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

13717-803

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

Subject : Regarding creation/updation of Govt. email IDs under domain @aij.gov.in

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

It is impressed upon all the Learned Judicial Officers of Central and West Districts, including those on deputation/diverted capacity that the Hon'ble eCommittee, Supreme Court of India vide email dated 21st March 2025, has conveyed that any email account-related requests (creation/updation) submitted via the Email Automation Portal [http://10.249.33.31/email_automation/login] shall not be processed until further orders.

It has been further communicated that any such requests must now be submitted **only through the official email ID of the Central Project Coordinator**, along with a **scanned copy of the duly filled and signed relevant form.**

In compliance with the above directions, all the Learned Judicial Officers of Central and West Districts, including those on deputation/diverted duty are hereby informed that the **prescribed proformas** issued by the Hon'ble eCommittee, Supreme Court of India for **creation/updation of name-based government email IDs under the domain @aij.gov.in** are now available on the **LAYERS** portal under: **Digital Court ==> Downloads.** The available forms are listed below:

1. Update Mobile Number / Account Activation Form (PDF)
2. Format for Creation of New Email ID (XLS)
3. Format for Email Account Updation Request (XLS)
4. Email Application Form for Court Establishments (PDF)
5. Email Application Form for Judicial Officers (PDF)

In terms of the above, all Learned Judicial Officers who **do not possess a name-based government email ID** under the domain **@aij.gov.in** or wish to **activate/update** their existing mail ID are requested to submit the **duly filled, signed and application form** affixed with a **recent photograph and seal** to the **Officer In-Charge (Computers), Central District, Tis Hazari Courts, Delhi** for onward transmission to the **Central Project Coordinator, Hon'ble High Court of Delhi**, as required.

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

No. 29387 - 29687 /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 directions to the Ld. Judicial Officers posted in the respective district/court complex.
2. Ld. Registrar, Hon'ble High Court of Delhi, New Delhi.
3. Ld. Joint Registrar (Judicial)/Central Project Coordinator (CPC), Hon'ble High Court of Delhi, New Delhi.
4. All Ld. Judicial Officers of Central/West/Diverted/Deputation.
5. AOJ/Branch In-Charge (Computers) of all district/court complexes for information with a request to place the same before Ld. Officer In-Charge (Computers) for information.
6. The Branch In-Charge, IT – Cell, Delhi District Courts.
7. Dealing Official, R&I, Branch Central District to upload the above circular on LAYERS for information.

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

eCommittee, Supreme Court of India

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 aij.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.**

First Name:	Dr. Mr. Ms.
Middle Name:	
Last Name:	
Date of Birth:	1 9 Gender: Male Female
Place of Posting:	
Designation:	
Cadre:	Civil Judge Senior Civil Judge District Judge
Date of Appointment:	Date of Superannuation: 2 0
Office Address:	
Residential Address:	
Tel. No (O)	(R)
Mobile No.	
Whether already having official email ID?	Yes No If yes, give full email ID below:
Alternate personal email ID for password retrieval:	
Preferred email IDs in order of preference: (i)	@aij.gov.in
(ii)	@aij.gov.in
(iii)	@aij.gov.in

Please affix your self-attested passport size photograph

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

service is over POP3S (tcp port 995), and SMTP service is over SMTPS (tcp port 465). Users are required to suitably modify the mail client software settings accordingly to use the service.

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

I have gone through the above terms & conditions and agree to follow the same. Please create email account as applied hereinabove.

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

For the use of High Court

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

For the use of eCommittee

Email ID allotted:																					@aij.gov.in

Indianjudiciary Email Allotment Registration No. _____/202

Place: New Delhi Authorised Email Administrator
Date: - -202 Member (Project Management), eCommittee, Supreme Court of India.

eCommittee, Supreme Court of India

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 updation of information in E-mail Account under email domain of "AIJ.GOV.IN" or "INDIANCOURTS.NIC.IN"

Name			
Date of Birth		**JO Code:**	
Designation			
Place of Posting			
Office Address			
Mobile No.		**Official Email ID :**	
Alternate Email ID			
Request To:			

Place:

Date: **(Signature of the Officer)**
Name:

(Seal/ Stamp of Officer)

For the Use of Nodal Officer

This form is hereby forwarded with request to update as mentioned above with email account as applied hereinabove.

