

**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. 00004/2026**

IN THE MATTER OF:

Advocate Anwar M Quereshi  
AQ Associates, Al-Ameen,  
Manimandiram Road, Puthupariyaram,  
Palakkad, Kerala

Appellant

Vs.

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

Respondent

ORDER

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/26/00004 on 27/01/2026 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 13/01/2026 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/25/03608 dated 15/12/2025 has requested the following information:
  1. Provide certified digital copies of all rules regulations examination manuals policies guidelines circulars or notifications governing scheduling of Company Secretary examinations including provision or non-provision of study leave or gap days between papers and consecutive scheduling of modules.
  2. Provide certified digital copies of file notings internal notes minutes of meetings recommendations approvals or correspondence physical or

electronic wherein it was decided or approved to schedule Module 1 and Module 2 examinations without any study leave or gap days for the relevant examination session or sessions.

3. Provide certified digital copies of any academic assessment student welfare evaluation stress analysis or similar documents if any considered while finalising such scheduling II Payment to Examination Centres.
  4. Provide certified digital copies of rules circulars financial guidelines contracts or memoranda of understanding governing remuneration paid to examination centres clearly indicating whether payment is made only for actual examination days or for all days from commencement of examinations till the last examination day including days on which no examination is conducted.
  5. Where payment is made for non-examination days also provide certified digital copies of records specifying rate or structure of payment duration for which payment is made and authority approving such payments.
  6. Provide certified digital copies of records showing representations complaints or feedback received from students regarding lack of study leave between papers and records showing action taken or decisions recorded thereon if any.
- (3) The Appellant has submitted in his instant appeal regarding the reply provided by the Respondent to the RTI queries as under:

"The appellant submitted an RTI application under Section 6(1) of the Right to Information Act, 2005, seeking information from the above-mentioned public authority. No reply / no complete reply has been furnished by the Public Information Officer within the statutory time limit prescribed under Section 7(1) of the RTI Act, 2005, or the response received is incomplete and does not adequately address the information sought. The failure of the Public Information Officer to provide the requested information violates the mandatory provisions of the RTI Act, 2005 and defeats the objective of

transparency and accountability. Relief Sought The appellant respectfully prays that the Hon'ble First Appellate Authority may be pleased to :

- a) Direct the concerned Public Information Officer to furnish complete, clear, and point-wise information as sought in RTI Application No. ICSOI/R/E/25/03608;
- b) Ensure compliance with the provisions of the RTI Act, 2005 within the prescribed time;
- c) c) Pass such other order(s) or direction(s) as deemed fit in the interest of justice and transparency. Declaration I hereby declare that the facts stated above are true and correct to the best of my knowledge and belief."

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

"It is submitted that the requisite information/ reply as sought by the Applicant (Appellant hereinafter) in his RTI Application ICSOI/R/E/25/03608 dated 15.12.2025, was provided to the Appellant vide letter dated 13.01.2026 within the stipulated time as per the RTI Act ,2005. (copy of letter is enclosed)

Now in the instant Appeal, the Appellant has stated that the no reply / No complete reply has been furnished by the Public Information Officer within the statutory time limit or the response received is incomplete and does not adequately address the information sought.

It is submitted that the point wise reply / information supplied to the Appellant is complete in all respect as per the provisions of RTI Act 2005.

Hence in this case Appellant was responded correctly.

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

Therefore, the appeal deserves to be dismissed in-limine."

(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. Advocate Anwar M Quereshi  
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Palakkad, Kerala  
Kolkata, West Bengal - 700040
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