

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

Krishi Bhawan
18th 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 7th 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 by 29th 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
		134	4022

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

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