

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

**CIRCULAR**

**Sub: Creation of official Email Ids.**

It is informed to all concerned 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 13<sup>th</sup> June, 2022, the Ministry of Electronics & Information Technology, Govt. of India had communicated the DO's and DONT's 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.


In compliance to the directions and under the guidelines of Hon'ble IT Committee, High court of Delhi, Computer Branch (Hqs), Tis Hazari Courts 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 credentials (username and password) has already been sent to all the users through SMS on their mobile numbers for information. Necessary training w.r.t. activation / use of email Ids on **ddc.nic.in** domain and installation of KAVACH App has been imparted to all the Readers of Courts of South and South-East District.

List of newly created email Ids of Courts of South and South-East District are available on the Website of South and South-East District respectively.

All the Ld. Judicial Officers of South and South-East District are hereby requested to issue necessary directions to the Reader of your respective court as given hereunder:-

- i To regularly check for mails on new email Id created on **ddc.nic.in** domain of their respective courts w.e.f. 01.11.2023.
- ii. To forward all the important previous emails of their court available in their respective court email ID on **gmail.com** domain to the new court email ID created on **ddc.nic.in** domain w.e.f. 01.11.2023.

This issues with the prior approval of Ld. Principal District & Sessions Judge, South District and Ld. Principal District & Sessions Judge, South-East District.

  
(T. Priyadarshini)  
Nodal Officer, South District /  
Additional Chief Metropolitan Magistrate /  
Saket Court Complex, New Delhi

(2)

32540-32680.  
No. \_\_\_\_\_/Cir./Computer/F.03/SD/Saket/23

Dated, New Delhi the 31/10/23

**Copy forwarded for information and necessary action to :-**

1. PS to Ld. Principal District & Sessions Judge, South and South-East District, Saket Courts, New Delhi.
2. All the Ld. Judicial Officers (including Family Court Judges) posted in South and South-East District, Saket Court, New Delhi.
3. Branch In-charge, R&I Branch, South and South-East District for uploading on LAYERS.
4. Branch In-charge, Computer to upload the circular on the Website of South and South-East District.

  
Nodal Officer, South District /  
Additional Chief Metropolitan Magistrate /  
Saket Court Complex, New Delhi