OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE :
: NORTH-WEST & NORTH : ROHINI COURTS: DELHI

Ref. No. 13804-890 */Circular/eMail/NW&North/RHC* *Dated :* 21/05/25

Subject : Important Notification regarding migration of NIC eMail Services.

As per the directions received in this office, copy of the Circular dated 19-05-2025, received from the Ld. Officer Incharge (Computers), Central District, Tis Hazari Courts (HQs), ***is forwarded for information and necessary actions to :-***

1. All the Ld. Judicial Officers of DHJS and DJS posted in North-West & North District, Rohini Courts, Delhi.
2. PS to the Ld. Principal District & Sessions Judge (North-West) for information.
3. PS to the Ld. Principal District & Sessions Judge (North) for information.
4. Dealing Official, Computer Branch, Rohini Courts, to upload the Circular on this office websites.
5. Dealing Official, R&I Branch, Rohini Courts, to upload the Circular on LAYERS.

(NEERAJ GAUR)
Judge, Family Court/
Officer In-Charge (Computers)
Rohini District Courts, Delhi.

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

CIRCULAR

No. 29688-29988 /Comp./eMail/Central & West/2025 Dated: 19 MAY 2025

Subject: **Important Notification Regarding Migration of NICeMail Services**

To

All Ld. Judicial Officers of Central/West/Diverted/Deputation

Sir/Madam,

It is hereby impressed upon all the Learned Judicial Officers of Central and West Districts including those on deputation or in a diverted capacity that the Hon'ble eCommittee, Supreme Court of India has conveyed the following information regarding the migration of NICeMail services through email dated 2nd May, 2025:

> *"the NICeMail Services are going to be migrated to Zoho platform, as intimated by NIC. Please note that all email accounts which have been active in the last 180 days and are in the domains* ***@aij.gov.in*** *and* ***indiancourts.nic.in*** *shall be migrated. A manual regarding migration is attached for reference and onward circulation among users of the aforementioned email domains. Please ensure that old and important email messages are duly backed up in local machines. Any query relating to the migration or post migration issues may be addressed to the Help Desk Team as mentioned in the manual. On completion of the onboarding process to the new platform i.e.* ***mail.gov.in,*** *the old platform –* ***email.gov.in*** *shall be deactivated after 7 days".*

In view of the above, all necessary steps are requested to be taken to ensure the smooth migration of email services.

The "Onboarding and Operations Manual – NICeMail Services" outlines for the migration and onboarding process in detail is also made available on the 'LAYERS' platform and the official website of Delhi District Court (https://delhidistrictcourts.nic.in)

All the Ld. Judicial Officers are requested to go through the manual carefully and to take necessary preparatory action.

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

(Sushil Anuj Tyagi)
Additional Sessions Judge
Officer In-charge (Computers)
Central District, Delhi District Courts

No. 29688 - 29988 /Comp./eMail/Central & West/2025 Dated: 19 MAY 2025

Copy forwarded for information and necessary action to:

1. Ld. Principal District & Sessions Judge of all the districts (except Central/West) for information and with a request to convey the above directions to the Ld. Judicial Officers posted in the respective district/court complex.
2. Worthy Registrar General, Hon'ble High Court of Delhi.
3. AOJ/Branch In-Charge (Computers) of all court complexes.
4. PS to the Ld. Principal District & Sessions Judge (HQs) with a request to place the same before Ld. Principal District & Sessions Judge (HQs).
5. PS to the Ld. Principal District & Sessions Judge (West) with a request to place the same before Ld. Principal District & Sessions Judge (West).
6. Dealing Official, R&I, Branch Central and West District to upload the above circular on LAYERS for information.
7. Dealing Official, Website Room, Tis Hazari Courts Complex to upload the same on official website of Delhi District Courts/districts.
8. Office file.

(Sushil Anuj Tyagi)
Additional Sessions Judge
Officer In-charge (Computers)
Central District, Delhi District Courts

Onboarding and Operations Manual - NICeMail Services

1. Onboarding to NICeMail Services

The guide elaborates and enumerates the process and steps involved in the migration and onboarding of users to the new NICeMail services.

1.1. Pre-migration

1. Once the list for the department is shared to migrate to the new platform by the NICeMail Admin Team, the HOD/ NIC Co-ordinator of the department can share a official circular informing the users of the migration process.
2. The users will be communicated by the NICeMail Services team about the initiation of migration of their account to the new platform. They will receive an email (to their old platform - https://email.gov.in) and an SMS (to their registered mobile number).
3. The users can continue using their old email platform until they receive the migration completion notification via email and SMS.
4. There will be no interruption in the email service during migration.

