OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE, CENTRAL DISTRICT, TIS HAZARI COURTS, DELHI.

DUTY ROSTER FOR AUGUST-2020,CENTRAL DISTRICT

The following Ld. Metropolitan Magistrates, Central District will work as Duty Magistrates, on the dates noted against their names, as given in the Table below. The Roster is applicable to **all** Magistrates of Central District.

Sl. No.	Name of Ld. MM	Days of Duty	Holidays
1	**Ms. Prigya Gupta, MM** 37/5B, Rajpur Road, Gwalior House, Delhi. Mob. 9780055303		**01-08-2020**
2	**Ms. Tapasya Aggarwal, MM** Flat No.802, Judicial Officers Flats, Sector-26, Rohini, Delhi. Mob. 7620594942	04-08-2020	**03-08-2020**
3.	**Sh. Gaurav Sharma, MM** H. No. 303, SFS Flats, Mukharjee Nagar, Delhi. Mob. 8826504833	05-08-2020	**02-08-2020**
4	**Ms. Poorva Mehra, MM** Flat No. 201, Seina Tower, Omex Height, Sec. 86 Neharpar, Faridabad. Mob. 9818530668	06-08-2020 07-08-2020	
5.	**Ms. Mahima Rai Singh, MM** 10/XII, First Floor, Sanjay Nagar, Near Gulabi Bagh, Delhi. Mob. 8800318787		**08-08-2020**
6.	**Sh. Abhilash Malhotra, MM** R/o CG F-304, DLF Capital Greens, Shivaji Marg, Moti Nagar, Delhi **Mob. 9650696164**	10-08-2020	**09-08-2020**
7.	**Sh. Ajeet Narayan, MM** Flat No. 2074,1st Floor, Type IV, Delhi Administration Flats, Gulabi Bagh, Delhi Mob. 9310650393	11-08-2020	**12-08-2020**
8.	**Sh. Kapil Kumar, MM** Flat No. 6, 16EAC, Rajpur Road, Delhi. **Mob. 8527291392**	13-08-2020 14-08-2020	
9	**Ms. Gita, MM** Flat No, B-1, DA Flats, Model Town, Delhi **Mob. 9821668167**		**15-08-2020**
10	**Ms. Shama Gupta, MM** H. No.A-69, Majlis Park, Azadpur, Delhi Mob. 8527291390	17-08-2020	**16-08-2020**
11.	**Ms. Arjinder Kaur, MM** B-402, Judicial Officers Residential Complex, Sector-26, Rohini, Delhi . Mob. 7222991742	18-08-2020 19-08-2020	
12.	**Sh. Chander Mohan, MM** C-61, Saket Court Residential Complex, Delhi. Mob. 9650696147	20-08-2020 21-08-2020	
13.	**Ms. Naina, MM,** 2034, 1st Floor, Type IV DA Flats, Gulabi Bagh, Delhi Mob. 9501400565	22-08-2020	**23-08-2020**
14.	**Ms. Akriti Mehandru, MM** C-69, Mahendru Enclave, GT Karnal Road, Delhi. Mob. 9891924924	24-08-2020 25-08-2020	

15.	**Sh. Pranav Joshi, MM** TRSA-75, NPL Colony, Near Rajender Nagar, Delhi Mob. 8376800208	26-08-2020	
16	**Ms. Deepika Singh, MM** B-78/1, 3rd Floor, suraj Park, Near Mount Abu Public School, Sector-18, Rohini, Delhi. Mob.8527291399	27-08-2020	
17.	**Sh. Rishabh Kapoor, MM** H. No. 22, 3rd Floor, Meera Enclave, Behind Park Hospital, Tilak Nagar, Delhi. Mob.9910771558.	28-08-2020 29-08-2020	
18	**Sh. Manoj Kumar, MM** 146, West Mukharjee Nagar, Delhi Mob. 8527291400	31-08-2020	**30-08-2020**

Further, pursuant to Office Order No. 16/DHC/2020 dated 13.06.2020 issued by the Hon'ble High Court of Delhi and directions issued by Ld District & Sessions Judge (HQs), vide Order No. 11598-11728/DJ/Central/Lockdown COVID-19/AD&SJ Duty Arrangements/2020 dated 14.06.2020 **work distribution amongst the Ld Magistrates** would be as follows:-

