



# TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

Approved by AICTE, Ministry of Education Govt. of India,  
Affiliated to G.G.S.I.P University & Recognized Under Sec. 2(f) of UGC Act 1956.

**INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085**

Ref. No.: TIAS-Dir. Off/2025-26/38

Date: 18.05.2026

## OFFICE ORDER

**Subject: Prior approval for payments under statutory compliance and annual subscriptions – Maintenance of timeline for payments**

In compliance with the statutory and regulatory requirements for the smooth functioning of this Institute, it is hereby directed that all payments related to the following annual subscriptions, statutory compliances, and service renewals shall be processed **at least three (03) months** prior to the expiry date of the respective subscription or due date of payment. Additionally, the final release of payment for approval must be submitted to the competent authority **at least fifteen (15) days before the last submission date** indicated by the concerned authority/service provider.

**Applicable categories of payments (illustrative, not exhaustive):**


- **Statutory / Municipal / Government Levies:** House Tax, Fire NOC renewal, Water Bill, Electricity Bill, Rainwater Harvesting compliance, Lift Licenses, Termite Treatment certificates.
- **Accreditations & Approvals:** ISO certifications, NAAC, JAC, AICTE, Academic Audit, RCI, DHE, DTTE, DSW.
- **Environmental & Waste Management:** Disposal & E-Waste agreements.
- **Subscriptions – Library & Laboratory:** Library services subscription, Laboratory services subscription.
- **Maintenance of Equipment & Infrastructure:** Overhead tank, Air Conditioners (AMC), Internet bandwidth, WiFi, Website domain hosting, Cloud space, ERP, Data storage.
- **Approval payments:** Any other recurring approval fee required by regulatory bodies or any other Agency of the Govt., University, AICTE, Nodal Agency, or any other Intermittent Compliances of any FDP, MDP, Seminar, Conference etc.
- **Roles & Responsibility for Timely Action:**

S.No.	Authority	Responsibility	Responsibility	
1	Director's Secretariat	Tracking all due dates of subscriptions/approvals; initiating reminder at least 3 months in advance; forwarding proposals with necessary justifications to Director's office.		
2	Administration (Admin)	Verification of service delivery, obtaining quotations/renewal terms, verifying statutory compliance validity, and preparing the payment proposal for Accounts.		
3	Accounts	Scrutiny of budgetary provision, deduction of taxes (TDS/etc.), and release of payment <b>at least 15 days prior to the last submission date</b> after obtaining due approval.		

**Instructions:**

1. The **Director's Secretariat** shall maintain a centralized master tracker of all expiry dates for the items listed above (and any analogous renewals) for the upcoming 12 months. This tracker shall be shared with Admin and Accounts on the 1st of every month.
2. **Admin** shall ensure that no requisition for renewal is initiated less than 90 days before expiry. In case of delay, a written explanation must be submitted.
3. **Accounts** shall not process any rushed payment without compliance with the 15-day lead time for approval, except in cases of documented emergency approved by the Competent Authority.
4. Failure to comply with the above timeline may lead to administrative review and appropriate action against the concerned officer/official.

This notice is issued with the approval of the undersigned and takes immediate effect.

  
Dr. Ajay Kumar, Director  
Tecnia Institute of Advanced Studies  
(Affiliated to GGSIP University Delhi)  
Madhuban Chowk, Rohini, Delhi-85

- Copy to:
1. Director's Secretariat – for compliance & master tracker maintenance
  2. Administrative Officer – for action
  3. Finance & Accounts Officer – for strict compliance
  4. All concerned HoDs / Coordinators (NAAC, AICTE, ISO, etc.) – for information
  5. Chairman, Tecnia Group – for information
  6. Office Copy

**Copy forwarded to the following for information and necessary action to provide information for tracking down of information of Annual Basis:**

1. Dean Academics, TIAS
2. Director, Development, TIAS
3. All Associate Deans – DMS, DICT, DJMC, TIAS
4. All Heads of Departments – MBA, MCA, BBA, BCA, BAJMC, B.Com (H) (All Shifts), TIAS
5. All In-Charges/Coordinators – Internal Quality Cell, Training & Development Cell, Entrepreneurship Development Cell, RIDC
6. Internal Chair – Centre of Excellence: AI & Robotics (DICT); Centre of Communication & News Bureau (DJMC)
7. DMS Chair – Universal Human Values Development Centre, CoE (AICTE Potential Nodal Centre)
8. Dean IQAC – Research, Innovation, Consultancy & Development; Statutory Cell; CoE In-Charges
9. In-Charge – Students' Welfare & Proctor
10. HR, Accounts & Finance, Store (through ED Sir)
11. Nodal Officers – NCC, NSS, UBA; Allied Clubs (as per GGS IP University)
12. All Branch Heads/In-Charges – ITC, Labs, TIAS Website, Administration (EDC)
13. In-Charges – Examinations, Librarian, TIAS; Admin In-Charge & PRO
14. Internal Chair – Centre of Excellence: Centre of Communication (DJMC); News Bureau; Media Coordinator for Tecnia TV, Youngster; In-Charge Social Media Cell, TIAS
15. Secretary to Director, TIAS – for statutory and other compliance
16. A.O. to Admin Staff – for information and compliance, TIAS
17. All Admin In-Charges of Departments