



# AYURVEDIC PRACTITIONERS ASSOCIATION OF SINGAPORE (APAS)

## OPERATIONS HANDBOOK

## **Introduction**

This handbook contains relevant documents that is required for its operation. It is a compilation of various documents and process that has been collated to run this association.

## **Usage**

This document which is classified confidential is for the sole use of the executive committee members of APAS.

This document may not be shared, published, circulated, reproduced or distributed in whole or part to any other person without the prior written consent of the executive committee.

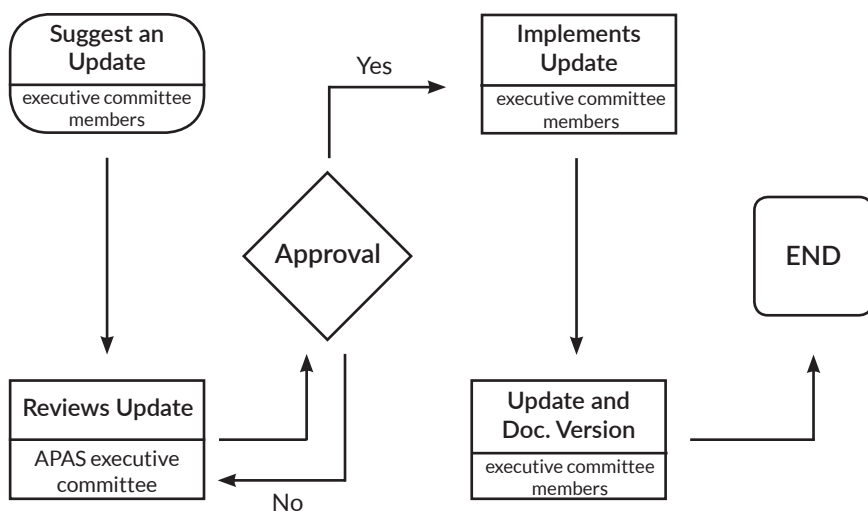
## **Revision and Updates**

This document will be updated/amended as an when required. The add/delete/change portion will be deliberated and approved by the executive committee before the change in this document can take place.

The version sequencing of this document will be as follows.

- V 1.0 – 1st version
- V 1.x – 2nd version onwards
- V 2.0 – for major revamp or when document is updated after the next executive committee is formed.

## Operation Handbook Revision and Updates Process



## APAS EXECUTIVE COMMITTEE MEMBERS

### Executive Board

	Name	Designation
1	Dr. Bindu Ancy Joshi	President
2	Dr. Lakshmi Jayalakshmi Nair	Vice President
3	Dr. Periyasami Karthikeyan	Secretary
4	Dr. Elamthuruthi Joseph Joshi	Deputy Secretary
5	Dr. Jegadeesan Nirubha	Treasurer

## Executive Committee Members

	Name
1	Dr. Raveendra Nathan Pillai Indusekhar
2	Dr. Vayalil Chathoth Ajithkumar
3	Dr. Kachapilly Augustine Nicy
4	Mr. A Mahesh
5	Dr. Chuzhalippurath Illam Sudev
6	Dr. Balakrishnan Sugunakumari
7	Dr. Shilpa Vivek

## Patrons

	Name
1	Mr. Jayakumar Narayanan (PBM, BBM)
2	Mr. Chandran Nair

## Legal Advisors

	Name
1	Mr. Chandra Mohan K. Nair (PBM, BBM)
2	Mr. Divyesh Menon

### **Constitution Review Committee**

	<b>Name</b>
1	Mr. Chandra Mohan K. Nair (PBM, BBM)
2	Mr. Syam Kumar Prabhakaran
3	Dr. Ravindranathan Pillai Indusekhar
4	Dr. Vayalil Chathoth Ajithkumar
5	Dr. Bindu Ancy Joshi

