



ESTD.IN 1987

ACADEMY OF HOSPITAL ADMINISTRATION
[Institute of Healthcare Management, Training & Research]
AHA HOUSE- C-56/43, INSTITUTIONAL AREA, SECTOR-62
NOIDA, 201 309 Tel: 0120-4233761, 762 & 763 WA :7827229979
Email: ahaindia@ahaindia.org Web: www.ahaindia.org

Ref:214/ELECTION BOE-2025/A-1

Dated: 01 Jan 2025

Dear Life Members,

Sub: **Elections to the Board Of Executive -2025-2027 – Via Online & Postal Ballot**

1. We are happy to announce that the elections to the Board of Executive (BoE) 2025-2027 are scheduled to be held 16th to 20th of Feb, 2025 via online and postal ballot.
2. Please find attached herewith nomination form along with eligibility criteria for the elections to the BoE for the following appointments:-
 - PRESIDENT
 - VICE PRESIDENT
 - EXECUTIVE DIRECTOR
 - FINANCE DIRECTOR
 - PROGRAMME DIRECTOR [DIRECTOR ACADEMICS & RESEARCH]
 - MEMBERS [5]
3. Please also be informed that those life members, who do not have email id or mobile number [as per AHA records] be be able to cast their votes through postal ballot.
4. You are, therefore, requested to send your nominations to the Chairman Election Committee, dully filled in attached format by **22 Jan. 2025, till 5.00 pm.**

With Kind regards,
Yours sincerely,

[Maj Gen Dr R K Garg, AVSM Retd]
Chairman Election Committee

Copy to: All [13] Regional Chapters AHA

Email : ahaindia@ahaindia.org ahaindia1987@gmail.com admin@ahaindia.org

Website: www.ahaindia.org

AHA ELECTION SCHEDULE APR 2025 - MAR 2027 [2 Years]

| S.NO. | Event | Due Date |
|-------|---|------------------------------------|
| 1. | Issue Letter to All Life members for filling nominations for various posts | 03 JAN 2025 |
| 2. | Last Date of filing nomination for various posts | 22 JAN 2025 |
| 3. | Date of Scrutiny and publication of List of valid nominations | 29 JAN 2025 |
| 4. | Last date of withdrawal of nominations | 05 FEB 2025 |
| 5. | i) Publication of List of contesting candidates ii) Issue of ballot paper. [Online voting will be done] <i>Those members don't have any email id or whatsapp number not available will only be considered for physical ballot paper [hard copy]- both postal as well as online [Scan & Email]</i> | 08 FEB 2025 |
| 6. | Last date for submission of postal ballots | 20 FEB 2025 up to 23:59hrs |
| 7. | Date and Time of POLL VIA ONLINE VOTING | 16 - 20 FEB 2025 upto 23:59 hrs |
| 8. | Counting of Votes & Declaration of Results | 21-22 FEB 2025 |

Note: All correspondence related to AHA Election may please be communicated “CONFIDENTIALLY” to:-

Maj Gen (Dr) R K Garg, AVSM Retd.
Chairman Election Committee
AHA House- Academy of Hospital Administration
C-56/43, Institutional Area,
Sector-62, NOIDA
Email: admin@ahaindia.org

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**APPLICATION FOR NOMINATION FOR
BOARD OF EXECUTIVE- [2025-2027]**

PART-I

| | |
|---|--|
| NAME | |
| MEMBERSHIP NO. | |
| COMMENCEMENT YEAR/DURATION OF LIFE MEMBERSHIP | |
| PRESENT ADDRESS | |
| MOBILE NUMBER | |
| EMAIL ID | |

PART-II

| | |
|---|----------|
| QUALIFICATION | |
| PRESENT APPOINTMENT HELD WITH LOCATION/ORGANISATION | |
| PAST EXPERIENCE IN THE FIELD OF HEALTH/HOSPITAL MANAGEMENT | |
| PAST/PRESENT ASSOCIATION WITH AHA ACTIVITIES | |
| MEMBER OF ANY OTHER PROFESSIONAL BODY | YES / NO |
| IF YES, -NAME OF THE ASSOCIATION | |

Note: Kindly attach a brief CV [not more than 100 words in word format] with latest passport size photograph.

