

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. 000018/2026

IN THE MATTER OF:

Priyanshi Dabi
Narwar, Dewas Road
Madhya Pradesh

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: 7th May, 2026

ORDER

- (1) The Appellant has filed first Appeal No. ICSOI/A/E/26/00018 on 16/04/2026 under Section 19(1) of the Right to Information Act, 2005 in connection with Response vide letter dated 17/03/2026 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/26/00354 dated 26/02/2026 has requested the following information:

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

Name: Priyanshi Dabi

Examination: CS Professional Programme (New Syallabus 2022)

Year & month of examination: December 2025

Roll no: 328016

Registration no: 441256012/11/2023

Mobile number: 7803836130

E-mail id: priyanshidabi14@gmail.com

Scanned copy of the paper required is as follows:

PAPER 1: ESG

PAPER 2: DPA

PAPER 3: CMADD

PAPER 4: CSR AND SOCIAL GOVERNANCE

PAPER 5: SMCFPAPER 6: CRVI

PAPER 7: IBLP

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 have applied for the answer sheets of my exam (CS Professional December 2025) on 26th February, 2026, but not received any response till the date.

Therefore kindly provide me the answer sheets of all my question papers of the CS Professional exam of December 2025.

Following are the details:

Name: Priyanshi Dabi

Examination: CS Professional Programme (New Syallabus 2022)

Year & month of examination: December 2025

Roll no: 328016

Registration no: 441256012/11/2023

Mobile number: 7803836130

E-mail id: priyanshidabi14@gmail.com

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PAPER 7: IBLP"

(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/26/00354 dated 26.02.2026 was provided to her vide letter dated 17/03/2026, 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).

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 enclosed).

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. Priyanshi Dabi
Narwar, Dewas Road
Madhya Pradesh
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

**Government of India
The Institute of Company Secretaries of India
ICSI House, C-37, Sector-62,
NOIDA,, Uttar Pradesh**

Dated: 17/03/2026

To

Ms. Priyanshi Dabi
Narwar , Dewas road
456664

Registration Number : ICSOI/R/E/26/00354

Dear Sir/Madam

I am to refer to your Request for Information under RTI Act 2005, received vide letter dated 26/02/2026 and to say that *the information sought is the evaluated copy of Answer Book(s) which is available in public domain at the ICSI EXAMINATION ANSWER BOOKS PORTAL- <https://cc.icsi.edu/>. You may access the information sought by submitting your credentials as instructed at the above-said link. Necessary announcement to this effect is also available on the website of the Institute, <https://www.icsi.edu/media/webmodules/Examination/ANNOUNCEMENT.pdf>.*

In case, you want to go for an appeal in connection with the information provided, you may appeal to the Appellate Authority indicated below within **thirty days** from the date of receipt of this letter.

Ashvini Kumar Srivastava

FAA & Joint Secretary

Address: Directorate of Human Resources ICSI House, 22, Institutional Area, Lodi
Road New Delhi

Phone No.: 011-45341013

Yours faithfully

**(Nikhat)
CPIO & Deputy Director
Phone No.: 0120-4522023
Email : cpioexam@icsi.edu**

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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