operational guidelines mentioned in this user manual pertain to the Operational Guidelines (OG) of the revised Khelo India Scheme (2021-2022 to 2025-26) issued by the Ministry of Youth Affairs and Sports.
- b. This user manual has been designed in reference to the OG of the revised Khelo India scheme. In the event of any amendments to the Khelo India scheme, the user manual will be updated accordingly.
- c. In case of any conflicting interpretations between the user manual and the operational guidelines (OG), the content of operational guidelines will prevail, decision of MYAS will be final decision on any subject.
- d. If an applicant faces any doubts or requires further clarification regarding proposal submissions, they can contact MYAS at the email address – [kheloindia-infra-dos@gov.in](mailto:kheloindia-infra-dos@gov.in).
- e. The MYAS will evaluate the proposal using a **standard score sheet**. The user manual specifies the weights assigned to each section, located below the respective sections. Grantees are advised to review these weights and ensure that details are filled in accordingly to achieve the highest possible scores, hence higher chances of approval of projects.
- f. If there are any disagreements concerning scores, MYAS will handle the resolution. The decision made by MYAS in such cases will be considered final.

## Table of Pro forma's

| <b>Step 1 Pro forma</b>               |  |                                       |
|---------------------------------------|--|---------------------------------------|
| <b>Pro forma</b>                      | <b>Description</b>   | <b>Associated Part</b>                |
| <a href="#"><u>Pro forma I</u></a>    | Authorization Letter for Grantee Registration                | Additional Information                |
| <b>Step 2 Pro forma</b>               |  |                                       |
| <a href="#"><u>Pro forma II</u></a>   | Details of Similar Infrastructure as Proposed Infrastructure | Basic information of the Project      |
| <a href="#"><u>Pro forma III</u></a>  | Details of facilities in proposed Sports Infrastructure      | Basic information of the Project      |
| <a href="#"><u>Pro forma IV</u></a>   | Details of Sanctioned Projects                               | Basic information of the Project      |
| <a href="#"><u>Pro forma V</u></a>    | Details of Executing Agency                                  | Technical Information of the Project  |
| <a href="#"><u>Pro forma VI</u></a>   | Land Details for proposed Infrastructure                     | Technical Information of the Project  |
| <a href="#"><u>Pro forma VII</u></a>  | Details of Land Ownership                                    | Technical Information of the Project  |
| <a href="#"><u>Pro forma VIII</u></a> | Key Milestones   | Technical Information of the Project  |
| <a href="#"><u>Pro forma IX</u></a>   | Details of Environment and Green Energy Utilization          | Technical Information of the Project  |
| <a href="#"><u>Pro forma X</u></a>    | Details of Fund Utilization                                  | Additional Information of the Project |
| <a href="#"><u>Pro forma XI</u></a>   | Details of International/National Level Training Center      | Additional Information of the Project |
| <a href="#"><u>Pro forma XII</u></a>  | Details of International/ National Players                   | Additional Information of the Project |
| <a href="#"><u>Pro forma XIII</u></a> | Project/Proposal Justification                               | Additional Information of the Project |
| <a href="#"><u>Pro forma XIV</u></a>  | Details of Funding   | Additional Information of the Project |
| <a href="#"><u>Pro forma XV</u></a>   | Potential Risks involved in the Project                      | Additional Information of the Project |

## Step 1: Grantee Registration

- a. Visit the URL <https://mdsd.kheloindia.gov.in/>.
- b. Click on "Grantee Registration" as mentioned in Step 1.
- c. Upon clicking, the Grantee Registration Request page will open, consisting of four parts:

| <b>Parts</b> | <b>Description</b>             |
|--------------|--------------------------------|
| 1            | Select Category                |
| 2            | Basic Details                  |
| 3            | Uploading Supporting Documents |
| 4            | Complete                       |

**Table-1: Basic steps for registration of the Grantee.**

### Part 1: Select Category

Grantee should choose the appropriate category for proposing a project, referring to clause 2.1.4 and 2.4.1 of Operational Guidelines (OG) for guidance.

Category A: State Governments/State Sports Council/State Sports Authority, State Schools/Universities through Department of Sports of the States/UTs.

