RAPID SOIL FERTILITY SURVEY & SOIL TESTING INSTITUTE
Thokar Niaz Baig, Lahore Ph: +92 42 99233581 E-mail: director_sfri@yahoo.com

No. 9673-9744
Dated 17-06-2021

To

All SFOs, ASFOs, AOs, Field Assistants, of Field Wing of Soil Fertility Research Institute, Punjab, Lahore.

Subject: **SFRI-GUIDE-VI: SPECIFICATIONS FOR DOCUMENTATION AND QUALITY FORMS TO BE USED IN SFRI'S FIELD WING (2021)**

By the grace of Almighty Allah, who enabled us to write another excellent and much-needed Guide, "SFRI-GUIDE-VI: SPECIFICATIONS FOR DOCUMENTATION AND QUALITY FORMS TO BE USED IN SFRI'S FIELD WING (2021)," which is the most pressing need of the hour and almost completely covers all aspects of documentation for successful field experiments on Farmers fields in the province of Punjab, This compilation of diverse documentations and forms will aid not only field staff, but also all supervisors ASFOs and SFOs who have been found very ineligible to compile information about the previous four seasons' experimentation despite several warnings and explanations. Consider the lethargy of completing work and research in such a desperate manner that no single field officer of the entire SFRI is capable of providing accurate, verifiable, and traceable information. This paperwork will be immediately followed by all staff in the field and will be evaluated during inspections or visits of field wing workers. This will also eliminate all flaws in the formulation of fertilizer recommendations, and all staff members under the administrative control of the Soil Fertility Research Institute, Punjab Lahore, will strictly adhere to the guidelines and formats for preserving all data used in the formulation of fertilizer recommendations. This book sets the stage for soil fertility field wing, which is an essential criterion at the time.

You are required to follow all instructions according to guidelines in order to obtain consistent results with minimal variationsfor strict enforcement in order to improve the precision with which formulating fertilizer recommendations are made more efficient and authenticated which is our primary goal.

18/06/21
(DR MUHAMMAD AKRAM QAZI)
Chief Scientist/ Director
Soil Fertility Research Institute, Punjab,
Lahore

CC:

1. PS to Additional Secretary (Admin), Agriculture Department, Punjab, Lahore.
2. Chief Scientist/Director General Agriculture (Research), AARI, Faisalabad
3. All Divisional and District Heads/Chemists and Assistant Chemists

SOIL FERTILITY RESEARCH INSTITUTE PUNJAB, LAHORE
AGRICULTURE DEPARTMENT, GOVERNMENT OF THE PUNJAB
Thokar Niaz Baig, Lahore. Email: director_sfri@yahoo.com

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2021

SFRI-GUIDE-VI:

SPECIFICATIONS FOR DOCUMENTATION AND QUALITY FORMS TO BE USED IN SFRI'S FIELD WING

Compiled and edited by Dr. Muhammad Akram Qazi

Director, Soil Fertility Research Institute, Punjab, Lahore

with the assistance of the editor

Dr. Abdul Waheed

Soil Fertility Research Institute, Punjab, Lahore

Recommended Citation

M. A. Qazi and A. Waheed (2021), S*pecifications for documentation and quality forms to be used in SFRI's field wing.* Directorate of Soil Fertility Research Institute, Department of Agriculture, Punjab, Lahore

Important Disclaimer

A reasonable care was taken to make the information in this SFRI-Guide accurate and up-to-date and in accordance with the ISO/IEC 17025:2017 international standard and Standard Operating Procedures (SOP) issued by the Directorate, Soil Fertility Research Institute, Punjab, Lahore from time to time. However, authors would appreciate any comments and suggestions for further improvement of this SFRI-Guide.

Authors accept no liability whatsoever, by reason of negligence or otherwise, arising from any use or release of information in, or referred to in, this guide, or any error, inaccuracy, or omission in the information.

The documentation and quality control forms created in this guide should be verified to ensure that the field wing meets the requirements for field experiments and data collection. All documents and forms must be verified prior to being used for routine office work.

