

**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.00014/2025**

IN THE MATTER OF:

Ms. Harsha Soni  
B-45, sony colony,  
Jhotwara, Jaipur  
Rajasthan  
Pin:302012

Appellant

Vs.

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

Respondent

Date of Order: 29th March 2025

**ORDER**

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/25/00014 on 24.03.2025 under Section 19(1) of the Right to Information Act, 2005 in connection with the Response vide letter dated 08.03.2025 against the Central Public Information Officer (EXAM) (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide his RTI Application No. ICSOI/R/E/25/00858 dated 27.02.2025 has requested the following information:

“Dear sir,  
please provide me certified copies of answer sheet under RTI act below are some details for your reference

examination of CS – professional  
Year of examination Dec 2024  
roll no 205103  
registration no 240827109022020

subject name and their number  
environmental social and governance 531  
Drafting pleading and appearances 532  
compliance management audit and due diligence 533  
CSR and social governance 541”

(3) The Appellant has submitted in the instant appeal as follows:

“please provide me certified copies of answer sheet under RTI act below are some details for your reference

examination of CS professional  
Year of examination Dec 2024  
roll no 205103  
registration no 240827109022020

subject name and their number  
Environmental social and governance 531  
Drafting pleading and appearances 532  
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CSR and social governance 541”

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

“It is submitted that procedure to obtain the requisite information as sought by the Applicant (Appellant hereinafter) in her RTI Application ICSOI/R/E/25/00858 dated 27.02.2025, was provided to the Appellant on 08.03.2025 in which the Appellant was informed about weblink and the procedure to fetch the sought information (Copy of letter enclosed).

An announcement in this regard was also published on the website of the Institute [www.icsi.edu](http://www.icsi.edu) – Examination – Result – Announcement (Supply of copy of Answer Book(s) to the students of CS Examination – December,2024) in which students have been advised to apply for scanned Answer Books at the “ICSI Examination Answer Books Portal” only and not through RTI Website.(Copy of announcement attached).

However, the Appellant did not apply at the said portal to access her Answer Books.

Further, it is to inform that the Certified Answer Books of December 2024 shall remain available till the expiry of Retention Period i.e. ordinarily upto 45 days of declarations of results of examination, and thus the student may apply for the aforesaid information within the prescribed time period i.e. upto 10th April 2025 (Copy of Record Retention Schedule attached).

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.

The appeal is accordingly disposed of.

Sd/-

(Asit Kumar Rath)  
First Appellate Authority

Copy to:

1. Ms. Harsha Soni  
B-45, sony colony,  
Jhotwara, Jaipur  
Rajasthan  
Pin:302012
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