

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. 000015/2026

IN THE MATTER OF:

Akanksha Kumari
C/O. Nabin Kumar Mishra
House No. 23, Ward No. 2,
Lane No. 8, Shantinagar,
Near Cotton Mill, Dumra Sitamarhi,
Bihar – 843301

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/26/00015 on 28/03/2026 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 25/03/2026 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/26/00867 dated 10/03/2026 has requested the following information:

“I have appeared for CS Professional examination with the following particulars:

Name: Akanksha Kumari

Examination: CS Professional

Year & month of examination: 2025 & December

Roll No: 301242

Registration No : 140650436/07/2021

Mobile number: 6200635078

E-mail id: akanksha25j2000@gmail.com

Scanned copy of the paper required is as follows.

GROUP 2 (Code: 535): STRATEGIC MANAGEMENT AND CORPORATE FINANCE (SMCF)

GROUP 2 (Code: 536): CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY (CRVI)

GROUP 2 (Code: 555): INSOLVENCY AND BANKRUPTCY LAW AND PRACTICE (INBLP) (Open Book Exam)

The photocopy of my admit card is enclosed for verification of my identity.

I also undertake that I am the same candidate who appear in the aforesaid examination.

The Requisite fees for this RTI Application will be paid by me.

I hereby declare and affirm that the details mentioned above relate to me only and true the best of my knowledge and belief.

Please provide the requested certified photocopies as soon as possible."

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

"I had filed an RTI application requesting certified copies of my answer books for the CS Professional Examination held in December, 2025 for the following subjects:

GROUP 2 (Code: 535): STRATEGIC MANAGEMENT AND CORPORATE FINANCE (SMCF)

GROUP 2 (Code: 536): CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY (CRVI)

GROUP 2 (Code: 555): INSOLVENCY AND BANKRUPTCY LAW AND PRACTICE
(INBLP) (Open Book Exam)

On checking the status of my application on the online RTI portal, it is observed that the CPIO has disposed of the request with the remark that the link to the answer books has been sent to my registered email ID.

7. Ground for Appeal: While the status report claims that the link has been provided, I have not received any email from the ICSI, the CPIO or the RTI containing the link or the soft copies of my answer books.

I have diligently checked my Inbox, Spam, and Junk folders, but the email is not found. I confirm that the email ID provided in my RTI application (akanksha25j2000@gmail.com) is correct and functional. Therefore, the information sought has effectively been denied to me due to technical delivery failure or administrative error.

8. Prayer / Relief Sought: In light of the above, I request the First Appellate Authority to specifically direct the CPIO to:

Resend the link to download my certified answer books to my email ID:
akanksha25j2000@gmail.com

Alternatively, provide the certified copies as PDF attachments directly to the above email.

I request you to kindly treat this matter as urgent as these copies are essential for my academic analysis."

(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/26/00015 dated 10.03.2026 was provided to the Appellant vide letter dated 25.03.2026, 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).

Further, it has been observed that the Appellant did not apply at the said portal which was a compulsory requirement to obtain a user name and password for accessing the Answer Books through the portal. Resultantly, the Answer Books could not be provided to her.

Furthermore, the Answer Books have been disposed off now as per the Record Retention Schedule and are not available with the Institute (copy of Record Retention Schedule attached).

It is also to mention that the Appellant is well versed with the process of obtaining Answer Books as she, in the past, had availed the services of Portal to obtain Answer Books of June 2023 Session of examinations (copy of email dated 06.10.2023 enclosed). **Therefore, it may be inferred that the candidate was aware of the established process, particularly the provision that the User ID and password are issued solely upon successful registration on the Portal."**

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. Akanksha Kumari
C/O. Nabin Kumar Mishra
House No. 23, Ward No. 2,
Lane No. 8, Shantinagar,
Near Cotton Mill, Dumra Sitamarhi,
Bihar – 843301
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

