

Room No. 801, Administrative Building Complex, Supreme Court of India, Mathura Road, New Delhi-110 001
India. Telephone: 011-23116312 email: ecommittee@aij.gov.in, web: <https://ecommitteesci.gov.in/>

**Application Form for Email Account for Judicial Officers
under NIC mail domain ajj.gov.in**

Instructions: Please give all dates in DDMMYYYY format i.e. 15081947 for 15th August, 1947. All fields are compulsory. Put a tickmark (✓) in Gender, Cadre & Yes/No replies. Please read the terms & conditions. **This form will be processed only if printed on both sides of the paper.**

[illegible]

Terms & Conditions

1. If all the preferred email IDs are not available, any proper email ID shall be allotted as per email address policy of NIC. Suffix may have to be added to make the email ID / login ID unique across the domain.
2. The password of email account shall have to be kept confidential and changed regularly e.g. once every 3 months by the user. If the account is hacked/hijacked by unscrupulous elements due to non changing of the password or due to voluntary disclosure of password to others; the user shall be held personally and solely responsible for not keeping the confidentiality of the official information and in that case technical support staff, NIC or E-Committee shall not be held responsible.
3. Users should not open any attachments unless, they have come from a known and reliable sender. The mails which are not relevant to the users, should be deleted without opening as the attachments might contain harmful software which may corrupt computer system/data.
4. Users may install the personal firewall software to secure their machine and e-mail traffic. It is advisable that email service is accessed on the computers having proper virus/ malware/spyware protection software installed.
5. NIC and/or eCommittee are not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator. Any account being misused shall be deactivated forthwith and suitable action shall be initiated.
6. NIC e-Mail Service is provided over secure channels only i.e. WEBmail is over HTTPS (tcp port 443), POP

7. NIC will take all possible measures to prevent data loss, however, due to unforeseen circumstances, if it happens, NIC/eCommittee shall not be held responsible for the same. Users are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows: Inbox – 1 year, Sent - 120 days, Trash -10 days, ProbablySpam – 15 days. Email account will be deactivated, if not used for 90 days. Email account will be deleted after a period of 9 months from the date of deactivation if no request for activation is received. User shall have to use the email account regularly.
8. The email account shall be deactivated/deleted on retirement/resignation (or end of service for any other reason whatsoever) of the applicant. The applicant shall not use the email account after retirement/resignation (or end of service for any other reason).
9. Users can contact NIC's 24x7 support for assistance on phone No.011-24360088/24360084/24305101/24305099 or through mail to support@nic.in

Place: _____ (Signature of the Judicial Officer)
Date: - -202 . (Seal/Stamp of the Judicial Officer) Name: ()

This Judicial Officer is discharging his/her duties on the post as mentioned in this form. This form is hereby forwarded with request to create the email account as applied hereinabove.

Place: _____ Central Project Coordinator,
 Date: - -202 (Seal/Stamp of High Court) eCourts Project

[illegible]

Place: New Delhi
Date: - -202

Authorised Email Administrator
Member (Project Management), eCommittee, Supreme Court of India.