Category B: School, Colleges and Universities under Central Government.

Category C: Sports Control Boards of different Central Ministries, Defence/Paramilitary Organizations and Autonomous Bodies under Central Government.

### Part 2: Basic Details

After selecting the suitable category, a page for providing basic details will appear. Fill in the required information. Ensure all details are accurate before proceeding. Provide active official phone number and email address, as in future relevant information will be shared over these credentials.

### Part 3: Upload Supporting Documents

In this section, the grantee must upload an authorization letter. The format is provided in the sample format mentioned in blue font. The authorizing officer may designate a subordinate officer to submit proposals on behalf of the organization. For example, the Secretary (authorizing officer) of sports department can authorize the Director (authorized officer) of sports. Once authorized, the authorized officer will be the point of contact between the organization and MYAS. Please refer to clause 2.4.1 of OG for deciding authorizing officer.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font to download Pro forma I.
- b. Complete Pro forma I with accurate and detailed information regarding contact details of authorized and authorized officers and the certification statement of the authorizing officer.

- c. Ensure all information is accurate and up-to-date. Double-check to avoid any errors or omissions.
- d. Signature of Authorizing Officer in Pro forma I and affix it with the official seal.
- e. Save the filled Pro forma I in PDF format (file size should < 2 MB).
- d. Upload the completed and signed Pro forma I.

**Part 4: Complete**

After uploading the authorization letter in part 3 and clicking 'next', if all fields are correct as required, it will lead to successful submission of the grantee registration request. A prompt will appear with the message "New submission added to Grantee Registration Request." The applicant should then await a reply from MYAS. The grantee registration request application will be thoroughly verified by MYAS. If it is free from discrepancies, MYAS will share the applicant user ID and password over email of Authorizing Officer, which will serve as the login credentials. For security purposes it is recommended that the applicant, upon receiving the email from MYAS, reset their login password.

Once the applicant receives the login credentials, they can proceed to Proposed Submission Module.

**Step 2: Login and Proposal Submission**

- a. Utilize the new login credentials to initiate Step 2, which pertains to Proposal Submissions. In this phase, the grantee is required to enter the specifics of their proposals.
- b. After the login a page will open up with two options on left top corner of the page namely: New Project Proposals and Sanctioned Project(s).
- c. Click on the New Project Proposals for submitting new proposals.
- d. To facilitate a seamless submission process, Step 2 has been further segmented into three distinct parts, each outlined in the table below.

| <b>Parts</b> | <b>Description</b>                |
|--------------|-----------------------------------|
| Part 1       | Basic Details of the Project      |
| Part 2       | Technical Details of the Project  |
| Part 3       | Additional Details of the Project |

- e. Begin inputting the information systematically part by part. Upon completion of each part, the grantee is presented with two options:
  - a. Utilize the "SAVE DRAFT" option to retain the progress made, or
  - b. Proceed to the next section by clicking "NEXT" and continue furnishing details for the subsequent parts.
- f. Grantee can navigate to the 'Documents' tab and then select the 'Sample Documents' section to find all the required pro forma and samples needed for the application submission process.

## **Part 1: Basic Details of the Project**

### **1.1 Name of the Project**

Please provide the name of the project, which refers to the specifics of the Sports Infrastructure that will either be created or upgraded. The eligible types of sports infrastructure can be found in Chapter 2, section 2.2 of the OG of Khelo India Scheme (2021-22 to 2025-26).

### **1.2 Location**

Fill in the complete and accurate physical address of the location where the project is proposed to be carried out. In case of upgrading existing sports infrastructure, please provide the current address. Be sure to include the accurate Pin code of the location.

**Weightage: 3**

### **1.3 Geo Coordinates**

Provide the Latitude and Longitude coordinates of the location. This is known as Geo Tagging. Grantee should fill in the latitude and longitude upto 6 standard decimal places. For e.g. 28.6560809 degree North, 77.2407959 degree East is latitude and longitude respectively for a location in Delhi. For accuracy, the Geo coordinates of any proposed Location may be taken at mid point of the proposed Land.

### **1.4 Accessibility**

Share the name and address of the nearest Air/Seaport, Railway Station, and Bus Stand, along with their respective distances from the project location. Additionally, specify if the location is accessible by any other mode of transport.