1. The Duty Magistrates shall look after the work of :
    a. Granting remand via VC as per Circular No 6435-6506/CMM/Central/SS/DM/2020 dated 13.06.2020 (Jail Duty Roster)
    b. Recording Section 164 CrPC Statements in the Vulnerable Witness Deposition Room
    c. Conducting Inquest Proceedings
    d. Acceptance of bail bonds
    e. Dealing with other urgent applications
2. The Duty MM shall also look after the work of Traffic MM (Except work related to Virtual Court), for the month of **August-2020** and shall deal with impounded vehicles only on the day of such duty.
3. The Duty MMs shall also work at Outreach Clinic IHBAS. Near Jama Masjid, Urdu Park, Gate, No. 02, Delhi on all Mondays, on need basis.
4. The Duty MMs also look after the work of Evening Courts No. 01 to 04, Central District.
5. All the **other Ld Magistrates** would look after the following work
    a. Urgent matters of their own court,
    b. Urgent applications pertaining to their jurisdiction including applications for bails, superdari etc.
6. Every Magisterial Court would take up **urgent matters only via VC,** adhering to Delhi Video Conferencing Rules, 2020 framed by the Hon'ble High Court of Delhi.
7. Every Magisterial Court shall adhere to guidelines for VC hearing contained in **ANNEXURE A**
8. **All applications and replies shall be sent to the Court Email ID/Court ID before 2:00 PM everyday.** Every Court would have a dedicated Court Email ID, list whereof is at **ANNEXURE B**.

9. The Court ID would be handled from the Court Point by the Coordinator, who shall be a staff member(s) designated by each Court.

10. Duties of Court Staff is delineated in **ANNEXURE C**.

11. All orders would be digitally signed. Otherwise, they would be manually signed and scanned, and sent.

12. Orders would continue to be uploaded on the district court website.

13. Bail Orders would additionally be sent to the concerned Jail Superintendent through **ICJS(Inter operable Justice System)** , and also at the Official Jail Dak ID and/or to the Coordinator of Remote Point at Jail. (**daksection.tihar@gov.in**)

Remarks (as contained in previous circulars):

A. The Duty Magistrates shall hold Court in their own Court Rooms

B. The duty MM of the day shall report at Video Conferencing Room latest by 10:30AM and shall dispose of the work as per directions of this office contained in office order No. 8340-80/MM/CMM/2008 dated 28-07-2008. The Duty MM shall not ordinarily do the work of any link Magistrate on the day of his/her duty, except when assigned by the undersigned. If such of work an officer comes to him/her, it shall be put up before the next link Magistrate of such officer without formal marking. This issues with the approval of the Ld. District & Sessions Judge (HQs), Dated 16-10-2017 in supersession of earlier order of this office bearing no. 996-1024/CMM/Central/2017 dated 01-02-2017

C. The Ld. MMs deputed for duty and the staff of their Court who will work on holidays shall be entitled to avail special casual leave (compensatory leave) in lieu of the duty performed on holidays as per rules. The special casual leave (compensatory leaves) of the MMs through and after verification by the undersigned. The MMs while forwarding the applications of the staff for grant of such special casual leave (compensatory leave) shall verify that the official concerned had actually worked on a particular date

D. The Metropolitan Magistrates deputed as duty Magistrate shall not be allowed to avail leave on the day of their duty in any circumstances. Metropolitan Magistrates may only be allowed to change their day of duties on mutual exchange basis with prior permission of the undersigned. If the duty magistrate is not available on any day due to some inevitable reasons, he/she will send a formal request well in advance for change of duty alongwith the written consent/ willingness of the officer agreeing to perform the duty in his/her place, to the office of the undersigned, so that appropriate orders may be passed.

ARUL VARMA
Digitally signed by ARUL VARMA
Date: 2020.07.30 11:54:01 +05'30'

(ARUL VARMA)
CMM, CENTRAL DISTRICT, DELHI

No.8810-8879/CMM/Central/SS/DR/2020 Dated:30 -07-2020

Copy forwarded for information to:-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi. (Through Ld. District & Sessions Judge (HQs), Delhi.
2. The Ld. District & Sessions Judge (HQs), Delhi.
3. The Ld Officer In-Charge, Pool Car, THC, Delhi
4. The Ld. CMMS, all Districts, Delhi/ New Delhi.
5. The Ld. Secretary, DLSA, Central District, THC, Delhi.
6. The Ld. Administrative Civil Judge,Central District, Delhi

