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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE CUM SPECIAL JUDGE, PC  
ACT, CBI, ROUSE AVENUE COURT COMPLEX, NEW DELHI

CIRCULAR

It has been noticed that some of the Court staff in this Complex are not keeping record of the credentials of their respective email IDs and Webex accounts. It is the responsibility of Court staff (primarily Readers) to securely maintain credentials for official emails and Webex accounts. Passwords are confidential and may be shared only with concerned Court staff and the Learned Presiding Officer. The Computer Branch is not authorized to keep records of such credentials.

Despite this, there has been an increase in requests for password resets and provision of credentials, especially during hybrid/remote hearings.

Accordingly, all the Court staff in the Rouse Avenue Court Complex are directed to maintain a secure record of User IDs and passwords related to their official email accounts (both "ddc.nic.in" and "gmail.com") and Cisco Webex licenses. Also to update the passwords time to time and upon transfer of the Readers, update the mobile numbers associated with the email IDs.

Strict compliance of the above directions is expected from all concerned.

This issues with the prior approval of I.d. Principal District & Sessions Judge cum Special Judge (PC Act), CBI, Rouse Avenue Courts Complex, New Delhi.

(Atul Krishna Agrawal)  
Special Judge (PC Act), CBI-19  
Officer In-Charge (Computer Branch)  
Rouse Avenue District Courts  
New Delhi

476-528/L

No. \_\_\_\_\_/Computer Branch/RACC/2026

Dated: 06/01/2026

Copy to:

1. All I.d. Judicial Officers, Rouse Avenue Court Complex with a request to direct their Readers to comply with the circular.
2. PS to I.d. Principal District & Sessions Judge, RACC, New Delhi
3. Reader to the undersigned.
4. R & I to upload on Layers.
5. Website Committee, Tis Hazari Courts, Delhi (for uploading on website).
6. Guard file.

(Officer In-Charge)  
Computer Branch,  
Rouse Avenue Court Complex,  
New Delhi