### **1.5 Similar infrastructure**

Grantee should provide details of existing sports infrastructure within a 5 km radius of the proposed infrastructure. This information should be submitted using the provided Pro forma II format. Here the existing infrastructure may or may not belongs to same authority.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma II. Complete the Pro forma II with accurate and detailed information regarding the existing sports infrastructure within the specified radius.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma II, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma II should be saved in PDF format. Please ensure that the file size should not exceed 2 MB.

- e. Finally, upload the completed and signed Pro forma II using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps d to e.

| <b>Fields</b>                                     | <b>Description</b>   |
|---|--|
| Sl. No  | Self-Explanatory   |
| Name of the similar infrastructure                | Write the name of the existing sports infrastructure available within 5 km radius of the proposed Sports Infrastructure                        |
| Address (along with PIN Code)                     | Self-Explanatory   |
| Facilities Available                              | Mention what different kinds of sporting facilities are available in the mentioned sports Infrastructure.<br>For e.g. Swimming, Athletics etc. |
| Operational since (MM/YY)                         | Mention the month and year since when the sports infrastructure is operational   |
| Cost of creation of the infrastructure (in Cr.)   | Mention the initial sanctioned cost of creating the mentioned sports infrastructure.   |
| Distance from the proposed infrastructure (in km) | Mention the distance of this existing sports infrastructure from the new proposed sports infrastructure.                                       |

**Table 2: Information to be filled for each sports infrastructure projects within 5km radius of the proposed infrastructure.**

### **1.6 Details of Infrastructure Facilities**

Provide details of existing infrastructure facilities within the Sports Complex where the proposed project will be developed. Include information on other sporting amenities available in the complex using Pro forma III.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma III. Complete the Pro forma III with accurate and detailed information regarding f Infrastructure facilities available in the Sports Complex, where the proposed infrastructure is to be created.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma III, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma III should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma II using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps d to e.



| <b>Fields</b>                 | <b>Description</b>  |
|-------------------------------|---|
| Sl. No                        | Self-Explanatory  |
| Name of the sports Complex    | Write the name of the sports complex where the new sports infrastructure will be created or up graded   |
| Address (along with PIN Code) | Self-Explanatory  |
| Facilities Available          | Mention what different kinds of sporting facilities are available in the sports complex where the new sports Infrastructure is proposed<br>For e.g. Swimming, Athletics etc. is already present in the ABC Sports complex where the grantee is proposing Synthetic football turf. |
| Operational since (MM/YY)     | Mention the month and year since when the sports infrastructure is operational  |

**Table 3: Details of Sports Infrastructure facilities within the proposed sports complex.**

**Weightage: 3**

### **1.7 Projects Already Sanctioned**

The grantee is required to provide comprehensive information regarding the projects that have already been approved under the Urban Sports Infrastructure Scheme (USIS) and the Khelo India Scheme, including the current physical and financial progress.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma IV. Complete the Pro forma IV with accurate and detailed information regarding details of sanctioned project under USIS and Khelo India Scheme.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma IV, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma IV should be saved in PDF format. Please ensure that the file size should not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma IV using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps d to e.

| <b>Fields</b>                           | <b>Description</b>  |
|---|---|
| Sl. No                                  | Self-Explanatory  |
| Name of the sports infrastructure       | Name of the sports infrastructure previously sanctioned under USIS and Khelo India Scheme   |
| Scheme Details                          | Mention under which scheme the projects were sanctioned (USIS/Khelo India) and specify the Department/Ministry responsible for the sanctioning. |
| Facilities Available                    | Lists the sporting facilities provided by the mentioned sports infrastructure.  |
| Work start Date                         | Specifies the commencement date of the project's construction, not the date of sanctioning.   |
| Physical progress of the project (in %) | Indicate the current physical progress percentage of the aforementioned project.  |

**Table 4: Information about existing sports infrastructure facilities sanctioned to Grantee under USIS or Khelo India Scheme.**

