OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : EAST DISTRICT
SESSIONS DIVISION, KARKARDOOMA COURTS : DELHI
DUTY ROSTER OF MAGISTRATES FOR THE MONTH OF APRIL, 2022

To the Distt. & Sessions Judge (East)
No. 2156
29 MAR
KKD Courts, Delhi

The following Metropolitan Magistrates will look after the work of Duty Magistrate in East District at Karkardooma Courts, Delhi on the dates mentioned against their names. It is enjoined upon the Duty Magistrates to hold trial of accused persons involved in petty cases whenever necessary and to attend all urgent matters as are placed before them. They should always be available at their homes on the day of their Duty.

On Sundays and other holidays, they are required to reach the court at 11:00 am and remain there till 5.00 p.m. or till the disposal of remand and other misc. work including Superdari, Traffic challans disposal, recording of statement u/s 164 Cr.P.C., etc. whichever is later. On working days, Duty Magistrates shall remain in the court till 5:00 PM. The Duty Magistrates would be assisted by their own staff.

Sl.No.	Name of the of Magistrate	Days	Holidays	Room No.
1	**Ms. Aishwarya Singh Kashyap, Ld. MM** R/o GH-54, Windsor Park Apartments, Vaibhav Khand, Indirapuram, Ghaziabad, U.P. 201014	01-04-2022 02-04-2022 04-04-2022	**03-04-2022**	**20**
2	**Sh. Vinod Joshi, Ld. MM-02** R/o B-404, Judicial Officers, Residential Quarters, Sector-26, Rohini, Delhi	05-04-2022 22-04-2022 23-04-2022	--	**15**
3	**Sh. Akhil Malik, Ld. MM** R/o Flat No.53, Aakriti Apartments, Plot No. 62, I.P. Extention, Patparganj, Delhi-1100092	06-04-2022 07-04-2022 08-04-2022	--	**30**
4	**Ms. Ritu Singh, Ld. MM (Mahila Court)** R/o 505, Residential Court Complex, Karkardooma Courts, Delhi.	11-04-2022 21-04-2022	**09-04-2022** **10-04-2022**	**24**
5	**Ms. Renu Chaudhary, Ld. MM-4** R/o C-23, Madhu Vihar, Near Sai Chowk, Patparganj, Delhi.	12-04-2022 13-04-2022 30-04-2022	--	**32**
6	**Ms. Shruti Chaudhary, Ld. MM (Mahila Court)** R/o H.No.5, Kalyan Vihar, Polo Road, Near Shani Mandir, New Delhi	16-04-2022	**14-04-2022** **15-04-2022** **17-04-2022**	**14**
7	**Sh. Anshul Mehta, Ld. MM-01** R/o 369, Ground Floor, Doctor Mukherji Nagar, Delhi-110009	18-04-2022 19-04-2022 20-04-2022	--	**26**
8	**Ms. Preeti Agarwala, Ld. MM-03,** R/o Flat No. 604, 6th Floor, Karkardooma courts, Judges Residential Complex, Delhi.	25-04-2022 26-04-2022	**24-04-2022**	**16**
9	**Ms. Babita Puniya, Ld. MM-05** R/o Flat No.104, Ist floor, Residential Complex, Karkardooma Courts, Delhi-110032	27-04-2022 28-04-2022 29-04-2022	--	**03**

NOTE:-

1. When any working day is declared holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole of the day without any further order.

2. It is impressed upon the Magistrates to complete the entire work of their court on a given day and they should not leave their court work for the Duty Magistrate. Release Warrants should be signed by the Magistrate who accepts the bail bond and the regular Magistrate should not leave his/her court before disposal of the work of his/her court which is brought before him upto 4 p.m. All the consequential work arising in pursuance of the orders issued by the regular Magistrate should be disposed of by the regular Magistrates.

3. The Magistrates deputed as Duty Magistrates on holidays will be entitled to avail Special Casual Leave within **One Year** (This is with reference to Endst. No. 6546-63/Rules/DHC dated 06/03/2012, Delhi Judicial Service (Leave) Rules) and the staff of their courts will be entitled to avail Special Casual Leave within **Six months** (This is in reference to the office order no. 72971-73101/ Admn.II/Leave/2018 dt. 22.11.2018 of Ld. District & Sessions Judge, Delhi). The Magistrates while forwarding the application of the staff for grant of such special casual leave (compensatory) shall verify that the official concerned had actually worked on a particular date.

4. The Magistrates who are deputed as Duty Magistrate if summoned for the day of such duty to appear as witness in a court located in court complex other than the place of posting will send formal request in advance to the court where he is to appear as a witness for his/her exemption from court attendance. If the court in question again intimates the officer requiring his/her attendance for that date, he/she may do so in the forenoon session under intimation to the undersigned. (Ref. S.O. Issued by the District & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. dt. 26.10.99).

