

# RAPID SOIL FERTILITY SURVEY & SOIL TESTING INSTITUTE

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No. 785-961

Dated Lahore, the

15-01-2021



To

1. Agricultural Chemists (SF), Soil and Water Testing Laboratory for Research, Lahore, Faisalabad, Multan, Bahawalpur, Sargodha, D.G Khan, Gujranwala and Rawalpindi.
2. Agricultural Chemist Provincial Reference Fertilizer Testing Laboratory, Raiwind.
3. Agricultural Chemist (Training) /Senior Instructor, Soil Fertility Punjab, Lahore / In- Charge Fertilizer Coding Centre.
4. Assistant Agricultural Chemist (SF) Soil and Water Testing Laboratory for Research, Lahore,
5. In- Charge Fertilizer Cell of this office.

Subject: MINUTES OF MEETING HELD ON 24.01.2020 AND STANDARD OPERATING PROCEDURE (SOP) FOR DIVISIONAL SOIL AND WATER TESTING LABORATORIES IN PUNJAB

The minutes of meeting captioned above as subject, approved by the Additional Secretary (Task Force), were furnished to your office vide this office No.4520-36 dated 19.02.2020. But it is noted with great concern that in the meeting of worthy Secretary Agriculture with Agricultural Chemists (SF) on 14.01.2021 ignorance was showed in this regard.

Please again find enclosed herewith copy of the same along with copy of Standard Operating Procedure (for Divisional Labs) of fertilizer samples for implementation as per decision in above said meeting.

*Shumara*

o/c Chief Scientist,  
Soil Fertility, Punjab,  
Lahore

No. 797-981

Dated Lahore, the 15-01-2021

Copy is forwarded for information and necessary action to the:

1. Director of Agriculture Extension (Hqrs) 21- Davis Road, Lahore.
2. Assistant Director (TF), Govt of the Punjab, Agriculture Department, Lahore.

1- Agricultural chemist (SF) FSD. Lower <sup>15/1</sup> o/c *Shumara*

② Agricultural chemist (SF) D.G. Khan *o/c* Chief Scientist,  
Soil Fertility, Punjab,  
Lahore

③ Ac Rawal Pindi

8 = AC (sodic) LHR *o/c* NO 294-98

④ Ac Sargodha

9 = Ac (Reference Lab.)

⑤ Ac Gujranwala

10 = Ac (Training) LHR

⑥ Ac @ Multan

11 = AA e (SF) LHR *o/c* 19-01-21

⑦ Ac Bahawalpur



No. AS (TF)2-14/2019  
GOVERNMENT OF THE PUNJAB  
AGRICULTURE DEPARTMENT  
Email: sofagripb@gmail.com  
Dated Lahore the, 14.02.2020

Director Soil Fertility Punjab  
Thokar Niaz Baig Lahore.

Subject:- MINUTES OF THE MEETING HELD ON 24.01.2020 UNDER THE CHAIRMANSHIP OF ADDITIONAL SECRETARY (TASK FORCE) AT THE DIRECTORATE OF SOIL FERTILITY RESEARCH INSTITUTE, THOKAR NIAZ BAIG, LAHORE.

I am directed to refer to the subject cited above and to inform that the competent authority is pleased to approve the subject minutes of the meeting submitted by you vide letter No. 1040 dated 04.02.2020.

Please circulate to all concerned for information and necessary action.

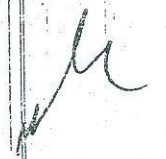
  
ASSISTANT DIRECTOR (TASK FORCE)

C.C:

1. PO to Secretary Agriculture, Government of the Punjab
2. PS to Additional Secretary (Task Force), Agriculture Department, Lahore.

ASFO-I

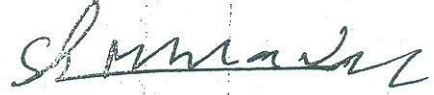
MRS / Dr. J. S.

  
17/2/20

No 4520-36 /Estt.

