

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

Krishi Bhawan, New Delhi
19th 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
		134	4022

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

1 Core Activity: Training of BFT Trainers			
S. No.	Sub - Activity	Stakeholder	Document
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
2 Core Activity: Preparation of 90 day training to BFTs			
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