5. **No Magistrate shall proceed on leave or remain absent on the day he/she is deputed as Duty Magistrate except under exceptional circumstances or emergency. In case of an emergency or any other inevitable circumstances, if a Duty Magistrate must proceed on leave, he/she shall send a formal request in advance for change of duty with the officer agreeing to perform duty in his/her place in the office of the undersigned.**

6. **In case a Duty Magistrate is confronted with any medical issue (including Corona related) or has to attend any official assignment such as training programme at Delhi Judicial Academy or any official conference, etc., on the date of duty being a working day, on a short notice and is unable to obtain consent of any other officer to perform the duty in his/her place, he/she shall immediately, on receipt of intimation in this regard, inform the office of undersigned. In such a situation, next available Link Magistrate of the said officer shall work as Duty Magistrate on that particular day.**

7. The duty Magistrate of the day shall report at Video Conferencing Room latest by 12.00 noon and shall dispose of the work as per directions of the undersigned.

8. It is clarified that Duty Magistrate of a particular day shall work as Duty Magistrate from 10.00 a.m. on the day of his duty till 9.59 a.m. on the immediate succeeding day.

9. Whenever a Magistrate is Duty Magistrate on any working day, he/she is exempted from entertaining applications of other courts for TIP proceedings and recording of statements u/s 164 Cr.PC **(except as those referred in Clause 11 of the Duty Roster)** and to work as Link MM on that day. However it is clarified that any pre-fixed applications will be decided by him/her only and the undersigned can also mark such applications or work of Link MM in the event of extreme exigency.

10. Wherever it is feasible and practicable, the Duty Magistrate can take up and dispose matters through Video Conferencing but after duly following the **Video Conferencing Rules 2020** as notified by Delhi High Court on 1st June 2020.

11. Further directions to be followed by Duty Magistrates and Reliever Magistrates :-

A. The Reliever Magistrates shall look after the work of TIP of case property, Inquest proceedings, recording statements under Section 164 Cr.PC, besides administrative duties as per Order No.71/DHC/Gaz/G-7/VI.E.2(a) 2020 dated 18.11.2020 of Hon'ble High Court of Delhi, of the courts of which they are Link Magistrates. Besides, they can also be marked any other misc. application/s or work either by the undersigned or by Ld. ACMM (East).

B. The Applications for recording statements u/s 164 Cr.P.C. of any child/victim pertaining to POCSO Act or any application constituting crime against women u/s 376 to 376D shall be recorded by a lady Magistrate. In case a lady Reliever Magistrate is not available/is on leave, then the statement shall be marked by Ld. ACMM or Ld. Duty Magistrate (as the case may be) to any other lady Magistrate on physical duty, on the said day. However, if no lady Magistrate is available, the Duty Magistrate shall thereby record the statement himself / herself but with the consent of the victim.

C. Reliever Magistrates shall reach the court by 10.00 AM every day and shall not leave the premises before 5.00 PM or until the work assigned to them for the day, is finally disposed off, whichever is later.

D. It is further clarified that the duty Magistrates shall have to attend the court physically on their duty day during court hours.

(PANKAJ ARORA)
Addl. Chief Metropolitan Magistrate(East)
Karkardooma Courts, Delhi.

Dated: 28 /03 /2022

No.169/CMM/EAST/KKD/Delhi

Copy for information to:-

1. The Ld. Registrar General, High Court of Delhi at New Delhi.
2. The Principal District & Sessions Judge (HQ,) and West, THC, Delhi.
3. The Principal District & Session Judge East, North-East, and Shahdara, Karkardooma Courts, Delhi.
4. The Principal District & Session Judge, New Delhi, Patiala House, New Delhi.
5. The Principal District & Session Judge North, and North- West, Rohini, New Delhi.
6. The Principal District & Session Judge, South-West, Dwarka, New Delhi.
7. The Principal District & Session Judge South, and South-East, Saket, New Delhi.
8. The Principal District & Session Judge-cum-Special Judge, PC Act (CBI), Rouse Avenue, New Delhi.
9. The CMM, Central and West (Tis Hazari), New Delhi (PHC), North & North-West (Rohini), South-West (Dwarka), South & South-East (Saket), North-East and Shahdara, Karkardooma Courts, Delhi.
10. The Ld. Secretary, DLSA East, Karkardooma Courts, Delhi.
11. All the Ld. Metropolitan Magistrates, East District, Karkardooma Courts, Delhi.
12. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
13. The Incharge Computer Branch, Karkardooma Courts, Delhi. (uploading on Layers/Web-Site).
14. Superintendent Admn. and Care Taking Branch, Karkardooma Courts, Delhi.
15. Incharge Pool Car, Karkardooma Courts, Delhi.
16. Incharge Cash Branch, Karkardooma Courts, Delhi.
17. Director of prosecution, Delhi thr. Prosecution Branch, KKD Courts, Delhi.
18. Chief Public Prosecutor, Karkardooma Courts, East, Delhi.
19. The Commissioner of Police, Delhi and DCP, East, Delhi. (Through Chowki Incharge KKD. Delhi)
20. The I G (Prison), Tihar Jail, Delhi/ New Delhi.
21. The Secretaries, Bar Association, Shahdara, KKD Courts, Delhi.
22. Lock Up Incharge and Chowki Incharge Karkardooma, Delhi.
23. Information Center, Karkardooma Courts, Delhi.
24. Video Conference Room, Karkardooma Courts, Delhi.
25. For uploading on layers/Web-Site.
26. Office Order File.

(PANKAJ ARORA)
Addl. Chief Metropolitan Magistrate(East)
Karkardooma Courts, Delhi.