**Weightage: 2**

## **Part 2: Technical Details of the Project**

### **2.1 Executing agency engaged**

The grantee is required to provide information about the executing agency responsible for carrying out the project. It is imperative for the grantee to confirm that the executing agency is thoroughly acquainted with the OG of the updated Khelo India Scheme (2021-22 to 2025-26), with special emphasis on section 2.3 regarding the Assessment of Proposals.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma V. Complete the Pro forma V with accurate and detailed information regarding executing agency engaged for execution of the project.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma V, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma V should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma V using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps d to e.

| <b>Fields</b>                              | <b>Description</b>                    |
|--|---------------------------------------|
| Sl. No                                     | Self-Explanatory                      |
| Name of the Proposed Sports Infrastructure | Self-Explanatory                      |
| Proposed Executing Agency                  | Name of the proposed executing agency |
| Type (PSU/CPWD/PWD/Private/Others)         | Self-Explanatory                      |

**Table 5: Information about proposed Executing Agency.**

## **2.2 Land Details**

The grantee must furnish specifics about the land earmarked for the proposed infrastructure. This encompasses details like the land area and its designated use category. It's essential to note that land with uncertain ownership or unclear titles, such as forest land, swampy, or low-lying areas, should not be considered. Please refer to sub-clause 2.3.4 (f) of clause 2.3 of OG.

The grantee must explicitly confirm whether the proposed project site (land) is readily available for construction. The availability of land or its readiness for construction is a crucial factor, as it contributes to the grantee's evaluation score

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma VI. Complete the Pro forma VI with accurate and detailed information regarding executing agency engaged for execution of the project.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma VI, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma VI should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.

- e. Finally, upload the completed and signed Pro forma VI using the designated portal.

| <b>Fields</b>   | <b>Description</b>   |
|---|--|
| Sl. No  | Self-Explanatory   |
| Name of Proposed Sports Infrastructure                                    | Self-Explanatory   |
| Type of the Sports Infrastructure Proposed                                | Indicate the specific type of sports infrastructure being proposed. For detailed information, refer to the OG of the Revised Khelo India Scheme 2021-22 to 2025-26, under point no. 2.2.1, and also review points 2.2.4 and 2.2.5 for reference. |
| Area available for the Construction of Proposed Infrastructure (in sq. m) | State the area proposed by the grantee/applicant for the aforementioned sports infrastructure in square meters. Please provide measurements in square meters for standardization.  |
| Type of Land (whether swampy, forest, low lying land)                     | Specify the nature of the land. If the land falls under a category not listed, please mention its specific nature  |

**Table 6: Details of land proposed for Construction of Projects.**

**Weightage: 3**

### **2.3 Land ownership**

The grantee must include a land clearance certificate demonstrating its legal status along with this Application Form. It is crucial to ensure that all details are completed accurately, verified by the appropriate authority, and submitted in the specified format provided in Pro Forma VII.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma VII. Complete the Pro forma VII with accurate and detailed information regarding land ownership and clearance.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma VII, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma VII should be saved in PDF format. Please ensure that the file size should not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma VII using the designated portal.

**Weightage: 4**

## **2.4 Brief History of the Proposed Project**

The applicant or grantee should provide a concise overview of the proposed project, highlighting how it will benefit the target population and align with the goals and objectives of the Khelo India scheme. Additionally, it is important to outline the sports-related benefits for the specific demographic and geographical area where the project is planned.

Furthermore, the applicant/grantee must detail how the proposed project will adhere to the relevant statutory guidelines issued by the Government of India and the respective state governments concerning environmental conservation, protection, and the promotion of green energy, as well as building codes including guidelines on accessibility. This includes specifying the type of land utilized for the project.

It is imperative for the applicant/grantee to ensure that the proposed project aligns with the aims and objectives outlined in Section 2.1 of the OG. This ensures a coherent and consistent approach towards achieving the desired outcomes of the Khelo India Scheme.

The grantee is responsible for ensuring that the proposed project site has established utility supplies, including electricity, power, water, and sanitation.

A sample has been provided for reference purposes. However, please note that this sample serves as a guide and does not represent the required format. The grantee is encouraged to express themselves in their own manner, as long as it effectively addresses the core of the question.

