

**No. J – 11011/11/2015-RE-I (344831)**  
**Government of India**  
**Department of Rural Development**  
**(Mahatma Gandhi NREGA Division)**

Krishi Bhawan  
18<sup>th</sup> April, 2016

To

**MGNREGA Commissioners** (Kerala, Chhattisgarh, Jharkhand, Rajasthan, Uttrakhand, Andhra Pradesh, Telengana, Madhya Pradesh, Gujarat, Karnataka, Jammu and Kashmir, Punjab, Haryana, Uttar Pradesh, Bihar, Manipur, Meghalaya, Arunachal Pradesh)

**Subject:** Standard Operating Procedure (SOP) of Barefoot Technician Project

Dear Sir/Madam,

As you are aware, the Ministry jointly with state governments has fixed a target of training and deployment of Barefoot Technicians in the financial year 2016-17 (Annexe 1).

2. The key processes involved are as follows:
  - i. Training of BFT Trainers
  - ii. Preparation for BFT Training
  - iii. BFT Training
  - iv. Assessment and Certification
  - v. Deployment
  
3. The key stakeholders are as follows:
  - i. State Government
  - ii. State Institute of Rural Development
  - iii. Programme Division, MoRD
  - iv. BFT Cell, MoRD
  - v. National Informatics Centre, MoRD
  - vi. National Institute for Rural Development
  - vii. Agriculture Skills Sector Council of India
  - viii. Master Trainers, as selected by MoRD
  - ix. BFT Trainers, as nominated by State Governments
  - x. Recommended BFT Trainers, as recommended by MoRD
  - xi. Barefoot Technician Candidates
  - xii. Barefoot Technicians (BFTs)
  
4. The comprehensive Standard Operating Procedure (SOP) incorporating the key processes, the roles and responsibilities of the stakeholders for the execution of this project is enclosed (Annexe 3).

5. The SOP with respect to funds release @ Rs. 26,936 per candidate, is divided into two instalments, the first instalment of 75%, prior to the start of the batch and the second instalment of 25% on completion of batch. The monitoring formats are enclosed in Section VII of the SOP.
6. The following action may be noted:
- i. Nomination of BFT Trainers to Ministry as per criteria in Section 2.5.6.5. of the Annual Master Circular. The Training Calendar of BFT Trainers issued by the Ministry on 7<sup>th</sup> April 2016 may be referred to.
  - ii. Communicate State BFT Training Calendar to Ministry. The format for State BFT Training Calendar is enclosed in Annexe 2.
  - iii. The nomination of BFT Trainers and the State BFT Calendar are to be sent to the Ministry at [ak.sumbly@nic.in](mailto:ak.sumbly@nic.in) by 29<sup>th</sup> April 2016.
  - iv. The role and entitlements of BFTs may be communicated at the time of selection of prospective candidate and displayed prominently during the BFT Training.
  - v. The role of recommended BFT Trainers may be communicated to them prior to the start of the training programme including their terms of reference.
7. In the next scheduled MIS nodal officers meeting, BFT module in NREGASoft and National Skill Development Corporation (NSDC) portals will be shared.

Yours faithfully,

Aparajita Sarangi

Joint Secretary - MGNREGA

18/4/16

Enclosures:

1. BFT targets 2016-17
3. Standard Operating Procedure
2. State BFT Training Calendar

## BFT Targets 2016-17

S. No.	State	No. of batches	No. of BFTs
1	Chhattisgarh	6	180
2	Kerala	4	120
3	Jharkhand	(separate scheme)	(separate scheme)
4	Rajasthan	17	510
5	Andhra Pradesh	17	510
6	Telangana	4	120
7	Uttarakhand	12	360
8	Madhya Pradesh	17	510
9	Gujarat	4	120
10	Jammu and Kashmir	4	120
11	Karnataka	15	450
12	Manipur	3	90
13	Punjab	2	62
14	Arunachal Pradesh	2	60
15	Meghalaya	2	60
16	Bihar	17	510
17	Uttar Pradesh	7	210
18	Haryana	1	30
		<b>134</b>	<b>4022</b>

## Annexe 2 – State BFT Training Calendar

State BFT Training Calendar 2016-17		
State		
No. of Batches		
No. of BFTs		
No. of sets of Training Material required		
Language of BFT Training Material (English/Hindi/Not required)		
Batch Wise Calendar 2016-17		
Batch No.	Start Date	End Date
State BFT Nodal Person		
Name		
Designation		
Email id		
Mobile number		
Address (for courier of Training Material)		