Dated Lahore, the 19-2-2020

- Copy is forwarded For information and necessary action to the:
1. The Agricultural Chemist, Provincial Reference Fertilizer Testing Lab., Raiwind
  2. The Agricultural Chemist (Training)/Senior Instructor (HQ), Soil Fertility Research Institute, Punjab, Lahore
  3. All the Agricultural Chemists (SF), Soil & Water Testing Lab for Research in Punjab
  4. Director Institute of Soil Chemistry and Environmental Sciences, Kala Shah Kaku
  5. Pesticide Residue Laboratory, Kala Shah Kaku
  6. Provincial Pesticide Reference Laboratory, Kala Shah Kaku
  7. All the Agricultural Chemists (Pesticide), Pesticide Quality Control Laboratories in the Punjab



(DR. SHAHZADA MUNAWAR MEHDI)

Director  
Rapid Soil Fertility Survey &  
Soil Testing Institute, Punjab,  
Lahore

**MINUTES OF THE MEETING HELD ON 24.01.2020 UNDER THE CHAIRMANSHIP OF ADDITIONAL SECRETARY (TASK FORCE) AT DIRECTORATE OF SOIL FERTILITY RESEARCH INSTITUTE, THOKAR NIAZ BAIG, LAHORE**

The meeting started with Recitation from Holy Quran. It was held on 24.01.2020 at Directorate of Soil Fertility Research Institute, Thokar Niaz Baig, Lahore. Mr. Ali Anshad, Additional Secretary (Task Force) was in chair. Dr. Shahzada Munawar Mehdi, Director Soil Fertility Research Institute, Punjab, Dr. Ehsan-ul-Haq, Director Institute of Soil Chemistry & Environmental Sciences, Kala Shah Kaku and Agricultural Chemists of Government Fertilizer Testing Labs and that of Pesticides Quality Control Labs of Lahore, Faisalabad and Gujranwala Divisions and Agricultural Chemists of Pesticides Residue Lab Kala Shah Kaku were present. (List of participants is attached).

The main agenda item of the meeting was to discuss implementation of Standard Operating Procedures (SOP) for Divisional Soil & Water Testing Labs about handling of 1<sup>st</sup> portion of fertilizer samples, review of progress, problems of Govt. Fertilizer Testing & Pesticides Quality Control Labs of Lahore, Faisalabad & Gujranwala Divisions. The detail of discussion and decisions is as under:

**1. Standard Operating Procedures for Divisional Soil & Water Testing Labs of Punjab and related general instructions**

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Dr. Shahzada Munawar Mehdi, Director Soil Fertility Punjab discussed briefly, the SOPs for handling of first portion of fertilizer samples. He informed the house that an amendment in the Punjab Fertilizers (Control) Order 1973 is incorporated on 31.05.2018 and by virtue of this amendment a Fertilizer Coding Centre has been established at Soil Fertilizer Research Institute, Lahore that shall centrally receive fertilizer samples from whole of the Punjab through Post Office and send the sample to different Government Fertilizer Testing Labs in Punjab after allocating a distinct code number to the sample for its analysis. He shared with participants that in this regard an agreement between Pakistan Post Office and Agriculture Extension wing is being signed shortly. It was also discussed that launching of Fertilizer Coding Center shall imply for modifications in SOP for handling of fertilizer samples at later stage.

The Additional Secretary (Task Force) added that reliability of fertilizer test results is pivotal for carrying out Anti Adulteration campaign of fertilizer and it can be ensured through implementation of SOPs of handling of fertilizer samples at Fertilizer Testing Labs.

**Decisions:**

After thorough deliberation it was unanimously decided that:

1. SOP for handling of first portion of fertilizer samples shall be implemented immediately.
2. On launching of Fertilizer Coding Centre the initial provisions of this SOP shall be modified accordingly.

**2. Visit of Government Fertilizer Testing and Pesticide Quality Control Labs in Punjab**

It was discussed that for peer review of progress, resolution of problems and constraints of Govt. Fertilizer Testing & Pesticides Quality Control Labs in Punjab all these labs shall be visited in a month's period.

**Decision:**

It was unanimously decided that schedule for visit of Fertilizer Testing Labs and Pesticides Quality Control Labs in Punjab in a month's period shall be submitted by Director Soil Fertility, Lahore and Director Institute of Soil Chemistry & Environmental Sciences, Kala Shah Kaku to the Additional Secretary (Task Force) up to 27.01.2020 (Monday).

**3. Decreasing Percentage of Unfit Samples of Fertilizers and Pesticides**

The Additional Secretary (Task Force) shared with the participants that the ratio of unfit samples of fertilizers has decreased from 4% to 3.48% and almost same with Pesticides that may be termed as good achievement of the department but worthy Secretary Agriculture took it otherwise and attributed this decrease to lack of control over the laboratories. To him it is result of strict monitoring of the fertilizer and pesticide market. He invited the view point of the participants on this matter to reach to the facts.

