

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. 000014/2026

IN THE MATTER OF:

Ajay Goyal
Vardhman Park, Mundian Khurd,
Near Fortis Hospital, Ludhiana,
Punjab – 141123

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: 24th April, 2026

ORDER

- (1) The Appellant has filed first Appeal No. ICSOI/A/E/26/00014 on 27/03/2026 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 24/03/2026 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/26/00942 dated 12/03/2026 has requested the following information:

"I am writing to request certified copies of my evaluated answer books under the RTI Act, 2005. My details are provided below:

Name of Student: Ajay Goyal

Registration Number: 241306644/04/2025

Roll Number: 123003

Examination: Executive

Session/Month & Year: December 2025

Subjects Required:

- 1 Jurisprudence, Interpretation and General Laws (521)
- 2 Company Law and Practice (522)
- 3 Setting Up of Business, Industrial and Labour Laws (523)
- 4 Corporate Accounting and Financial Management (524)''

- (3) The Appellant has submitted in his instant appeal regarding the reply provided by the Respondent to the RTI queries as under:

"I respectfully submit this appeal under Section 19(1) of the Right to Information Act, 2005 against the reply provided to my RTI application regarding certified copies of my answer scripts for CS Executive Examination (Group I), held in December 2025.

In response to my application, I was informed that the evaluated answer books are available on the ICSI Examination Answer Books Portal (<https://cc.icsi.edu/>) and that I may access them using my login credentials.

However, the information provided is incomplete and not in accordance with my request, for the following reasons:

Certified copies were specifically requested:

I had explicitly sought certified copies of my answer scripts. Merely providing temporary online viewing access does not fulfill the requirement of providing certified copies under the RTI Act.

No download or permanent access facility:

The portal only allows viewing of answer scripts for a limited duration and does not provide any option to download or retain copies for future reference.

Right to obtain information in material form:

Under the RTI Act, I am entitled to receive information in a tangible and usable form (including certified copies). Temporary access to view documents does not

satisfy this right.

Need for future reference and record:

Certified copies are required for academic record, future reference, and possible use in verification, higher studies, or professional requirements. Limited-time access defeats this purpose.

Precedent by other professional bodies:

Other professional institutes (such as ICAI) provide downloadable certified copies of answer scripts, which demonstrates that providing such copies is practical and feasible.

In view of the above, I humbly request you to:

Provide certified copies (digitally signed or physically certified) of my answer scripts for CS Executive (Group I), December 2025 examination, as originally requested and Ensure that the copies are provided in a format that allows download and permanent retention.

I further request that this appeal be considered sympathetically, as the current response does not adequately fulfill the provisions and intent of the RTI Act, 2005."

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

"It is submitted that the requisite information, i.e., Certified Copies of Answer Sheets as sought by the Applicant (Appellant hereinafter) in his RTI Application ICSOI/R/E/26/00942 dated 12.03.2026, was provided to him vide letter dated 24.03.2026, in which the Appellant was informed about weblink and the procedure to access the Answer Books through "ICSI Examination Answer Books Portal" (Copy of letter enclosed). An announcement in this regard was also published on the website of the institute (Copy of Announcement enclosed).

It is to inform that the Appellant also applied on the ICSI Examination Answer Books portal separately on 26.02.2026, and answer books have been made available to the applicant on 12.03.2026 and the same can be accessible to the

applicant till 30.04.2026. (Screen Shot of the portal is attached)

Now in the instant Appeal , the Appellant has submitted that merely providing the answer book view facility for limited time period is not fulfill the requirement under RTI ACT .In this regard, it is stated that the provisions of RTI Act,2005 have been fully complied in the case and the copy of evaluated answer books have been provided to the Appellant through electronic mode which is one of the modes as prescribed under the RTI Act itself and within the due time as required under the RTI Act and for the stipulated time period as per the Institute policy . Therefore, the RTI Act mandates providing inspection/ access, has been fulfilled. Hence the Appellant's ground for Appeal in the case is not tenable.