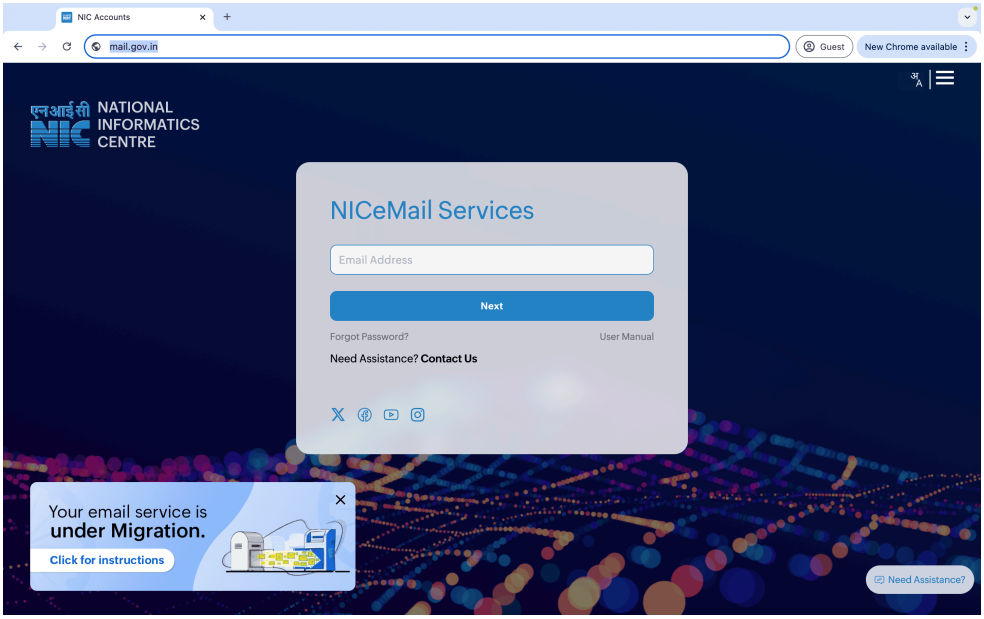
1.2. Post-migration

1. On successful completion of migration, the users will be communicated via email and SMS about the migration completion of their account.
    a. The email will contain the steps to log in to the new platform along with the Email helpdesk contact details to which the users can reach out in case of any discrepancies in the migration of their account.

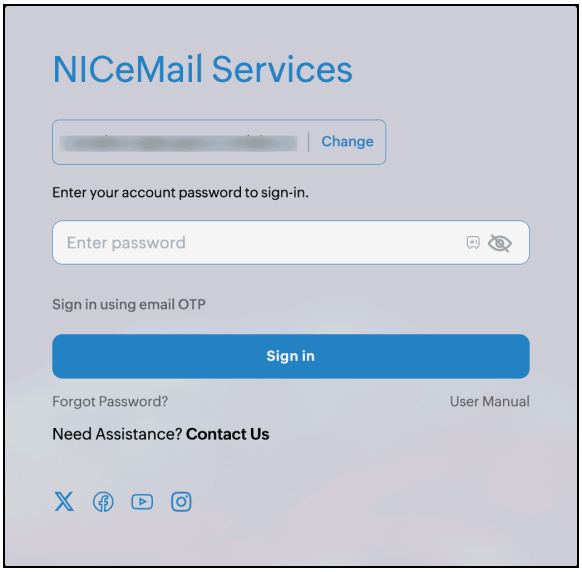
1.3. Logging in to the New NICeMail Services

Once you receive the migration completion email and SMS, if you log in to the old email platform (https://email.gov.in/), you will be redirected to the the new NICeMail Services platform (https://mail.gov.in)

1. Go to your browser and enter https://mail.gov.in/.
2. In the NICeMail Services log-in page, enter your **Email address** and select **Next**.



3. Enter your **existing email account password**.



4. Click **Sign In**.
5. You will receive an OTP as an SMS to your registered mobile number as part of the Two-factor Authentication.
6. Enter the OTP and click **Next** to proceed.
7. You will be asked to **reset your password** to set a new password for your account. This

new password shall be used for all your future sign-in to your new NICeMail services account only.

   a. **You can continue to use your old password for accessing eOffice, HRMS, etc.**

8. Once you log in, you will be asked to fill out the **Work Profile Information form**.
9. After you submit the form, a pop-up window will be shown to display your recent login details.
   a. If you find any of the log-in sessions to be suspicious, please inform your Delegated Administrator immediately.
10. Click **Continue**.

You will be prompted to enroll your device via MDM for the installation of Gov Mail and Gov OneAuth work applications. It is recommended to enroll your mobile device to use the work applications on your mobile devices.

All the emails exceeding 10 GB of storage will be moved to GovDrive. You can view the status of GovDrive migration in the **Migration Dashboard** available at the top-right corner of your mailbox.

2. Help Desk Contact Details

If you have any queries related to the migration of your account, data migrated to your account, or issues related to the use of the email solution, you can reach out to our Help Desk team available 24x7x365 to assist you with a quick resolution.

The contact details are given below:

1. Help Desk Email Address: **helpdesk-email@gov.in**
2. Help Desk Toll-Free Number: **1800-5719-646** (24X7)