

**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.00060/2025**

IN THE MATTER OF:

Ms. Sneha Chande  
14, Virji peraj bldg,  
G.D. Ambekar road, Parel village  
Maharashtra  
Pin: 400012

Appellant

Vs.

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

Respondent

Date of Order: 17th September 2025

**ORDER**

- (1) The Appellant has filed first Appeal No. ICSOI/A/E/25/00060 on 01.09.2025 under Section 19(1) of the Right to Information Act, 2005 in connection with the Response vide letter dated 01.09.2025 against the Central Public Information Officer (EXAM) (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide RTI Application No. ICSOI/R/E/25/02513 dated 26.08.2025 has requested the following information:

“Dear Sir / Madam

Request you to provide Certified Copies of Answer Sheets under the Right to Information Act 2005. Below are my details for your reference:

Name: SNEHA CHANDE

Examination: PROFESSIONAL PROGRAMME (new Syllabus)

Year of Examination: JUNE 2025

Roll No: 617117

Student Registration No : 441152904/11/2022

Mobile Number : 9619356856

Email Id : [snehanchande@gmail.com](mailto:snehanchande@gmail.com)

Paper No    Subject name

- |   |   |
|---|---|
| 1 | ENVIRONMENT SOCIAL AND GOVERNANCE PRINCIPLES AND PRACTICE |
| 2 | DRAFTING, PLEADINGS AND APPEARANCES                       |
| 3 | COMPLAINT MANAGEMENT, AUDIT AND DUE DILIGENCE             |

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

“I request you to please provide with the answer copies of CS PROFESSIONAL JUNE 2025 session Details:

roll no 617117

registration no 441152904/11/2022

mobile no 9619356856

scanned copies of the following papers are required:

1. ENVIRONMENT SOCIAL AND GOVERNANCE
2. DRAFTING PLEADINGS AND APPEARANCES
3. COMPLIANCE MANAGEMENT AUDIT AND DUE DILIGENCE
4. CSR”

(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 RTI Application ICSOI/R/E/25/02513 dated 26.08.2025, was provided to her on 01.09.2025 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 – June, 2025) in which students have been advised to apply for scanned Answer Books at the “ICSI Examination Answer Books Portal” only (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 copy of evaluated Answer Books of June 2025 shall remain available till the expiry of Retention Period i.e. ordinarily up to 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 09<sup>th</sup> Oct 2025 (Copy of Record Retention Schedule attached).

In case, the student wants certified copy of evaluated Answer Book, her application will be treated as per the guidelines for the same. Further, the Answer Book will be available after completion of prescribed procedure. Announcement to this effect and guidelines for providing Certified Copy are also available at the website of the Institute at weblink [https://www.icsi.edu/media/webmodules/2 Announcement C C and Inspection of Answer Books June %202025.pdf](https://www.icsi.edu/media/webmodules/2%20Announcement%20CC%20and%20Inspection%20of%20Answer%20Books%20June%202025.pdf)

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. Sneha Chande  
14, Virji peraj bldg,  
G.D. Ambekar road, Parel village  
Maharashtra  
Pin: 400012
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