## Standard Operating Procedure for Barefoot Technician Project

## I. Stakeholders and processes

	Training of BFT Trainers	Preparation for Training of BFTs	Training of BFTs	Assessment	Deployment
Physical	NIRD	State	State	State	State
Financial	As per budget	Rs. 29,636 per BFT candidate to SIRD	Rs. 150 stipend per day to BFT candidates	Rs. 800 per candidate to ASCI	Skilled wage rate to BFTs from material costs
MoRD, PD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MoRD, BFT Cell	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NIC		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NIRD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
State Dept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SIRD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ASCI		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Master Trainers	<input checked="" type="checkbox"/>				
BFT Trainers	<input checked="" type="checkbox"/>				
Recommended BFT Trainers			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BFT Candidates		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BFTs					<input checked="" type="checkbox"/>

1. MoRD, PD = Ministry of Rural Development, Programme Division
2. MoRD, BFT Cell = Ministry of Rural Development, Barefoot Technician Cell
3. NIC = National Informatics Centre, MGNREA
4. NIRD = National Institute of Rural Development
5. State Dept = MGNREGA Department
6. SIRD = State Institute of Rural Development
7. ASCI = Agriculture Skills Sector Council of India
8. Master Trainers = Selected by MoRD
9. BFT Trainers = Nominated by State Government
10. Recommended BFT Trainers = Recommended by MoRD after ToT
11. Prospective BFT Candidates = MGNREGA workers called for screening test
12. BFT Candidates = MGNREGA workers passed screening test and selected for training
13. BFTs = Barefoot Technicians certified by ASCI after training

II. Standard Operating Procedure

<b>1 Core Activity: Training of BFT Trainers</b>			
<b>S. No.</b>	<b>Sub - Activity</b>	<b>Stakeholder</b>	<b>Document</b>
1.	Consolidate, maintain and monitor targets of batches and BFTs.	BFT Cell, PD	BFT Targets 2016-17
2.	Nominate BFT Trainers to Ministry as per criteria in Section 2.5.6.5. of the Annual Master Circular.	State Dept.	
3.	Maintain database of Master Trainers for BFT.	BFT Cell, PD	Database of Master Trainers
4.	Issue Training Calendar with master trainers and dates for Training of BFT Trainers at NIRD from time to time.	PD	Training of BFT Trainers Calendar 2016-17
5.	Communicate budget for conducting Training of BFT Trainers.	NIRD	
6.	Approval of budgets for Training of BFT Trainers.	PD	
7.	BFT trainers undergo 10 day training, issued 1 Trainers Guide in English/Hindi and pendrive with day wise presentations in English and Hindi.	BFT Trainers, Master Trainers, NIRD	
8.	Maintain inventory of Training Material for BFT Trainers (training guides and pendrives) printed and distributed.	NIRD	Inventory of BFT Trainer Training Material
9.	For each Training of BFT Trainers, recommend BFT Trainers to state government on the assessment by Master Trainers/ASCI.	Master Trainers/ASC I, BFT Cell, PD	
10.	Maintain database of state wise recommended trainers.	BFT Cell, PD	Database of Recommended Trainers
<b>2 Core Activity: Preparation of 90 day training to BFTs</b>			
11.	Communicate State BFT Calendar with batch start and end dates, details of nodal person, number of sets of training material, preferred language and address to which to be couriered.	State Dept.	State BFT Training Calendar
12.	Communicate to NIRD to print and courier the requisite training material consisting of 12 Learning Units for each BFT candidate.	BFT Cell, PD	
13.	Print and courier Training Material for BFTs to SIRDs as per communication received from the Ministry and maintain an inventory of the same.	NIRD	Inventory of BFT Training Material
14.	Develop module and reports for BFT identification as per eligibility criteria and redress any issues related to the same.	NIC	Report 23.1.
15.	Identify via Programme Officers prospective BFT candidates as per eligibility criteria in Section 2.5.6.2. and enter their details in NREGASoft module.	State Dept.	Report 23.1.
16.	Share question bank with State Govt for screening test for selection of BFTs.	BFT Cell, PD	Question Bank
17.	Conduct screening test for numerical ability for all	SIRD,	Screening Test