### **Internal Audit Committee**

	<b>Name</b>
1	Mr. Krishna Das s/o Urath Sankaran Nair
2	Ms. Leela Subramaniam

### **Disciplinary Committee**

	<b>Name</b>
1	Mdm Sarojini Padmanabhan
2	Mr. Ismail Moosa

**LIST OF AYURVEDIC CENTERS REGISTERED WITH THE  
AYURVEDIC PRACTITIONERS ASSOCIATION OF SINGAPORE  
(APAS)**

	<b>Company Name</b>	<b>Owner / Director's Name</b>	<b>UEN</b>
1	<b>Asian Ayurveda &amp; Marma Pte Ltd</b> BLK 683, #01-127, Tessensohn Road, Singapore 210683	Dr. Raveendra Nathan Pillai Indusekhar	201610673M
2	<b>Ayur Centre Pte Ltd</b> Blk 84 Bedok North St 4 #01-17 Singapore 460084	Dr. Periyasami Karthikeyan	201600348G
3	<b>Ayur Centre Pte Ltd</b> Blk 249 Jurong East St 24, #01-86 , Singapore 600249	Dr. Periyasami Karthikeyan	201600348G
4	<b>Ayurlife Ayurvedic Pte Ltd</b> 103 Rangoon Road, #01-02 Rangoon Court, Singapore 218386	Dr. Lakshmi Jayalakshmi Nair	201804083M
5	<b>Ayush Ayurveda Academy Pte Ltd</b> Blk 472 Tampines Street, 44 #01-63 Singapore 520472	Dr. Vayalil Chathoth Ajithkumar	201438072N
6	<b>Ayush Ayurveda Healthcare Pte Ltd</b> Blk 927 Yishun Central 1 #01-171 Singapore 760927	Dr. Vayalil Chathoth Ajithkumar	200512717W

	<b>Company Name</b>	<b>Owner / Director's Name</b>	<b>UEN</b>
7	<b>Ayush Ayurvedic Pte Ltd</b> 146 Racecourse Road, Singapore 218595	Dr. Vayalil Chathoth Ajithkumar	200807684N
8	<b>Ayush Wellness Pte Ltd</b> 135 Jurong Gateway Road #02-333, Singapore-600135	1. Leela D/o Subramaniam Mrs Solomon George Manoger,  2. Sithadevi	202338108G
9	<b>Global Ayurvedic centre Pte Ltd</b> 456 Race course road, Singapore-218698	Dr. Jagadeesan Nirubha	200406825G
10	<b>Indian Ayurveda center Pte Ltd</b> Blk 352 Clementi Ave 2, #01-101, Singapore 120352	Dr. Kachappilly Augustine Nicy	201921294R
11	<b>Kerala Ayurveda Centre Pte Ltd</b> 43, Chander Road, Singapore 219544.	Dr. Elamthuruthi Joseph Joshi	201001351W
12	<b>Malayala Ayurveda Vaidyas- ala Pte Ltd</b> 442, Serangoon Road, #01-01, Singapore 218135	Mr. A. Mahesh	200408893G

	Company Name	Owner / Director's Name	UEN
13	<b>Union Centre Pte Ltd</b> 51 Chun Tin Road Mandarin Park Singapore 599625	1. Ong Pei Jia Monalisa, 2. Dr. Satyam Tripathi	201220843G
<b>Ayurvedic Clinic Only Facility</b>			
1	<b>Reverse Age Health Services Pte Ltd.</b> Under the Brand name: Ega Juice Clinic 583 Orchard Road #B1-11 Forum, Singapore. 238884	Dr. Chettiyam Thodiyil Ratheesh	201315616Z