Please follow these steps:

- a. The grantee is required to compile a brief history note, ensuring its accuracy through verification from the appropriate authority.
- b. The note should be uploaded in PDF format exclusively. Please note that the file size must not exceed 2 MB. Kindly strictly adhere to this size limit.
- c. The sample document is meant for reference purposes only. It is essential to understand that the sample is provided as a guiding framework and does not signify the mandatory format.
- d. The grantee is encouraged to articulate the note in their own style, ensuring that it effectively addresses the core aspects of the required information.

**Weightage: 15**

## **2.5 Bill of Quantities (BOQ)/Schedule of Quantity**

The Grantee is responsible for creating the Bill of Quantities (BOQ) or Schedule of Quantity using the approved Schedule of Rates specific to the respective State/Union Territory. Any items not listed in the Schedule must be assessed based on the current market rates verified by the relevant state/UT

authority (to be digitally linked with measurement details). An illustrative sample has been provided in the portal for guidance. Prior to preparation, the recipient should thoroughly review Clause 2.3.4 (d) of OG.

Please follow these steps:

- a. The grantee is required to compile BOQ/Schedule of Quantity, ensuring its accuracy through verification from the appropriate authority.
- b. The note should be uploaded in PDF format exclusively. Please note that the file size must not exceed 2 MB. Kindly strictly adhere to this size limit
- c. A provided sample is meant for reference purposes only. It is essential to understand that the sample is provided as a guiding framework and does not signify the mandatory format.
- d. The grantee is encouraged to prepare their own BOQ/Schedule of Quantity, ensuring that it effectively addresses the core aspects of the required information.

**Weightage: 10**

### **2.6 Estimated Cost**

The grantee must individually prepare the estimated cost for each project proposal. This means that if the grantee is submitting multiple project proposals, the estimated cost for each one should be provided separately, rather than combined into one total. Before preparing the estimated cost, the grantee should carefully review the OG of Khelo India Scheme, particularly focusing on Clause 2.3.4(c), 2.3.4(g), and the note provided under Clause 2.9 of OG.

Please follow these steps:

- a. The grantee is required to submit Estimated Cost, ensuring its accuracy through verification from the appropriate authority.
- b. The note should be uploaded in PDF format exclusively. Please note that the file size must not exceed 2 MB. Kindly strictly adhere to this size limit
- c. A provided sample is meant for reference purposes only. It is essential to understand that the sample is provided as a guiding framework and does not signify the mandatory format.
- d. The grantee is encouraged to prepare their own Estimated Cost, ensuring that it effectively addresses the core aspects of the required information.

**Weightage: 2**

### **2.7 Structural Analysis and Measurements**

The grantee is required to furnish a Structural Analysis and Design (STAD) report, employing the specified methodology as outlined in the OG of Khelo India Scheme. This report should encompass

the Soil Test report as an integral component. For the measurements report, the grantee should provide details of measurements for all items listed in the Schedule of Quantity. These measurements should be digitally interlinked with drawings, BOQ, etc.

Before preparing the STAD and measurements report, the grantee must thoroughly review Clause 2.2.7 and 2.3.4(d) of the OG. In case of any uncertainties regarding the content and composition of a comprehensive STAD report, we strongly recommend reaching out to the MYAS for further assistance.

Before uploading, it is imperative to ensure that the STAD report aligns with any applicable local acts of the respective State/UT and has been validated by the relevant authority.

Please follow these steps:

- a. The grantee is required to submit Structural Analysis and Measurements report, ensuring its accuracy through verification from the appropriate authority.
- b. The note should be uploaded in PDF format exclusively. Please note that the file size must not exceed 2 MB. Kindly strictly adhere to this size limit.
- c. A provided sample is meant for reference purposes only. It is essential to understand that the sample is provided as a guiding framework and does not signify the mandatory format.
- d. The grantee is encouraged to prepare their own Structural Analysis and Measurements report, ensuring that it effectively addresses the core aspects of the required information.

## **2.8 PERT Chart**

The grantee is required to submit a Program Evaluation and Review Technique (PERT) chart. Prior to its preparation, the grantee should engage in stakeholders' consultation. The PERT chart must provide a clear representation of various events during the project's completion, along with their estimated durations.

