

# **SOPs FOR FIELD WING, SOIL FERTILITY RESEARCH INSTITUTE, LAHORE**

## **Allocation and conduct of field experiments**

1. After approval of Annual Research Program from competent forum, it will be conveyed to all ASFOs (Rawalpindi, Lahore, Faisalabad, Multan and Bahawalpur).
2. Relevant ASFO will prepare tentative distribution of experiments according to the target assigned by Director/SFO.
3. ASFO shall prepare and send tentative distribution of experiments to relevant SFO. SFO shall convey it to the Director/Chief Scientist SFRI.
4. ASFO shall allocate experiments to AOs and Field Assistants/Field Surveyors. At least four experiments per season will be allocated to each field assistant/field surveyor.
5. ASFO shall send fertilizer to Agri. Officer (Field).
6. ASFO will supervise all field work through field visits.
7. SFO will make field visit to see implementation of plans according to approved plan of work.
8. ASFO shall send monthly progress report to SFO before 28<sup>th</sup> of each month. SFOs shall send monthly reports to Director before 3<sup>rd</sup> of each month.
9. At the end of each quarter, ASFO will send quarterly sowing list to SFO. SFO will send it to the Director SFRI.
10. Whenever, ASFO/AO/Field assistant visit field trials, they must share the photographs on Whatsapp.

## **At the end of growing season (Rabi/Kharif)**

11. ASFO shall send final distribution of experiments to SFO.
12. ASFO shall send Final Sowing List (Quarter Wise) to SFO before the end of season.
13. ASFO shall compile and check the data and send to SFO in about two to three weeks for statistical analysis.
14. Proforma's for entering the data by field staff are also attached.
15. ASFO must have a diary in which recommended dose of his jurisdiction districts of his major crops (rice, wheat, maize, cotton etc) must be entered.
16. During each visit, ASFO will sign on register and record his observations which will be checked by SFO.
17. ASFO will visit each trial at least 3 times in a season.
18. SOPs will be amendable after implementation as per requirements.

### **Specific Responsibilities of AOs**

19. Agri. Officer (Field) will finalize the sites in consultation with ASFO.
20. Soil samples will be taken by Agri. Officer (Field) before fertilizer application and sent to concerned laboratory.
21. Basal fertilizer addition and sowing according to approved plan will be supervised by ASFO/Agri. Officer (Field) or preferably two field assistants.
22. After sites identification, Agri. Officer Field/ Field Assistant will send fertilizer demand on the basis of soil analysis to ASFO.
23. Trial must be on a main road, sowing, metal or concrete road, no kacha road which will be liable to punishable.
24. The distance from the main road (brick road, concrete, pakka road) shall not be more than 220 ft.
25. He will be responsible for maintenance of plant population as per recommendation.
26. Data and operations of 4 trials allotted to Agricultural Officer (Field) will be maintained in his own crop register and it is the responsibility of concerned ASFO to ensure it.
27. Harvesting/data collection will be done in the presence of SFO/ASFO/AO or preferably two field assistants.
28. Agri. Officer Field shall send the data to ASFO within a fortnight of harvesting.
29. Agri. Officer (Field), when in office, will be at the disposal of relevant Laboratory Incharge.
30. Headquarter of Agri. Officer (Field) will be where he is drawing salary.
31. Agri. Officer Field will send monthly progress report of all field trials by him and his field assistants to ASFO upto 25<sup>th</sup> of each month.
32. In case of failure of trial (except natural calamities), AO (Field) and Field Assistant will be responsible.

### **Field Assistant/Field Surveyor**

33. Field assistant/Field surveyor, after field visits, shall propose sites for the allotted experiments to Agri. Officer (Field).
34. In the absence of Agri. Officer Field in a particular area, relevant Field Assistant/Field Surveyor shall select the site in consultation with ASFO and fertilizer will be sent to him.
35. Soil sampling will be done by field assistant under the supervision of Agri. Officer Field.
36. Field assistant will be responsible for day to day operations according to given plan of trials and will be depicted on field crop register.
37. Field assistant will be available at his headquarters when he is not in field.

## General Instructions

1. All replicated experiments should be randomized. Where it is not possible to replicate or randomize due to difficulty in field implementation, permission from relevant SFO should be taken.
2. Plot size can be amended keeping in view the availability of area / ease of implementation/fertilizer funds.
3. For selection of next experimental site, field assistant should visit the standing crop before hand.
4. Soil sample before and after sowing will be taken as per procedure already notified.
5. Treatment-wise soil sampling should be taken from experiments laid out on permanent layout.
6. Uniform application of fertilizer is very important to get uniform crop stand. Therefore, ensure each fertilizer application separately in twice cross wise manner in each treatment.
7. Soil analysis data should be available on crop register within two months of conducting experiments.
8. All Field operations should be depicted on crop register.
9. Experiments should be conducted on latest varieties and no trials be laid out on banned and unknown variety.
10. In case of any discrepancy or error in experimental plan or calculations, the field staff should get advance clarification from ASFO/SFO before the conduct of experiments.
11. The soil where trial is to be conducted should be representative of that area.
12. Trials should be preferably conducted in P deficient soils.
13. **Plant population data** of all field trials must be taken. Method of plant population data may be finalized in consultation with relevant SFO.

A committee is constituted to visit and inspect field sites as under with following TORs.

1. Agri. Chemist of relevant division
2. ASFO-I Head Quarter Lahore
3. Draftsman/Statistical Assistant

### TORs

1. To inspect field in each season
2. To check measurements of plots
3. Sites will decided by Assistant Soil Fertility Officer--1