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ELECTION PAPER - PART- III

| NOMINATION FORM TO CONTEST FOR ELECTION [√] | | | | | | | | | | | | | |
|---|---|-----------|-----|----------------|-----|--------------------|-----|--------------------|-----|------------------|-----|--------|-----|
| <p>Note:</p> <p>Eligibility criteria for office bearers and members is attached as Annexure –IV.</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">PRESIDENT</td> <td style="text-align: right; padding: 2px 5px;">[]</td> </tr> <tr> <td style="padding: 2px 5px;">VICE PRESIDENT</td> <td style="text-align: right; padding: 2px 5px;">[]</td> </tr> <tr> <td style="padding: 2px 5px;">EXECUTIVE DIRECTOR</td> <td style="text-align: right; padding: 2px 5px;">[]</td> </tr> <tr> <td style="padding: 2px 5px;">PROGRAMME DIRECTOR</td> <td style="text-align: right; padding: 2px 5px;">[]</td> </tr> <tr> <td style="padding: 2px 5px;">FINANCE DIRECTOR</td> <td style="text-align: right; padding: 2px 5px;">[]</td> </tr> <tr> <td style="padding: 2px 5px;">MEMBER</td> <td style="text-align: right; padding: 2px 5px;">[]</td> </tr> </table> | PRESIDENT | [] | VICE PRESIDENT | [] | EXECUTIVE DIRECTOR | [] | PROGRAMME DIRECTOR | [] | FINANCE DIRECTOR | [] | MEMBER | [] |
| PRESIDENT | [] | | | | | | | | | | | | |
| VICE PRESIDENT | [] | | | | | | | | | | | | |
| EXECUTIVE DIRECTOR | [] | | | | | | | | | | | | |
| PROGRAMME DIRECTOR | [] | | | | | | | | | | | | |
| FINANCE DIRECTOR | [] | | | | | | | | | | | | |
| MEMBER | [] | | | | | | | | | | | | |
| | <p style="text-align: center;">SIGNATURE [NAME OF CANDIDATE]</p> | | | | | | | | | | | | |
| <p>PROPOSED BY _____</p> <p>1. NAME OF AHA LIFE MEMBER.....</p> <p style="padding-left: 40px;">MEMBERSHIP No.....</p> <p style="padding-left: 40px;">SIGNATURE.....</p> <p>2. NAME OF AHA LIFE MEMBER.....</p> <p style="padding-left: 40px;">MEMBERSHIP No.....</p> <p style="padding-left: 40px;">SIGNATURE.....</p> <p>3. DATE _____</p> | | | | | | | | | | | | | |

ANNEXURE-IV
OFFICE BEARERS ELIGIBILITY AND THEIR DUTIES:

PRESIDENT

- a) Must be a life Member of AHA for minimum 15 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 15 years

Eligibility to contest:

- a) Indian National from any part of India
- b) Should have no conflict of interest in official working

Duties

- The President shall be responsible for the overall functioning, promotional activities and image building of AHA.
- As far as possible, he/ she will preside over all BoE meetings. In case he / she fails to attend two consecutive BoE meetings, he/ she will attract disqualification for further continuation to hold the office.

VICE PRESIDENT

- a) Must be a life Member of AHA for minimum 15 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 15 years

Eligibility to contest:

- a) Indian National from any part of India
- b) Should have no conflict of interest in official working

Duties

- The Vice President shall be conjointly responsible for achievement of all AHA goals and objectives.
- He/ She shall be responsible for procuring and executing professional consultancy assignments on behalf of AHA
- The Vice-President shall in the absence of the President perform the duties of president, subject to the provision of these by-laws.
- As far as possible, he/ she will attend all BoE meetings. In case he/ she fails to attend 2 consecutive BoE meetings, he/ she will attract disqualification for further continuation to hold the office.

EXECUTIVE DIRECTOR

- a) Must be a life Member of AHA for minimum 10 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 10 years
- d) He/ she should spare one full day per week and devote time for day to day functioning and liaison with all stake holders.

Eligibility Condition:

1. Must be Indian National and should be from **Delhi NCR**
2. Should have no conflict of Interest in official position

Duties:

- He/ She shall be available in the office at least one working day in the week.
- He/ She shall act as Secretary of all official meeting of the Academy and keep all records of the Academy in suitable form and for ready reference.
- He/ She shall help in preparing, for approval by the Board of Executive, the programs of the activities of the Academy for the annual meetings and of special projects.
- He/ She shall provide information on professional and educational problems connected with all the consultancy work.
- He/ She shall deal with all the correspondence pertaining to the office.

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- As far as possible, he/ she will attend all BoE meetings. In case he/ she fails to attend two consecutive BoE meetings, he/ she will attract disqualification for further continuation to hold the office

FINANCE DIRECTOR

- a) Must be a life Member of AHA for minimum 10 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 10 years
- d) He/she should spare one full day per week and devote time for day to day functioning of Academy and looking after all financial transaction.

Eligibility Condition:

- Must be Indian National and should be from **Delhi NCR**
- Should have no conflict of Interest in official position

Duties:

- He/ She shall receive all dues and other funds according to the Academy Rules/ Laws and keep an account thereof. He/ she shall maintain the accounts of the loans and investments.
- He/ She shall maintain a list of all active members and be prepared to submit at any time such a list to the Board of Executive.
- He/ She shall obtain the budget forecast for research, academics, consultancy and any other incidentals and submit an annual budget to Board of Executive for its approval along with his/ her recommendations to the Academy.
- He/ She shall prepare and submit a statement of accounts duly audited at the Annual meeting.

PROGRAM DIRECTOR (DIRECTOR ACADEMICS & RESEARCH)

- a) Must be a life Member of AHA for minimum 10 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or

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Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.

- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 10 years

Eligibility Condition:

- Must be Indian National and should be from **Delhi NCR**
- Should have no conflict of Interest in official position

Duties:

- The Director A&R shall be responsible for procuring, planning and executing all professional training programs on behalf of AHA.
- He/ She shall be responsible for all research work- assigned by external parties/ intramural.
- He/ She shall carryout any other assignment given by BoE from time to time.

MEMBER (BOE)

There will be total 7 members out of which 5 will be elected and 2 will be nominated by BoE.

Eligibility Conditions:

- a) Must be Indian National **'and need not be from Delhi NCR'**
- b) Should have no conflict of Interest in official position
- c) Should be a Life Member of AHA for at least five years