



OFFICE OF THE  
DIRECTOR GENERAL  
PUNJAB FOOD AUTHORITY  
83-C, NEW MUSLIM TOWN, LAHORE


Dated: 08-12-2023




**CIRCULAR**


No.DG(PFA)/ADG(TECH.)/2023/ 5657, Following SOP's for the Sampling/Analysis Campaigns are hereby notified for compliance in letter and spirit.

Stages	Steps	Responsibility (Subject to date of approval by the competent Authority and date of receiving of Principal file)	Timeline	Remarks
Stage A (Preparatory Stage)	A1 • Compilation of list of brands/products of concerned food items.	1) <b><u>Technical Wing</u></b> <b><u>Registration Section</u></b>	01 Week	Nil
	A2 • Advertisement in Newspaper shall be geared up by the Registration Section and published by the Public Relation Wing of the Punjab Food Authority.	1) <b><u>Technical Wing</u></b> <b><u>Registration Section</u></b> 2) <b><u>Public Relation Wing</u></b>	05 Working days	Steps A2 to A3 shall run concurrently
	A3 • Quotations from outsourced laboratories and Food Laboratory of the Punjab Food Authority against available Laboratory parameters as mentioned in standards	1) <b><u>Technical Wing</u></b> <b><u>Registration Section</u></b>	05 Working days	
	A4 • Issuance of Meeting Notice to Food Business Operators.	1) <b><u>Technical Wing</u></b> <b><u>Registration Section</u></b>	02 Working days	Nil
	A5 • Meeting within ten (10) working days after dispatch of Meeting Notice.	1) <b><u>Technical Wing</u></b> <b><u>Registration Section</u></b>	10 Working days	Nil

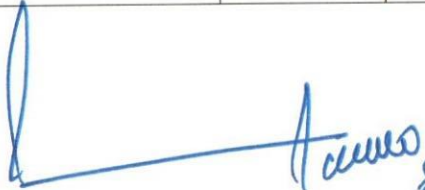
	A6 • Circulation of Minutes of Meeting within three (03) days.	1) <u>Technical Wing</u> <u>Registration Section</u>	03 Working days	Steps A6 to A9 shall run concurrently
	A7 • Selection of laboratory for analysis will be finalized by the O/o the ADG (Technical). • The comparative list of laboratories will be forwarded by the Registration Section.	1) <u>Technical Wing</u> <u>Registration Section</u> <u>O/o ADG Technical</u>	02 Working days	
	A8 • Issuance of letter for Sample Collection to the Operations Wing, before three (03) days of sampling.	1) <u>Technical Wing</u> <u>O/o ADG Technical</u>	03 Working days	
	A9 • Submission of Sampling Analysis fee as per protocol of the Laboratory, preferably in advance, to the Laboratory by Food Business Operators against invoices generated by the Laboratory concerned.	1) <u>Food Business Operators</u> 2) <u>Technical Wing</u> <u>(Laboratory Section)</u> 3) <u>PFA Laboratory/</u> <u>Outsourced Laboratory</u>	03 Working days	
 <b>Stage B</b> (Execution Stage)	B1 • Sampling by Operation Wing on announced dates in the presence of the representatives of the Food Business Operators.	1) <u>Food Business Operators</u> 2) <u>Operation Wing</u>	02 Working days	Steps B1 to B3 shall run concurrently
	B2 • Submission of Analysis Samples by the Operation Wing to the Laboratory (as decided by the PFA/agreed upon by the FBOs) through Registration Section, preferably on the same day of collection of samples (depending upon nature of commodity).	1) <u>Food Business Operators</u> 2) <u>Operation Wing</u> 3) <u>Technical Wing</u> <u>Registration Section</u> 4) <u>PFA Laboratory/</u> <u>Outsourced Laboratory</u>	02 Working days	
	B3 • Submission of Reference Samples by the Operation Wing to the District Food Laboratory, Lahore, Punjab Food Authority, during working hours, through Registration Section, preferably	1) <u>Food Business Operators</u> 2) <u>Operations Wing</u> 3) <u>Technical Wing</u> <u>Registration Section</u> <u>Laboratory Section</u>	02 working days	



