

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  
Chief Executive Officer  
Agriculture Skills Sector Council for India

**Subject:** Standard Operating Procedure of Barefoot Technician Project and role of ASCI reg.

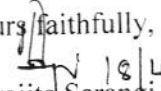
Dear ,

The Ministry has now fixed a target of training and deployment of Barefoot Technicians in the financial year 2016-17 (Annexe 1).

2. The comprehensive Standard Operating Procedure (SOP) incorporating the key processes and the roles and responsibilities of the key stakeholders for the execution of this project is enclosed (Annexe 2).
3. With respect to the role of ASCI in the assessment and certification of BFTs, the following key points may be noted:
  - i. Assist SIRD's of 18 states to become partner agencies of ASCI. A completion certificate from ASCI with respect to this will be appreciated.
  - ii. An explanatory document on the National Skills Development Corporation portal along with step by step instructions for the SIRD's for all aspects including registration, batch creation and certification is required to be shared with all SIRD's. A copy of such a document may be endorsed to MoRD by 15<sup>th</sup> May, 2016.
  - iii. Communicate the Assessment Calendar to MoRD as per the format enclosed (Annexe 3). A provisional calendar can be sent to MoRD by 31<sup>st</sup> May 2016.
  - iv. For each batch assessment, the results are to be shared in soft copy to the Ministry at [ak.sumbly@nic.in](mailto:ak.sumbly@nic.in). This is an added step for a coherent national picture.
  - v. Communicate to NIRD directly on reimbursement of payment @ Rs. 800 per candidate for assessment.
  - vi. Given the quantum of targets for this financial year, the question bank for assessment may be revised from time to time.
  - vii. ASCI may propose a module for assessment of BFT Trainers to be considered by the Ministry.

We look forward to your continued support in ensuring the success of this project.

Yours faithfully,

  
Aparajita Sarangi  
Joint Secretary (MGNREGA)

Enclosures:

1. BFT Targets 2016-17
2. BFT Assessment Calendar
3. Standard Operating 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 3<sup>v</sup> - BFT Assessment Calendar



## 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