

**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.00111/2024**

IN THE MATTER OF:

Ms. Shiva Shankari  
No.46, Jayanagar,Vishnupriya Avenue,  
Kayarambedu,  
Guduvancheri,  
Chengalpattu District.,  
Pin:603202  
Tamilnadu

Appellant

Vs.

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

Respondent

Date of Order: 3rd December 2024

**ORDER**

- (1) The Appellant has filed first Appeal- No. ICSOI/A/E/24/00111 on 19.11.2024 under Section 19(1) of the Right to Information Act, 2005 in connection with the Response vide letter dated 05.11.2024 against the Central Public Information Officer (EXAM) (hereinafter referred to as Respondent) of the Institute of Company Secretaries of India.
- (2) The Appellant vide his RTI Application No. ICSOI/R/T/24/00102 dated 01.11.2024 has requested the following information:

“Subject: Photocopy of Answer book of the Board Examinations under the RTI Act, 2005

Dear Sir,

I have appeared for CS Professional (New Syllabus) Examination with following particulars:

1.Name: Shiva Shankari

2.DOB: 25.06.2003

3.Contact no: 9843822845

4.Email address: [shankarics2563@gmail.com](mailto:shankarics2563@gmail.com)

5.Address: No.46, Jayanagar, Vishnupriya Avenue, Kayarambedu, Guduvancheri, Chengalpattu District. PIN CODE 603202.

6. Student Registration No: 340786794/11/20207.

Examination: Professional Programme

Month : June Year : 2024

Roll No:757270

Paper No. :

Subject 01: Environmental, Social and Governance (ESG) Principles and Practice

02: Drafting, Pleadings and Appearances

03: Compliance Management, Audit and Due Diligence

04: Internal and Forensic Audit

I hereby declare and affirm that the details mentioned above relate to me only and are true to the best of my knowledge and belief. The information may kindly be provided at the given address.

Yours faithfully

Shiva Shankari

340786794/11/2020”

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

“Dear Sir,

I am Shiva Shankari having Reg No : 340786794/11/2024, a professional student of ICSI. I have applied for the answer books of June,2024 session with the RTI Authority vide application number: ICSOI/R/T/24/00102 dated 31/10/2024 (Proof is enclosed herewith). Moreover, my request has been disposed of with the following reply: the Answer Books of June 2024 session of examinations have been disposed of as per the Record Retention Schedule of the Institute and hence, the same cannot be provided. In further, the Answer Books which have been disposed of as per the Record Retention Schedule of the Institute cannot be downloaded for our future reference and I wasn't able to view my answer books completely within the prescribed time due to some technical glitches faced then and there is no downloading facility for future reference of the viewed answer sheets too. The reason for applying through the RTI portal is that answer books can be downloaded normally and the same can be utilized for my future reference which is very helpful for my exam preparations (Dec2024). So, I request your good office to dispose of my answer books for the June 2024 session through RTI that are extremely helpful for my exam preparations and any assistance you could give would be greatly appreciated.

Thank you.”

(4) The reply of the Respondent against the instant appeal is as under: -

“It is submitted that the reply against the RTI Application ICSOI/R/T/24/00102 dated 19.11.2024, was provided to the Applicant (Appellant hereinafter) vide letter dated 05.11.2024 in which the Appellant was informed about the non-availability of Answer Books as the same were disposed off in accordance with the Record Retention Schedule of the Institute(copy attached).

However, the Appellant had already applied on the “ICSI Examination Answer Books Portal” (prior to filing the above mentioned RTI Application) where the scanned copies of Answer Books were available free of cost and subsequently, the information regarding the availability of Scanned Answer Books and technical specifications to view the Answer Books were provided to her vide email dated 10.09.2024(copy of Email Attached).

Further, the Scanned copies of Answer Books were made available to the Appellant at the

Portal from 14.09.2024 to 09.10.2009 (copy of screen shot attached).

In the instant Appeal the Appellant has sought the same information once again which was already provided and thus, no other information is required to be provided.

It is also to submit that the Certified Copies of Answer Books of June 2024 Examination have now been disposed off as per the Record Retention Schedule and are no longer available.

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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Pin:603202  
Tamilnadu
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