7. The Ld. ACMMs/MMs, Central District, THC and Railway Courts, Delhi
8. The Ld. Principal Magistrates, JJB-I,II & III, Delhi/New Delhi
9. The Director, Prosection, THC, Delhi.
10. The Commissioner of Police, Delhi and DCsP, North, Central and West District, Delhi
11. The I G (Prison), Tihar Jail, Delhi/ New Delhi**.**
12. The Secretaries, Bar Association, THC, PHC, KKD, Rohini, Dwarka & Saket Courts, Delhi.
13. The Nazarat Branch and Filing Section O/o Ld. District & Sessions Juge (HQs), Delhi.
14. The AO (J), Computer Branch, Central District, Delhi.
15. The Care Taking Branch, THC, Delhi.
16. The Superintendent Jail, New Delhi/ Law Officer, Tihar Jail/ Lock-Up Incharge, THC, Delhi
17. For uploading on Central Web-site Committee though LAYER.
18. The Video Conferencing Room, THC, Delhi.
19. The Cash Branch, THC, Delhi
20. Reader to CMM, Central District, Delhi.
21. The Dealing assistant (Leave), Judicial Branch and Admn. Branch-I,II &III, Central, THC, Delhi
22. The Guard File.

ARUL VARMA Digitally signed by ARUL VARMA Date: 2020.07.30 11:54:34 +05'30'

(ARUL VARMA)
CMM, CENTRAL DISTRICT, DELHI

ANNEXURE A

1 HEARING

1.1 Categories of cases

i. Concerned Magistrates shall hear arguments on Charge, Bails, Superdari,Other Applications, (*Except* remand of fresh arrestees, dealing with TIP applications, granting police custody from judicial custody, bail applications moved simultaneously with first remand applications, applications qua discharge and formal arrest, recording statements u/s 164 CrPC, grant remand of inmates in Jails through VC-which will continue to be done by Jail Duty MM/Duty MM) Miscellaneous Arguments, Final Arguments which may be heard by Ld MMs.

ii. For rest of the cases, *en bloc* dates would continue to be given.

1.2 Timings of cases.

Timings to be reflected in Cause List in website + Advance notice be sent through E-Courts App. Though timings would depend on the Presiding Officer, the matters may preferably be taken up in the following manner (indicative only):

i. Miscellaneous Applications – 10:00AM to 11:30 AM
ii. Charge – 11:30AM- 12:30 PM
iii. Final Arguments after 2:00 PM

1.3 Method of Hearing of Cases:

i. Arguments on Charge/Final Arguments- Through VC
ii. Bails, Superdari, Misc applications – Through VC

iii. Interim applicationslike Bail, Superdari, Monitoring of Investigation etc. be filed by the parties at the dedicated Court ID. Copy be supplied to other parties electronically.

IMP: The applications/replies moved by Police, Prosecution or the Jail authorities shall be filed at Court ID given at ANNEXURE B.

ANNEXURE B

COURT EMAIL IDs/COURT IDs *(COURT POINT)& POLICE STATION ID (REMOTE POINT)*

Order No. 59/DHC/Gaz./G-7/VI.E.2(a)/2019 dated 04-12-2019 (w.e.f. 04-12-2019)

