

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

Krishi Bhawan, New Delhi  
19<sup>th</sup> April, 2016

To  
The Master Trainers, BFT Project

**Sub.: Standard Operating Procedure of Barefoot Technician Project**

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. Based on domain knowledge and expertise, the list of master trainers for the BFT project has been compiled (*Annexe- 2*) which will be maintained and amended from time to time by the Ministry.

5. The comprehensive Standard Operating Procedure (SOP) incorporating the key processes and the roles & responsibilities of the key stakeholders for execution of this project is enclosed (*Annexe3*).

We look forward to your continued support in making the programme a success.

Encl. As above

Your Sincerely,



(R. R. Meena)

Under Secretary to the Government of India  
011-23382406

## Annexe 1

## 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	Uttrakhand	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 – List of BFT Master Trainers

LIST OF BFT MASTER TRAINERS					
S.No	Name	Organisation	State	Phone No.	Email id
1	V Muraleedhar	State RD Deptt	Telengana	7095559933	v_muraleedhar@yahoo.com
2	Sonal Kulshreshtha	GreenSync	Uttar Pradesh	9450080811	skulsh@gmail.com
3	Muralidhar Kharadia	SamajPragatiSahyog (SPS)	Madhya Pradesh	9907068474	kmurlidhar73@gmail.com
4	Narendra Patel	SamajPragatiSahyog (SPS)	Madhya Pradesh	9425988806	nspatel28@gmail.com
5	Dipak Jagrela	Aga Khan Rural Support Programme	Gujarat	9978955614	jargeladipak@gmail.com
6	Chaya Prasad	Great India Dream Foundation	Jharkhand	9431937302	chayaranchi@gmail.com
7	Ishwar Babu Bairwa	Foundation for Ecological Security (FES)	Rajasthan	8094079436	ibairwa@gmail.com
8	Rajesh Mit	Professional Assistance for Development Action (Pradan)	West Bengal	7033293043	rajeshmit@pradan.net
9	R.P. Agarwal	State RD Deptt (Retired)	Rajasthan	9928402567	agrawalrajendra@yahoo.co.in
10	C.K.S Parmar	State RD Deptt (Retired)	Rajasthan	9413350649	cksparmar05@gmail.com
11	Shyam D Padulkar	WOTR	Maharashtra	9423791536	shyam.padulkar@wotr.org.in
12	Shashikant Gupta	Surguja Gramin VikashSansthan	Chattisgarh	9425585432	shashi0289@gmail.com
13	Ashish Deepankar	Agricultural Finance Corp Ltd	Delhi	9811557958	ashish.afc@gmail.com
14	BiswajitSahu	Gram Vikas	Odisha	9438414558	biswajits041@gmail.com
15	Hemu B	National Academy of Construction	Telengana	9912399361	hrathod2015@gmail.com
16	Bablu Manna	IKYA Human Capital Soln Ltd	West Bengal	9748013050	bablu.manna@avonfms.com
17	Mr.HaridasEeranna	State RD Deptt	Telengana	7095533009	hderanna@gmail.com
18	M. Siva Prasad	State RD Deptt	Andhra Pradesh	9177848203	mallelasiva@gmail.com
19	Manoj Kumar Singh	Aga Khan Rural Support Programme	Madhya Pradesh	9669672666	manoj_4025@yahoo.co.in

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 BFTs 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
11	Monitoring format A & B including:	SIRD	NIRD
	(i) Daily attendance & disbursement of stipend (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)		