SOIL FERTILITY RESEARCH INSTITUTE PUNJAB, LAHORE
AGRICULTURE DEPARTMENT, GOVERNMENT OF THE PUNJAB
Thokar Niaz Baig, Lahore. Email: director_sfri@yahoo.com

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■ FOREWORD

During a visit to SFRI's field trials, it was noticed that various work approaches and registers were employed to perform field trials and collect yield data. It is worth noting that no effective upkeep of field records for previous experiments was revealed, and field staff was unable to answer to any queries or provide information about previous experiments conducted in the past. A need was identified for the development of a handbook to help laboratories synchronize their work strategies and documentation in accordance with or in comparison to the worldwide standard ISO/IEC 17025:2017 and their Standard Operating Procedures (SOP) with analysis methods.

This SFRI-VI Guide shall be followed in the field wing throughout the province of Punjab, as it will assist in reducing the reporting of inconsistent field results from trials undertaken in different agro ecological zones. Furthermore, it will assist in compiling any information relevant to field trials.

I hope this SFRI-Guide will be beneficial to you, and if you have any suggestions about how to improve it, please share them with me.

Director

Soil Fertility Research Institute (SFRI), Punjab, Lahore

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■ ACKNOWLEDGEMENT

Dr. Asad Rehman Gillani, Secretary Agriculture, Government of the Punjab deserves special recognition for his inspiration and commitment in enabling us to produce a document harmonizing the analysis work conducted in the field wing of this institute, which is the backbone of soil fertility research and development of fertilizer recommendations for a variety of crops grown in a variety of agro ecological zones and cropping systems.

FUTURE WORK STRATEGY OF SFRI

1. To improve the efficiency of service delivery of all divisional and district labs.
2. In all labs, all laboratory tests will be performed in accordance with uniform standard test methods.
3. To improve the handling of fertilizer samples collected as part of an anti-adulteration campaign for accuracy, repeatability, and reliability.
4. By implementing reforms in the field wing, the institute's original mandate of formulating fertilizer recommendations will be made more efficient and authenticated. InSha Allah

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GUIDELINES FOR DOCUMENTATION AND QUALITY FORMS TO BE USED IN THE FIELD WING OF SFRI

Introduction

Documentation is critical in modern management systems, and having techniques and procedures to handle it will almost certainly increase the establishment's quality, as well as its productivity and performance. Proper documentation not only assists you in organizing your notes and data, but it also lends credibility to your work, acknowledges others in your field, and makes it easy to share your study with others. It makes reference to certain, inescapable regulations, such as ISO standards. Document management must be implemented in these instances in order to obtain the desired certification. Generally, an organization's documentation is controlled by four principles: Appropriate, Adequate, Accurate, and Current.

The phrase "document" refers to written or graphic procedures, policies, or instructions. It describes what an organization expects to accomplish and how it intends to accomplish it, as well as guides staff on how to perform certain jobs. In contrast to records, documents exist prior to it happening; they contain guidelines, explanations, and directions on how to operate. Records include information about the activity and, as a result, do not exist until the activity is completed.

- The advantages of keeping organizational records and documentation appropriately should be self-evident.
- To begin, properly kept documentation informs employees of the "official way" to accomplish their assigned responsibilities in order to ensure job quality.
- Furthermore, documentation can be quite beneficial for simplifying complex (and thus error-prone) operations.
- Documentation can be used in conjunction with on-the-job training. It serves as a benchmark for comparing what is necessary against what is actually accomplished. In other words, documentation can be audited to ensure compliance.
- It provides the auditor with excellent objective evidence. Moreover, documentation enables management to assess the quality system's performance..

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Thokar Niaz Baig, Lahore. Email: director_sfri@yahoo.com

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What is document control?

