



KASHI GROUP OF INSTITUTIONS

(NAAC- A grade accredited institution), ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

E-mail : info@kashiit.ac.in, Website : www.kashiit.ac.in ☎ 1800-123-321-123

Ref. No.: KGI/Notice /2025-26 / 32

Date: 30th December, 2025

NOTICE

All the Faculties and Staff of KIT/KIP/KIMS are hereby informed that earn leave (EL) for odd semester (session 2025-26) can be availed from 10th of January 2026 to 9th February, 2026.

Eligibility of availing the earn leave is minimum 9 months of service.



Copy to:

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|---------------------------------------|------------------------------------|
| 1. Vice-Chairman | 10. Administrative Officer |
| 2. Director (KIP) | 11. Transport In-charge |
| 3. Deputy Director | 12. System Admin |
| 4. Registrar | 13. ERP in-charge |
| 5. Dean Academic | 14. HR Department |
| 6. Assistant Dean Academic | 15. Admission Cell In-charge |
| 7. Dean Students Welfare (DSW) | 16. Hostel Warden (Boy's & Girl's) |
| 8. Asst. Dean Students Welfare (ADSW) | 17. Account Officer |
| 9. All HODs | 18. Security Officer |