Central District			
Sl No.	**Name of Ld. MM & email id**	**Room No.**	**Jurisdiction/ Police ID**
1	Sh. Arul Varma, CMM cmmcentraldistrict.tishazari@gmail.com	38	DBG Road, Old & Fresh cases of Crime Branch, SARFAESI Act 2002, Spl Task Force, Official secrets, IPR (Copy Rights Act, Patents Act etc), Delhi Prevention of Defacement of Property Act, 2007, U/s 195 r/w Section340 Cr.P.C made by the Hon'ble Supreme Court of India & High Court of Delhi, EOW. sho-dbgrd-dl@nic.in
2	Ms. Shefali Sharma, ACMM-01 acmm1centraldistrict.tishazari@gmail.com	366	Pahar Ganj sho-paharganj-dl@nic.in
3	Sh. Gajender Singh Nagar, ACMM-02 acmm2centraldistrict.tishazari@gmail.com	296A	**Hauz Qazi, NDLS and Bara Hindu Rao,** designated court of forged / fake ST certificate, RMD (ODRS) & Gulabi Bagh sho-hauzqazi-dl@nic.in sho-bhrao-dl@nic.in
4	Sh. Viplav Dabas, ACMM (Spl. Act) acmmspcentraldistrict.tishazari@gmail.com	28	Special Acts (i.e. Companies Act, SEBI, Income Tax Act, designated court of Delhi Pollution Control Committee (DPCC) Environment Act 1986 etc), Wild Life Act
5	Ms. Gita, MM-01 mm01central.tishazari@gmail.com	180	Maurice Nagar, Karol Bagh & Prasad Nagar, MCD, DDA, Immoral traffic (prevention) act 1956, & Jama Masjid sho-mouricengr-dl@nic.in sho-karolbagh-dl@nic.in sho-prasadnagar-dl@nic.in
6	Ms. Shilpi Jain, MM-02 **(Link MM, as Ms Shilpi Jain would be handling Virtual Court,Traffic)**	26	Timarpur, Immoral traffic (prevention) act 1956 and traffic Challans of Subzi Mandi Circle sho-timarpur-dl@nic.in
7	Sh Rishabh Kapoor, MM-03 mm03centraldistrict.tishazari@gmail.com	150	Rajender Nagar, I P Estate old cases of Immoral traffic (prevention) act 1956 of North district sho-rajindernagar-dl@nic.in sho-ipestate-dl@nic.in
8	Sh Chander Mohan, MM-04 mm04centraldistrict.tishazari@gmail.com	37	Hazrat Nizamuddin (Railway), Sarai Rohilla, SPCA +Seed Act and Traffic Challans of Civil Line Circle sho-rly-nizamudin-dl@nic.in sho-sarairohilla-dl@nic.in

9	Sh. Kapil Kumar, MM-05 mm05centraldistrict.tishazari@gmail.com	241	Nabi Karim, **Darya Ganj, Roop Nagar** and Traffic Challans of Kotwali Circle. sho-nabikarim-dl@nic.in sho-daryaganj-dl@nic.in sho-roopngr-dl@nic.in
10	Sh. Manoj Kumar, MM-06 mm06centraldistrict.tishazari@gmail.com	247	Sadar Bazar, Civil Lines sho-sadarbazar-dl@nic.in sho-civilline-dl@nic.in
11	Sh. Abhilash Malhotra, MM-07 mm07centraldistrict.tishazari@gmail.com	32	Subzi Mandi, Sarai Rohilla Railway Station, Delhi Cantt Rly station, RPF, **Kashmere Gate and Wazairabad** and Traffic Challans of Sadar Bazar Circle.
12	Ms. Prigya Gupta, MM-08 mm8centraldistrict.tishazari@gmail.com	273	**Kamla Market, Kotwali and Chandni Mehal** **sho-burari-dl@nic.in** **sho-kotwali-dl@nic.in** **sho-chandnimahal-dl@nic.in**
13	Sh. Pranav Joshi, MM-09 mm09centraldistrict.tishazari@gmail.com	286	Burari, Kashmere Gate Metro Station and **Lahori Gate** sho-burari-dl@nic.in sho-lahorigate-dl@nic.in
14	Ms Poorva Mehra, MM, Mahila Court-01 mahila1central.tishazari@gmail.com	343	Chandni Mahal, Jama Masjid, Hauz Qazi, Kamla Market, Nabi Karim, Rajinder Nagar, Daryaganj & I P Estate sho-chandnimahal@nic.in sho-jamamasjid-dl@nic.in sho-nabikarim-dl@nic.in sho-rajindernagar-dl@nic.in sho-daryaganj-dl@nic.in sho-ipestate-dl@nic.in
15	Ms Mahima Rai Singh, MM Mahila Court-02 mahila2central.tishazari@gmail.com	273	Lahori Gate, Sarai Rohilla, Gulabi Bagh (Pratap Nagar), Chandni Chowk, Kotwali, Maurice Nagar, Bara Hindu Rao, Sadar Bazar sho-lahorigate-dl@nic.in sho-sarairohilla-dl@nic.in sho-gulabibagh-dl@nic.in sho-kotwali-dl@nic.in sho-mouricengr-dl@nic.in sho-bhrao-dl@nic.in sho-sadarbazar-dl@nic.in
16	Ms. Deepika Singh, MM Mahila Court-03 mm03mahilacourtcentral.thc@gmail.com	149	Subzi Mandi, Timarpur, Kashmere Gate, Burari, Kashmere Gate Metro, Subzi Mandi Railway Station, Wazirabad, Sarai Rohilla Rly. Station, and Delhi Cantt. Rly. Station. sho-subzimandi-dl@nic.in sho-timarpur-dl@nic.in sho-rly-delhicantt@delhipolice.gov.in
17	Ms. Shama Gupta, MM, Mahila Court-04 mahilacourt4central.tishazari@gmail.com	288	DBG Road, Paharganj, Karol Bagh, Prasad Nagar, ODRS, NDRS, Hazrat Nizamuddin Rly Station, Roop Nagar and Civil Lines. sho-dbgrd-dl@nic.in sho-paharganj-dl@nic.in sho-prasadnagar-dl@nic.in

