

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH DISTRICT
SAKET COURT COMPLEX: NEW DELHI**

CIRCULAR

It is to inform to all the learned Judicial Officers that those who have yet not got their email IDs on NIC domain are requested to get their email ID on NIC domain. Requisite proforma for creation of email ID is attached herewith. Kindly send the duly filled up proforma, to Computer Branch, District Courts, Saket for further course of action, within 3 days positively.

This issues with the approval of Ld. District & Sessions Judge, South District and Ld. District and Sessions Judge, South East District, District Courts, Saket, New Delhi.

Munish Markan
6/2/18

(Munish Markan)

Additional District Judge-01 (S)
Officer Incharge (Computer)
District Courts, Saket, New Delhi

3981-4065

No. _____/Cir./Computer/F.06/SD/Saket/18

Dated, New Delhi the 06/02/18

Copy forwarded for information and necessary action to :-

1. Office of the Ld. District and Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the learned Judicial Officers posted at District Courts, Saket, New Delhi.
3. Website Committee, South District and South East District for uploading the same on the website of District Courts, Saket.
4. PS to Ld. District & Sessions Judge, South District, District Courts, Saket, New Delhi.
5. PS to Ld. District & Sessions Judge, South East District, District Courts, Saket, New Delhi

Munish Markan
6/2/18

Additional District Judge-01 (S)
Officer Incharge (Computer)
District Courts, Saket, New Delhi

Government of India
Ministry of Electronics and Information Technology,
NATIONAL INFORMATICS CENTRE

Application for E-Mail/Auth [Tick ☒] account for a single user

(Please read the instructions given in the reverse of this page; The completed application form, duly signed by the concerned Project Coordinator /HOD of the concerned NIC Cell, should be submitted to Support Center at "INOC, NIC, A4B2 Bay, A-Block C.G.O. Complex"). Please use CAPITAL LETTERS.

1) Name of the applicant*: _____
 (Dr./Mr./Ms. First name Middle Name Surname)

2) (a) Date of Birth: _____ (b) Designation*: _____

3) Min./Dept./Org*: _____

4) Address for correspondence*: _____

_____ City: _____ Pin Code: _____

5) Telephone Number : (O)* _____ (R) _____ Mobile*: _____

6) Preferred Email/Auth id**: a) _____
 b) _____

7) Alternate e-mail address for correspondence*: _____

8) Date of Retirement/Date of Completion of Contract (Contractual employees/Consultants)
 (DD/MM/YYYY)* _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Competent
 Authority of the Department
 with date and seal

Signature of the Applicant
 with date and seal

Account Category:

Free/ Paid

If free, on What Basis: _____

If paid, Project No. : _____

Signature of NIC Coordinator/HOD
 with date and seal

Name & Designation: _____
 E-mail and Tel. _____

FOR OFFICE USE

Billing Division(RR Section):

File Number: _____

Payment Processed: Yes/ No

Signature

User ID Creation:

Assigned login ID: _____ Domain: _____

Remarks(BO/PO):

Signature of INOC incharge

Signature of the Operator

Name & Desig.: _____

* Entries are mandatory and need to be filled.

** The login ids will be generated based on the existing email address policy.

** Please check the policy https://mail.nic.in/docs/NIC_Policy_on_format_of_e-mail_Address.pdf

** A suffix may be added to make the email id unique across the domain