- Document control, in its simplest definition, is a collection of activities that assure that documents are created, evaluated, disseminated, and disposed of in a methodical, verifiable manner.
- Organizations must construct a defined procedure for document control that addresses numerous elements of documents, including identification, storage, protection, retrieval, retention, review, approval, disposition, legibility, and change tracking. These practices can assist management in being structured and nimble, especially as the organization grows. Additionally, document control practices are critical for maintaining the integrity and traceability of documents. Further benefits of effective document control in a Quality Management System include the following:
- Defining, optimizing, and regulating processes
- Avoiding errors
- Facilitating and discovering opportunities for training
- Increasing employee engagement
- Defining the organization's direction
- Communicating a commitment to delivering consistent results
- Revision and Enhancement

This document provides assistance on the development, production, and control of quality forms that are suited to the specific needs of Soil Fertility field staff. Review and improvement with the intention of determining the effectiveness and efficiency of each process and form in achieving its objectives, as well as the development of new best practices and procedures based on data obtained during management activities, would be greatly appreciated. Furthermore, this document is intended to serve as a guideline and may not be comprehensive due to the continuous improvement strategy envisaged. It is a wise proverb.

*An information system may be used, .but not be useful; it may also be useful, but not used. It may even be neither useful nor used. It is ideal if it is both used and useful-Manfred Kochen (1976, p. 150)*and

Quality means doing the right thing, doing it the right way, doing it right the first time and doing it on time-Townsend (p. 167, 1986)

DR. MUHAMMAD AKRAM QAZI

Chief Scientist/Director

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Sr. #	Title of Document	No of Pages	Page(s) No

To

The Senior / Principal Scientist
(Soil Fertility)_____ (place)

Subject: **PURCHASE / REPAIR REQUEST / REQUISITION**

Sir

The following items of the office / field use are required to be purchased / repaired. Kindly arrange the same.

Sr. #	Detail of items	Specification	Unit	Quantity	Required By (Date)

Justification:

Signature of Officer / Official: _____

Name of Requisitioning Officer / Official with Designation: _____

Date:

Recommendation (Signature): _____

Approved by: _____

To

The Senior / Principal Scientist
Soil Fertility_____ (place)

Subject: **ISSUE ORDER**

Sir

The store in charge may kindly be allowed to issue the following Fertilizers/Store items, for field / Office use.

Sr. #	Fertilizers / items	Quantity	E/P/Register
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Signature of Officer / Official: _____

Name of Requisitioning Officer / Official with Designation: _____

Date:

Recommendation (Signature): _____

Approved by: _____

Received: _____
Date:_____

To

The Chief Scientist,
Soil Fertility Punjab, Lahore.

STAFF POSITION FOR THE MONTH OF

Sr. No.	Name of Post	BPS	Sanctioned Posts	Filled	Vacant	Location of Posts/ Vacant Posts	Date of Occurrence (vacant)
1.	Asstt. Soil Fertility Officer	18	01	01	-	**Rawalpindi HQ**	Filled
2.	Agri. Officer (Field)	17				1. Rawalpindi,	Filled
						2. Jhelum	31.03.2016
						3. Attock	
						4. Gujrat	
3.	Senior Clerk	14				1. Rawalpindi HQ	
4.	Junior Clerk	11				1. Rawalpindi HQ	
5.	Field Assistant	11				1. Rawalpindi. HQ	
						2. Taxila	
						3.	
						4.	
						5.	
						6.	
						7.	
						8.	
						9.	
						10.	
						11.	
						12.	
						13.	
						14.	
						15.	
						16.	
						17.	
						18.	
						19.	
						20.	
6.	Field Surveyor	09				Rawalpindi HQ	
7.	Driver	04				Rawalpindi HQ	
8.	Beldar	01				Rawalpindi HQ	
9.	NaibQasid	01				Rawalpindi HQ	
TOTAL							

District wise Breakup (Field Assistants)

District	Posts of Field Assistants
Rawalpindi	
Attock	
Total	**20**

Signature & Stamp of Senior / Principal Scientist

OFFICE OF THE SENIOR / PRINCIPAL SCIENTIST (SOIL FERTILITY)

Address of the Office: _____
Ph # _____, Email: _____

Document ID:	TEC / QF-01a						
Document Title	Laboratory Note Book for Pre sowing / Post harvest Soil / Plant Analysis						
Issue No	01	Issue Date	01.07.2021	Revision No.	00	Revision Date	Nil
Issued to							
Dated							
Issuing Authority (Sign,& Stamp)							

CERTIFICATE

It is certified that this Note book is an approved Quality form and contains _____ pages.
Each page is numbered.