Both, the Director, Soil Fertility and Director ISC&ES, Kala Shah Kaku upheld the view point of Additional Secretary (Task Force). Director, Soil Fertility reiterated that test

results of counter checked samples by Provincial Reference Fertilizer Testing Laboratory, Raiwind also testify this fact. Dr. Abid Ali, Agricultural Chemist, Soil & Water Testing Laboratory for Research, Gujranwala stated that in Gujranwala region the unfit percentage of samples was exorbitant but now it has decreased to about 6%. Other Agricultural Chemists were of the view that effective control of the department over the labs contributed a lot in this regard.

Decision:

It was decided that Lab wise report of analyzed samples for the year 2019 for fertilizer and pesticide samples shall be submitted to Additional Secretary (Task Force) up to 27.01.2020 (Monday).

4. Filling of vacant posts

Mr. Muhammad Aslam Awais, Agricultural Chemist, Pesticide Quality Control Lab Kala Shah Kaku stated that progress of his lab is suffering badly due to severe shortage of staff as there are only 9 staff members are working against the sanctioned strength of 24 members. Director, Soil Fertility added that a lot of staff members have retired from service and recruitment against vacant posts could not be made for long time due to imposition of ban on recruitment. It was discussed that recruitment of staff against vacant posts is dire need of the time.

Decision

It was unanimously decided that a summary for Chief Minister for approval of recruitment of staff of Soil Fertility Research Institute Punjab and Institute of Soil Chemistry & Environmental Sciences, Kala Shah Kaku shall be moved at earliest.

5. Development of Manual of Testing Laboratories

It was discussed by the Additional Secretary (Task Force) who was in chair that variation in test results within laboratories is reported by Fertilizer / Pesticide Industry and this issue needs immediate attention. He desired that application of uniform Test Methods by the Labs should be ensured. It was discussed that ISO certification of the Labs helped a lot to resolve this issue. In this regard, it was agreed that Manuals of Testing Methodology for Fertilizer and Pesticides may be developed and circulated among the respective labs. For this

purpose, two teams; one for fertilizer and other for Pesticide are formed. A book titled as "Zero Cost Quality and Price Control System" compiled by the chair was presented as specimen before the house for guidance.

### Decision

After thorough deliberation, it was decided that teams of fertilizer experts headed by Dr Shahid Javid, Agricultural Chemist, Provincial Reference Testing Laboratory, Raiwind and team of pesticides experts headed by Dr. Sarfraz Hussain, Agricultural Chemist, Provincial Quality Control Lab, Faisalabad shall develop and submit Manuals of Testing Methodologies of Fertilizer and Pesticides respectively up to 20<sup>th</sup> February 2020 but not later than 28<sup>th</sup> February 2020.

### 6. Guiding Principle for Cleanliness of Public Building

The Additional Secretary (Task Force) pointed out that during visits of different offices in Punjab, the condition of general cleanliness and maintenance is found very miserable. He informed that in this regard, Guiding Principle for cleanliness comprising 25 points has been devised for compliance.

### Decision:

Guiding Principle for cleanliness comprising 25 points regarding general cleanliness shall be duly circulated among sub-offices and be duly complied with, otherwise strict disciplinary action shall be taken under the rules.

### 7. Disposal of First Portion of Fertilizer Samples by the Labs

Dr Abid Ali, Agricultural Chemist, Soil & Water Testing Lab for Research Gujranwala stated that a lot of Fertilizer samples have piled up and there is no room to keep these previously analyzed samples. He has written to the department for permission of discarding the samples but response is awaited. Dr. Shahzada Munawar Mehdi, Director, Soil Fertility informed that Agricultural Chemist Gujranwala submits his request to Additional Secretary (Task Force) for discarding previously analyzed samples. He added that some samples are to be retained in connection with Court cases and 30% counter checking etc.

**Decision:**

It was decided that a proposal for discarding / retention of First portion of samples shall be submitted by Agricultural Chemist of Provincial Fertilizer Testing lab and same shall be discussed on 27.01.2020 (Monday).