Place:
Date:

(Seal/Stamp of the District Court) **Nodal Officer, eCourts Project**

Place:
Date:

(Seal/Stamp of the CPC) **Central Project Coordinator , e-Courts Project**

FORMAT FOR THE CREATION OF NEW EMAIL APPLICATION FORM

First Name	Last Name	Designation	Department-Ministry (Name of High Court)	State	Country Code	Mobile	Retirement Date (DD-MM-YYYY)	Preferred Email Address (@AIJ.GOV.IN / @INDIANCOURTS.NIC.IN)	Date of Birth (DD-MM-YYYY)	JO Code / Emp Code
				Delhi	91					

FORMAT FOR EMAIL ACCOUNT UPDATION REQUEST

Email address	DoR of User (Date of Retirement of User) (DD-MM-YYYY)	Country Code	Mobile(10 digit)	D.O.B (Date of Birth of user) (DD-MM-YYYY)
		91		

eCommittee, Supreme Court of India

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 Court Establishment under NIC mail domain indiancourts.nic.in

Instructions: The Officer presently dealing with the concerned court establishment shall be the applicant for the email ID for that particular court establishment. Please give all dates in DDMMYYYY format i.e. 15081947 for 15th August, 1947. All fields are compulsory. Put a tickmark (√) in Gender & Yes/No replies. Please read the terms & conditions given below.

This form will be processed only if printed on both sides of the paper.

Court Establishment for which email ID applied for:	
Functions performed by the Court Establishment	

Details of the Officer/ Official dealing with the Court Establishment at present

First Name:	Self Attested passport size photograph of the Officer
Middle Name:	
Last Name:	
Residential Address:	
Date of Birth: (1 9)	Gender: Male ☐ Female ☐ EmpCode
Phone Nos. (O)	(R)
Mobile No.	

If the Court establisment already having official email ID, give full email ID below:

Preferred email account for court establishment

Terms & Conditions

1. The password of email account shall have to be kept confidential and changed regularly e.g. once every 3 months by the user i.e. the Branch Officer. 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.
2. 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.
3. 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.
4. NIC/eCommittee/SCI 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.
5. 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 ID 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.
6. It shall be the duty of the Branch Officer to hand over the user/login ID and password information, in writing, to the successor Branch Officer at the time of leaving charge of the branch due to transfer/resignation/retirement etc. In absence of successor Branch Officer, the same shall have to be submitted to Assistant Registrar/Deputy Registrar dealing with the branch. The outgoing Branch Officer shall not use the email account of the concerned branch after leaving the charge of the particular branch.

7. The successor Branch Officer shall change the password immediately after taking charge from others and shall keep it confidential. The password shall have to be changed periodically as per condition No. 1 given above.
8. Users can contact NIC's 24x7 support for assistance on phone No.011-24360088/24360084/ 24305101/24305099 or through mail to support@nic.in

I have gone through the above terms & conditions and hereby agree to follow the same. Please create email account as applied herein.

Place: (Signature of the Applicant)

Date: - -20 (Seal/Stamp of the Officer) Name: (_____)

For the use of Nodal Officer

It is hereby certified that this Officer is presently working with by the Courts establisment applying for email account vide this application form.

Date: - -20 (Stamp of Nodal Officer) Signature of Nodal Officer

Name of Nodal Officer(
)

For the use of Central Project Coordinator

Approved. This form is hereby forwarded to create the email ID as applied hereinabove.

Signature of CPC

Date: - -20 (Stamp of CPC) Name of CPC(
)

For the use of eCommittee

Email ID allotted:																					@indiancourts.nic.in

Email Allotment Registration No. _____/20

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