



GOVERNMENT OF KERALA

**Abstract**

Local Self Government Department – Mahatma Gandhi NREGA - Guidelines for identification, training, deployment and payment of Barefoot Technicians-Orders issued.

**LOCAL SELF GOVERNMENT (DD) DEPARTMENT**

GO(Rt.)No.2833/2016/LSGD

Dated, Thiruvananthapuram, 05.10.2016

- Read: - 1. Letter no:J-11011/11/2015-RE(I) dated 19.08.2016 from Ministry of Rural Development  
2. Letter No.719/EGS B/2015/REGS dated 30.09.2016 of Mission Director, Mahatma Gandhi NREG State Mission, Kerala.

**ORDER**

The Annual Master Circular of Government of India for 2016-17 specify that in order to meet the requirements of planning, preparation of estimates, giving of mark-out on the ground and taking of measurement of the work done, there shall be core staff in place. Para 16 of the Schedule I of the Mahatma Gandhi NREGA stipulates that the State Government may select suitable persons from the families of workers and train or skill them and deploy as barefoot engineers with appropriate delegation of technical powers and paid wages as skilled workers.

2. Government of India as per letter read as Ist paper above has requested to depute the first batch of trainees who have completed BFT training as supporting hands to the existing technical personnel. As per the letter read as 2<sup>nd</sup> paper above the Mission Director has requested to issue guidelines for identification, training, deployment and payment of BFTs within the contours of Central Guidelines.

3. In the circumstances, Government are pleased to issue guidelines for identification, training, deployment and payment of BFTs as appended.

(BY ORDER OF THE GOVERNOR)

Dr.V.K.BABY I.A.S

SPECIAL SECRETARY TO GOVERNMENT

To

- 1.Mission Director, MGNREGS, Thiruvananthapuram
- 2.The Principal Accountant General (Audit), Kerala.
- 3.The Accountant General(A&E),Thiruvananthapuram
- 4.Commissioner for Rural Development
- 5.Director, State Institute of Rural Development
6. The Director, Information Kerala Mission, Thiruvananthapuram.
7. Stock File/Office Copy

Forwarded /by order

Section Officer

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APPENDIX

## Bare Foot Technicians (BFTs)

### Guidelines for identification, training, deployment and payment:

1. Para 16 of the Schedule I of the Mahatma Gandhi NREGA stipulate that the State Government may select suitable persons from the families of workers and train or skill them and deploy as barefoot engineers with appropriate delegation of technical powers and paid wages as skilled workers. The justification for selecting suitable persons belonging to the families of workers emanate from Para 16 of Schedule I itself wherein it is laid down that the State Government shall ensure adequate technical personnel at the implementation level to record measurements of works within three days of closure of the muster roll

The Annual Master Circular of Government of India for 2016 17 specify that In order to meet the requirements of planning, preparation of estimates, giving of mark-out on the ground and taking of measurement of the work done, there shall be core staff in place. The State Government shall ensure that the following core staff are in place:

- a) *At the worksite for supervision, there shall be a 'mate' for every 50 workers. The mate shall be paid from work charge and be given tasks such as: giving mark out, taking measurement, maintaining the measurement book and updating the Job Cards with details for each worker of quantum of work done and wages received.*
- b) *For every 5 Gram Panchayats or 2,500 active JCs, there shall be a 'Technical Assistant' for measuring and recording of measurement in the MB every week or soon after the closure of muster, whichever is earlier.*
- c) *If suitable persons are not available as mentioned above or if the State Government so decides, a Barefoot Technician (BFT) from a worker household may be utilised. The BFT shall be authorised to discharge the same functions as the Technical Assistant.*

2. 'Barefoot Technician' is an educated person identified from the local Mahatma Gandhi NREGA worker households or from among the mates/supervisors and specially trained in civil engineering concepts using a customized training module such that she/ he, acquires required

skills for identification and estimation of works, giving mark-out for works in the field and record measurement of the work done in the Measurement-Book of the Mahatma Gandhi NREGA. One BFT can be engaged for every 2,500 active job cards.

3. **Eligibility:** The following shall be the eligibility criteria for selection as BFT:

- a. Shall be from an 'active' (should have worked in the last two years) worker household/ Mate/supervisor.
- b. Shall have 10<sup>th</sup> standard education at the minimum
- c. Preferably shall be resident of the local area.
- d. Adequate representation shall be given to SC/ ST candidates.
- e. At least half of the BFTs deployed shall be women.

4. **Identification:** The Programme Officer shall be authorized to identify the areas requiring services of a BFT, which shall be done keeping in view the scope already stated in Para 1.1.

5. **Customised Module:** The module for the BFT consists of 12 Learning Units and 1 Trainers Guide. This is available as open source on the Ministry website.

6. **Training:** The candidates so identified shall be sponsored by the State Government for successful completion of the training programme that would be run for 3 months in identified institutions as per the customised module. National Institute of Rural Development (NIRD), Hyderabad will anchor this process and work with the State Institute of Rural Development (SIRD)/any other institutions as decided by the State Government to deliver the training with the support of the Ministry. The following are the steps to be taken:

- a. State Government to nominate trainers as per following criteria; experience in implementing Mahatma Gandhi NREGA, delivering training, qualification in civil engineering. Nominations from SIRD's/any other institution may be considered.
- b. Ministry to facilitate Training of Trainers on customised module.
- c. Administration of screening test to select candidates by SIRD/any other institution as decided by the State Government.