It is recommended that the grantee acquaint themselves with relevant sources for further insight before creating the PERT chart. Please note that during project monitoring, the MYAS will rely on the PERT chart provided by the grantee to assess the planned project execution.

Please follow these steps:

- a. The grantee is required to submit PERT chart, ensuring its accuracy through verification from the appropriate authority.
- b. The note should be uploaded in PDF format exclusively. Please note that the file size must not exceed 2 MB.

- c. A provided sample PERT Chart is meant for reference purposes only. It is essential to understand that the sample is provided as a guiding framework and does not signify the mandatory format.
- d. The grantee is encouraged to prepare their own PERT chart, ensuring that it effectively addresses the core aspects of the proposed project.

**Weightage: 5**

### **2.9 Key Milestones**

The grantee is required to provide comprehensive information about significant intermediate events scheduled throughout the execution of the entire project proposal. This includes tentative commencement and completion dates for the construction phase, as well as the anticipated timing for the initial level of evaluation and monitoring of the work. Grantees are encouraged to establish their own project execution milestones, which will facilitate progress tracking by the MYAS, as well as the grantee themselves. Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma VIII. Complete the Pro forma VIII with accurate and detailed information regarding details of Key milestones.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma VIII, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma VIII should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma VIII using the designated portal.

| <b>Fields</b> | <b>Description</b>  |
|---------------|---|
| Sl. No        | Self-Explanatory  |
| Milestones    | Outline the significant events or achievements slated for the culmination of project execution  |
| Description   | Provide a concise explanation of what each milestone encompasses, specifying the elements that require monitoring and any performance indicators designed to facilitate objective assessment. |
| Start Date    | When will the aforementioned milestone start in DD/MM/YYYY format   |
| End Date      | When will the aforementioned milestone end in DD/MM/YYYY format   |

**Table 7: Information of Key Milestones**



**Weightage: 5**

### **2.10 Mandatory Guidelines**

The Detailed Project Report (DPR) should adhere to the BIS specifications for environmental green energy utilization, and the specific infrastructure project must comply with both National and International standards, as well as the guidelines outlined in the particular specification.

The grantee is required to provide the relevant information pertaining to the above criteria. Responses should be submitted using the format provided in the sample.

The grantee must outline in their report the strategies for expediting approvals from various regulatory bodies, including those overseeing environmental and forest matters. Additionally, the report should detail the innovative approaches and techniques to be employed by the grantee or executing agencies during project execution. This may encompass aspects such as the use of local materials and the incorporation of green energy sources. The grantee should also specify the universal design principles embraced, the safety standards adhered to during construction, and how environmental sustainability has been integrated into the project's design.

Ultimately, the grantee is expected to provide a comprehensive and thorough report with site-specific schematic plans that address standard guidelines pertaining to safety, clearances, resource management, and sustainability.

Please follow these steps:

- a. The grantee is required to submit mandatory Guidelines report, ensuring its accuracy through verification from the appropriate authority.
- b. The note should be uploaded in PDF format exclusively. Please note that the file size must not exceed 2 MB. Kindly strictly adhere to this size limit.
- c. A provided sample is meant for reference purposes only. It is essential to understand that the sample is provided as a guiding framework and does not signify the mandatory format.
- d. The grantee is encouraged to prepare their Mandatory guidelines report, ensuring that it effectively addresses the core aspects of the required information.

**Weightage: 15**

## **Part 3. Additional Information of the Project**

### **3.1 Utilisation Certificate**

The grantee is mandated to furnish a utilization certificate in the format provided as a reference, for any funds previously sanctioned by the MYAS. It is crucial that the grantee adheres strictly to this specified format.

Moreover, it's worth noting that the Project Appraisal Committee (PAC) will give due consideration to the submission of utilization certificates for previously sanctioned funds as part of the approval process for any new project proposal. The grantee's history of successfully completing projects funded by the Department of Sports, Government of India, and whether they have duly submitted the required Utilization Certificate, will be taken into account.

For added clarity, the format for the Utilization Certificate can also be found in ANNEXURE VI of the OG of Khelo India Scheme, and this format should be strictly followed.

