

ORGANISATION

Semi-Conductor Laboratory was registered as a Society on November 08, 2005, under the Societies Registration Act, 1860, as amended by the Punjab Amendment Act, 1957. The main emphasis of the society is on Research & Development in the field of Microelectronics, Design & Development of devices in cutting edge technology and manufacture Very Large Scale Integrated Circuits (VLSIs) and Micro Electro Mechanical Systems (MEMS) based systems & sub-systems. The Society funded by the Department of Space, Government of India, became operational from 1.9.2006 after taking over all the assets and liabilities of the erstwhile public sector undertaking, Semiconductor Complex Ltd.

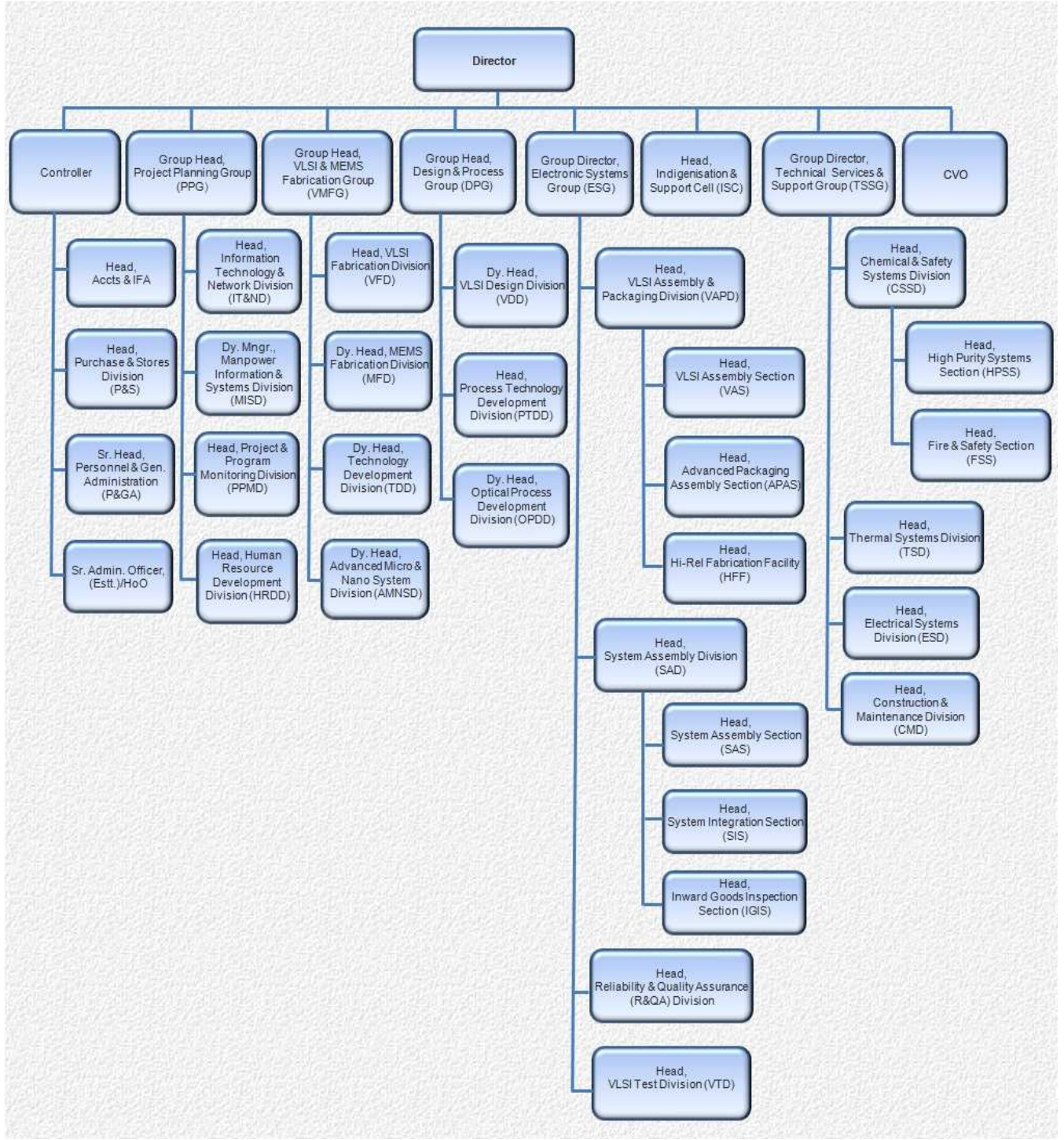
FUNCTIONS/ ACTIVITIES

The main technical activities pursued by SCL in accordance with its vision statement pertain to the following areas:

