

# 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.

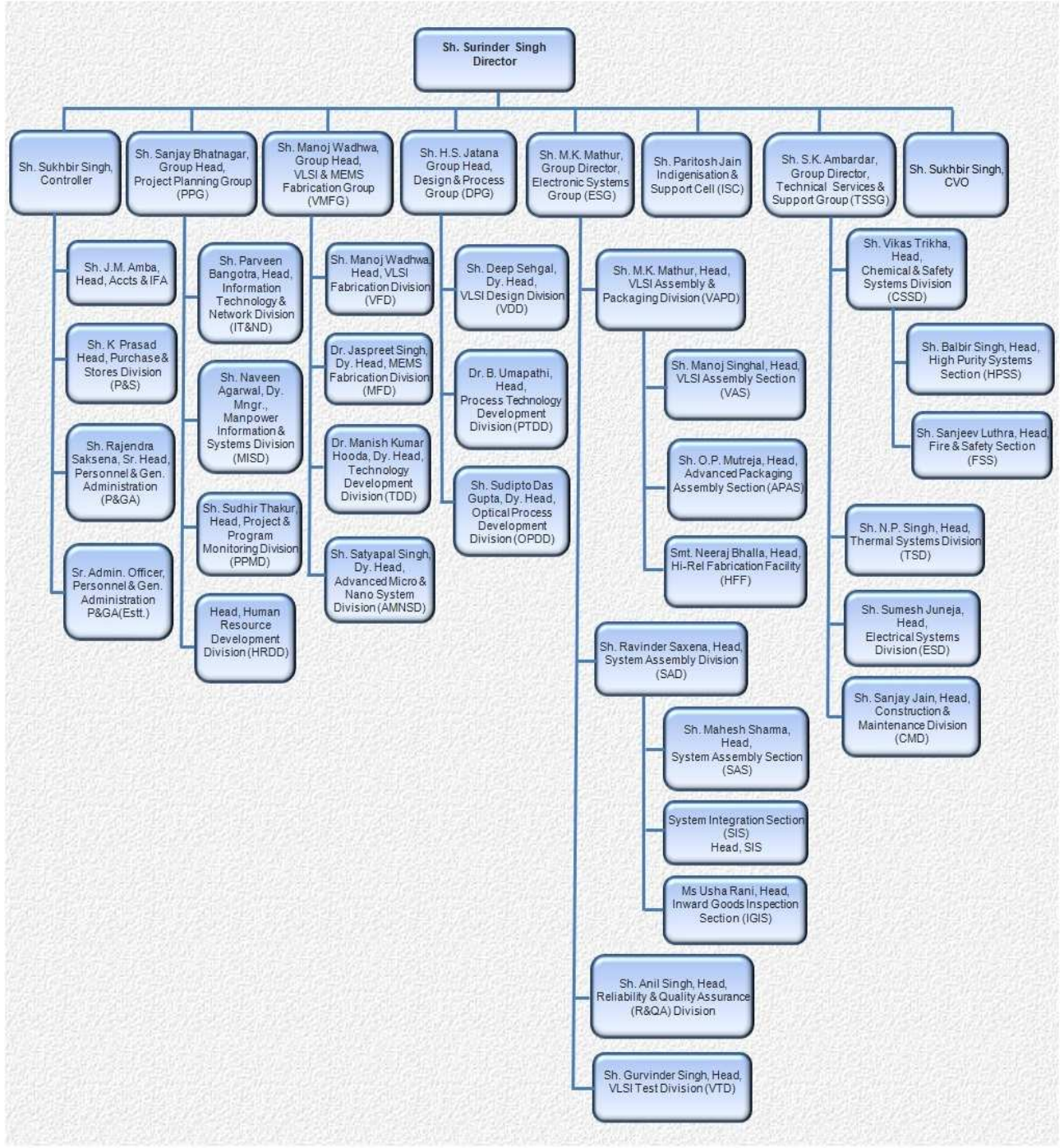
## **FUNCTIONS/ ACTIVITIES**

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 towgether meetings of such boards, etc., are open to public, or the minutesof 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, PPMDD	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 J.M. Amba	hac_ifa@scl.gov.in	2236382
Head, P&S	Shri K Prasad	hps@scl.gov.in	2296166
Sr. Admn. Officer, P&GA	---	pga@scl.gov.in	2296103

