

Guidelines for changing and protecting Email Password

A. Guidelines for changing the password:

1. Minimum password length must be 8 characters.
2. It must contain a mixture of alpha, numeric & special characters.
3. Combination of uppercase and lowercase alphabets must be used.
4. At least one (or more) special character (e.g. @,#,\$,%) is required in the password.
5. Any common sequences from a keyboard row: *qwerty, 12345, asdfgh* are not allowed.
6. The password or any part of it should not be a dictionary word.
7. Old passwords are not allowed to be used again.

B. Password Protection Measures

- Default Password that is conveyed with the email account details must be changed immediately on the first login itself.
- Information that can be easily guessed or obtained about the email account holder should not be a part of the password. This includes user's own name, spouse's name, vehicle license plate number, telephone number, D.O.B., PAN number, the brand of his/her automobile, the number of street of home/office address etc.
- The password should not be shared with anyone. Password is to be treated as a sensitive confidential information.
- The password should never be written down or stored online without encryption.
- The password should not be revealed in email, chat, any other electronic communication.
- Users should always decline the use of the "Remember Password" feature of any browser or other applications.
- If email account or password compromise is suspected, this should immediately be reported to the NIC/eCommittee.

When password of the email account is lost or forgotten or the email account gets disabled due to non-use, an application in prescribed form (available at <http://www.sci.nic.in/e-committee.htm>) is to be addressed to the eCommittee for resetting the password. It can also be sent through email from the official email id of the respective High Court to ecommittee@indianjudiciary.gov.in.