A careful review of Clause 2.3 of OG- Assessment of Proposals is highly recommended for a thorough understanding of the critical role played by the Utilization Certificate.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of utilisation certificate format. Complete the utilisation certificate format with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the utilisation certificate format, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma VIII should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma VIII using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps 4 to 6

**Weightage: 3**

### **3.2 Fund Utilization**

The grantee is required to provide the information on funds sanctioned, released, and utilized for sports projects in the format specified in Pro forma X, which outlines the required format for reporting.

Additionally, the grantee should conduct a thorough cross-verification with other ministries/departments to compile comprehensive data on projects and their respective fund allocations sanctioned by the Department of Sports, MYAS, Government of India. This information will hold considerable weight during the assessment of any new project proposal.

It is strongly recommended that the grantee carefully review Clause 2.3 of OG - Assessment of Proposals for deeper insights into the evaluation process. This will provide a clear understanding of how past funds utilization plays a crucial role in the assessment of new project proposals.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma X. Complete the Pro forma X with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma X, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma X should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma X using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps 4 to 6.

| <b>Fields</b>                                       | <b>Description</b>   |
|---|--|
| Sl. No  | Self-Explanatory   |
| Name of the Project Proponent                       | Self-Explanatory   |
| Name of the Sports Project Sanctioned               | Self-Explanatory   |
| Type of Sports Infrastructure Sanctioned            | Please refer to clause 2.2.1 for the list of approved sports infrastructures. If the project does not belong to the listed types, please specify the appropriate type as deemed suitable by the Grantee. |
| Work Start Date(MM/YY)                              | Self-Explanatory   |
| Amount Sanctioned (in cr.)                          | Please indicate the total amount sanctioned for the above-mentioned project  |
| Amount Released (in cr.)                            | Please specify the total amount released for the above-mentioned project   |
| Amount Utilized (in cr.)                            | Kindly mention the total amount utilized in the above-mentioned project  |
| Physical progress of work as on Current Date (in %) | Self-Explanatory   |

**Table 8: Information of Utilization of Funds**

### **3.3 Details of centres**

The applicant should furnish information about sports complexes or training facilities where players at both national and international levels receive training. The required format for providing this information is outlined in pro forma XI, which is provided in the sample and indicated in blue font.

The applicant should not conflate the domicile status of the players; rather, the format necessitates information about those players who are currently undergoing training in the existing sports training centers within the state/UTs or organisation. For example, if a player originally hails from State A but

is currently undergoing training in State B, the record of that player should be in State B, reflecting their place of training. The applicant should thoroughly review the information for accuracy, as the MYAS will conduct verification of the records submitted for both national and international-level players.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma XI. Complete the Pro forma XI with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma XI, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma XI should be saved in PDF format. Please ensure that the file size does not exceed 2MB.
- e. Finally, upload the completed and signed Pro forma XI using the designated portal.

f. If there is no such information available, Please fill in 'NIL' and follow steps 4 to 6.

| <b>Fields</b>   | <b>Description</b>  |
|---|---|
| Sl. No  | Self-Explanatory  |
| Name of the Sports Complex                                      | Indicate the name of the sports complex or training institute where national and/or international-level players receive training. If there are multiple such complexes, please list them all  |
| Facilities Available  | Specify the sporting amenities present in the mentioned sports complex(es). Additionally, include any supplementary support facilities such as rehabilitation centers or sports injury management centers, if applicable.   |
| No. National /International Players being Trained in the Center | Provide the precise count of national and/or international players undergoing training at the aforementioned sports facility. The grantee may include both current athletes and those who have trained in the past, provided they have participated in national or international sporting event |
| Name of the Players   | Self-Explanatory  |

**Table 9: Information of National/ International Players**

**Weightage: 2**

### **3.4 National/International Players**

The applicant is required to furnish information about both national and international players using the format specified in pro forma XII. In this particular pro forma, the grantee must provide details about the players, as opposed to pro forma XI which focused on information about training institutes.

