

No. ADMIN-19011/5/2025-P-II/(E-259026)
Government of India
Ministry of Environment, Forest and Climate Change
(P.II Section)

Prithvi Wing, 1st Floor,
Indira Paryavaran Bhawan,
Jor Bagh Road, Aliganj,
New Delhi-110003
Date: 04.02.2026

OFFICE ORDER

Subject: Grant of Half Pay Leave (HPL) to Ms. Sushma Narang, Senior Principal Private Secretary – regarding.

In pursuance of the approval of the competent authority, Half Pay Leave (HPL) in respect of Ms. Sushma Narang, Sr. PPS is hereby sanctioned under provisions of the Central Civil Services (Leave) Rules, 1972, as detailed below:

Name of the officer	Designation	Nature of Leave	Period	No. of days
Ms. Sushma Narang	Sr. PPS	Half Pay Leave (HPL)	05.01.2026 to 20.01.2026	16

2. During the period of leave, the officer shall draw leave salary as admissible under the CCS (Leave) Rules, 1972.

3. Further, the period of absence from 16.12.2025 to 19.12.2025 in respect of Sh. Sushma Narang, Sr.PPS, will be debited against HPL balance and she will not be paid any leave salary for the said period of absence.

4. This issues with the approval of Competent Authority.

Digitally signed by
VIBHUTI PANJIYAR
Date: 04-02-2026
17:21:39

(Vibhuti Panjiyar)
Under Secretary to the Government of India
Tel: 011-20819373
email: vibhuti.panjiyar@nic.in

Distribution:

- i. Ms. Sushma Narang, Sr. PPS
- ii. PPS to JS (Admn.)
- iii. DS (Admn.)
- iv. PAO, EFCC
- v. DDO (Cash)
- vi. Guard file/ Spare copies.
- vii. US(IT)/Consultant (IT)/ P.I Section/APAR/ eHRMS/ CR Section