## NEW MEMBERS INDUCTION PROGRAMME

### Introduction

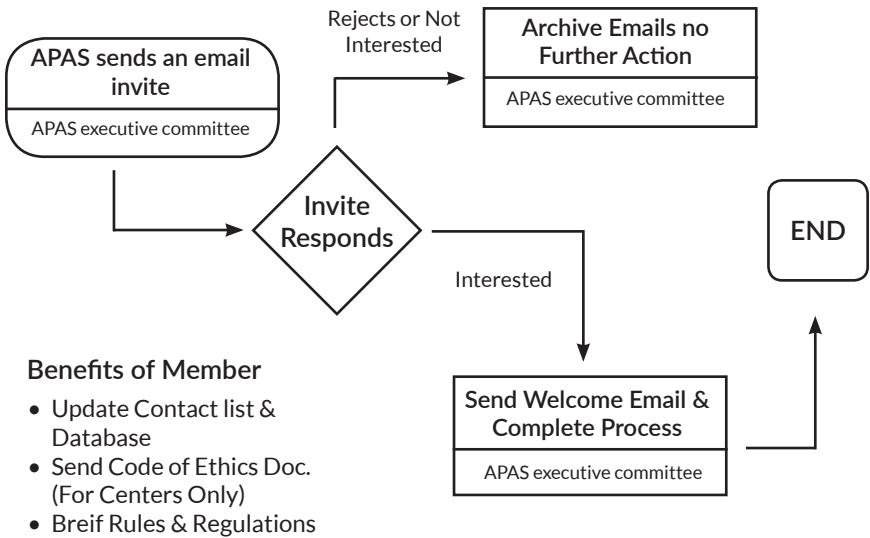
The APAS executive committee can invite new members (Ayurvedic centers or Individual) or members of the public can email APAS to join in as a member.

**Scenario A:** If APAS Knows there is a New Ayurvedic Centre or Wants to invite a member of the public

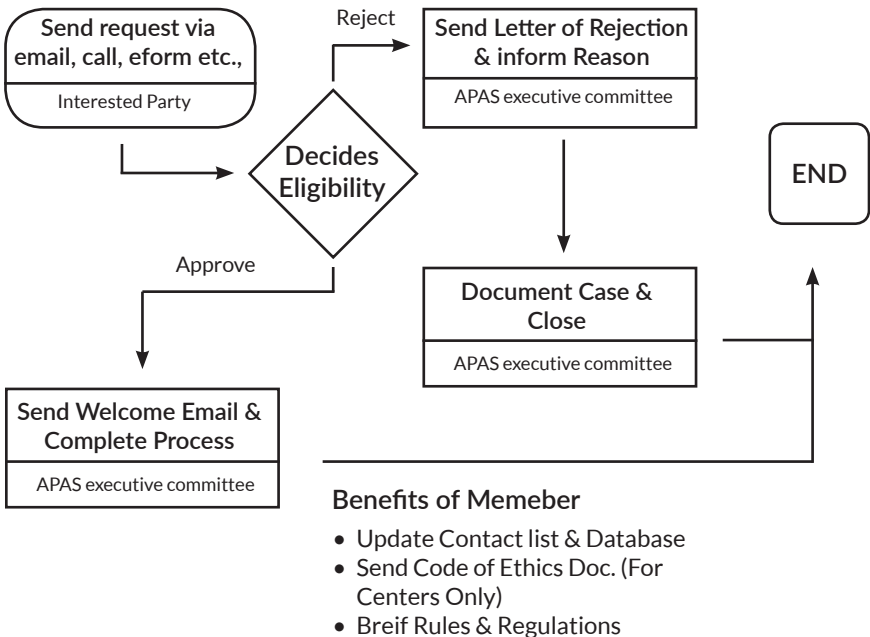
**Scenario B:** Non Invited Centres and Members of Public



## Scenario A: If APAS Knows there is a New Ayurvedic Centre or Wants to invite a member of the public



## Scenario B: Non Invited Centres and Members of Public



# DISCIPLINARY & GRIEVANCE HANDLING PROCESS

## INTRODUCTION

A grievant be it from the public or within the association can email APAS if there has been any form of grievance that he/she had encountered. It could be due to the service offered by a particular center's physican, therapist or any other employee.

## ROLES AND RESPONSIBILITIES OF THE DISCIPLINARY & GRIEVANCE COMMITTEE

The primary role of this committee is to

1. Convene if there is a case of grievance towards a member of APAS or their center's services.
2. Conduct a thorough investigation regarding the complaint.
3. Advise a resolution plan to ensure the respondant's complaint is addressed.

