

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.00068/2025

IN THE MATTER OF:

Ms. Sivarenjini R S
Sivam Avni b 43a City gardens
Vittiyam Peyad
Trivandrum - 695573
Kerala

Appellant

Vs.

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

Respondent

Date of Order: 8th October 2025

ORDER

- (1) The Appellant has filed first Appeal No. ICSOI/A/E/25/00068 on 26.09.2025 under Section 19(1) of the Right to Information Act, 2005 in connection with the Response vide letter dated 26.09.2025 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/25/03124 dated 08.09.2025 has requested the following information:

“I would like to have the procedural guidelines for the evaluation of cs executive examination provided to an examiner. What are the criterias in which marks are awarded. Is there any specific terms and conditions for the authority.”
- (3) The Appellant has submitted in the instant appeal as follows:

“The CPIO has denied disclosure of the evaluation guidelines/marketing scheme for my CS Executive exam without citing specific reasons under the RTI Act. I request the FAA to direct disclosure of the official guidelines/instructions followed by evaluators, to ensure transparency and fairness in marking.”
- (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/25/03124 dated 08.09.2025, was provided to the Appellant vide letter dated 26.09.2025. In her RTI Application, the Applicant was asked for the procedural guidelines for the evaluation of CS Executive examination provided to an examiner and what are the criteria in which marks are awarded. Is there any specific terms and conditions for the Authority.

The Applicant was informed vide letter dated 26.09.2025 that the information sought is exempt from disclosure under section 8(1)(d) of the RTI Act, 2005. (copy of letter enclosed).

Now in the instant Appeal, the Appellant again requested for disclosure of the guidelines/ Instructions issued to the evaluators.

It is submitted that guidelines/ Instructions to the examiners are prepared and made available by the Institute to its Examiners only and therefore exempt from disclosure under section 8(1)(d) of RTI Act, 2005. The instructions/ guidelines given by the Institute is to its examiners to be held in confidence and requiring/ expecting secrecy and confidentiality and therefore also exempt from disclosure under section 8(1)(e) of the RTI Act, 2005.

Hence in this case Appellant was responded correctly.

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:

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C-37, Sector 62, NOIDA- 201309
3. Directorate of IT - For publishing on the website