

**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.378/2023**

IN THE MATTER OF:

Ms. Shakshi Kishan Bajaj  
501, Shivam Appt., Behind Sundaram Appt.  
Bhatar char Rasta , Surat-395007

Appellant

Vs.

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

Respondent

Date of Order: 25<sup>th</sup> October, 2023

**ORDER**

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/23/00378 on 26.09.2023 under Section 19(1) of the Right to Information Act, 2005 in connection with Response Ref No. ICSOI/R/E/23/16321 dated 20.09.2023 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 26.08.2023 has requested to provide the photo copies of answer books for CS Executive Examination held in June 2023 for the subjects: 421 JIGL 02 422CL 03 423 SBEC 04 424 TL.
- (3) The Appellant has informed in the instant appeal that "Refused access to information requested".
- (4) The reply of the Respondent against the instant appeal is as under: -

"It is submitted that the requisite information as sought by the Applicant (Appellant hereinafter) in her RTI Application ICSOI/R/E/23/16321 dated 26.08.2023, was made available in public domain and was freely available without any cost at link <https://cc.icsi.edu>.

Further, the Appellant was informed about the said link and the procedure to fetch the information in response to her above mentioned RTI Application vide letter

dated 20.09.2023(copy of letter enclosed). An announcement in this regard has also been published on the website of the Institute (copy of announcement attached).

Furthermore, in the instant Appeal the Appellant sought her certified copies of Answer Books once again. However, this is to inform that the certified copies were to be provided to the Appellant through the portal only after registration at link <https://cc.icsi.edu> which had not done by the Appellant.

It is also to submit that the Answer Books of the CS Examination, June 2023 have been disposed of in accordance with the Record Retention Schedule of Directorate of Examinations, ICSI and hence, the same cannot be provided.

Record Retention schedule of the Institute is in public domain and available at Institute's website [www.icsi.edu](http://www.icsi.edu).

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) The requisite information as sought by the Appellant was freely available in public domain without any cost at Link <https://cc.icsi.edu> as intimated by CPIO EXAM to the appellant vide communication dated 20.09.2023.

This Office concurs with the submission of the Respondent that since Answer books of CS Examination Session June 2023 have been disposed off in accordance with the Record Retention Schedule of Directorate of Examination of ICSI, hence the same cannot be provided.

The appeal is accordingly disposed of.

Sd/-

(Sonia Baijal)

First Appellate Authority

Copy to:

1. Ms. Shakshi Kishan Bajaj  
501, Shivam Appt., Behind Sundaram Appt.  
Bhatar char Rasta , Surat-395007
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