	prospective BFT candidates with a suggested ratio of at least 2:1.	prospective BFT's candidates	
18.	Develop module and reports for batch creation of BFT candidates on NREGASoft and redress all issues related to the same.	NIC, BFT candidates	Report 23.2.
19.	Based on the results of the screening test, State Government to inform selected candidates and form batches of 30 in NREGASoft module.	State Dept., BFT candidates	Report 23.2.
20.	Preparation of a day wise Training Calendar as per the standardised module, with MoRD recommended trainers appointed against each session.	SIRD	Day wise Training Calendar
21.	Preparation of complete Training Kits for each candidate to include; a. Set of 12 Learning Units. b. 1 pair of uniform as appropriate. c. Measuring tape (30m), 3 m steel tape, pocket calculator, 8 m level tube, spirit level, plum bomb, L- scale, steep scale, 1 cap, notebook, bag.	SIRD	
22.	Provide at the training venue the following equipment; wooden/plaster of paris live demo of works, for 25 key MGNREGA works	SIRD	
23.	Complete documentation to become a partner agency with ASCI.	SIRD, ASCI	NSDC module
24.	Assist SIRDs to become partner agencies of ASCI and enter batch details in NSDC portal.	ASCI, NIRD	NSDC module
25.	Enter batch details in NSDC portal.	SIRD, NSDC	NSDC module
26.	On completion of preparation and prior to start of batch, submission of monitoring format Part A, to NIRD for first instalment of funds	SIRD, NIRD	Monitoring Format Part A
27.	Collect Monitoring formats Part A from SIRDs, calculate amount for fund release of first instalment and communicate to Ministry.	NIRD	
28.	Cross check calculation and provide approval for first instalment release upon receipt of communication for NIRD.	Prog. Div.	
<b>3 Core Activity: 90 day Training of BFTs</b>			
29.	Conduct BFT training at state/district/sub-district level as per Training Calendar.	SIRD, Recommended BFT Trainers, BFT candidates	
30.	Maintain attendance of BFT candidates and disburse daily stipend @ Rs. 150 per day for 90 days.	SIRD, BFT candidates	Attendance Sheet
31.	Public disclosure of Training Costs per candidate and per batch.	SIRD, BFT candidates	
32.	Monitoring of ongoing training	BFT Cell, any agency deputed by MoRD	Monitoring Framework

33.	Response to feedback from BFT trainers/BFT Cell	SIRD, State Dept.	
<b>4 Core Activity: Assessment of BFTs</b>			
34.	ASCI to coordinate with SIRD to fix date of assessment based on batch details in NSDC portal.	ASCI, SIRD	
35.	Maintain Calendar of batch and state wise assessment dates.	ASCI	Assessment Calendar
36.	Conduct of Assessment as per ASCI norms.	SIRD, ASCI	
37.	Upload results of assessment in NSDC portal.	ASCI	
38.	Download results of assessment from NSDC portal, print and distribute certificates.	SIRD, State Dept.	
39.	Share soft copy of batch wise certification of BFTs.	ASCI, BFT cell, PD	Database of certified BFTs
40.	Develop module and reports for certification of BFTs in NREGASoft.	NIC	Report 23.3.
41.	Data entry of details of certification of BFTs.	State Dept.	Report 23.3.
42.	Cross check data entries of certification on NREGASoft.	BFT Cell, NIC	
43.	Upon completion of assessment, put up bill to NIRD based on certification of BFT candidates.	ASCI	
44.	Reimburse ASCI based on bill raised by them according to MoU.	NIRD, ASCI, PD	
45.	Upon completion of batch, communication of monitoring format Part B to NIRD for second instalment of funds	SIRD, NIRD	Monitoring Format Part B
46.	Collect monitoring format Part B from SIRDs, calculate amount for fund release for second instalment and communicate to Ministry.	NIRD	
47.	Cross check calculation and provide approval for second instalment release upon receipt of communication for NIRD.	PD	
<b>5 Core Activity: Deployment of BFTs</b>			
48.	Issue letter of Deployment with role responsibility and reporting structure as per Section 2.5.6.8. of the Annual Master Circular. State may depute BFT Trainers to mentor BFTs on the job.	State Dept, BFTs, MoRD	Letter of Deployment
49.	Maintain a state wise database of all the BFTs deployed.	BFT Cell & PD	Database of BFTs Deployed
50.	Develop module and reports for payment to BFTs from 1% of work estimate for each work supervised. Trouble shooting on BFT module including revisions and changes.	NIC	Report 23.4.



### III. Documents and Reports

S. No.	Document/Report	Prepared By	Copy To
1	BFT Targets	MoRD	
2	List of Master Trainers	MoRD	
3	Calendar of Training of BFT Trainers	MoRD	NIRD
4	List of Recommended BFT Trainers	MoRD	State Dept.
5	State BFT Training Calendar	State Dept	MoRD
6	Calendar of Batch Assessment Dates	ASCI	MoRD
7	Inventory of Training of BFT Trainers Material	NIRD	MoRD
8	Inventory of BFT Training Material	NIRD	MoRD
9	Batch wise certification of BFTs	ASCI	MoRD
10	Deployment orders of BFTs	State Dept	MoRD
	Monitoring format A & B including:		
11	(i) Daily attendance & disbursement of stipend	SIRD	NIRD
	(ii) 90 Day Training Calendar		
12	Monitoring Framework	MoRD	
13	Explanatory ppt on NREGASoft module	NIC/MoRD	State Dept.
14	Explanatory ppt on NSDC module	ASCI/MoRD	NIRD & SIRDs
15	R 23.1 BFTs Identified	NREGASoft	
16	R 23.2 BFT Batches Created	NREGASoft	
17	R 23.3 Batch wise Certification of BFTs	NREGASoft	
18	R 23.4 BFTs Deployed	NREGASoft	

