

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

50030-51

No. \_\_\_\_\_/eMail/THC/Comp./2025

Dated: \_\_\_\_\_

To

- 1 Ld. District Judge-08, West, THC
- 2 Ld. District Judge-09, West, THC
- 3 Ld. District Judge-10, West, THC
- 4 Ld. District Judge-14 (LAC) Central THC
- 5 Ld. District Judge-15 Central THC
- 6 Ld. District Judge-16, Central, THC
- 7 Ld. Judge, Family Court-02 Central THC
- 8 Ld. Judge Family Court 02 West
- 9 Ld. PO MACT - 02, New Delhi, PHC
- 10 Ld. ASJ(POCSO)-02, New Delhi, PHC
- 11 Ld. ASJ(POCSO)-03, New Delhi, PHC
- 12 Ld. JSCC-cum-ASCJ-cum-Guardian Judge-02, West, THC
- 13 Ld. Civil Judge-04, West, THC
- 14 Ld. JMFC-09, West, THC
- 15 Ld. JMFC-10, West, THC
- 16 Ld. JMFC-11, West, THC
- 17 Ld. JMFC-12, West, THC
- 18 Ld. JMFC-12, Central, THC
- 19 Ld. JMFC-13, Central, THC
- 20 Ld. JMFC-12, South-West, Dwarka
- 21 Ld. JMFC-13, South-West, Dwarka
- 22 Ld. JMFC (Mahila Court)-06, South-West, Dwarka

Subject: Regarding designation based email IDs created for newly created courts in Delhi District Courts.

Respected Sir/Madam,

Reference is invited to the ibid subject and Order Nos. 16/DHC/Gaz-IIB/G-7/VI.E.2(a)/2025, 5/D-3/Gaz-IA/DHC/2025 dated 30th May, 2025 and the subsequent corrigendum No. 17/DHC/Gaz-IIB/G-7/VI.E.2(a)/2025 dated 31st May, 2025 issued by the Hon'ble High Court of Delhi regarding the transfer/posting of Ld. Judicial Officers (DHJS/DJS) and in consonance with the above referred orders, the office has initiated the process for creation of new email IDs of newly designated courts in Delhi District Courts. Additionally, email IDs have also been created for certain existing courts that not having official email address. Accordingly, the official email IDs have been created and mapped with mobile number and Employee Code of Readers posted in the respective court for receiving OTP at the time activation and its use in the courts.

The newly created email IDs are as details given hereunder:

SN	Designation of the new courts	Mobile no.	New eMail ID Created	EC
1	District Judge-15 Central THC	9999982011	dj15-central@ddc.nic.in	28745567
2	Judge, Family Court-02 Central THC	8860078084	jfc02-central@ddc.nic.in	75123305
3	District Judge-14 (LAC) Central THC	9990476268	dj14lac-central@ddc.nic.in	12247760
4	District Judge-08, West, THC	9818135814	dj08-west@ddc.nic.in	79863712
5	District Judge-09, West, THC	9811597047	dj09-west@ddc.nic.in	10994820
6	District Judge-10, West, THC	9899920407	dj10-west@ddc.nic.in	61586990
7	Civil Judge-04, West, THC	9810569534	cj04-west@ddc.nic.in	66416302
8	JMFC-09, West, THC	9315876336	jmfc09-west@ddc.nic.in	1862655
9	JMFC-10, West, THC	8168000982	jmfc10-west@ddc.nic.in	14581808

10	JMFC-11, West, THC	9971852838	jmfc11-west@ddc.nic.in	41938441
11	JMFC-12, West, THC	9212012915	jmfc12-wt@ddc.nic.in	74079378
12	JSCC-cum-ASCJ-cum-Guardian Judge-02, West, THC	9811575720	jsscascjgj02-wt@ddc.nic.in	14812923
13	District Judge-16, Central, THC	9711709758	dj16-ct@ddc.nic.in	23069358
14	JMFC-12, Central, THC	98188 75903	jmfc12-central@ddc.nic.in	48455361
15	JMFC-13, Central, THC	9811463359	jmfc13-central@ddc.nic.in	17007351
16	ASJ(POCSO)-02, New Delhi, PHC	9873330927	asjpocso02-nd@ddc.nic.in	13508
17	ASJ(POCSO)-03, New Delhi, PHC	8447206989	asjpocso03-nd@ddc.nic.in	1550
18	JMFC-12, South-West, Dwarka	8287965489	jmfc12-sw@ddc.nic.in	92051627
19	JMFC(Mahila Court)-06, South-West, Dwarka	9868213507	jmfcmahila06-sw@ddc.nic.in	92900021
20	JMFC-13, South-West, Dwarka	8368765098	jmfc13-sw@ddc.nic.in	38852506
21	Judge Family Court 02 West	9821008929	jfc02-west@ddc.nic.in	
22	PO MACT - 02, New Delhi, PHC	8178849354	pomact02-nd@ddc.nic.in	44818050

**Note:** The steps for activation of email ID is mentioned here below with a request to direct the concerned official to activate the official email ID and in case of facing any difficulty, the assistance may be taken from the respective Computer Branch.

**First Time User:**

1. Go to or access web browser i.e. Chrome/Mozilla etc
2. Enter URL: <https://mail.gov.in>
3. Forgot Password
4. Enter eMail ID and press NEXT button
5. Enter CAPTCHA as shown and press NEXT button.
6. Verify via Mobile number
7. Enter Mobile number and send otp
8. Enter OTP
9. Set new Password (minimum 8 character mixed with letters at-least one CAPS, number, special character, small letter etc)
10. Now after resetting password go to <https://mail.gov.in>
11. Enter email ID and password, then enter OTP received on registered mobile number and then press submit button, now email ID will be opened.

(Dr. Suman Mahajan)  
Administrative Officer (Judicial)/  
Computer Branch,  
Tis Hazari Courts, Delhi.

No. 50052-70  
/eMail/THC/Comp./2024

Dated: 24/9/2024

Copy forwarded for information and necessary action to:

1. Ld. Officer In-Charge (Computers) of respective District/Court Complex for information.
2. Branch In-Charge, Receipt & Issue Section, Central District, Tis Hazari Courts, Delhi with the request to include the newly created email IDs with the existing list and also to share other R&I branches of all the districts for information.
3. Administrative Officer (Judicial)/Branch In-Charge, Admin. Branche - I, II & III, Central Districts for information and necessary action.
4. Branch In-Charge, Website Committee, Central District, Tis Hazari Courts, Delhi with a request to upload on official website and to reflect against name of respective courts.
5. Dealing official Cisco Webex, Central District may be requested to replace all the above email IDs in Cisco Webex License issued to the respective courts against private domain IDs.

Administrative Officer (Judicial)/  
Computer Branch,  
Tis Hazari Courts, Delhi.