RIGHT TO INFORMATION ACT, 2005

PROCEDURE FOR OBTAINING INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005

The ICSI is maintaining website i.e. www.icsi.edu. Interested people can visit this website for desired information. If the required information is not available in the website they can obtain the required information by making a request in writing or through email to the Public Information Officer / Assistant Public Information Officer as per the following procedure.

PROCEDURE FOR SUBMITTING RTI APPLICATION OFFLINE

APPLICATION FEE
In accordance to directive given in the Gazette notification issued by Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, Govt. of India, vide no. 34012/8(s)/2005-Esst.(B) dated 16.09.2005 read with RTI Rules, 2012, the application for obtaining Information under sub-section (1) of section 6 must be accompanied by prescribed application fee drawn in favour of The Institute of Company Secretaries of India. At present the application fee is as under:-

Application fee : Rs 10/-

Mode of payment : By cash against proper receipt or by demand draft/banker’s cheque or Indian Postal Order in favour of “The Institute of Company Secretaries of India” & payable at New Delhi.

PROCEDURE FOR SUBMITTING RTI APPLICATION ONLINE
The procedure is given in the RTI Online User Manual, which is attached in this section.

ADDITIONAL FEE
The applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the applicant.

In accordance with directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section 7, of the Act an additional fee shall be charged. At present, the applicable rates, are given as under:-

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<tbody>
<tr>
<td>a</td>
<td>For each page (in A-4 or A-3 size paper</td>
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<tr>
<td>b</td>
<td>For a copy in larger size paper</td>
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<tr>
<td>c</td>
<td>For samples or models</td>
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<tr>
<td>d</td>
<td>For inspection of records</td>
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Further, for providing the information under sub-section (5) of section of the Act, the fee shall be charged at the following rates:-

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<tbody>
<tr>
<td>a</td>
<td>For information provided in diskette or floppy</td>
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<tr>
<td>b</td>
<td>For information provided in printed form</td>
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The mode of payment of above mentioned additional fees shall be the same as application fee.

APPEAL
In case the Requester who does not receive a decision within the time specified in sub-section (1) of clause (a) of sub-section (3) of section 7 of the Act or is aggrieved by decision of the Public Information Officer, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance.

Contd...(2)
Names, Addresses, Telephone Nos. of Appellate Authority, Central Public Information Officer (CPIO) / Assistant Public Information Officers (APIOs) and Transparency Officer

I  Appellate Authority

1  Mr. Ankur Yadav  
Joint Secretary (SG),  
(Membership, CSBF & Coordination)  
C-36, Sector 62 Noida -201301  
Contact No. (0120) 4522012 (D)  
E-mail : ankur.yadav@icsi.edu

II  CPIO/ APIOs

1  Ms. Sarah Arokiaswamy  
Joint Secretary  
(Human Resource and RTI)  
ICSI House, 22 Institutional Area  
Lodi Road  
New Delhi – 110003  
Contact No. (011) 45341068 (D)  
E-mail : sarah.arokiaswamy@icsi.edu

2  Ms. Sonia Baijal  
Director, NIRC of the ICSI  
ICSI-NIRC Building, Plot No. 4,  
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New Delhi – 110 005  
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E-mail : sonia.baijal@icsi.edu

3  Mr. Gautam Mullick  
Assistant Director, EIRC of the ICSI  
ICSI-EIRC Building, 3-A,  
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4  Ms. Sakshi Santosh Kadam  
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Mumbai – 400 021  
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5  Ms. Chitra Anantharaman  
Deputy Director, SIRC of the ICSI  
ICSI-SIRC House, No. 9  
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Chennai - 600 034  
Contact No. : (044) 28279898,28222212  
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CPIO (For the ICSI)

APIO (For NIRC of the ICSI)

APIO (For EIRC of the ICSI)

APIO (For WIRC of the ICSI)

APIO (For SIRC of the ICSI)
6 Mr. Deepak Saxena
Assistant Director, ICSI-CCGRT,
Plot No. 101, Sector-15, Institutional Area
CBD Belapur, Navi Mumbai – 400614
Contact No. : (022) 41021511, 27577814-16
E-mail : Deepak.Saxena@icsi.edu

APIO (For ICSI-CCGRT)

III Transparency Officer

1 Ms. Alka Kapoor
Joint Secretary (SG)
Directorate of Academics
C- 36, Sector 62 Noida- 201301
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E-mail : Alka.Kapoor@icsi.edu