Signature & Stamp of Issuing Authority: _____

Date	Detail Sample site/ Crop/ Plan No etc.	Sample No	Repl. No	Depth	Parameter Analyzed						Sign.

OFFICE OF THE SENIOR / PRINCIPAL SCIENTIST (SOIL FERTILITY)

Address of the Office: _____
Ph # _____, Email: _____

Document ID:	TEC / QF-02a						
Document Title	Field Note Book for recording field activities and observations						
Issue No	01	Issue Date	01.07.2021	Revision No.	00	Revision Date	Nil
Issued to							
Dated							
Issuing Authority (Sign,& Stamp)							

CERTIFICATE

It is certified that this Note book is an approved Quality form and contains _____ pages. Each page is numbered.

Signature & Stamp of Issuing Authority: _____

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF- 02c	Field Note Book for recording field activities and observations	Issue Date	01.07.2021	Revision No.	00

Date	Time		Place/ Crop/ Plan No etc	Activity performed	Observations made	Sign.	Counter signed (PS /SS (SF)
	From	To					

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF- 03	Allocation of Field Trials	Issue Date	01.07.2021	Revision No.	00

No.: _____
Dated:_____

To

1. All Officers/Officials

Subject: **ALLOCATION OF FIELD TRIALS_____(Season /Year)**

Following is the allocation for experiments to be conducted in ----------Division during ----------. All Scientific Officers (Field) /Field Assistants / Field Surveyors are directed to submit their requisition with exact calculation of fertilizer requirements as per program of work (attached) within a week positively. Furthermore site selection should be as per recommendation of the department which has been conveyed in written and verbally to all of you in many times following SFRI Guide IV (How to conduct Soil Fertility Trials on Farmer's Field).There will be zero tolerance policy regarding site selection layout, fertilizer application, sowing, weed and pest management, data collection. All activities must be recorded in field note book / crop register regularly. PEEDA ACT 2006 will be applied in case of any negligence/ irresponsibility/lack of interest in performing GOVT. duties as assigned.

Sr. No.	Name of Officer / Official	Crop / Plan No.	Crop / Plan No.	Crop / Plan No.	Crop / Plan No.	Crop / Plan No.	Crop / Plan No.	Crop / Plan No.	Total
1.									
2.									
3.									
4.									
5.									
6.									
7.									
Total									

(Signature & Stamp of PS / SS (SF))

C.C. to

1. Principal Scientist (Soil Fertility),---------- for information

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF-04	Season / Quarter wise sowing list	Issue Date	01.07.2021	Revision No.	00

Sowing List of _____ (Season / Quarter No.)

S No	Agri Officer / F A / FS/	Farmer Name	District	Village	Mobile No.	CNIC. NO.	Crop / Plan No.	Variety	Dt. Of Fert. Application	Dt. Of Sowing	Prev. Crop	Remarks
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												

Signature & Stamp of SS PS (SF)

Name of office of the: _____

Monthly Progress Report for the Month of _____

1. Physical Progress and Allocation of Experiments

a. Crop-wise allocation Rabi / Kharif _____(year)

Sr. No.	Season (Rabi / Kharif)	Crop	Experiments		
			Allocated	Conducted	Short fall/dev. (if any)
Total					-

b. Plan-wise allocation Rabi / Kharif _____(year)

Sr. No.	Season (Rabi / Kharif)	Plan No.	Crop	Experiments				
				Allocated	Conducted		S/Fall	Remarks
					already	this month		
Total								