**8. SOPs of Registration of Fertilizer Products**

It was discussed that the already notified SOPs of registration cannot be implemented as such because a number of changes have been made in the procedure of registration from time to time. It was discussed that afresh SOPs of registration were prepared and submitted to Department for approval. A query regarding standard labels has been raised by the department on these SOPs..

**Decision:**

It was decided that afresh SOPs of registration of fertilizer products shall be resubmitted for approval after doing the needful.

**9. Demand of Vehicle by Dr. Muhammad Ashfaq Anjum, Agricultural Chemist, Pesticide Residue Lab Kala Shah Kaku**

Dr. Muhammad Ashfaq Anjum, Agricultural Chemist, Pesticide Residue Lab Kala Shah Kaku, stated that his working is suffering due to lack of vehicle for official duties.

**Decision:**

It was decided that a proposal for vehicle with justification shall be submitted by Dr. Ashfaq Anjum for consideration by the department.

The meeting ended with vote of thanks to and by the chair.



**STANDARD OPERATING PROCEDURE FOR DIVISIONAL SOIL & WATER TESTING LABORATORIE OF THE PUNJAB**

1.	<b>RECEIVING OF FERTILIZER SAMPLES BY THE AGRICULTURAL CHEMIST OR HIS NOTIFIED NOMINEE)</b>	
	At the time of receiving of the fertilizer samples, the Laboratory shall check the sample with respect to the following information:	
	<b>A.</b>	<b>Special Messenger:</b> Check, if the name and CNIC of the Special Messenger of office of the Controller (Assistant Director Agriculture (Extension) or Deputy Director Agriculture (Extension)) is mentioned as authorized samples carrier in the forwarding letter of the Controller. If so, cross match his name and CNIC with his original CNIC. The special messenger shall be the rank of Agri. Officer (BS-17)
	<b>B.</b>	<b>Seal of the sample</b> i. Check that seal of the sample is intact and complete. Also confirm it weather the sample can be replaced by keeping the seal intact. If it is so then don't receive that sample. ii. Check that seal impression is readable and matching with that imprinted on outer covering of Cloth Bag and Form-I.
	<b>C.</b>	<b>Form-I (Form I shall have standard format and shall be adopted uniformly by Ext. Wing of Agri. Dept.</b> i. Check that all the boxes of Form-I are filled with relevant entries of the fertilizer sample. No entry should be left unfilled. ii. Check that entries of fertilizer sample's label, outer covering of Cloth Bag and Forwarding Letter of the Controller cross-match with those of Form-I. iii. The Form-I is signed by the Controller, Dealer and Witnesses. iv. The seal imprint of the Controller is present on Form-I. v. Check that expiry date of Registration is written in Form-I. vi. Check that at least 10 working days are remaining in the expiry of the sample's Registration when the sample was brought in the Laboratory. These days will be counted from the next day of bringing of the sample in the Laboratory. vii. The analytes, i.e. the ingredients to be tested, with their symbolic formulae (like $K_2O$ , $P_2O_5$ ) and concentration in percentage are written in Form-I.
	<b>D.</b>	<b>Label of the Fertilizer Sample:</b> i. Check that the brand name, ingredients, manufacturer, registration and batch on the Label cross-matches with those of Form-I. ii. Check that at least 10 working days are remaining in the expiry of the sample when the sample was brought in the Laboratory. These days will be counted from the next day of bringing of the sample in the Laboratory.
	<b>E.</b>	<b>Packing of Sample:</b> Check that liquid sample contained in a bottle used for sampling by the inspector is safe for long storage of fertilizer sample.
	<b>F.</b>	<b>Outer covering of Cloth Bag:</b> Check that following information is given on the outer covering of Cotton Cloth:

