

**OFFICE OF THE FIRST APPELLATE AUTHORITY**  
**(Appointed under the Right to Information Act, 2005)**  
**The Institute of Company Secretaries of India ICSI**  
**House, C-36, Sector-62, Institutional Area,**  
**Noida - 201 309 (U.P.)**

**Appeal No.264/2023**

IN THE MATTER OF:

Rajashree Khan  
16/7/1 Siddheswari Tala  
Howrah, West Bengal- 711101

Appellant

Vs.

Central Public Information Officer (EXAM)  
The Institute of Company Secretaries of India  
C-37, Sector 62, NOIDA- 201309

Respondent

Date of Order: 15 May, 2023

**ORDER**

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/23/00264 on 20.04.2023 under Section 19(1) of the Right to Information Act, 2005 in connection with Response Ref. No. ICSOI/R/E/23/09358 dated 07.04.2023 against the Central Public Information Officer (CPIO) (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide her application dated 18.03.2023 has requested to provide certified photocopies of CS Executive Program examination, Session: December 2022 for the subjects: 1. JIGL (421) (Module-I), 2. CL (422) (Module-I), 3. SBEC (423) (Module-I), 4. SLCM (426) (Module-II), 5. EBCL (427) (Module-II)
- (3) The Appellant has informed in the instant appeal that "Details not Provided".
- (4) The reply of the Respondent against the instant appeal is as under: -

"It is submitted that we have provided the requisite information as sought by the Applicant (Appellant hereinafter) in her RTI Application ICSOI/R/E/23/09358 dated 18.03.2023, at the email id of the Appellant registered with the Institute of Company Secretaries of India vide email dated 07.04.2023 and once again on 03.05.2023 in which a web-link, Username and Password have been provided to the Appellant to access the information sought.

Further, the date of accessing the scanned copies has also been extended till 10.05.2023.

The contents as above made in the RTI reply stands as it is and are candid".

- (5) This Office has carefully considered the application, the response, the

appeal and the records made available and finds that the matter can be decided based on the material available on record.

- (6) This Office concurs with the submission of the Respondent. Respondent has provided the response to Appellant vide email dated 07.04.2023 and once again on 03.05.2023 & also date extended till 10.05.2023 to access the scanned copies/ information sought. Appellant is requested to check her email id. Further, the Respondent is directed to extend the date to 20.05.2023 to access the scanned copies/information sought.

The appeal is accordingly disposed of.

Sd/-

(Ankur Yadav)  
First Appellate Authority

Copy to :

1. Ms. Rajashree Khan  
16/7/1 Siddheswari Tala  
Howrah, West Bengal- 711101
2. Central Public Information Officer (EXAM)  
The Institute of Company Secretaries of India  
C-37, Sector 62, NOIDA- 201309
3. Directorate of IT - For publishing on the website