

**OFFICE OF THE ADMINISTRATOR
ASHA KIRAN COMPLEX**

Department of Social Welfare, Govt. of NCT of Delhi
Avantika, Rohini Sector 1, Delhi-110085



F. No. 50(1)/AK/FW/Sports/22-23 / 94 to 99

Date 5/7/23

CIRCULAR

Sub: STANDARD OPERATING PROCEDURE FOR PARTICIPATION BY ASHA KIRAN RESIDENTS IN SPORTS EVENTS.

In order to streamline the mechanism of obtaining necessary approvals for participation of residents of Asha Kiran Homes, (namely Asha Jyoti Home, Nirmal Chhaya Complex, Asha Deep Home, Narela, HMRP (Children), HMRP (Adult), ISPMR and SHMR in State /National / International Sports Events / Competition / Training Camps, the following will be the Standard Operating Procedure: -

I. SOP FOR PARTICIPATION BY ASHA KIRAN HOMES RESIDENTS IN SPORTS EVENTS

1. Special Olympics Bharat should take full responsibility of the participant or they should convince the institution(i.e. Asha Kiran) by telling about the arrangements they have put in place, to ensure proper security and safety of the resident participant and also the optimum facilities for the accompanying staff/coach/Welfare Officer to undertake general care and protection of the resident. It should confirm whether suitable state of the art Medical facilities will be available to the participant or not.
2. Special Olympics Bharat needs to allow more Staff/Welfare Officers, etc also as the case may be depending upon the personality, habits & behavioral observation about the resident. There should not be restriction of sending only '1' "teacher/coach/parent".
3. Special Olympics Bharat needs to send the information/invitation or [alternately their calendar of events] in advance at least 30 days prior to the International Events/15 day prior in case of National Events.

II. Athlete Medical Form-Medical Referral Form

Residents along with the details of the event should be submitted to the Medical Care Unit, I/c who should arrange for the requisite clearance of the

Medical Board for the said particular Sports Event, to rule out any sort or medical emergency with the resident while participation in the event. The proposal for approval to the Department higher Competent Authority should carry this clearance of Medical Board of the Hospital that should be arranged by the Medical Care Unit (MCU) only. MCU has to provide the requisite medical certificate in r/o the participant. Concerned caretaking staff may accompany the resident during the process for general assistance, along with ANM/NO.

III. **Financial Expenditure**

The clear and proper details of the proposed financial expenditure, if any involved would also be put up the competent authorities.

IV. **Level of Competence**

1. State & National (Events/Training camp)- Administrator, Asha Kiran.
2. International Level (Events/Training Camp)- Director, Social Welfare.

V. **Application for Passport**

Administrator, Asha Kiran Home Shall be competent to accord approval to apply Passport of participant as well as Coach/Manager/Escort staff.

These SOPs have prior approval of Director, Social Welfare, GNCTD.



(Rahul Aggarwal)
Administrator
Asha Kiran Complex
Date 5/7/23

F. No. 50(1)AK/FW/sports/22-23/94 to 99
Copy for information to: -

1. Superintendent, Asha Jyoti Home, Nirmal Chhaya Complex, Hari Nagar, Delhi-64
2. Superintendent, Asha Deep Home, Khadi Gram Asharam Road, Narela, Delhi-40
3. Superintendent, HMRP (Ch& Ad), Male Wing, Avantika, Sec-1, Rohini, Delhi-85
4. Superintendent, ISPMR & SHMR, Asha Kiran, Female Wing, Avantika, Sec-1, Rohini, Delhi-85
5. CMO, I/C, Medical Care Unit, Asha Kiran, Avantika, Sector-1, Rohini, Delhi-85
6. Sr. System Analyst, Department of Social Welfare, MSO Building, 7th Floor, ITO, New Delhi-110002 (With request to upload this circular on the website of Department of Social welfare, GNCTD).



(Rahul Aggarwal)
Administrator
Asha Kiran Complex