C. Current crop position Rabi / Kharif _____(year)

Sr. #	Season (Rabi / Kharif)	Plan #	Crop	Site	Crop condition

2. Weather:

_____

_____

3. Bottlenecks:

_____

_____

Name of Officer / Official Reporting: _____

Signature & Stamp: _____

Date: _____

MONTHLY PROGRESS REPORT FOR_____(Month /Year)

1. PHYSICAL PROGRESS AND ALLOCATION OF EXPERIMENTS

a. Crop-wise allocation Kharif_____ (Year) and Rabi_____(Year)

Sr. No.	Season (Rabi / Kharif)	Crop	Experiments			
			Allocated	Conducted	Shortfall if any	Short fall/dev. (if any)
1.	Kharif ____					
2.	do					
3.	do					
4.	do					
5.	do					
6.	do					
7.	do					
Subtotal (Kharif _____)						
8.	Rabi _____					
9.	do					
10.	do					
11.	do					
12.	do					
13.	do					
14.	do				-	
15.	do					
16.	do					
17.	do					
Subtotal (Rabi_____)						
Grand Total (Kharif___ + Rabi __)						

b. Plan-wise allocation Kharif_____ and Rabi_____

	Season (Rabi / Kharif)	Crop / Plan No.	Experiments				
			Allocated	Conducted		S/Fall	Remarks
				already	this month		
1.	Kharif _____						
2.							
3.							
4.							
5.							
6.							
Subtotal (Kharif _____)							
7.	Rabi _____						
8.							
9.							
10.							
Subtotal (Rabi_____)							
Grand Total (Kharif _____+ Rabi _____)							

c.

c. CURRENT CROP POSITION KHARIF-_____& RABI _____

Sr. #	Season (Rabi / Kharif)	Crop / Plan #	Crop condition
1.	Kharif ____		
2.			
3.			

2. WEATHER:

3. BOTTLENECKS:

.

Signature and Stamp of Office

EXPERIMENTAL DATA

Sowing list No._____ **Kharif / Rabi** _____ **Year**_____ **Plan No.** _____

District _____ **Tehsil**_____ **Crop** _____ **Single / Replicated:** _____

Name of Farmer _____ **Village** _____ **Variety** _____ **Type of Irrigation** _____

Seed Rate/acre _____ **Date of sowing** _____ **Date of Harvesting** _____ **No. of Irrigations** _____

Previous Crop 1. (_____**) 2. (**_____**) 3. (**_____**)** _____ **No. of Rainfalls** _____

Harvesting Area in Meter/Feet/Marla _____ _____ **Weight in kilogram**

Sr. No.	TREATMENTS	S / R - 1				S / R - 2				S / R - 3				G. Total Grain	Avg. Yield
	Nutrients (kg/ha)	Bundle (kg)	Straw (kg)	Grain (kg)	Yield (kg/ha)	Bundle (kg)	Straw (kg)	Grain (kg)	Yield (kg/ha)	Bundle (kg)	Straw (kg)	Grain (kg)	Yield (kg/ha)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															

INITIAL CONCLUSION BASED ON DATA

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF-07a	Data sheet for recording Experimental Data of Crops	Issue Date	01.07.2021	Revision No.	00

REPORT AND HISTORY OF FERTILITY TRIAL

Area of Total Plot Size _____ **Area of Treatment Size**_____ **Type of Soil** _____

Sources of Fertilizer_____ **Date of Threshing** _____

Date of Fertilizer _____ **Date of Irrigations** _____

Date of Rainfalls _____ **If Pest and diseases (Give name of diseases)** _____

SOIL ANALYSIS (Pre-Sowing)											
SOIL PARAMETERS	**EC (dS m^{-1})**	**pH**	**OM%**	**P (ppm)**	**K (ppm)**	**Zn (ppm)**	**Cu (ppm)**	**Fe (ppm)**	**Mn (ppm)**	**B (ppm)**	**Texture**
Depth (0 – 15) cm											
Depth (15-30) cm											

Date of Visits with Observations			
Date of Visits	**Observations**	**Crop Health**	**Signature**