It is further to be submitted that, to ensure quick and transparent access of the answer books, the Institute provide a dedicated answer books portal facility to all its concerned students where the copy of evaluated answer books is available at free of cost and without filing of RTI application. Therefore, no requirement of filing an RTI application for obtaining the same. The portal does not have the download feature is a safeguard towards the unrestricted circulation of answer books, tampering, commercial exploitation and circulation on social media which may compromise the sanctity of the examination process and confidentiality of the evaluators. The ICSI, being an institution of higher learning imparting advanced professional education has a duty to balance transparency with maintaining the examination integrity.

The limited time access enables the students to view the answer book, verify the marks and note the discrepancies, if any, within the given timeframe. This fulfills the purpose of transparency and inspection envisaged under RTI Act. Downloading and saving facility to the applicant is not mandated under the RTI Act, if inspection/ access has been duly provided.

Therefore, substantive information is made available to the appellant and no other information is required to be provided and the contentions raised by student are not tenable.

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. Ajay Goyal
Vardhman Park, Mundian Khurd,
Near Fortis Hospital, Ludhiana,
Punjab – 141123
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

CPIOEXAM

From: CPIOEXAM
Sent: Thursday, February 26, 2026 11:42 AM
To: goyalaajay01@gmail.com
Subject: Sub: 104334 - 123003 - AJAY GOYAL : Supply of Copy of Evaluated Answer Books of CS Examination, DECEMBER, 2025

Dear **AJAY GOYAL**,

Your application for supply of copy of evaluated answer book(s) is successfully submitted. Your Application Number is **104334**. For obtaining status of your application or accessing copy of your answer books, please use the following:

Link	https://cc.icsi.edu/#viewanswerbook
User ID	241306644/04/2025
Password	uUn7BUGn

Subject-wise access periods for your answer books:

Subject	Start Date	End Date
Jurisprudence, Interpretation and General Laws (521)	12-03-2026	30-04-2026
Company Law and Practice (522)	12-03-2026	30-04-2026
Setting Up of Business, Industrial and Labour Laws (523)	12-03-2026	30-04-2026

Corporate Accounting and Financial Management (524)	12-03-2026	30-04-2026
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Important Instructions:

1. Your answer books will be available for access during the specified periods above. No extensions will be entertained.
2. In case of any difficulty, contact cpioexam@icsi.edu.
3. The password for opening answer book(s) is the combination of first six digits of your Roll Number and first six digits of Registration Number. Example: If roll number is 456123 and registration number is 408987620/99/9999, the password would be 456123408987.
4. Answer book(s) are for your exclusive self-inspection and educational purposes only and same shall not be used for any legal purposes. Do not share or publish them.
5. No applications for answer books will be accepted beyond the record retention period (see www.icsi.edu).
6. Do not comment on answer book evaluation on public/social media. For grievances, contact vom@icsi.edu.
7. Access the link using a computer/laptop only, not mobile phones.

Regards,

CPIO (Exams)

The Institute of Company Secretaries of India

ATTENTION STUDENTS !!!

SUPPLY OF COPY OF ANSWER BOOKS TO THE STUDENTS OF CS EXAMINATION DECEMBER, 2025 SESSION THROUGH ICSI EXAMINATION ANSWER BOOK PORTAL

(For providing copy of evaluated Answer Books without filing RTI Application)

The Institute provides the facility of supply of Copy of Answer Books to the students on their request for the December, 2025 session at ICSI Examination Answer Book Portal.