- VLSI & MEMS Fabrication, Assembly and Testing
- VLSI Design & Development of Process Technology
- Systems Engineering & Assembly
- Technical Support Services
- Reliability and Quality assurance

The Laboratory is located at S.A.S. Nagar (Punjab), Near Chandigarh. The SCL society is governed by Semi-Conductor Laboratory (SCL) Society and Management Council.

**Semi-Conductor Laboratory
SAS Nagar
(Organization Chart)**



Powers and duties of the officers and employees

In order to smoothly execute the functions/activities of each unit, Department of Space (DOS) has delegated its power to constituent units. Accordingly, Director, SCL has been given Administrative and Functional powers of 'Head of the Department' for efficient functioning of SCL society. Director has further delegated his financial and administrative powers down in line of control up to levels which are required for the operation of functional entities.

Procedure followed in the decision making process, including channels of supervision and accountability

Three types of decisions are taken in the organization viz., Technical, Administrative and Financial.

In order to promote R&D in the field of Microelectronics and to manufacture VLSI/MEMS based devices and systems, SCL Society and SCL Management Council are responsible for formulating and guiding the implementation of technical activities. The project level decisions are taken as per the decision making tree of the organization under each project. SCL has also developed project management structure to review its major projects which includes Project Review Boards, Scientific Council etc.

The Administrative decisions pertaining to personnel are taken through the hierarchical chain based on the extent of delegation provided to the officers.

Financial decisions are also taken by the officers within the powers delegated to them.

NORMS SET BY SCL FOR THE DISCHARGE OF ITS FUNCTIONS

The rules and regulation formulated by the Govt. Of India in the form of Fundamental Rules, Supplementary Rules, General Financial Rules, etc, as notified by Department of Space are adopted with modification where ever required.

SCL has also adopted the Purchase Procedure formulated by DOS relating to Procurement Management as briefly indicated below.

Procurement Management

SCL procures various Electronic/Mechanical/Electrical equipment, components, raw material and fabrication works, etc. required for R&D and manufacturing activities of the Laboratory. SCL follows DOS procedures in procurement activities. Generally, procurements are made through tendering as follows:

- (a) Public Tender
- (b) Limited Tender
- (c) Single Tender (Proprietary/Emergency/Standardization of machinery/ spares parts)

Public tenders are advertised in the leading Newspapers and also hosted in SCL/ISRO websites. Public Tenders are opened in the presence of suppliers/vendors. Limited Tenders are issued to the vendors available in the data bank of Purchase Division of SCL. The bids received are technically evaluated by the duly constituted Technical Evaluation Committees/respective user divisions and recommendations are on technically acceptable and commercially lowest offer basis. These recommendations are further reviewed by following Purchase Committees constituted for the purpose depending upon the value.

- (a) Single Window Clearance Committee.
- (b) Contract Finalization Committees.

SCL also obtains the purchase approval of DOS, depending on the value of the purchase order as per DOS procedures.

For award and execution of civil works (including electrical/mechanical etc.), Facilities Contracts Manual/CPWD Manual/DOS guidelines are followed.

Financial Management

Subject to the provisions available in the approved budget/ project, Director, SCL is empowered to sanction the expenditure on project/purchases up to the delegated powers by DOS. Accounts Division has in-built system for control of expenditure as per the approved budget.