Name of Field Assistant _____ **Signature** _____ **Date** _____

Name of Agri. Officer _____ **Signature** _____ **Date** _____

Name of Assistant Soil Fertility officer _____ **Signature** _____ **Date** _____

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF-07b	Data Sheet for recording Experimental Data of Vegetables (4 Picks)	Issue Date	01.07.2021	Revision No.	00

PROFORMA FOR EXPERIMENTAL DATA

Sowing list No._____ **Kharif / Rabi _____** **Year_____** **Plan No. _____**

District _____ **Tehsil_____** **Crop _____** **Single / Replicated: _____**

Name of Farmer _____ **Village _____** **Variety _____** **Type of Irrigation _____**

Seed Rate/acre _____ **Date of sowing _____** **Date of Harvesting _____** **No. of Irrigations _____**

Previous Crop 1. (_____) 2. (_____) 3. (_____) **_____** **No. of Rainfalls _____**

Harvesting Area in Meter/Feet/Marla _____ **No. of Picking _____** **Weight in kilogram**

Sr. No.	TREATMENTS	S / R -1						S / R -2						S / R -3						G. Total Pick.	Avg. Yield
	Nutrients (kg/ha)	Pick.1	Pick.2	Pick.3	Pick.4	Total	Yield	Pick.1	Pick.2	Pick.3	Pick.4	Total	Yield	Pick.1	Pick.2	Pick.3	Pick.4	Total	Yield		
		(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					

INITIAL CONCLUSION BASED ON DATA

SOIL FERTILITY SURVEY & SOIL TESTING INSTITUE

Area of Total Plot Size _____ **Area of Treatment Size**_____ **Type of Soil** _____

Sources of Fertilizer_____ **Date of Threshing** _____

Date of Fertilizer _____ **Date of Irrigations** _____

Date of Rainfalls _____ **If Pest and diseases (Give name of diseases)** _____

SOIL ANALYSIS (Pre-Sowing)

SOIL PARAMETERS	EC (dS m^{-1})	pH	OM%	P (ppm)	K (ppm)	Zn (ppm)	Cu (ppm)	Fe (ppm)	Mn (ppm)	B (ppm)	Texture
Depth (0 - 15) cm											
Depth (15-30) cm											

Date of Visits with Observations

Date of Visits	Observations	Crop Health	Signature

Name of Field Assistant _____ **Signature** _____ **Date** _____

Name of Agri. Officer _____ **Signature** _____ **Date** _____

Name of Assistant Soil Fertility officer _____ **Signature** _____ **Date** _____

EXPERIMENTAL DATA

Note: - Must be filling in the blank cells

Sowing list No. _____	**Kharif / Rabi** _____	**Year** _____	**Plan No.** _____
District _____	**Tehsil** _____	**Crop** _____	**Single / Replicated:** _____
Name of Farmer _____	**Village** _____	**Variety** _____	**Type of Irrigation** _____
Seed Rate/acre _____	**Date of sowing** _____	**Date of Harvesting** _____	**No. of Irrigations** _____
Previous Crop 1. (_____ **) 2. (** _____ **) 3. (** _____ **)**		_____	**No. of Rainfalls** _____
	Harvesting Area in Meter/Feet/Marla _____	**No. of Picking** _____	**Weight in kilogram**

Sr. No.	TREATMENTS	S/R -1		S/R -2		S/R -3		S/R -4		G.Total Picking	Avg. Yield
	Nutrients (kg/ha)	Total Picking (kg)	Yield (kg/ha)	Total Picking (kg)	Yield (kg/ha)	Total Picking (kg)	Yield (kg/ha)	Total Picking (kg)	Yield (kg/ha)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

INITIAL CONCLUSION BASED ON DATA

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)

REPORT AND HISTORY OF FERTILITY TRIAL

Area of Total Plot Size _____ **Area of Treatment Size**_____ **Type of Soil** _____

Sources of Fertilizer_____ **Date of Threshing** _____

Date of Fertilizer _____ **Date of Irrigations** _____

Date of Rainfalls _____ **If Pest and diseases (Give name of diseases)** _____

SOIL ANALYSIS (Pre-Sowing)