	i.	Name, address and signature of the Dealer
	ii.	Brand name of the fertilizer
	iii.	Ingredients with symbolic formulae and concentration to be determined
	iv.	Registration Number
	v.	Signature and Seal Imprint of the Controller
<b>2. UNSEALING/OPENING OF FERTILIZER SAMPLES</b>		
	i.	The Agricultural Chemist or his Authorized Sample Receiving Person (Not less than the Rank of Agri Officer) will unseal/open the fertilizer sample in the presence of authorized Special Messenger of Agriculture (Extension) Department. The sample will be brought out of Cloth Bag or bottle. Both the persons will write and sign the following text after keen visual review of the sample:
		<p>میں تصدیق کرتا ہوں کہ کھاد کا تھیلہ جو کہ میں سوائس اینڈ واٹر ٹیسٹنگ لیبارٹری میں لایا ہوں، لیبارٹری میں میرے سامنے کھولا گیا اور کپڑے کی تھیلی/پلاسٹک بوتل میں سے مندرجہ ذیل خصوصیات کی حامل کھاد برآمد ہوئی: رنگ: مثلاً سیاہ، براؤن، وغیرہ شکل: ٹھوس/ مائع نیز دانے دار یا پاؤڈر، وغیرہ</p> <p>1. Type of fertilizer 2. Active ingredients with symbolic formula and concentration</p>
	ii.	The receipt for sample's receiving will be given to the Special Messenger for his office's record.
<b>3. ENTRY OF SAMPLE'S DETAIL IN THE DATA RECORD REGISTER BY THE SAME PERSON WHO WILL RECEIVE THE SAMPLE</b>		
The following details of fertilizer samples shall be entered in the Data Record Register after receiving of the sample:		
	i.	Serial Number
	ii.	Registered Number
	iii.	Received From (i.e., Controller with address who sent the fertilizer sample)
	iv.	Date on which the Special Messenger has brought fertilizer sample in the Laboratory
	v.	Manufacturer of fertilizer and his address
	vi.	Dealer and his address
	vii.	Trade Name of fertilizer
	viii.	Ingredients/analytes to be determined
	ix.	Signature of Sample Opening Officer
<b>STORAGE OF FERTILIZER SAMPLES BY THE SAME PERSON WHO WILL RECEIVE THE SAMPLE</b>		
	i.	The fertilizer samples shall be stored in safe custody under lock and

	key and in chronological order of their receiving in the Laboratory.
	ii. The liquid fertilizer samples may be stored in lower shelves of the cabinet so that leakage/spillage may not contaminate other samples.
4.	<b>CODING OF FERTILIZER SAMPLES BY THE SAME PERSON WHO WILL RECEIVE THE SAMPLE</b> The sample receiving officer shall code the samples against their respective registered numbers, ingredients to be analyzed with Reference No. of ADA/DDA letter in a separate notebook.
5.	<b>FORWARDING OF FERTILIZER SAMPLES TO THE ANALYSTS FOR CHEMICAL ANALYSIS BY THE SAME PERSON WHO WILL RECEIVE THE SAMPLE</b> The sample receiving officer shall transfer a little part of each received sample in a separate washed, cleaned and dry container. He will mark respective code on each container. He will prepare the Samples' Delivery Sheet containing information of code number, physical characteristics of fertilizer sample and ingredients to be tested and note these details in sample movement register. He will forward the containers of fertilizer samples along with Samples' Delivery Sheet and sample movement register to the Analysts of the laboratory.
6.	<b>RECEIVING OF SAMPLES BY ANALYSTS FOR THEIR CHEMICAL ANALYSIS</b> The Analysts will cross-match the physical characteristics written in Samples' Delivery Sheet and sample movement register with actual samples in the containers and receive the samples by affixing their sign and date on Samples' Delivery Sheet and sample movement register and get it note in his record register as well i.e. its all physical characteristics and ingredients
7.	<b>ANALYSIS OF FERTILIZER SAMPLES</b> The Analysts shall analyze the samples according to Analytical Methods approved by the Director Soil Fertility Research Institute Punjab Lahore and PRFTL Lahore. In routine, they shall run their analytical business in their laboratories independently and, thus, be responsible for the correctness of their analytical work. However, if sometimes he/ she required supervisory help from his/ her senior officers, he/ she can make for such request to them but he/ she shall keep record of it in his/ her notebook. The Analysts shall maintain the following sources of verification of their analytical work: (i) Logbooks of the instruments; (ii) Instrumental readings in the Small Laboratory Book; (iii) Record of calculations and graphs of analysis results. For each shift of analytical work, the Analyst shall put his/ her signature on record register at the end of the shift and that should be counter verified by Assistant Agricultural Chemist (AAC)
8.	<b>PROVISION OF ANALYSIS RESULT BY THE ANALYST</b> Since, the completion of analytical disposal, i.e. from stage of receiving of the randomly collected sample to the dispatch of its Analysis Result Report to the Controller, is to be made within twelve working days by the Laboratory the Analyst shall analyze such sample and submit its analysis result in ten working days. Similarly, the Analyst shall submit the analysis result of intelligence-based raided samples within two working days because the Laboratory is to complete their analytical disposal within four working days. The Analyst shall fill the analysis results of fertilizer samples in the Analysis Results Sheet along with their codes and shall submit it to