### Number of Officers/Employees and Structure of Emoluments

Sr. No	7 <sup>th</sup> CPC Pay Matrix Level	Pre-revised Grade Pay	No of Employees as on 31.12.2016	No. of DOS employees in SCL on working arrangement basis as on 31.12.2016
1	Level-15	0	1	-
2	Level-14	10000	3	-
3	Level-13A	8900	8	2
4	Level-13	8700	20	-
5	Level-12	7600	45	1
6	Level-11	6600	89	0
7	Level-10	5400	90*	-
8	Level-8	4800	140	-
9	Level-7	4600	134	-
10	Level-6	4200	20	-
11	Level-5	2800	18	-
12	Level-4	2400	6	-
13	Level-3	2000	13	-
14	Level-2	1900	2	-
15	Level-1	1800	0	-
	<b>Total</b>		<b>589</b>	<b>3</b>

\*Includes 1 employee given NFGP of Rs.5400/- and 1 granted MACP in GP Rs.5400/-

In addition to above emoluments, 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
<b>Total</b>	<b>28137.30</b>	<b>35756.76</b>	<b>50613.97</b>

### **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**

<b>SUO MOTU DISCLOSURE OF OFFICIAL TOURS OF OFFICIALS GETTING GP RS. 10000/- OR ABOVE. ( 1.10.16 TO 31.12.16)</b>							
<b>S. NO.</b>	<b>NAME &amp; DESIGNATION</b>	<b>CENTER/ UNIT</b>	<b>PERIOD OF OFFICIAL TOUR</b>	<b>COUNTERIES / PLACES VISITED</b>	<b>MODE OF JOURNEY</b>	<b>PURPOSE OF JOURNEY</b>	<b>TOTAL EXPENDITURE INCURRED</b>
1	Surinder Singh - Director	Mohali	29.9.16	NEW DELHI	TRAIN	MEETING IN DIETY	2677.00
2	Surinder Singh - Director	Mohali	7.10.16	NEW DELHI	TRAIN	MEETING WITH CHAIRMAN ISRO	1561.00
3	Surinder Singh - Director	Mohali	25.10.16 TO 27.10.16	BANGALORE	TRAIN / AIR	TO VISIT AMAT INDIA BANALORE a/w CHAIRMAN ISRO	90903.00
4	Surinder Singh - Director	Mohali	19.10.16 TO 22.10.16	BANGALORE	AIR	ISRO COUNCIL MEETING	21104.00
5	Surinder Singh - Director	Mohali	8.11.16 TO 10.11.16	BANGALORE	TRAIN / AIR	MEETING AT ISRO HQ ON 9.11.16 & MEETING AT NEW DELHI ON 10.11.16	60673.00
6	Surinder Singh - Director	Mohali	22.10.16	NEW DELHI	AIR	TICKET CANCELLATION CHARGES	2629.00
7	Surinder Singh - Director	Mohali	3.8.16 TO 4.8.16; 29.9.16	NEW DELHI	TAXI	LOCAL CONVEYANCE	5748.00
8	Surinder Singh - Director	Mohali	14.11.16 TO 22.11.16	BANGALORE	AIR / TRAIN / BUS	REVIEW MEETING OF AUTONOMUS BODIES OF ISRO HQ AND COMMON REVIEW MEETING FOR SCREENING OF SE-SF.	88236.00
9	Surinder Singh - Director	Mohali	7.10.16	NEW DELHI	TAXI	LOCAL CONVEYANCE	2514.00
10	Surinder Singh - Director	Mohali	28.11.16 TO 30.11.16	BANGALORE	AIR	MEETING WITH CHAIRMAN & IESA AT ISRO HQ	21260.00
11	Surinder Singh - Director	Mohali	19.12.16 TO 20.12.16	NEW DELHI	TRAIN	MEETING IN DIETY	2785.00