The applicant should thoroughly review the information for accuracy, as the MYAS will conduct verification of the records submitted for both national and international-level players.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma XII. Complete the Pro forma XII with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma XII, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma XII should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma XII using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps 4 to 6.

| <b>Fields</b>  | <b>Description</b>   |
|--|--|
| Sl. No   | Self-Explanatory   |
| Name of Players  | Kindly provide the names of all pertinent players.                             |
| Domicile State of the Players  | Indicate the State/Union Territory from which the aforementioned players hail. |
| Sports Discipline  | Specify the discipline of sports associated with the aforementioned players.   |
| Tournament/ Championship (Asian Games/ Commonwealth Games/ Olympics) | Self-Explanatory   |
| Achievement-(1st/2nd/3rd or Gold/Silver/Bronze)                      | Self-Explanatory   |

**Table 10: Information on participation of Players**

**Weightage: 4**

### **3.5 Full Justification of the project**

The Project Proponent or Grantee is required to provide a comprehensive rationale for the project. The Sports Secretary or Principal Secretary of the respective State/UT should elaborate on how the project or proposal will contribute to the enhancement of the sports culture, promote national unity, and yield economic benefits during and after the construction phase. The grantee is required to provide an estimate of the user base that the project will serve. This is crucial for assessing the project's level of optimization. This information should be provided using pro forma XIII, which is provided in the sample document in blue font.

It is essential for the project proponent to adopt an output-outcome framework for the project and elucidate how the proposed project will accomplish this. Emphasizing data-backed justifications will result in higher scores during project evaluations. Therefore, the MYAS encourages applicants to conduct an objective study of the project before completing the information in the pro forma.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma XIII. Complete the Pro forma XIII with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma XIII, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma XIII should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma XIII using the designated portal.
- f. If there is no such information available, Please fill in 'NIL' and follow steps 4 to 6.

**Weightage: 16**

**3.6 Centre's Share**

It is crucial for the successful completion of the project to determine the funding arrangement for the proposed project. The MYAS will allocate funds in accordance with the operational guidelines, and any expenses exceeding this allocation will be the responsibility of the grantee. Prior to providing this information, the grantee should carefully review clauses 2.2.6 and 2.3.4 (g) of OG.

Details about the funding pattern should be entered using pro forma XIV, which is available in the sample document in blue font. To get a precise understanding of the funds that will be sanctioned by MYAS, the grantee can refer to clause 2.2.1 of OG and then calculate the remaining funds that will need to be covered by the grantee. Adequate provisions should be made accordingly.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma XIV. Complete the Pro forma XIV with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma XIV, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma XIV should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma XIV using the designated portal.

f. If there is no such information available, Please fill in 'NIL' and follow steps 4 to 6.

| <b>Fields</b>             | <b>Description</b>   |
|---------------------------|--|
| Sl. No                    | Self-Explanatory   |
| Name of the Project       | Self-Explanatory   |
| Total Cost of the Project | Please mention the total cost of the proposed project in Crores.   |
| Center's Share            | Please specify the portion of the total project cost that will be approved by the MYAS. Refer to clause 2.2.1 for guidance on this matter. |
| State's Share             | Please specify the portion of the total project cost that will be approved/sanctioned/borne by the Grantee.                                |

**Table 11: Information related to Center's and State's Share**

**Weightage: 5**

### **3.7 Potential Risks. If Any?**

The grantee is requested to provide information regarding potential or natural disasters that may occur at the chosen location for the construction or upgrade of sports infrastructure. This information can be conveyed using pro forma XV, which is available in the sample document and indicated in blue font. The pro forma covers two aspects: first, the seismic vulnerability of the proposed project site, and second, the susceptibility to landslides and floods. The applicant should also incorporate any historical incidents related to earthquakes, landslides, and floods at the proposed site.

Please follow these steps:

- a. Click on the link labelled "Sample document" in blue font. This will initiate the download of Pro forma XV. Complete the Pro forma XV with accurate and detailed information regarding fund utilisation.
- b. Ensure that all information provided is accurate and up-to-date. Double-check for any errors or omissions before proceeding.
- c. After completing the Pro forma XV, it must be signed by an authorized officer and affixed with the official seal.
- d. The filled Pro forma XV should be saved in PDF format. Please ensure that the file size does not exceed 2 MB.
- e. Finally, upload the completed and signed Pro forma XV using the designated portal.

**Weightage: 3**