

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

It is informed to all concerns that Ministry of Communication and Information Technology, Govt. of India in its policy in Oct. 2014 has notified that **only the eMail services provided by NIC shall be used for official communication by all organizations** except those exempted under clause 14 of the policy. **The email services provided by other service providers shall not be used for any official communication.** Similarly vide email dated 13th June, 2022, the Ministry of Electronics & Information Technology, Govt. of India had communicated the DO's and DON'TS for Cyber Security wherein it is specifically stated that do not upload or save any internal / restricted / confidential government data or files on any non-government cloud service e.g. google drive, dropbox etc., the said guidelines had been circulated vide Ref. No.20971-21101/Cyber Security/Comp./2022 dated 18th June, 2022 to all Judicial Officer posted in the Central District and on deputation / diverted capacity, all AOJ/In-Charge of all branches in Central District and all Ld. Principal District & Sessions Judges of respective district for further circulation amongst concerns.

In compliance to the directions and under the guidance of Hon'ble IT Committee, High Court of Delhi, this office has successfully created name based government email IDs of all the cadre of employees of this establishment besides that the office has also created dedicated designation based email IDs for each and every court on the domain of **ddc.nic.in**, the credential (username and password) has already been sent to all the users through SMS on their mobile numbers for information.

In regard to the above:

1. All the Ld. Judicial Officers posted in Central / West District are requested to direct the Reader / Court Staff posted in court to activate dedicated designation based email ID under the domain of ddc.nic.in.
2. AOJ/Branch In-Charge, Computer Branch of all the districts/court complexes is directed to activate, provide assistance and replace the existing email ID of the courts with newly created designation based official email ID on the website of Delhi District Courts.
3. All AOJ/Branch In-Charge, Central / West District are requested to direct the staff posted under their control to verify their official mail ID through LAYERS Login and to get it activated immediately after downloading KAVACH App from Google Play Store for Android App. and App Store for iOS and in case of any correction, contact the Computer Branch of respective districts.
4. AOJ/Branch In-Charge, Computer Branch of all the districts/court complexes is directed to schedule training programmes to impart requisite training to all concerned w.r.t activation/use of email IDs and installation KAVACH App and provide assistance to the staff concerned for activation of email IDs.
5. The Officer In-charge (Computers) of all districts/courts complexes is requested to direct the concerned officials of the respective Computer Branch to assist/guide the officials/users in activation/use of official mail IDs.

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6. The AOJ/Branch Incharge of Administration Branch I, II & III are directed to share the information with Computer Branch-Central District pertaining to each and every newly recruited employee viz. name of the employee, 8 digit employee code, mobile number, date of birth and date of retirement for creation of official email ID.
7. The AOJ/Branch Incharge of Administration Branch I, II & III are directed to share the information with Computer Branch-Central District pertaining to retirement/resignation of employees for further deactivation/update.
8. The AOJ/Branch Incharge-Judicial Branch, Central District is directed to share the information of creation/abolition of courts with the Computer Branch, Central District to create/update the emails accordingly.

In case of any query/difficulty in regard to official eMail ID, the concerned Computer Branch may be contacted.

This issues with the prior approval of Ld. Principal District & Sessions Judge (HQs), Delhi.

(Pawan Kumar Jain)
Chairman, IT & Digitization
Centralized Computer Committee
Delhi District Courts, Delhi

Dated ... 05 OCT 2023

40735-40936

Ref. NO. /Comp./e-Mail/THC/2023

Copy forwarded for information and necessary action to:

1. Ld. Registrar, Hon'ble High Court of Delhi, New Delhi.
2. Ld. Joint Registrar (Judicial)/Central Project Coordinator (CPC), Hon'ble High Court of Delhi.
3. Ld. Principal District & Sessions Judge, (District- South/North West/New Delhi/East/ South West/South-East/North-East/Shahdara/North and Rouse Avenue Court Complex) with a request to circulate the information/directions to all concerned posted within the respective district/complex.
4. All the Presiding Officers of the courts of Central/West District, Tis Hazari Courts, Delhi.
5. PS to Ld. Principal District & Sessions Judge (HQs) Delhi to place before the Ld. Principal District & Sessions Judge (HQs), Delhi.
6. Ld. Officer In-Charge (Computers), (District- Central/West/South/North West/New Delhi/East/ South West/South-East/North-East/Shahdara/North and Rouse Avenue Court Complex), Delhi.
7. AOJ/Branch In-Charge, Computer Branch, KKD, Dwarka, Rohini, Patiala House Courts, Saket and Rouse Avenue Court Complex, Delhi/New Delhi with the request to comply the directions.
8. Branch In-Charge, IT Cell, Delhi District Courts, Tis Hazari Courts, Delhi.
9. AOJ/Branch In-Charge, Administration Branch I, II & III, Tis Hazari Courts, Delhi with the request to comply the directions.
10. Dealing Official, Website Committee to upload the circular on the official website.
11. Dealing Officials, LAYERS.

(Pawan Kumar Jain)
Chairman, IT & Digitization/
Centralized Computer Committee
Delhi District Courts, Delhi