

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : EAST DISTRICT**  
**KARKARDOOMA COURTS : DELHI**  
**DUTY ROSTER FOR THE MONTH OF August- 2019**

The following Metropolitan Magistrates will look after the work of Duty Magistrates 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 the disposal of the remand and other misc. work. The MMs shall also look after the work of Traffic courts besides the remand work. 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 Officers	Days	Holidays	R.No.
1	<b>Ms. Harshita Vatsayan, Ld. MM (MC-01)</b> R/o: 902-B, Sunbreeze Apartment, Next to Shopprix Mall, Sector- 5, Vaishali, Ghaziabad, U.P	01.08.2019 02.08.2019 03.08.2019	<b>04.08.2019</b>	<b>14</b>
2	<b>Sh. Balwinder Singh, Ld. MM-01</b> R/o: Flat No. 506, Residential Court Complex, Karkardooma Courts, Delhi.	05.08.2019 06.08.2019 07.08.2019	<b>10.08.2019</b>	<b>18</b>
3	<b>Sh. Gaurav Gupta, Ld. MM-04</b> R/o: C-41, Residential Complex, Saket, New Delhi-110017	08.08.2019 09.08.2019	<b>11.08.2019</b>	<b>32</b>
4	<b>Sh. Sujit Saurabh, Ld. MM</b> R/o: Flat No. 704, Karkardooma Court Residential Complex, Delhi.	13.08.2019 14.08.2019	<b>18.08.2019</b>	<b>30</b>
5	<b>Sh. Rakesh Kumar Singh, Ld. MM-03</b> R/o: Flat No. 601, Residential Complex, Karkardooma Courts, Delhi- 110032	16.08.2019 17.08.2019	<b>12.08.2019</b>	<b>16</b>
6	<b>Ms. Ritu Singh, Ld. MM (MC-02)</b> R/o: 505, Residential Court Complex, Karkardooma Courts, Delhi.	19.08.2019 20.08.2019 21.08.2019	<b>15.08.2019</b>	<b>24</b>
7	<b>Sh. Jitendra Pratap Singh, Ld. MM-02</b> R/o: C-14, Saket Courts, Residential Complex, Saket, Delhi.	22.08.2019 26.08.2019	<b>24.08.2019</b>	<b>15</b>
8	<b>Sh. Tushar Gupta, Ld. MM</b> R/o: B-303, Judicial Officers Residentail Complex, Sector-26, Rohini, New Delhi.	27.08.2019 28.08.2019 29.08.2019	<b>25.08.2019</b>	<b>20</b>
9	<b>Ms. Aakansha Vyas, Ld. MM-05</b> R/o: Flat No. 705, Residential Complex, Karkardooma Courts, Delhi-110032	23.08.2019 30.08.2019 31.08.2019	<b>--</b>	<b>15</b>

**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 MMs to complete their entire work. They should not leave their court work for the Duty MM. Release Warrants should be signed by the MM who accepts the bail bond and the regular MM should not leave his/her court before disposal of the work of his/her court which is brought before him up to 4 p.m. All the consequential work arising in pursuance of the orders issued by the regular MM should be disposed of by the regular MMs.
3. The MMs deputed for Duty MM 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 reference to the office order no. 72971-73101/Admn.II/Leave/2018 dt. 22.11.2018 of Ld. District & Sessions Judge, Delhi). The MMs 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 Metropolitan 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 Metropolitan 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 inevitable circumstances, if a Duty MM 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 MM has to go for attending some 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 the undersigned. In such a situation the next available Link Metropolitan Magistrate of the said officer shall work as Duty MM on that particular day.
- 7 The duty MM of the day shall report at Video Conferencing Room latest by 12.00 noon and shall dispose of the work as per direction of undersigned.

**(SHIVALI SHARMA)**  
**Chief Metropolitan Magistrate(East)**  
**Karkardooma Courts, Delhi**

No. 781...../CMM/EAST/KKD/Delhi

Dated: 25.07.2019

**Copy for information to:-**

- 1 The Registrar General, High Court of Delhi at New Delhi.
- 2 The District & Sessions Judges (Headquarters,)/ West, Tis Hazari Courts, Delhi.
- 3 The District & Session Judges East/North East/Shahdara, Karkardooma Courts, Delhi.
- 4 The District & Session Judge Patiala House, New Delhi.
- 5 The District & Session Judges North/North West, Rohini, New Delhi.
- 6 The District & Session Judge Dwarka, New Delhi.
- 7 The District & Session Judges South/South East, Saket, New Delhi.
- 8 The CMMs of all Districts Tis Hazari, Patiala House, Rohini, Dwarka, Saket, KKD Courts, Delhi.
- 9 The Secretary, DLSA East, Karkardooma Courts, Delhi.
- 10 All the Metropolitan Magistrates, East District, Karkardooma Courts, Delhi.
- 11 The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
- 12 The Incharge Computer Branch, Karkardooma Courts, Delhi.
- 13 Superintendent Admn. and Care Taking Branch, Karkardooma Courts, Delhi.
- 14 Incharge Pool Car, Karkardooma Courts, Delhi.
- 15 Incharge Cash Branch, Karkardooma Courts, Delhi.
- 16 Director of prosecution, Delhi thr. Prosecution Branch, KKD Courts, Delhi.
- 17 Chief Public Prosecutor, Karkardooma Courts, East/North East, Delhi.
- 18 Secretary Shahdara Bar Association, Karkardooma Courts, Delhi.
- 19 Lock Up Incharge, Karkardooma, Delhi.
- 20 Information Center, Karkardooma Courts, Delhi.
- 21 Video Conference Room, Karkardooma Courts, Delhi.
- 22 For uploading on layers.
- 23 Office Order File.

**(SHIVALI SHARMA)**  
**Chief Metropolitan Magistrate(East)**  
**Karkardooma Courts, Delhi**