	on same day of collection of samples (depending upon nature of the commodity)	<b>4) <u>PFA Laboratory/ Outsourced Laboratory</u></b>		
 <b>Stage C</b> (Conclusion Stage)	C1 <ul style="list-style-type: none"> <li>• Provision of analysis reports (in consolidated form) along with a covering letter by the laboratory concerned to the Technical Wing (Registration Section), within fifteen (15) working days after submission of analysis samples.</li> </ul>	<b>1) <u>The Laboratory concerned</u></b>	15 working days	Nil
	C2 <ul style="list-style-type: none"> <li>• Monitoring/ Verification of reports by Registration Section, within three (03) working days.</li> </ul>	<b>1) <u>Technical Wing (Registration Section)</u></b>	03 working days	Nil
	C3 <ul style="list-style-type: none"> <li>• Amendment(s) in reports(s) for typographical and technical errors if ANY AND IF APPLICABLE, within seven (07) working days, especially in case of outsourced Laboratories.</li> </ul>	<b>1) <u>The Laboratory concerned</u></b>	07 working days	Nil
	C4 <ul style="list-style-type: none"> <li>• Preparation of summary of Sampling/Analysis Campaign, within three (03) working days.</li> </ul>	<b>1) <u>Technical Wing (Registration Section)</u></b>	03 working days	Nil
	C5 <ul style="list-style-type: none"> <li>• Review of summary of sampling/Analysis Campaign.</li> </ul>	<b>1) <u>Technical Wing (Registration Section)</u></b>	02 working days	Nil
	C6 <ul style="list-style-type: none"> <li>• Submission of summary to the Director General, Punjab Food Authority.</li> </ul>	<b>1) <u>Technical Wing (Registration Section)</u></b>	02 working days	Nil
	C7 <ul style="list-style-type: none"> <li>• Sharing of reports with FBO after confirmation that the analysis fee is paid.</li> </ul>	<b>1) <u>Technical Wing (Registration Section)</u></b>	03 working days	Nil
	C8 <ul style="list-style-type: none"> <li>• Action as per decision of the Competent Authority, under intimation along with the report of rectification measures to the Technical Wing.</li> </ul>	<b>1) <u>Operations Wing</u> 2) <u>Legal Wing</u></b>	07 working days	Nil

	<p>C9</p> <ul style="list-style-type: none"> <li>• Intimation to Public by the Public Relation Wing via advertisement (Subject to the direction by the Competent Authority).</li> </ul>	<ol style="list-style-type: none"> <li>1) <u>Technical Wing</u></li> <li>2) <u>Public Relations Wing</u></li> </ol>	05 working days	Nil
	<p>C10</p> <ul style="list-style-type: none"> <li>• In case FBO does not agree with the results, application may be submitted to Competent Authority for testing of reference sample within fifteen (15) days after results are shared by Punjab Food Authority.</li> <li>• No representation/request shall be entertained and the analysis reports shall not be issued to the FBO in case of non-payment of analysis fee.</li> <li>• No representation/request shall be entertained when the analysis fee is paid after the enforcement action is taken by the Food Safety Teams.</li> </ul>	<ol style="list-style-type: none"> <li>1) <u>Food Business Operators</u></li> </ol>	15 working days	Nil
	<p>C11</p> <ul style="list-style-type: none"> <li>• The decision of selection of laboratory for the analysis of the reference sample will be taken by the O/o the ADG (Technical) within three (03) working days.</li> <li>• The sample testing fee for the analysis of the reference sample shall be paid by the FBO.</li> <li>• The Punjab Food Authority reserves the right to re-verify the analysis results of reference sample.</li> </ul>	<ol style="list-style-type: none"> <li>1) <u>Technical Wing</u> <u>O/o ADG Technical</u></li> </ol>	03 working days	Nil
	<p>C12</p> <ul style="list-style-type: none"> <li>• The Food Business Operator (FBO) has to submit an application to the Registration Section, regarding the resampling of the failed sample along with enforcement action taken by the Food Safety Teams.</li> <li>• When the resampling for the purpose of rectification shall be carried out, the samples shall be submitted to the laboratory through Registration Section.</li> </ul>	<ol style="list-style-type: none"> <li>1) <u>Operations Wing</u></li> <li>2) <u>The Laboratory concerned</u></li> <li>3) <u>Registration Section</u></li> </ol>	15 working days	Nil

	<ul style="list-style-type: none"><li>• Resampling shall only be carried out after ensuring payment of analysis fee of the already analyzed sample.</li><li>• The analysis report(s) of rectification sample shall only be shared after the confirmation of the payment of analysis fee.</li></ul>			
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8/xii/23  
**ADDL. DIRECTOR GENERAL (TECHNICAL)**  
**PUNJAB FOOD AUTHORITY**

**CC:**

1. Additional Director General (Operations), Punjab Food Authority ( all )
2. Deputy Director (Technical), Punjab Food Authority.
3. Deputy Director Operation (All), Punjab Food Authority.
4. Office Copy.