The rules, regulations, instructions, manuals and records, of SCL used by its employees for discharging its functions

The rules and regulations formulated by the Government of India in the form of Fundamental Rules, Supplementary Rules, General Financial Rules, etc., and as notified by DOS are followed with suitable modifications, wherever required. The following are the rules, manuals, etc., held by SCL and used by its employees for discharging its functions:

- (i) Fundamental Rules
- (ii) Supplementary Rules
- (iii) General Financial Rules
- (iv) DOS Employees (CCA) Rules 1976
- (v) CHSS Rules
- (vi) CSMA Rules (where CHSS facilities are not available)
- (vii) Facilities Contract Manual/CPWD Manual/DOS guidelines.
- (viii) CCS (Pension) Rules 1972
- (ix) CCS Conduct Rules 1964
- (x) Purchase Procedure, DOS

Statement of the categories of documents held by the SCL or under its control

The relevant documents relating to procurement management, personnel management are held by SCL. The following documents are held by the Society:

- (i) Fundamental Rules
- (ii) Supplementary Rules
- (iii) General Financial Rules
- (iv) DOS Employees (CCA) Rules 1976
- (v) CHSS Rules
- (vi) CSMA Rules (where CHSS facilities are not available)
- (vii) Facilities Contract Manual/CPWD Manual/DOS guidelines.
- (viii) CCS (Pension) Rules 1972
- (ix) CCS Conduct Rules 1964
- (x) Purchase Procedure, DOS
- (xi) Annual Report

Particulars of arrangements for consultation with or representation by the public in relation to the formulation of policies and implementation thereof by SCL

An important component of involvement of public in formulation of policies and implementation thereof is by way of co-ordination with national laboratories. Also, the report on activities of SCL is available to public on the Society website which provides an opportunity for the public to convey their suggestion/point of view.

Statement of boards, councils, committees and other bodies, and as to whether meetings of such boards, etc., are open to public, or the minutes of such meetings are accessible to public

A) Composition of Semi-Conductor Laboratory(SCL) Society

1	Secretary to the Govt. of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore – 560 231	President
2	Secretary to the Govt. of India Department of Atomic Energy, 145A, South Block, Central Sectt., New Delhi – 110011.	Member
3	Secretary to the Govt. of India, Department of Information Technology Electronics Niketan, 6, CGO Complex, New Delhi.	Member
4	Secretary to the Govt. of India, Department of Defence Research & Development, Room No.531, DRDO Bhawan, Rajaji Marg, New Delhi – 110105.	Member
5	Additional Secretary & Internal Financial Adviser, Department of Space, Government of India, Antariksh Bhavan, New BEL Road, Bangalore – 560 231	Member
6	Director, Semi-Conductor Laboratory (SCL), SAS Nagar, Mohali, Punjab.	Member
7	Dr. B.N. Suresh, Vikram Sarabhai Distinguished Professor, ISRO HQ., Department of Space, Government of India, Antariksh Bhavan, New BEL Road, Bangalore – 560 094.	Member
8	Prof. J. Vasi, Dept. of Electrical Engineering, Indian Institute of Technology (IIT) Bombay, Powai, Mumbai	Member

B) Composition of the Management Council Semi-Conductor Laboratory

1	Secretary to the Govt. of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore – 560 231.	Chairman
2	Director, Semi-Conductor Laboratory (SCL), SAS Nagar, Mohali, Punjab.	Member
3	Secretary to Govt. of India Department of Atomic Energy, 145A, South Block, Central Sectt., New Delhi – 110011.	Member
4	Secretary to Govt. of India, Department of Defence Research & Development, Room No.531, DRDO Bhawan, Rajaji Marg, New Delhi – 110105.	Member
5	Joint Secretary to Govt. of India, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore – 560 231.	Member
6	Chief Executive Officer, SITAR, Department of Defence Research & Development, Doorvani Nagar PO, Bangalore - 16.	Member
7	Director,Space Application Centre (SAC), Ambawadi Vistar PO, Jodhpur Tekra, Ahmedabad - 380015	Member
8	Shri. T. Mookiah, Deputy Director Avionics, Vikram Sarabhai Space Centre (VSSC),	Member
9	Shri Dinesh K. Sharma, Dept. Of Electrical Engineering, Indian Institute of Technology (IIT) Bombay, Powai, Mumbai	Member

The meetings of these bodies are not open to public but only to the members. The Minutes of these are also not accessible to public.