1. The copy of evaluated Answer Books shall be supplied to the students within the prescribed time as per the Record Retention schedule i.e. Ordinarily for a period of 45 days from the date of Declaration of Result i.e. till 11th April, 2026.
2. Any student can seek a copy of his/her Answer Book(s). The copy of evaluated Answer Book(s) is the personal information of the student, and such Answer Book(s) shall only be supplied to the student concerned and not to anyone else.
3. A student who wishes to obtain copy of his/her Answer Book(s) of any subject(s), as above, can apply at aforesaid portal using the following link:

<https://cc.icsi.edu>

The portal will be operational for students from 26th February, 2026

- After applying at the above link, a user id and password will be sent to the student at his/her registered email from cpioexam@icsi.edu. Student will be required to put those credentials at web-location <https://cc.icsi.edu/#viewanswerbook> and thereafter, the Answer Book(s) shall be provided to him/her. In case of any difficulty in accessing the Answer Book(s) the student may write at cpioexam@icsi.edu within the Record Retention Period of the Institute i.e. till 11th April, 2026.
4. Students are requested to apply for the evaluated/ scanned copies of Answer Books at this portal only, and not through RTI website as the Answer Books are in public domain and available free of cost at this portal.
 5. Tab "Apply Answer Books" is to be used for applying for Answer books using the required credentials and the Tab "View Answer Books" is to be used for viewing the Answer Book(s).
 6. In case a student applies for Verification of Marks / Certified Copies / Inspection of Answer Book(s) simultaneously, his/her application will be treated as per the guidelines of Verification of Marks / Certified Copies / Inspection and Answer Books will be available after completion of the prescribed procedure.
 7. The copy of the Answer Book(s) supplied to the student shall be for his/her exclusive self-inspection/personal reference, guidance and solely be used for the bonafide educational purposes by the Applicant student and the same shall not be used for any legal purposes. Under no circumstances, the Answer Book(s) so supplied shall be made available or put up for review in public domain to any other person or put up for view in public domain. Sharing copy of Answer Book(s) or part thereof to any other person or in public domain/social media etc. and /or making comments publicly on valuation of Answer Book(s) are strictly prohibited and such instances will be viewed seriously.
 8. A student who has accessed his/her Answer Book(s) of any subject/s of December, 2025 examination and wishes to address his/her grievances in respect of any error or inconsistency in valuation of Answer Book(s), if any, should apply using prescribed Application Form together with the requisite fee for Verification of Marks under Regulation 42(2) of the CS Regulations, 1982 through Student Login on the ICSI SMASH Portal within 60 days from the date of Declaration of Result or 15 days from accessing of the Answer Book(s) as made available to the Student by the Institute, whichever is earlier.

Directorate of Examinations

Roll No	Student Name	Subject Name	Subject Code	Application No	Application Date	Start Date	End Date	Status	No. of times viewed	Last Viewed
123003	AJAY GOYAL	Jurisprudence, Interpretation and General Laws	521	104334	26/02/2026	12/03/2026	30/04/2026	Available	4	Mar 13 2026 5:11PM
123003	AJAY GOYAL	Company Law and Practice	522	104334	26/02/2026	12/03/2026	30/04/2026	Available	4	Mar 27 2026 9:35PM
123003	AJAY GOYAL	Setting Up of Business, Industrial and Labour Laws	523	104334	26/02/2026	12/03/2026	30/04/2026	Available	4	Mar 27 2026 9:36PM
123003	AJAY GOYAL	Corporate Accounting and Financial Management	524	104334	26/02/2026	12/03/2026	30/04/2026	Available	6	Mar 27 2026 9:15PM

In case of any difficulty accessing the answer book(s), please contact cpioexam@icsi.edu.

The status of your application is determined based on the following conditions:

- **Under Process:** The Answer Book is Under Process, it will be available after start date(as per timeline).
- **Available:** The Answer Book is active and ready to view.
- **Available Soon:** The Answer Book is not yet active but will be available soon.
- **Pending:** The Answer Book is available after completion of VOM/CC/Inspection Process([Click Here](#)).
- **Expired:** The Last Date for viewing Answer Book is Over.

Please check the status displayed on the portal for the most up-to-date information regarding your application.