

ORGANISATION

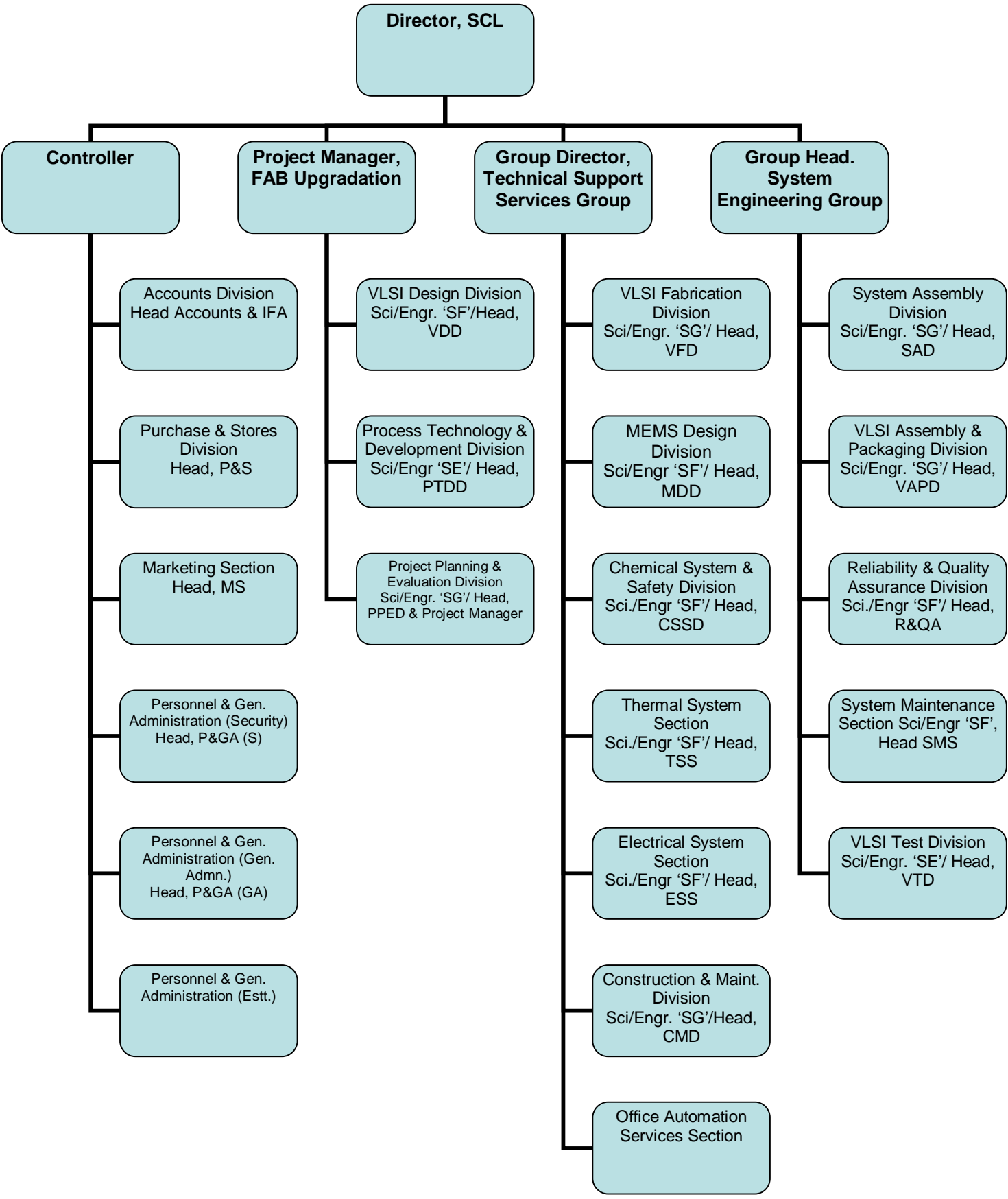
Semi-Conductor Laboratory was registered as a Society on November 08, 2005, under the Societies Registration Act, 1860, as amended by the Punjab Amendment Act, 1957. The main emphasis of the society is on Research & Development in the field of Microelectronics, Design & Development of devices in cutting 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.