DIRECTORY OF OFFICERS HOLDING FUNCTIONAL DESIGNATIONS

Designation	Name	E-mail	Phone (+91-172-)
Director	Shri Surinder Singh	director@scl.gov.in	2236383
Controller	Shri Sukhbir Singh	cont_scl@scl.gov.in	2236089
Group Director, TSSG	Shri S.K. Ambardar	gd_tssg@scl.gov.in	2236085
Group Director, ESG	Shri M.K. Mathur	gd_esg@scl.gov.in	2296031
Group Head, PPG	Shri Sanjay Bhatnagar	gh_ppg@scl.gov.in	2236102
Group Head, DPG	Shri H.S. Jatana	gh_dpg@scl.gov.in	2296250
Group Head, VMFG	Shri Manoj Wadhwa	gh_vmfg@scl.gov.in	2296053
Head, ISC	Shri Paritosh Jain	paritosh@scl.gov.in	2296051
Head, VAPD	Shri M.K. Mathur	mathur@scl.gov.in	2296301
Head, SAD	Shri Ravinder Saxena	rvs@scl.gov.in	2296326
Head, CSSD	Shri Vikas Trikha	trikha@scl.gov.in	2236104
Head, CMD	Shri Sanjay Jain	sjain@scl.gov.in	2296488
Head, TSD	Shri N.P. Singh	nps@scl.gov.in	2296476
Head, R&QA	Shri Anil Singh	a_singh@scl.gov.in	2296361
Head, VFD	Shri Manoj Wadhwa	manoj@scl.gov.in	2296053
Head, ESD	Shri Sumesh Juneja	juneja@scl.gov.in	2296465
Head, ITND	Shri P.K. Bangotra	pkb@scl.gov.in	2296403
Head, PTDD	Dr. B Umaphathi	uma@scl.gov.in	2296220
Head, PPMd	Shri Sudhir Thakur	sudhir@scl.gov.in	2296421
Head, VTD	Shri Gurvinder Singh	guru@scl.gov.in	2296346
Head, HRDD	---	head_hrdd@scl.gov.in	2296404
Dy. Head, OPDD	Shri Sudipto Das Gupta	sudipto@scl.gov.in	2296221
Dy. Head, VDD	Shri Deep Sehgal	sehgal@scl.gov.in	2296253
Dy. Head, MFD	Dr. Jaspreet Singh	jaspreet@scl.gov.in	2296205
Dy. Head, TDD	Dr. Manish Kumar Hooda	manishk@scl.gov.in	2296084
Dy. Head, AMNSD	Shri Satyapal Singh	satya@scl.gov.in	2296201
Dy. Manager, MISD	Shri Naveen Agarwal	naveen@scl.gov.in	2296413
Head, SAS	Shri Mahesh Sharma	mahesh@scl.gov.in	2296329
Head, FSS	Shri Sanjeev Luthra	luthra@scl.gov.in	2296448
Head, APAS	Shri O.P. Mutreja	opm@scl.gov.in	2296304
Head, VAS	Shri Manoj Singhal	msinghal@scl.gov.in	2296303
Head, IGS	Ms Usha Rani	usha@scl.gov.in	2296376
Head, HFF	Smt Niraj Bhalla	niraj@scl.gov.in	2296306
Head, HPSS	Shri Balbir Singh	balbir@scl.gov.in	2296449
Sr. Head, P&GA	Shri Rajendra Saksena	rsak@scl.gov.in	2237832
Head, Accounts & IFA	Shri Subrat Bose	hac_ifa@scl.gov.in	2236382
Head, P&S	Shri K Prasad	hps@scl.gov.in	2296166
Sr. Admn. Officer, (E)/HoO	Shri R.K. Kalra	pga@scl.gov.in	2296106

Number of Officers/Employees and Structure of Emoluments

Sr. No	7 th CPC Pay Matrix Level	Pre-revised Grade Pay	No of Employees as on 31.08.2017	No. of DOS employees in SCL on working arrangement basis as on 31.08.2017
1	Level-15	0	1	-
2	Level-14	10000	4	-
3	Level-13A	8900	10	2
4	Level-13	8700	21	-
5	Level-12	7600	48	1
6	Level-11	6600	86	0
7	Level-10	5400	97	-
8	Level-9	5400	4	
9	Level-8	4800	154	-
10	Level-7	4600	110	-
11	Level-6	4200	12	-
12	Level-5	2800	18	-
13	Level-4	2400	6	-
14	Level-3	2000	13	-
15	Level-2	1900	2	-
16	Level-1	1800	0	-
	Total		586	3

In addition to Basic Pay in the respective Levels, employees are also entitled to the allowances as adopted by SCL from time to time.

