

**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.00061/2025**

IN THE MATTER OF:

Mr. Vaibhav Verma  
D20/7, New Rajendra Nagar,  
Raipur,  
Chhattisgarh  
Pin: 492001

Appellant

Vs.

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

Respondent

Date of Order: 24th September 2025

**ORDER**

- (1) The Appellant has filed first Appeal No. ICSOI/A/E/25/00061 on 07.09.2025 under Section 19(1) of the Right to Information Act, 2005 in connection with the Response vide letter dated 03.09.2025 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/25/02799 dated 29.08.2025 has requested the following information:

“Subject: Scanned certified copies of CS Executive/Professional held in June 2025 under (Right to Information Act, 2005)

Dear Sir/Madam

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

Name: Vaibhav Verma

Examination: CS Professional

Year & month of examination: June 2025

Roll no: 620402

Registration no : 441184008/02/2023

Mobile number: 9669275544

E-mail id: vaibhavv4381@gmail.com

Scanned copy of the paper required is as follows.

PAPER 1: ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) PRINCIPLES AND PRACTICE (ESGPP) (Code: 531)  
PAPER 2: DRAFTING, PLEADINGS AND APPEARANCES (DPA) (Code: 532)  
PAPER 3: COMPLIANCE MANAGEMENT, AUDIT AND DUE DILIGENCE (CMADD) (Code : 533)  
PAPER 4: CSR AND SOCIAL GOVERNANCE (CSRSG) (Open Book Exam) (Code: 541)  
PAPER 5: STRATEGIC MANAGEMENT AND CORPORATE FINANCE (SMCF) (Code: 535)  
PAPER 6: CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY (CRVI) (Code: 536)  
PAPER 7: INSOLVENCY AND BANKRUPTCY LAW AND PRACTICE (INBLP) (OPEN BOOK EXAM) (Code: 555)

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 at the earliest. Your cooperation will be highly obliged.

Your Faithfully  
Vaibhav Verma”

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

“Respected Sir,  
I have already placed the request for viewing answer books on ICSI EXAMINATION ANSWER BOOK PORTAL. Also, another point to be noted was that I had also applied for Verification of Marks on the ICSI portal and it says that the answer books will be available on answer book portal after Verification of marks is completed. Now the technical problem here is that the end date of viewing answer books on Answer book portal is 28/10/2025. And the estimated time displayed for completion of Verification of marks is displayed as minimum 7 to 8 weeks. Which means that by the time Verification of Marks is completed, the last date for viewing Answer books i.e. 28/10/2025 will either be crossed or I will be left only with a slim margin of time. If this occurs, it would mean that I would not be able to access my answer books on the Answer books portal. Hence, I request you to kindly provide me copies of my answer books through the RTI portal.

Your cooperation will be highly obliged.

Thank you”

(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 his RTI Application ICSOI/R/E/25/02799 dated 29.08.2025, was provided to the Appellant vide letter dated 03.09.2025 in which the Appellant was informed about weblink and the procedure to fetch the information (copy of letter enclosed).

Subsequently, it has been found that the Applicant had already registered at “ICSI Examination Answer Books Portal” on 26.08.2025, and the Answer Books were made available to the Appellant within the specified time frame, which have also been viewed by the Appellant (copy of screenshot attached).

Now, in the instant Appeal, the Appellant requested to provide his Answer Books through “RTI Portal” because he has also applied for “Verification of Marks” and as per procedure Answer Books can be provided only after the verification process is completed.

It is to be submitted that in such cases the time-period of viewing of Answer Books is increased to give sufficient time to the Appellant to view his Answer Books.

In this case copies were made available to the Appellant after completion of Verification process and the same has also been viewed by the Appellant also, on 17.09.2025 at “ICSI Examination Answer Books Portal” (Screen Shot 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. Mr. Vaibhav Verma  
D20/7, New Rajendra Nagar,  
Raipur,  
Chhattisgarh  
Pin: 492001
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