Director, SCL

Controller

Project Manager, FAB Upgradation

Group Director, Technical Support Services Group

Group Head, System Engineering Group

Accounts Division
Head Accounts & IFA

Purchase & Stores
Division
Head, P&S

Marketing Section
Head, MS

Personnel & Gen.
Administration (Security)
Head, P&GA (S)

Personnel & Gen.
Administration (Gen.
Admn.)
Head, P&GA (GA)

Personnel & Gen.
Administration (Estt.)

VLSI Design Division
Sci/Engr. 'SF'/Head,
VDD

Process Technology &
Development Division
Sci/Engr 'SE'/ Head,
PTDD

Project Planning &
Evaluation Division
Sci/Engr. 'SG'/ Head,
PPED & Project Manager

VLSI Fabrication
Division
Sci/Engr. 'SG'/ Head,
VFD

MEMS Design
Division
Sci/Engr 'SF'/ Head,
MDD

Chemical System &
Safety Division
Sci./Engr 'SF'/ Head,
CSSD

Thermal System
Section
Sci./Engr 'SF'/ Head,
TSS

Electrical System
Section
Sci./Engr 'SF'/ Head,
ESS

Construction & Maint.
Division
Sci/Engr. 'SG'/Head,
CMD

Office Automation
Services Section

System Assembly
Division
Sci/Engr. 'SG'/ Head,
SAD

VLSI Assembly &
Packaging Division
Sci/Engr. 'SG'/ Head,
VAPD

Reliability & Quality
Assurance Division
Sci./Engr 'SF'/ Head,
R&QA

System Maintenance
Section Sci/Engr 'SF',
Head SMS

VLSI Test Division
Sci/Engr. 'SE'/ Head,
VTD

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

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

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|----|---|-----------|
| 1. | Secretary to the Govt. of India, Department of Space, Bangalore | President |
| 2. | Secretary to the Government of India, Department of Atomic Energy, Mumbai | Member |
| 3. | Secretary to the Government of India, Department of Information Technology, New Delhi | Member |
| 4. | Secretary to the Government of India, Department of Defence Research and Development, New Delhi | Member |
| 5. | Additional Secretary & Internal Financial Adviser, Department of Space, Bangalore | Member |
| 6. | Director, Semi-Conductor Laboratory, Chandigarh. | Member |
| 7. | Dr. B.N. Suresh, Vikram Sarabhai Professor, ISRO HQs, Bangalore | Member |
| 8. | Dr. Chandrashekhar, Director, Central Electronics Engg. Institute (CEERI), Pilani | Member |
| 9. | Shri S.K. Lahiri, Former Professor, Dept. of Electronics & Telecommunications Engineering, Indian Institute of Technology, Kharagpur. | Member |

B) Composition of the Management Council Semi-Conductor Laboratory

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|----|---|----------|
| 1. | Secretary to the Govt. of India, Department of Space, Bangalore | Chairman |
| 2. | Director, Semi-Conductor Laboratory, Chandigarh. | Member |
| 3. | Secretary to the Government of India, Department of Atomic Energy, Mumbai | Member |
| 4. | Secretary to the Government of India, Department of Defence Research and Development, New Delhi | Member |
| 5. | Additional Secretary or Joint Secretary to the Govt. of India, Department of Space, Bangalore | Member |
| 6. | Shri S. Satish, Deputy Director, DOQR/ISRO HQ, Bangalore. | Member |
| 7. | Chief Executive Officer, SITAR, Defence Research and Development Organization, Bangalore | Member |
| 8. | Dr. M.M. Nayak, Former Director, LVPO Bangalore. | Member |
| 9. | Shri John P. Zachariah, Associate Director, VSSC, Thiruvananthapuram | 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 Id
Director	Mr. K. Nagachenchaiah	director@scl.gov.in
Controller	Mr. Ravinder Saxena	cont_scl@scl.gov.in
Sr. Administrative Officer, P&GA (E)	Mr. B.L. Sharma	bls@scl.gov.in