SCL Budget

(In Lakh)

Particulars	BE 2016-17	RE 2016-17	BE 2017-18
Operations	21925.30	24899.23	26630.67
Capital Items	6212.00	10857.53	23983.30
Total	28137.30	35756.76	50613.97

Manner of execution of subsidy programmes and details of beneficiaries of such programmes

SCL does not execute any subsidy programme.

Particulars of recipients of concessions, permits or authorizations granted by SCL

SCL does not give any concession or issue any permit/authorization.

**Details of Foreign/Domestic tours undertaken by Officers of SCL
of the rank of Joint Secretary to the Govt. of India and above**

SUO MOTU DISCLOSURE OF OFFICIAL TOURS OF OFFICIALS IN PAY LEVEL - 14 OR ABOVE. (1.4.17 TO 30.6.17)							
S. NO.	NAME & DESIGNATION	CENTER/ UNIT	PERIOD OF OFFICIAL TOUR	COUNTERIES/ PLACES VISITED	MODE OF JOURNEY	PURPOSE OF JOURNEY	TOTAL EXPENDITURE INCURRED
1	Surinder Singh - Director	Mohali	8.3.17, 9.3.17, 21.3.17	NEW DELHI	TAXI	LOCAL CONVANACE	3354.00
2	Surinder Singh - Director	Mohali	3.4.17 TO 5.4.17	BENGALURU	AIR	CENTRALISED SCREENING COMMITTEE MEETING.	15094.00
3	Surinder Singh - Director	Mohali	24.4.17 TO 1.5.17	BENGALURU	AIR	EEE CON-2017 AND COMMON REVIEW COMMITTEE MEETING.	16166.00
4	Surinder Singh - Director	Mohali	9.5.1 TO 14.5.17	BENGALURU & JALLANDER	AIR, BUS	COMMON REVIEW COMMITTEE MEETING & ANNUAL CONVOCATION AT DAV INSTITUTE AT JALLANDER ALONGWITH CHAIRMAN, ISRO.	65180.00
5	Surinder Singh - Director	Mohali	23.5.17	NEW DELHI	TRAIN	MEETING IN PSA's OFFICE, VIGYAN BHAWAN, NEW DELHI	1870.00
6	Surinder Singh - Director	Mohali	17.5.17 TO 18.5.17	NEW DELHI	TRAIN	MEETING IN NSCS. ACCOMPANIED CHAIRMAN, ISRO FOR INDIRA GANDHI PRIZE FOR PEACE DISWMAMENT & DEV. CONFERED ON ISRO.	2030.00
7	Surinder Singh - Director	Mohali	11.6.17 TO 13.6.17	BENGALURU	AIR	MEETING WITH CHAIRMAN, ISRO	18061.00
8	Surinder Singh - Director	Mohali	14.6.17 & 15.6.17	NEW DELHI	TRAIN	MEETING IN MEITY & MEETING IN PSA OFFICE, VIGYAN BHAWAN, NEW DELHI.	3140.00

S. NO.	NAME & DESIGNATION	CENTER/ UNIT	PERIOD OF OFFICIAL TOUR	COUNTERIES/ PLACES VISITED	MODE OF JOURNEY	PURPOSE OF JOURNEY	TOTAL EXPENDITURE INCURRED
9	Surinder Singh - Director	Mohali	18.6.17 TO 19.6.17	NEW DELHI	TRAIN	CSIR-FTT PROJECT REVIEW COMMITTEE MEETING AT CSIR SCIENCE CENTRE.	2741.00
10	Surinder Singh - Director	Mohali	18.5.17 & 23.5.17	NEW DELHI	TAXI	LOCAL TRAVEL AT NEW DELHI	3752.00
11	Surinder Singh - Director	Mohali	14.6.17 & 19.6.17	NEW DELHI	TAXI	LOCAL TRAVEL AT NEW DELHI	3500.00
12	S. K. Ambardar - Group Director	Mohali	7.5.17 TO 8.5.17	NEW DELHI	TRAIN	DISCUSSIONS WITH ARCHITECH CONSULTANT	3023.00