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

**RECORD RETENTION SCHEDULE FOR THE
DIRECTORATE OF EXAMINATION ICSI**

Sl No.	Description of Record Main Head/Sub-Head	Record Retention Period
1.	Answer Books of Company Secretaries Examinations on which applications for verification of marks under Reg.46(2) of the Company Secretaries Regulations, 1982, have not been received by the Institute within one month of the declaration of results of respective examination.	Upto 45 days of declaration of results of each examination concerned.
2.	Answer Books of examinations verified on candidates' requests under the Regulation 46(2) of the CSR, 1982.	Upto 3 months from the date of declaration of result of verification of marks to the candidates concerned.
3.	Answer books of examinees on which some action/dispute is pending or such answer books which are required for any enquiry by any authority or court	Upto 3 months from the date of completion of the action or enquiry or dispute, as the case may be.
4.	Examination Sessionwise Results Registers	To be maintained in bound Registers in physical form for 5 years; and in digitized form for 20 years from the date of declaration of results.
5.	Statements of Payments made to Moderators, Paper Setter-cum-Examiners, Additional Examiners, Translators, etc. approved by the competent authority.	8 Financial Years.
6.	Attendance Sheets of candidates registered for/appeared in the examinations	1 Year or 2 Examination Sessions.
7.	Subjectwise individual Examiners Marks-Sheets	1 Year or 2 Examination Sessions.
8.	Examination sessionwise address list of Moderators, Paper Setters, Additional Examiners, Hindi Translators, etc.	1 Year or 2 Examination Sessions.
9.	Correspondence with Moderators, Paper Setter-cum-Examiners, Additional Examiners, Hindi Translators, etc.	1 year.

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CPIOEXAM

From: CPIOEXAM
Sent: Friday, October 6, 2023 10:28 PM
To: akanksha25j2000@gmail.com
Subject: Sub : 11923 - 305175-AKANKSHA KUMARI : Supply of Copy of Evaluated Answer Books of C S Examination, June, 2023 as per the Provisions of the RTI Act, 2005.

Dear Student,

Your application for supply of copy of evaluated answer books is successfully submitted and your Application Number is 11923. For obtaining status of your application or accessing copy of your answer books, as requested, please use the following link, UserID and Password :

Link : <https://cc.icsi.edu/>
USER ID : 140650436/07/2021
Password : f0msZ7u9F

2. Your answer books will be available for your access from 09/10/2023 to 15/10/2023 . You may access your answer books within the above specified period and no request for extending the same shall be entertained. In case any difficulty in accessing the answer books, you may write at cpioexam@icsi.edu

3. Copy of your evaluated answer book(s) is personal information and accordingly maintaining your privacy, the Answer Books as made available to you are password protected. The Password for opening answer book(s) would be the combination of your Roll Number of above examination and Registration number, i.e., First six digits of your Roll Number + First six digits of Registration Number. For example : if your roll number is 456123 and registered number is 408987620/99/9999, password for accessing the answer book(s) would be 456123408987.

4. A student can seek copy of his/her Answer Book(s) only. 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. Please note that disclosure of personal information of a person to any other person is exempt under Section 8(1)(j) of the RTI Act,2005.

5. No application for supply of copy of evaluated answer books shall be accepted beyond the retention period of the Institute. The Retention Schedule is in public domain available at www.icsi.edu.

6. As a student, you should note that your answer book(s) so made accessible or supplied to you are strictly for your exclusive self-inspection/ personal reference, guidance and solely be used for the bona fide educational purposes by the Applicant Student and 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 evaluation of Answer Book(s) are strictly prohibited and such instances will be viewed seriously.

7. Students should not make any comment on evaluation of Answer Book(s) at any public/social media platform. In case of any inconsistency / grievance / query, you may write to the Institute at vom@icsi.edu . Please note that any request for the awarding / granting more marks on the question(s) already evaluated and awarded marks or re-evaluation of answers shall not be entertained by the Institute.

8. The applicant student may open the link in computer/laptop only. The link for accessing copy of answer books shall not be opened on Mobile Phones.

Regards,