SOIL PARAMETERS	EC (dS m^{-1})	pH	OM%	P (ppm)	K (ppm)	Zn (ppm)	Cu (ppm)	Fe (ppm)	Mn (ppm)	B (ppm)	Texture
Depth (0 - 15) cm											
Depth (15-30) cm											

Date of Visits with Observations

Date of Visits	Observations	Crop Health	Signature

Name of Field Assistant _____ **Signature** _____ **Date** _____

Name of Agri. Officer _____ **Signature** _____ **Date** _____

Name of Assistant Soil Fertility officer _____ **Signature** _____ **Date** _____

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)

TEC / QF-7d	Data Sheet for recording Experimental Data of Vegetables (10 Picks)	Issue Date	01.07.2021	Revision No.	00

EXPERIMENTAL DATA

Sowing list No._____	**Kharif / Rabi _____**	**Year_____**	**Plan No. _____**
District _____	**Tehsil_____**	**Crop _____**	**Single / Replicated: _____**
Name of Farmer _____	**Village _____**	**Variety _____**	**Type of Irrigation _____**
Seed Rate/acre _____	**Date of sowing _____**	**Date of Harvesting _____**	**No. of Irrigations _____**
Previous Crop 1. (_____) 2. (_____) 3. (_____)		**_____**	**No. of Rainfalls _____**
Harvesting Area in Meter/Feet/Marla _____		**No. of Picking _____**	**Weight in kilogram**

Sr. No.	TREATMENTS	Replication No. 01											
	Nutrients (kg/ha)	Pick. 1 (kg)	Pick. 2 (kg)	Pick. 3 (kg)	Pick. 4 (kg)	Pick. 5 (kg)	Pick. 6 (kg)	Pick. 7 (kg)	Pick. 8 (kg)	Pick. 9 (kg)	Pick. 10 (kg)	Total (kg)	Yield (kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

	Nutrients (kg/ha)	Pick. 1 (kg)	Pick. 2 (kg)	Pick. 3 (kg)	Pick. 4 (kg)	Pick. 5 (kg)	Pick. 6 (kg)	Pick. 7 (kg)	Pick. 8 (kg)	Pick. 9 (kg)	Pick. 10 (kg)	Total (kg)	Yield (kg/ha)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

Sr. No.	TREATMENTS	Replication No. 03 .											
	Nutrients (kg/ha)	Pick. 1	Pick. 2	Pick. 3	Pick. 4	Pick. 5	Pick. 6	Pick. 7	Pick. 8	Pick. 9	Pick. 10	Total	Yield
		(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

INITIAL CONCLUSION BASED ON DATA

REPORT AND HISTORY OF FERTILITY TRIAL

Area of Total Plot Size _____ **Area of Treatment Size**_____ **Type of Soil** _____

Sources of Fertilizer_____ **Date of Threshing** _____

Date of Fertilizer _____ **Date of Irrigations** _____

Date of Rainfalls _____ **If Pest and diseases (Give name of diseases)** _____

SOIL ANALYSIS (Pre-Sowing)											
SOIL PARAMETERS	**EC (dS m^{-1})**	**pH**	**OM%**	**P (ppm)**	**K (ppm)**	**Zn (ppm)**	**Cu (ppm)**	**Fe (ppm)**	**Mn (ppm)**	**B (ppm)**	**Texture**
Depth (0 - 15) cm											
Depth (15-30) cm											

Date of Visits with Observations			
Date of Visits	**Observations**	**Crop Health**	**Signature**

Name of Field Assistant _____ **Signature** _____ **Date** _____

Name of Agri. Officer _____ **Signature** _____ **Date** _____

Name of Assistant Soil Fertility officer _____ **Signature** _____ **Date** _____

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF-07e	Data Sheet for recording Experimental Data of Vegetables (16 Picks)	Issue Date	01.07.2021	Revision No.	00