- d. Delivery of 90 day training led by at least two trainers at SIRD/any other institution as decided by the State Government as per customised module.
- e. Central Government will bear the cost of the training as per DDU-GKY norms and place funds with SIRDs.

7. **Certification:** DDU-GKY will assist in providing certification of all candidates upon completion of training as per the Skills framework.

**8. Role and entitlements of BFT candidates**

- a. Attend screening test conducted by SIRD'
- b. Undertake 90 day training including field components as per Training Calendar
- c. Receive the Training Kit
- d. Receive stipend fixed by Government of India
- e. Attend the assessment test conducted by Agricultural Skill Council of India (ASCI)
- f. Eligibility to receive Certificate if qualified in the test
- g. On certification, the candidate will be designated as Bare Foot Technician, receive letter of deployment with role responsibility and reporting structure
- h. BFTs have the entitlement to acquire a skill, not a job or a full time position
- i. Entitled to do unskilled manual work with the Job Card with a condition that such work is not supervised by the BFT himself/herself

**9. Employment:** On successful completion of the training and certification, the candidates shall be designated as skilled worker for the identified area. The following conditions may be adhered to by the DPC while posting the trained BFTs

- a. The DPC shall assess the existing staff strength in the Panchayats/cluster of Panchayats and assess whether they can carry out their functions such as identification and estimation of works, giving mark-out for works in the field and record measurement of the work done in the Measurement-Book of the Mahatma Gandhi NREGA within 3 days from the closure of the MR
- b. In case, if it is found that the existing staffs is not sufficient to carry out the task, the

DPC shall explore the possibility of designating Technical Assistants as explained in Para 2(b) above.

- c. The BFTs can be placed by the DPC if he/she is convinced that the above two alternatives are insufficient to record measurements within three days from the closure of MR
- d. The DPC shall assess the GPs where the service of BFTs is required through BPOs. The BPO shall certify to DPC the names of GPs where the service of the BFT is required after considering the need for an additional man power.
- e. As and when the number of Active Job Card holders in a GP falls below 2500, the service of the BFT in the said GP gets terminated. In such situation, the BPO may deploy the removed BFT to another GP (nearest) coming under his/her jurisdiction.
- f. On the basis of the recommendation of the BPO, the DPC shall designate the required numbers of BFTs to the Panchayat/Cluster of Panchayat
- g. The administrative authority of the deployed BFT will be the Programme Officer of the concerned Panchayat/cluster of Panchayat
- h. The BFT shall report before the concerned PO with the following documents
  - I. BFT Certificate issued by NSDC –ASCI confirming to the NSQF – 04
  - II. 10<sup>th</sup> pass certificate
  - III. MGNREGA Job card of the HH
- i. After completing the certification verification satisfactorily, the PO shall issue proceedings deploying the BFT under the supervisory control of the GP Secretary. The GP Secretary on receipt of the proceedings will attach the BFT with the MGNREGA technical team in the GP. Thereafter, after consultation with the senior member of the technical team, the GP Secretary will inform the number of days the service of BFT is required in a month in advance. The attendance sheet will be maintained at the GP office and on the last working day of the month, the Secretary shall send the copy of the sheet to the PO with his/her specific recommendation. It is the responsibility of the BDO/BPO to ensure that Secretary assigns work optimally for the required days only.
- j. All BFTs shall own a smart phone that can be used to help him/her in executing

his/her responsible works effectively including geo tagging of assets

- k. The BFT before entering into duty shall execute an agreement confirming the conditions stated above. The period of agreement will be one year. The agreement can be extended further based on the performance of the BFT recommended by the GP Secretary and approved by the PO
- l. The GP Secretary shall place the BFT in the MGNREGA technical team in the Panchayat. The BFT will be responsible to report before the senior most Accredited Engineer of the GP. In case, there is no Accredited Engineer, the BFT shall report to the senior most Overseer
- m. The BFT shall be responsible to (a) assist the Engineer/Overseer in identifying the scope and nature of the proposed works (b) Assist in technical survey, setting out of works, planning and helping the Engineer/Overseer in estimation of works (c) Conducting the Project initiation meetings in consultation with the Engineer/Overseer (d) Supervise/Oversee works (e) Distribution and collection of Musters (f) Help the Engineer and Overseer to maintain technical records and registers (g) Any other work entrusted by PO or Secretary GP in connection with MGNREGS
- n. The monthly report submitted by the Secretary to the BPO on the last day of the month shall mention the number of days the BFT actually worked, a brief write up on the performance of the BFT and the number of days the service of the BFT is required in the next month
- o. The skilled wages eligible will be paid month wise. The skilled wages will be booked under material component of MGNREGS. The BFT shall open a bank account with Aadhaar seeding and the same may be handed over to the Accountant cum DEO of the Block. The wages due for a month will be credited to the account of the BFT by way of eFMS through the PO Login in.
- p. The BFT will be eligible for daily wage rate as applicable to helper technician in the Kerala PWD LMR (Code 01.61)
- q. The BFT is expected to exercise his responsibilities with due diligence and attentiveness in such a way that all actions are done bona fide and nothing will go

against the interest of Government and no public money is wasted. In case dereliction of duty, careless supervision, wrongful measurements, disobedience, misbehaviour, poor performance and insubordination is detected or reported, the Secretary may immediately report the matter to the PO. The PO should conduct a summary enquiry and if found culpable, the BFT may be removed forth with along with intimation to the DPC and Secretary. No appeal will lie against the Order of the PO.

- r. A BFT removed by PO will be blacklisted for a period of one year