

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE,  
EAST DISTRICT, KARKARDOOMA COURTS, DELHI  
LINK ROSTER**

In supersession of earlier Link Rosters, the arrangement of Link Magistrates of East District, Karkardooma Courts, is as follows w.e.f. 01<sup>st</sup> March, 2024.

The following Ld. MMs shall work as Link MMs to each other and so forth, as per the table below :-

S.No	Name of MMs	Court No.		Name of MMs	Court No.
1	Sh. Divyam Lila, Ld MM (MCD)	34	<-->	Ms. Sonika, Ld MM-04	32
2	Ms. Poonam Singh, Ld. MM (Digital Traffic Court)	403	<-->	Sh. Arvind Dev, Ld MM-01	26
3	Ms. Chhaya Tyagi, Ld. MM-05	03	<-->	Sh. Bhanu Pratap Singh, Ld. MM-02	15
4	Ms. Himanshi Tyagi, Ld. MM-03	16	<-->	Ms. Shazadi Halima Sadiya, Ld MM (Mahila Court-02)	24
5	Ms. Rishika Srivastava, Ld. MM (Mahila Court-01)	14	<-->	Ms. Pooja Yadav, Ld. MM (N I Act)	20
6	Ms. Rishika Srivastava, Ld. MM (Mahila Court-01)	14	<-->	<u>Ms. Kavita Bist, Ld. MM (N I Act Digital Court)</u>	407

- (1) In the absence or non-availability of the undersigned or her being on leave or otherwise busy with the administrative work, the judicial work of the court of the Undersigned, shall be looked after as follows:-

S. No.	Days of the Month	Judicial Officers
1	1 <sup>st</sup> to 10 <sup>th</sup>	Sh. Arvind Dev, Ld MM-01
2	11 <sup>th</sup> to 20 <sup>th</sup>	Sh. Bhanu Pratap Singh, Ld. MM-02
3	21 <sup>st</sup> to 31 <sup>st</sup>	Sh. Divyam Lila, Ld MM (MCD)

In case of absence due to leave, as per table he/she shall look after the judicial work of the undersigned and in case of absence of all of above-mentioned Link MMs, the judicial work of the undersigned shall be looked after by the Duty MM of that day.

- (2) In absence or non-availability or being on leave or otherwise busy with court work, the **Administrative work** of the undersigned shall be looked after by the **Ld. ACMM** and in the absence of Ld. ACMM, the work of the undersigned shall be looked after by the Duty MM of that day.

- (3) In the absence or non-availability of the **Ld ACMM** or her being on leave or otherwise busy with the administrative work the **judicial work of the court of Ld. ACMM**, shall be looked after as follows:-

S. No.	Days of the Month	Judicial Officers
1	1 <sup>st</sup> to 10 <sup>th</sup>	Ms. Sonika, Ld. MM-04
2	11 <sup>th</sup> to 20 <sup>th</sup>	Ms. Himanshi Tyagi, Ld. MM-03
3	21 <sup>st</sup> to 31 <sup>st</sup>	Sh. Arvind Dev, Ld MM-01

In case of absence due to leave or otherwise of Ld. Link MM, the next following Ld. MMs as per above table shall look after the **judicial work of Ld. ACMM** and in case of absence of all of **above-mentioned Link MMs**, the judicial work of the Ld. ACMM shall be looked after by the **Duty MM** of that day.


