eCommittee, Supreme Court of India

Office at Supreme Court
Room No. TW-303, 3rd Floor, Supreme Court of India, Tilak Marg,
Bhagwan Das Road, New Delhi – 110 201. Ph.: Int. 2315, 011-23074294.

eCommittee Office
A-313, Loknayak Bhawan, Khan Market, New Delhi-110003.
Phone Nos. 011-24632071-72, Fax No. 011-24632074
Email: ecommittee@aij.gov.in

Application Form for Email Account for Officers/Officials-Staff of the Registry of Supreme Court of India under NIC email domain sci.nic.in

Instructions:

1. Please give all dates in DDMMYYYY format i.e. 15081947 for 15th August, 1947.
2. All fields are compulsory. Put a tickmark (√) in Gender & Yes/No replies.
3. Please use Capital Letters Only.
4. Please read the terms & conditions.
5. **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*																			
Designation:																																				
																	Emp Code:																			
Branch/Section/ Deptt/Cell:																																				
Date of Appointment:											Date of Retirement:																					2	0			
Residential Address :																																				
Tel. No	(O)																(R)																			
Mobile No.																																				
Whether already having official email ID?													Yes			No			If yes, give full email ID below:																	
Whether having Digitial Signature Certificate (DSC) of NIC Certifying Authority:																															Yes			No		
Alternate personal email ID for password retrieval:																																				

Please affix your latest self-attested passport size photograph

Terms & Conditions

1. Email ID shall be allotted as per email address policy of NIC. Designation and Name of the applicant Officer/Official shall both be included in the Email ID. Email ID shall be having the prefix of applicant's designation and the suffix of applicant's name followed by @sci.nic.in.
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/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.
6. NIC will take all possible measures to prevent data loss, however, due to unforeseen circumstances, if it happens, NIC/eCommittee/SCI 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.
7. 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).
8. All official communication should only be done by official email address.
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 herein.

(Signature of the Applicant)

Date: ...../...../20..... (Stamp of the Applicant) Name: ( )

For the use of Admn-I Branch

It is hereby certified that this Officer/Official is discharging his/her duties in the Registry of Supreme Court of India on the post as mentioned in this form.

Date: ...../...../20..... (Stamp of the Asst. Registrar / D.R.) Asst. Registrar / D. R. (Admn-I)

For the use of office of the eCommittee

Email ID allotted:																												@sci.nic.in

SCI Email Allotment Registration No. _____/20__

(Ashok T. Ukrani)

Place:- New Delhi

Authorised Email Administrator

Date: ...../...../20.....

Member (Judicial), eCommittee -

Additional Registrar, Supreme Court of India