	<p>the Assistant Agricultural Chemist of his Laboratory with his signature and date. The Assistant Agricultural Chemist shall check the analysis results of the Analysis Results Sheets in the light of his/her respective Sources of Verification and, if feels satisfied, he/ she shall put his/ her signature and date on Sources of Verification and the Analysis Results Sheet. Thus, the Analysts shall be responsible for the correctness of analytical work and the Assistant Agricultural Chemist shall be responsible for its review and calculations. After his satisfaction, the Assistant Agricultural Chemist shall submit the Analysis Result Sheet to the Agricultural Chemist. The Agricultural Chemist shall check, if the Sources of Verification and the Analysis Result Sheet are duly signed by the Analyst and Assistant Agricultural Chemist. Moreover, he may randomly review analysis work checked by the Assistant Agricultural Chemist. Then he shall forward the Analysis Result Sheet containing results of coded samples to the Coding Person and if he/she himself/ herself is doing the job of coding person than there is no need to send it to any other person.</p>
<b>9.</b>	<p><b>DECODING OF FERTILIZER SAMPLES AND PREPARATION OF 'ANALYSIS RESULTS REPORTS'</b></p> <p>The Coding Person shall decode the samples and enter the analysis results in Data Record Register. Then he shall fill the analysis results in Analysis Result Report and get it signed from the Agricultural Chemist. The Coding Person shall prepare five copies of every Analysis Result Report and hand over them to the Agricultural Chemist. <b>The Agricultural Chemist shall keep one copy for his own office record, send one copy to DRSF office, one to AS (TF) office and forward two copies to the Controller The Controller shall deliver one copy of the Report to the person from whose possession the sample was taken and one for his own record (Reference: Govt. of the Punjab, Industries, Commerce &amp; Investment Department's Notification No. STO(PBS)3-2/2003-P-II dated 13.05.2014).</b></p>
<b>10.</b>	<p><b>RETENTION TIME (DURATION OF NON-DISPOSAL) OF FERTILIZER SAMPLES</b></p>
	<p><b>A. If a fertilizer sample is declared 'Unfit' in the Primary Laboratory</b></p>
	<p>i. If a fertilizer sample is declared unfit by the Primary Laboratory, the person from whose possession the sample was taken, may challenge the correctness of analysis through filing an appeal to the Additional Secretary (TF) within thirty days of the delivery of the Analysis Result Report to him. As soon as such appeal is received in the office of Additional Secretary (TF), it shall inform the concerned Divisional Laboratory in writing. In pursuance of this information, the Divisional Laboratory shall retain such sample until some decision is taken on it by office of the Additional Secretary (TF). Similarly, the Divisional Laboratory shall retain samples of Court Cases until decision of the Court if such information is supplied to the Divisional Laboratory by office of the Additional Secretary (TF).</p>
	<p>ii. If a fertilizer sample is declared unfit by the Primary Laboratory, and no intimation of appeal or court case is given by office of the Additional Secretary (TF) to the Divisional Laboratory, the Divisional Laboratory may dispose such sample</p>