- (5) Whenever any Ld. MM is on leave or busy in remand proceedings in hospital etc. or is not available due to any reason, his/her work shall be looked after by Ld. Link MM shown against his/her name in the opposite column. In case, both the said Ld. MMs are on leave or not available, the Ld. MM whose name is mentioned immediately below the name of Ld. MM concerned, shall work as next Link MM and shall look after the work of the court of Ld. MM whose name is mentioned above his name. In case even the next Link MM mentioned immediately below the name of the concerned MM is on leave or not available otherwise, Ld. MM whose name is mentioned immediately below thereafter shall work as the next Link MM for such period and so on & so forth. The two Ld. MMs mentioned in first horizontal line shall be deemed to be Ld. MMs placed immediately below the two MMs mentioned in the last horizontal line in the roster for above purposes.
- (5) In case more than three Ld. MMs are on leave and the work of more than two courts is required to be done by any Ld. MM, then it should be brought to the notice of the undersigned immediately who shall assign the work to any other Ld. MM to pass appropriate orders.
- (6) All the applications for carrying out inquest proceedings shall be placed directly before the Ld. Duty MM, who shall initiate the said proceedings, under intimation to the undersigned. The Ld. Duty MM shall proceed for inspection of the body of the inmate on the same day, either before holding court or after court hours. The Ld. Duty MM shall himself carry out inquest proceedings forthwith. In case, any difficulty is being faced, the application shall be placed before the **undersigned** or in his absence before the Ld. ACMM for assignment to any Magistrate.
- (7) The Link MM besides fixing dates will also do other miscellaneous work including recording of evidence of the court on leave, except passing final judgments, depending purely on the availability of time and volume of work fixed in their courts.
- (7A) The Link MM shall first come to the court of Ld. MM on leave, personally deal with the matter listed, dispose of misc. applications and then start the work of his/her own court.
- (7B) In order to avoid delay in regulating the court work, the Ld. ACMM/MMs shall issue instructions making it the responsibility of their respective Reader/Ahlmads/Stenos (in that order) to intimate in writing to the office of undersigned by 10.00 AM positively, on the date when presiding officer happens to be on leave or absent.
- (7C) In any case, the Link MM shall commence work in the concerned court when Presiding Officer is on leave by 10.30 AM, in case where a particular judicial officer is expected to work as Link MM in more than one court on a given day, he shall suitably instruct the reader of such other court to inform the litigants and members of the bar about the time when the Link Magistrate would be coming to such other court. (refer circular No. 5958-6040/CMM dated 19.7.1999).
- (8) Application for Statement U/s 164 Cr.P.C., the applications for TIP of accused persons or of case property, for preparation of inventories under Copyrights Act, Trademarks and other similar Acts, for polygraph test, for Voice Samples, for specimen signatures/handwritings, etc. shall be made over by Ld. MMs having jurisdiction over the area to which it pertains, such applications shall be made by the area MM to the next link MM as per link roster by name.
- (8A) If the area MM is on leave or absent for above said reasons, his/her link MM or in case of absence even of later, his/her next MM shall deal with the application in the same manner deeming it to have been made over to him formally in terms of direction. For removal of doubts, it is clarified that in such situations, formal making over shall not be necessary nor awaited by the link MM (as the case may be) who shall proceed to record the statement under section 164 Cr.P.C. or conduct TIP etc.
- (8B) Upon any application being made over by name in terms of above direction or receipt of such application by the link MM or next link MM (as the case may be) in situations mentioned here in above, the Ld. MM in question shall ordinarily be herself/himself responsible for disposal of the application, except for special reasons, which shall be recorded, in which event the application shall be directed to be put up for necessary directions before the undersigned.
- (8C) All MM's are directed to dispose of the application u/s 164 Cr.P.C. assigned to them preferably on the same date or for the special reasons to be recorded, on the earliest subsequent date, in case an adjournment becomes imperative.

(8F) The link MM of Juvenile Justice Board for the purpose of recording TIP of juveniles, TIP of case properties and recording of statement u/s 164 Cr.P.C. of JJB, pertaining to East District, shall be Ms. Sonika, L.d. M.M.04. In case Ms. Sonika, L.d. M.M. 04 is on leave or not available due to any reason, then the aforesaid work shall be put up before the **undersigned** for further marking. In case of non availability (due to leave or other reason) of the **undersigned**, the application shall be placed before the L.d. ACMM for marking it to any other L.d. Magistrate.

(8I) The applications for statement U/s 164 Cr.P.C. of any child/victim less than 18 years age, pertaining to POCSO Act or any application constituting crimes against women u/s 376 to 376D IPC of all magisterial courts, shall be marked by the **undersigned** or in her absence or her being on leave, by the L.d. ACMM and in the absence of L.d. ACMM, shall be marked by the Duty MM of that day. (preferably a female officer).

(8J) The concerned MM while recording statements u/s 164 Cr.P.C. shall keep in mind the provisions of **Section 25 & 26 of the Protection of Children from Sexual Offences Act, 2012** which broadly provides accompanying of Parents/representative, confidentiality, taking assistance of translator/interpreter, if required & in case of mentally or physically challenged persons audio-video recording, subject to availability of such means.


- (9) TIP will be conducted in manner as mentioned in the Circular No. 2512/41028-41118/CMM/Delhi dated 04.06.2003 & 4740-80 /CMM/2003/Delhi dated 09/07/2003. Ld. ACMM & MMs proceeding for conducting TIP at Mandoli Jail, shall not leave the court premises before 03.00 PM and after completing the work fixed in their court for the day.

  
(PREETI AGARWALA)  
Chief Metropolitan Magistrate (East),  
Karkardooma Courts, Delhi  
Dated: 28.02.2024

No. 176 /CMM/EAST/KKD/Delhi

Copy for information to:-

1. The L.d. 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 L.d. Secretary, DLSA East, Karkardooma Courts, Delhi.
11. All the L.d. 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. Lock Up Incharge, Karkardooma, Delhi.
22. Information Center, Karkardooma Courts, Delhi.
23. Video Conference Room, Karkardooma Courts, Delhi.
24. For uploading on layers/Web-Site.
25. Office Order File.

  
(PREETI AGARWALA)  
Chief Metropolitan Magistrate (East)  
Karkardooma Courts, Delhi