EXPERIMENTAL DATA

Sowing list No._____	**Kharif / Rabi _____**	**Year_____**	**Plan No. _____**
District _____	**Tehsil_____**	**Crop _____**	**Single / Replicated: _____**
Name of Farmer _____	**Village _____**	**Variety _____**	**Type of Irrigation _____**
Seed Rate/acre _____	**Date of sowing _____**	**Date of Harvesting _____**	**No. of Irrigations _____**
Previous Crop 1. (_____) 2. (_____) 3. (_____)		**_____**	**No. of Rainfalls _____**
Harvesting Area in Meter/Feet/Marla _____		**No. of Picking _____**	**Weight in kilogram**

Sr. No.	TREATMENTS	Replication No. 01																	
	Nutrients (kg/ha)	Pick. 1	Pick. 2	Pick. 3	Pick. 4	Pick. 5	Pick. 6	Pick. 7	Pick. 8	Pick. 9	Pick. 10	Pick. 11	Pick. 12	Pick. 13	Pick. 14	Pick. 15	Pick. 16	Total	Yield
		(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			

Sr. No.	TREATMENTS	Replication No. 02																	
	Nutrients (kg/ha)	Pick. 1	Pick. 2	Pick. 3	Pick. 4	Pick. 5	Pick. 6	Pick. 7	Pick. 8	Pick. 9	Pick. 10	Pick. 11	Pick. 12	Pick. 13	Pick. 14	Pick. 15	Pick. 16	Total	Yield
		(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			

Sr. No.	TREATMENTS	Replication No. 03																	
	Nutrients (kg/ha)	Pick. 1	Pick. 2	Pick. 3	Pick. 4	Pick. 5	Pick. 6	Pick. 7	Pick. 8	Pick. 9	Pick. 10	Pick. 11	Pick. 12	Pick. 13	Pick. 14	Pick. 15	Pick. 16	Total	Yield
		(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg)	(kg/ha)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
INITIAL CONCLUSION BASED ON DATA																			

REPORT AND HISTORY OF FERTILITY TRIAL

Area of Total Plot Size _____ **Area of Treatment Size**_____ **Type of Soil** _____

Sources of Fertilizer_____ **Date of Threshing** _____

Date of Fertilizer _____ **Date of Irrigations** _____

Date of Rainfalls _____ **If Pest and diseases (Give name of diseases)** _____

SOIL ANALYSIS (Pre-Sowing)											
SOIL PARAMETERS	**EC (dS m^{-1})**	**pH**	**OM%**	**P (ppm)**	**K (ppm)**	**Zn (ppm)**	**Cu (ppm)**	**Fe (ppm)**	**Mn (ppm)**	**B (ppm)**	**Texture**
Depth (0 - 15) cm											
Depth (15-30) cm											

Date of Visits with Observations			
Date of Visits	**Observations**	**Crop Health**	**Signature**

Name of Field Assistant _____ **Signature** _____ **Date** _____

Name of Agri. Officer _____ **Signature** _____ **Date** _____

Name of Assistant Soil Fertility officer _____ **Signature** _____ **Date** _____

Office of The Senior / Principal Scientist (Soil Fertility)_____ (place)					
TEC / QF-08	Analysis Request for Pre Sowing / Post Harvest Soil / Plant Samples	Issue Date	01.07.2021	Revision No.	00

No.: _____
Dated:_____

To

The Principal / Senior Scientist
Soil & Water Testing Laboratory _____ (city Name)

Subject: ANALYSIS REQUEST FOR PRE SOWING / POST HARVEST SOIL / PLANT SAMPLES (RABI / KHARIF _____ (year))

Memorandum:

Kindly find herewith the above cited samples for analysis as mentioned below.

Sr. No.	Farmer Name	Village	Mobile No.	GPS Coordinates	Crop /Plan	No of Treatments	Replications	Depth	No of Samples	Analysis required

Signature _____
Name of Officer / Official
Submitting: _____
Date: _____

Signature & Stamp of SS/ PS(SF)