18	Ms. Ruchi Aggarwal Asrani	16	Virtual Court-Traffic Challans
19	Ms. Arjinder Kaur, MM (NI Act)-01 mm01niactcentral@gmail.com	201 CBA-II	Cases Under Sec. 138 NI Act
20	Sh. Ajeet Narayan, MM (NI Act)-02 mmniact2centraldistrict.thc@gmail.com	203 CBA-II	Cases Under Sec. 138 NI Act
21	Sh. Gaurav Sharma, MM NI Act-03 mmniact03centraldistrict.thc@gmail.com	202, CBA-II	Cases Under Sec. 138 NI Act
22	Ms. Akriti Mahendru, MM (NI Act)-04 mmniact4central.tishazari@gmail.com	1 CBA-1	Cases Under Sec. 138 NI Act
23	Ms. Tapasya Agarwal, MM NI Act-05 mmniact5central.tishazari@gmail.com	2 CBA-I	Cases Under Sec. 138 NI Act
24	Ms. Tista Shah, MM NI Act-06 mmniact6central.tishazari@gmail.com	1 CBA-II	Cases Under Sec. 138 NI Act
25	Ms. Naina, MM, NI Act-07 mmniact7central.tishazari@gmail.com	2 CBA-II	Cases Under Sec. 138 NI Act
26	Sh. Ajay Kumar Malik, Spl. Rly. Mag.	ODRS.	Mobile court, miscellaneous work at old Delhi Rly. Station, Subzi Mandi Rly Station
27	Ms. Bhavana Kalia, Pr. Mag. jjb1delhi@gmail.com	JJB-1	Dealing with North, North West,NDPS, CBI and NIA Cases
28	Ms. Priyanka Rajpoot, Pr. Mag. delhigatejuvenilejusticeboard@gmail.com	JJB-2	Dealing with New Delhi, IGI, South, South East & South West
29	Sh. Gopal Singh Chauhan, Pr. Mag. jjb3delhi@gmail.com	JJB-3	Dealing with Railway Protection Force, Central & West.
30.	Sh Robinjeet Singh, Ld MM		Virtual Court

ANNEXURE C

a. Duties of Court Staff

a. One court staff will attend the court every day, on rotational basis, as per directions issued by Ld District & Sessions Judge (HQs) vide Order No. 11598-11728/DJ/Central/Lockdown COVID-19/AD&SJ Duty Arrangements/2020 dated 14.06.2020.

b. Stenographer- To hear dictation either

i. Telephonically
ii. Voice Message
iii. WhatsApp
iv. Cisco WebEx, if the stenographer is participating in the VC

c. One Ahlmad/One Assistant Ahlmad/ Reader (alternatively)
   i. To handle the email i.e informing the Ld MM about receipt of applications and replies
   ii. To set up Cisco Web Ex Meeting the host being the Coordinator at Court Point, after consultation with the Ld MM.
   iii. To ensure all stakeholders join the meeting before the Ld MM joins the meeting.
   iv. To ensure that all stakeholders are apprised of, and adhere to Video Conferencing Rules issued by the High Court Of Delhi.
   v. To ensure that vakalatnama of advocates contain phone numbers and email ids of lawyers & litigants.
   vi. To ensure that CD drives are installed and in working condition.
   vii. To receive the chargesheet through ICJS/filing counter, to verify and register it in CIS**(Applicable only for courts of the undersigned, Sh Abhilash Malhotra & Sh Pranav Joshi**)
   viii. To send scanned copy of charge sheet, Complaint cases, applications etc. to the Ld.MM if required.
   ix. Subsequent to court proceedings the Ahlmad/court visiting staff shall

      a. Upload orders in CIS.
      b. Share Dasti copy of orders electronically with Parties, Police, APP and prison etc as per directions of the court.
      c. Tag the orders in case file.
      d. Generate process through CIS.
      e. Issue processes electronically.