### IV. Role and entitlements of BFT candidates

- Attend screening test conducted by SIRD.
- Undertake 90 day training including field components as per Training Calendar shared with them.
- Receive complete training kit including 12 Learning Units, uniform and other prescribed items.
- Receive stipend @ Rs. 150 per day based on attendance maintained by SIRD along with information of full training costs.
- On completion of 90 day training, give assessment test conducted by ASCI.
- If qualified via the assessment, receive a hard copy of the certificate from SIRD.
- If certified, will be designated as a 'Barefoot Technician', receive letter of deployment with role responsibility and reporting structure from State Government.
- BFTs have the entitlement to acquire a skill, not a job or a full time position.
- Payment will be made through NREGASoft from 1% of work estimate based on number of works supervised.
- Retains the right to do unskilled work on the job card, provided that it is not on the same work he/she is tasked to supervise.

### V. Role of Master Trainers

- Respond to requests of BFT cell/Prog Div. on conducting ToT at NIRD as per availability.
- Entitled to fee @ Rs. 5000 per day for conducting 10 day ToT.

3. Provide quick and ongoing feedback to the Ministry on the ongoing training over the period of 10 days through text/whatsapp/email.
4. Conduct assessment of all BFT Trainers based on prescribed methodology.
5. On completion of each ToT communicate recommended trainers to BFT Cell/Programme Division.

VI. Role of BFT Trainers

1. BFT Trainers are to be recommended by state government to Ministry.
2. BFT trainers will receive 10 day training at NIRD and receive 1 Trainers Guide either in English or in Hindi and a pen drive with day wise presentations.
3. Upon assessment by Master Trainers/ASCI will be recommended to state government and only these BFT trainers will be authorised to conduct the BFT training at the state level.
4. Once recommended, will draw terms of reference with state government to deliver training as per mutually decided rates. The suggested norms are; SIRD faculty member no honorarium, trainer other than faculty members but from any other government department @ Rs. 1000/day, trainer other than government employee, from CSO background etc. Rs. 2500/day.
5. Recommended BFT trainers to coordinate with SIRD to ensure that all requirements to deliver training are provided for including field visits etc. If not, should be brought to the notice of State Govt./BFT Cell/Ministry.
6. Hand hold and support BFTs during training and for the assessment.
7. State may depute BFT Trainers to mentor BFTs on the job.

VII. Monitoring Formats – Part A & B

<b>Monitoring Format – Part A – Prior to start of BFT Batch</b>		
S.No.	Activity	Status (Complete/ Incomplete/ Enclosed)
1.	90 day Training Calendar - Enclose copy 90 day training calendar with session wise break up and calendar with indication of deputed trainer from Recommended BFT Trainer.	
2.	Screening Test - Date of screening test - Number of candidates attended - Norms for selection upholding preference to women, SC and ST candidates	
3.	Data entry in NREGASoft - BFT identification from job cards (R 23.1) - BFT batch formation (R 23.2)	
4.	Training Kit for each BFT candidate - Set of 12 Learning Units (received from NIRD) - 1 pair of uniform - Other Material; Tape (30 M), 3 M steel tape, 1 pocket calculator, 8 mt level tube, Spirit level, Plumb bob, L-scale, Steel Scale, Cap, Notebook, Bag	
5.	Training Aids at Training Venue - Provide details of audio-visual aids, Plaster of Paris/Wooden/Live model demo of atleast 25 works	
6.	Documentation for certification - SIRD-ASCI partner agency - Data entry of batch details in NSDC portal	
<b>Monitoring Format – Part B – On completion of BFT Batch</b>		
S.No.	Activity	Status (Complete/ Incomplete/ Enclosed)
1.	Attendance - Copy of daily attendance and disbursement of stipend @ Rs. 150 per day by competent authority	
2.	Monitoring - Response to queries by BFT Cell visits/any other agency deputed by MoRD	
3.	Assessment - Completion of assessment for all BFT candidates by ASCI	
4.	Distribution of Certificates - Download, print and distribute certificates	
5.	Data entry in NREGASoft - Enter batch wise details of certification of BFTs (R 23.3.)	
6.	Deployment - Enclose copy of letter of deployment of BFTs.	

VIII. State BFT Training Calendar

State BFT Training Calendar 2016-17		
State		
No. of Batches		
No. of BFTs		
No. of sets of Training Material required		
Language of BFT Training Material (English/Hindi/Not required)		
Batch Wise Calendar 2016-17		
Batch No.	Start Date	End Date
State BFT Nodal Person		
Name		
Designation		
Email id		
Mobile number		
Address (for courier of Training Material)		