		90 days after the issuance of its Analysis Result Report.
	<b>B.</b>	<b>If a fertilizer sample is declared 'Fit' in the Primary Laboratory</b>
	i.	If some fertilizer samples are declared 'Fit' by the Primary Laboratory, the office of Additional Secretary (TF) may get analyzed their 10% part from PRFTL Raiwind Lahore by utilizing their 2 <sup>nd</sup> portions within <b>90 days</b> after declaration of analysis results. As soon as such samples of any Primary Laboratory are forwarded to PRFTL Raiwind Lahore that Primary Laboratory shall be intimated in writing by the office of Additional secretary (TF) that the sample for a period from _____ to _____ has been forwarded to PRFTL. The Primary Laboratory shall retain such samples for 120 calendar days after declaration of their analysis results. In case the category of sample's quality (fitness/unfitness) in PRFTL Raiwind Lahore comes otherwise to that of the Primary Laboratory, the PRFTL Raiwind Lahore shall immediately inform office of the Additional Secretary (TF) which in turn inform the concerned Primary Laboratory in writing. If such intimation is passed on to the Primary Laboratory within 120 days of the declaration of samples' results by it the Primary Laboratory shall retain such samples and shall not dispose them until some decision by the Additional Secretary (TF) is made on them.
	ii.	If some samples (10% for reanalysis) are declared 'Fit' by the Primary Laboratory and no objectionable information about their Fitness is given in writing by office of the Additional Secretary (TF) within period of <b>120 days</b> of declaration of the analysis results the Primary Laboratory shall dispose such samples after 120 days after declaration of their results by it.
		<b>When the centrally online receiving of coding center is started the 10% checking of Fit samples shall be stopped. Initial provisions of this SOP shall be modified accordingly.</b>
11.	<b>PROPOSED PENALTIES TO GUILTY PERSONS</b>	
	<p>A probe committee consisting of three members (one specialist analyst from DRSF, one Assistant Agr. chemist level officer from any other directorate of soil sciences and Director level officer having degree of Soil Sciences (Head of the committee) from the agriculture department shall conduct the initial probe and present clear recommendations about starting inquiry proceedings under PEEDA Act-2006.</p> <p>The Inquiry will be marked to any Director (Except Director DRSF) /Director General who will be assisted by an official of the rank of Assistant Agri. Chemist from any other directorate of soil science except DRSF.</p> <p>The inquiry Officer must give clear recommendations and also put some doable suggestions to avert such happening in the future.</p> <p>The penalties will be awarded pin-pointed by the inquiry officer, i.e. the point of fault would be identified and the person responsible for such point</p>	

	of work would be awarded the penalty.		
	If some person is proven guilty of any fault in his/ her working of Anti-adulteration Campaign of fertilizer, he/ she may be awarded the following penalties.		
i.	On First Conviction:		warning
ii.	On Second Conviction:		Minor Penalty
iii.	On Third Conviction:		Major penalty

### General Instructions

1. A method Review and Validation Committee/ Technical Review Committee shall be notified by Agri-chemist PRFTL within three days of issuance of this document. The committee shall define methodology and compile the final draft in the form of manual within thirty days. The same shall be adopted uniformly by all lab. The committee shall have specialist from each divisional laboratory. Committee shall have periodic review meetings to upgrade the manual and the same shall be circulated all labs via DRSF without delay.
2. After Approval from this Committee, Agri-chemist shall request DRSF to circulate manual to all labs.
3. The said committee may take input from private sector in order to improve the prevailing methodologies.
4. Agri-Chemist PRFTL will also arrange standard for different analysis and provide such standards to all lab through DRSF. All Agri-Chemists and their respective analysts will re-verify those standards in their lab and submit their report about standard as whether it is of the same concentration as narrated by PRFTL. The analysts are bound to use these standards and can demand the same from the Agri Chemist PRFTL via DRSF if they have left with the little stock to use in future. For this, the divisional laboratory shall inform in writing to Agri. Chemist PRFTL before 90 days via DRSF.
5. Agri Chemist (Training) DRSF will define module of training for lab staff, Analysts/ AO Filed, Assistant Agricultural Chemist/ ASFO and Chemists/ SFO. Agri-Chemist (Training) will co-ordinate with Agri-Chemist PRFTL and finalize all training programme. Such Training must be conducted at PRFTL Raiwind Lahore. Training certificates should be awarded on completion of Training to only successful participants. Those who can't pass that training, shall be given warning and the same shall be reflected in ACRs. Surprise visit from Additional Secretary Task Force Agriculture Department or his nominee will be conducted. Agri-Chemist Training shall be bound to send schedule of each training to the office of A.S (T.F) for his/ her information.
6. PRFTL shall be semi-autonomous and must follow its organogram in letter and spirit till the enforcement of PAFDA.
7. Agri Chemist/ Incharge Lab shall ensure quality of Chemicals and glassware in all labs till the enforcement of central purchase Contract.
8. Agri Chemist/ Incharge Lab shall look after and ensure proper functioning and working of instruments in his/ her lab. And he/ she shall move a timely request through DRSF for the budget constraints he/ she is facing in ensuring the maintenance or repair of instruments of lab.

9. The analyst shall work in rotation. The period of rotation may vary from one year to one and a half year. The said period (one year or one and a half year) shall be decided by Agri Chemists/ Incharge Lab as per the availability of Human Resource in a specific lab.