

Centralized facilities at RCASC

Most institutions/organizations have a centralised management system that helps to streamline rotenone processes and procedures. Centralized organizational structure establish management protocols and facilitate clear communication and services. The centralized organization brings all of the facility, management and maintenance under single door system, so that procurement, storage and distribution becomes efficient and substantially decreases the annual cost of the Institution. Here, the centralization means a facility that is operated by one or few person(s) under an operating procedures established by the institution for the purpose of disposing or regulating supplies and services. Realizing the importance of the resource centralization, RCASC has set-up of a centralised facilities to serve the needs of all the individual departments under a single point service.

Some of the major advantages of centralized facilities includes:

1. There can be a central store serving all the departments of RCASC. It serves as central storage cum-distribution point for various chemicals and some high-end equipment's.
2. It enables substantial decrease in the maintenance costs and facilitates ease of resource management.
3. Access of materials will be fast and issued optimal quantity.
4. Centralized procurement makes things purchased in-time and availability of the material is mostly assured.
5. Offer a wider range of supplies in a single window and provides access to all users, which is not possible if individual department controls separately.
6. Inventory work can be minimised, since materials ordered based on the requirement of all the departments at a single place.
7. Improved efficiency of procurement and better operational procedure is possible.
8. Overall annual cost of procurement can be reduced significantly and dispensing at a single point decreases wastage and provides better service.
9. Supplies procured in bulk will occupy less space, since, material stocked in one place instead of multiple places.
10. Enhanced stock turnover decreases the probability of deterioration during long-term storage.
11. All the chemicals expiry dates will be monitored and stored at optimal storage conditions as described by the manufacturers.
12. Less personnel will be required for managing various kinds of supplies. Unnecessary duplication of records in distribution system will be avoided, otherwise, similar accounting work may multiply.
13. Controlled transparency for different levels of material access and standard internal metrics for efficient distribution will be followed.
14. At-most priority will be given for safety of personals and shelf life of chemicals in a stockroom, which requires diligence and careful consideration for correct use of containers. The centralized store will implement strictly the SOP procedures.
15. Labelling of all the chemical containers scientifically and organizing in a sequential order will be done for easy access.
16. Chemicals of volatile toxics and odoriferous chemicals will be stored separately in ventilated cabinets, as per the environmental health and safety guidelines.
17. Flammable liquids stored in approved storage cabinets, to prevent any accidental hazards.
18. Designated refrigerators will be used for storing thermo-labile chemicals, immunologicals and enzyme kits to have good shelf-life.
19. SOPS for handling chemicals and instruments will be displayed on the walls and on the notice boards. Chemical and instrument catalogues supplied by the companies maintained and made it available for the staff.
20. Receipt and issues of supplies are fully digitalized. All the details of procumbent, stock and distribution will be computerized department-wise and the hard/soft copy will be available for the associated departments upon request.
21. The centralized system not only reduces overall annual cost of the institution, at the same it saves lot of precious time of the staff, which they can effectively use for academic and research works.