<b>SUO MOTU DISCLOSURE OF OFFICIAL TOURS OF OFFICIALS GETTING GP RS. 10000/- OR ABOVE. ( 1.10.16 TO 31.12.16)</b>							
<b>S. NO.</b>	<b>NAME &amp; DESIGNATION</b>	<b>CENTER/ UNIT</b>	<b>PERIOD OF OFFICIAL TOUR</b>	<b>COUNTRIES / PLACES VISITED</b>	<b>MODE OF JOURNEY</b>	<b>PURPOSE OF JOURNEY</b>	<b>TOTAL EXPENDITURE INCURRED</b>
12	Surinder Singh - Director	Mohali	14.12.16 TO 17.12.16	MUMBAI & HYDERABAD	AIR / TRAIN	MEETING AT IIT BOMBAY AND DPC REVIEW MEETING AT NRSC, HYDERABAD	82119.00
13	Surinder Singh - Director	Mohali	10.11.16	NEW DELHI	TAXI	LOCAL CONVEYANCE	2453.00
14	S. K AMBARDAR - GROUP DIRECTOR	Mohali	19.10.16 TO 22.10.16	BANGALORE	TRAIN / AIR	106th ISRO COUNCIL MEETING	20678.00
15	M. K. MATHUR - SCI/ENGN G	Mohali	21.11.16 TO 23.11.16	THIRUVANTH APURAM	TRAIN / AIR / BUS	MEETING OF EXPERT COMMITTEE ON NEXT GEN AVIONICS AT VSSC	19569.00
16	M. K. MATHUR - SCI/ENGN G	Mohali	13.10.16 TO 15.10.16	THIRUVANTH APURAM	TRAIN / AIR / BUS	TECHNICAL MEETING AT VSSC.	49754.00
17	M. K. MATHUR - SCI/ENGN G	Mohali	27.10.16 TO 28.10.16	BANGALORE	TRAIN /AIR /BUS	PMRC MEETING AT STARC, BANGALORE	23164.00

## **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. Sponsored Research
  - ii. Careers
  - iii. Student Internship / Project Work
- l. Hindi
- m. Annual Report
- n. Energy Conservation
- o. Right To Information
- p. Careers
- q. Student Internship / Project Work
- r. Sponsored Research
- s. Employee Welfare
  - i. Pension Adalat
  - ii. CHSS
- t. Tenders
- u. Vendor Registration
- v. Photo Gallery
- w. Contact Us
- x. Related Links
- y. 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 Public Information Officers, Assistant Public Information Officers and Appellate Authority**

### **Central Public Information Officer**

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	<b>Shri Rajendra Saksena, Sr.Head, P&amp;GA</b> Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Telephone 0172-2296101 Mobile : 09878645236 Fax : 0172-2237410/2236401 E-mail :rsak@scl.gov.in

### **Alternate Central Public Information Officer**

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	<b>Shri M.K. Mathur, Gp.Director, ESG</b> Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Telephone 0172-2296031 Fax 0172-2237410 E-mail mathur@scl.gov.in

### **Assistant Public Information Officer**

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	<b>Shri Rajeev K. Kaher Admn. Officer, P&amp;GA</b> Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele 0172-2296105 Fax 0172-2237410 E-mail rti@scl.gov.in

### Transparency Officer

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	Shri Devi Prasad Karnik, Sci./Engr. 'H' & Director, P&PRU, ISRO Headquarters, Antariksh Bhavan, New BEL Road, Bangalore 5600231	Telephone:080-23415275/ 22172296 Fax : 080-23412253 E-mail: dpkarnik@isro.gov.in

### Public Grievance Officer

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	<b>Shri Sanjay Bhatnagar,</b> <b>Gp. Head, PPG,</b> Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Telephone: 0172-2236102 / 2296401 Fax: 0172-2236401 E-mail :sb@scl.gov.in

### Liaison officer for SC/ST employees

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	<b>Shri Balbir Singh,</b> <b>Sci./Engr. 'SE', CSSD,</b> Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Telephone: 0172-2296449 Fax: 0172-2236104 E-mail :balbir@scl.gov.in

### Liaison officer for OBC employees

<b>SNo.</b>	<b>Name &amp; Address</b>	<b>Telephone/Fax No. E-Mail Id of the Authority</b>
1.	<b>Dr.(Mrs.) Chumki Saha,</b> <b>Sci./Engr. 'SF', R&amp;QA,</b> Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Telephone: 0172-2296362 Fax: 0172-2236275/2237410 E-mail :chumki@scl.gov.in