Number of Officers/Employees and Structure of Emoluments

Sr. No	Pay Band	Grade Pay	No of Employees as on 31.03.11	No. of DOS employees in SCL on working arrangement basis as on 31.3.11
1	80000 (Fixed)	0	1	-
2	37400-67000	10000	1	-
3	37400-67000	8900	7	-
4	37400-67000	8700	13	3
5	15600-39100	7600	24	1
6	15600-39100	6600	39	2
7	15600-39100	5400	71	-
8	9300-34800	4800	19	-
9	9300-34800	4600	85	-
10	9300-34800	4200	131	-
11	5200-20200	2800	90	-
12	5200-20200	2400	24	-
13	5200-20200	2000	4	-
14	5200-20200	1900	12	-
15	5200-20200	1800	2	-
	Total		523	6

In addition to above emoluments, employees are also entitled to the allowances as adopted by SCL from time to time.

Annual Budget at Glance (Outflow)

(In ` Lakh)

Particulars	BE 2010-11	RE 2010-11	BE 2011-12
Operations	5786.04	5238.19	6664.59
Capital Items	1054.00	460.11	761.95
Total	6840.04	5698.30	7426.54

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.

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. Vision of the Society
- b. Composition of SCL Society and Management Council
- c. Area of activities

Semiconductors

- VLSI Design
- Process technology
- MEMS
- IC & MEMS Packaging
- VLSI & MEMS Testing

Electronic Systems

System Reliability

- R&QA
- Environmental Testing
- Component Screening
- Hi-Rel. Fabrication

Technical Support Services

- Clean Room
- Heating, Ventilation & Air Conditioning
- High Purity Systems
- Safety
- Construction & Maintenance
- Environment

- d. Quality Policy of SCL
- e. Energy Conservation
- f. Tenders
- g. Recent Publications
- h. News Letter of SCL
- i. Job Opportunities
- j. Student Training / Project Work
- k. Employee Welfare
 - i. Women Complaints Committee
 - ii. Pension Adalat
- l. Right to Information
- m. Contact Us
- n. Related Links
- o. Hindi Version

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

SNo.	Name & Address	Telephone/Fax No. E-Mail Id of the Authority
1.	Shri Ravinder Saxena Scientist/Engineer 'SG' / Controller/CPIO Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele/Fax 0172-2236089 E-mail cont_scl@scl.gov.in

Alternate Central Public Information Officer

SNo.	Name & Address	Telephone/Fax No. E-Mail Id of the Authority
1.	Shri S. K. Ambardar Scientist/Engineer 'SG' / Group Director, TSSG Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele/Fax 0172-2236085 E-mail ambardar@scl.gov.in

Assistant Public Information Officer

SNo.	Name & Address	Telephone/Fax No. E-Mail Id of the Authority
1.	Shri B. L. Sharma Sr. Administrative Officer, P&GA(E) Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele 0172-2237401-408 ext 421 Fax 0172-2236401 E-mail bls@scl.gov.in

Appellate Authority (To decide 1st level appeals against the order of the Central Public Information Officer)

SNo.	Name & Address	Telephone/Fax No. E-Mail Id of the Authority
1.	Shri A Vijay Anand, Joint Secretary, Department of Space, Antariksh Bhavan, New BEL Road, Bangalore 560 231	Tele 080 – 23416393 Fax 080 - 23418237 E-mail vijayanand@isro.gov.in

Transparency Officer

SNo.	Name & Address	Telephone/Fax No. E-Mail Id of the Authority
1.	Shri M.K.Mathur Scientist/Engineer 'SG' / Head, VAPD Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele 0172-2237401-408 ext 454 Fax 0172-2237410 E-mail mathur@scl.gov.in

Staff and Public Grievance Officer

SNo.	Name & Address	Telephone/Fax No. E-Mail Id of the Authority
1.	Shri A.K. Saini, Scientist/Engineer 'SG' / Group Head (ESG) Semi-Conductor Laboratory Sector – 72, S.A.S. Nagar Punjab	Tele 0172-2237401-408 ext 532 E-mail aksaini@scl.gov.in