Information available to or held by SCL in an electronic form

The following information is available on SCL website <http://www.scl.gov.in>

- a. Home
- b. About Us
 - i. SCL Profile
 - ii. Vision
 - iii. Organization
 - iv. Society Composition
 - v. Management Council
- c. Design
- d. Fabrication
 - i. CMOS Fabrication Facility
 - ii. CMOS Process Features
 - iii. MEMS Process & Fabrication
- e. Packaging & Testing
 - i. Assembly & Packaging
 - ii. Testing
- f. System Assembly
- g. R&QA
- h. ASICs
- i. MPW
- j. Safety
- k. Work with SCL
 - i. Application Development Using SCL Devices
 - ii. Careers
 - iii. Sponsored Research
 - iv. Student Internship / Project Work
- l. Hindi
- m. Annual Report
- n. Energy Conservation
- o. Right To Information
- p. Careers
- q. Application Development Using SCL Devices
- r. Student Internship / Project Work
- s. Sponsored Research
- t. Employee Welfare
 - i. Pension Adalat
 - ii. CHSS
- u. Tenders
- v. Vendor Registration
- w. Photo Gallery
- x. Contact Us
- y. Related Links
- z. Terms of Use

Particulars of facilities available to citizens for obtaining information on SCL

SCL website (<http://www.scl.gov.in>) contains Annual Report, details on the technical activities being pursued by SCL, which can be accessed by citizens.

Name, designation and other particulars of the Central Public Information Officer, Alt. Central Public Information Officer, Assistant Public Information Officer, Transparency Officer and First Appellate Authority

Central Public Information Officer

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri Rajendra Saksena Sr. Head, P&GA Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele : 0172-229 6101 / 223 7832 Fax : 0172-223 7832 / 223 6401 E-mail : rsak@scl.gov.in

Alternate Central Public Information Officer

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri M.K. Mathur Group Director, ESG Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele : 0172-229 6301 Fax : 0172-223 7832 / 223 6401 E-mail : mathur@scl.gov.in

Assistant Public Information Officer

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri Rajeev Kumar Kaher Admn. Officer Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele: 0172-229 6105 Fax: 0172-223 7832 / 223 6401 E-mail: rti@scl.gov.in

Transparency Officer

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri Devi Prasad Karnik Sci./Engr. 'H' & Director, P&PRU, ISRO Headquarters, Antariksh Bhavan, New BEL Road, Bangalore 5600231	Tele: 080-2341 5275 / 2217 2296 Fax : 080-2341 2253 E-mail: dpkarnik@isro.gov.in

First Appellate Authority

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri S. Kumaraswamy Joint Secretary, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore – 560 231	Tele: 080 - 2341 6393 / 2217 2303 Fax: 080 - 2351 1829 E-mail: skswamy@isro.gov.in

Public Grievance Officer, Public Relations Officer and Liaison Officers

Public Grievance Officer

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri Sanjay Bhatnagar Group Head, PPG, Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele: 0172-229 6401 / 223 6102 Fax : 0172-223 6102 E-mail :sb@scl.gov.in

Public Relations Officer

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri H. S. Chawla Admn. Officer / PRO, Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele: 0172-229 6108 Fax : 0172-223 7832 / 223 6401 E-mail :pro@scl.gov.in

Liaison officer for SC/ST employees

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Shri Balbir Singh Sci./Engr. 'SE', HPSS / CSSD, Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele: 0172-229 6449 Fax : 0172-223 6104 E-mail :balbir@scl.gov.in

Liaison officer for OBC employees

Name & Address	Telephone/Fax No. E-Mail Id of the Authority
Dr. (Mrs.) Chumki Saha Sci./Engr. 'SF', R&QA, Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele: 0172-229 6362 Fax : 0172-223 6401 E-mail :chumki@scl.gov.in