

**OFFICE OF THE FIRST APPELLATE AUTHORITY**

(Appointed under Right to Information Act, 2005)  
The Institute of Company Secretaries of India  
ICSI House, C-36, Institutional Area, Sector-62  
Noida – 201 309 (U.P.)

**Appeal No. 38/2019**

IN THE MATTER OF:

T V Sathyavathy  
Incy Bincy – Vadassery  
PO Mathil, Payyannur  
Kannur  
Kerala –670 307

Appellant

Vs.

Central Public Information Officer  
The Institute of Company Secretaries of India  
'ICSI House'  
22, Institutional Area, Lodi road  
New Delhi – 110 003

Respondent

**Date of Order : 20<sup>th</sup> November, 2019**

**ORDER**

1. The Appellant has filed first appeal dated 4<sup>th</sup> November, 2019 (received in this Office on 7<sup>th</sup> November, 2019) under section 19(1) of the Right to Information Act, 2005.
2. The Appellant had submitted an application dated 23.10.2019 under the RTI Act.
3. The Respondent in response to the said RTI application had informed the Appellant vide letter dated 29.10.2019 that the Postal Order of Rs.10/- towards the application fee should be in favour of "The Institute of Company Secretaries of India" and not in favour of "Accounts Officer, Institute of Company Secretaries of India".
4. The Appellant in her appeal has informed that "Returning the IPO intimating technical defects and refusing to process the RTI application is denying the information as per the RTI regulations".

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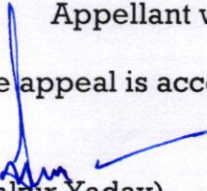


5. The Respondent has informed against the instant appeal that as per the established/ standard procedure for receipt of fee, the Postal Order should be drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi. The Mode payment of fee has been mentioned in the procedure for obtaining the information under the RTI Act on the website of the Institute at the following link:

[https://www.icsi.edu/media/webmodules/Procedure for obtaining information under RTI Act.pdf](https://www.icsi.edu/media/webmodules/Procedure%20for%20obtaining%20information%20under%20RTI%20Act.pdf)

6. 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.
7. The Appellant is advised to submit the revised Postal Order as per the standard procedure as publically mentioned.
8. The Respondent is directed to provide the response on the RTI as sought by the Appellant within 10 days of receipt of the revised Postal order as per 7 above.

The appeal is accordingly disposed of.

  
(Ankur Yadav)  
First Appellate Authority

Copy to :

1. Ms. T V Sathyavathy  
Incy Bincy – Vadassery  
PO Mathil, Payyannur  
Kannur  
Kerala –670 307
2. Mr. Surya Narayan Mishra  
Central Public Information Officer  
The Institute of Company Secretaries of India  
ICSI House, 22, Institutional Area  
Lodi Road  
New Delhi - 110 003
3. Directorate of IT .... For publishing on the website