

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. 00001/2026

IN THE MATTER OF:

Mr. Sharad Kumar Jhunjhunwala
A-11, Ashok Vihar,
Ranchi, Jharkhand – 834002

Appellant

Vs.

Central Public Information Officer
The Institute of Company Secretaries of India
'ICSI House', 22, Institutional Area, Lodi Road,
New Delhi – 110003

Respondent

Date of Order: 4th February, 2026

ORDER

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/26/00001 on 06/01/2026 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 06/01/2026 against the Central Public Information Officer (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide his RTI Application No. ICSOI/R/E/25/03597 dated 09/12/2025 has requested the following information:

"I had sent an email regarding concerns about the seminar announced by the ICSI Ranchi Chapter for 07 December 2025 (copy attached). The programme was later postponed unofficially. I request the following information under the RTI Act:

1. Certified copy of the action taken report on my email.
2. Certified copies of all internal notes and emails showing how my email was processed at HQ.
3. Certified copy of any communication sent by HQ to Ranchi Chapter regarding my email.
4. Certified copy of action taken by Ranchi Chapter on my email as available with HQ.
5. Name and designation of the officer who handled my email and present status of my email.

6. Certified copy of the complete proposal submitted by Ranchi Chapter for the aforesaid seminar.
 7. Certified copy of the complete approval file at HQ including note sheets, movement sheets and date of approval
 8. Certified copy of the document showing how HQ approved the programme despite the announcement not containing speaker names, topic details or learning objectives.
 9. Certified copy of the communication issued by HQ authorising the announcement.
 10. Certified copy of the topic note submitted.
 11. Certified copies of documents showing speaker names, designations, qualifications and approval notes.
 12. Certified copy of any guideline or SOP that allows announcements without speaker names or qualifications.
 13. If no such guideline exists, certified copy of the noting where approval was justified.
 14. Certified copy of the noting, if any, recording the reason for repeating a recent speaker.
 15. Certified copy of the cost sheet or fee justification used to fix the fee of 1000.
 16. Certified copy of HQ approval for the fee.
 17. Certified copy of guidelines or SOPs on fee fixation.
 18. If no guideline exists, certified copy of the noting where the fee approval was justified.
 19. Certified copy of the official decision to postpone the programme including note sheets and recorded reason.
 20. Certified copy of the approval showing the officer who authorised postponement.
 21. Certified copy of the communication or noting showing the new proposed date or noting that the date is yet to be decided.
 22. Certified copy of the complete file movement from proposal to postponement.
- (3) The Appellant has submitted in his instant appeal regarding the reply provided by the Respondent to the RTI queries as under:

“Information was refused saying information requested in inquiry. Please provide the information requested.”

- (4) The reply of the Respondent against the instant appeal is as under: -

“The written submission of the Respondent is as under: -

Our reply remains the same as provided in RTI Reply dated 06.01.2026.

Since the queries raised by the appellant is in the nature of inquiry/clarification, and therefore, the same does not fall under the definition of information as per the provisions of the RTI Act, 2005.

Further, the Public Authority under the RTI Act, 2005 is not supposed to create information or to interpret information or to solve the problems raised by the applicants.

Therefore, the contents made in the RTI Reply stands as it is and the appeal deserves to be dismissed.”

- (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.

This office concurs with the submissions of the Respondent in his reply to the instant appeal.

The appeal is accordingly disposed of.

Sd/-

(Ashvini Kumar Srivastava)
First Appellate Authority

Copy to:

1. Mr. Sharad Kumar Jhunjhunwala
A-11, Ashok Vihar,
Ranchi, Jharkhand – 834002
2. Central Public Information Officer
The Institute of Company Secretaries of India
'ICSI House', 22, Institutional Area, Lodi Road,
New Delhi – 110003
3. Directorate of IT - For publishing on the website