

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
NORTH EAST DISTRICT, KARKARDOOMA COURTS, DELHI
DUTY ROSTER FOR THE MONTH OF APRIL, 2020**

The following Metropolitan Magistrates will look after the work of Duty Magistrate in North-East District at Karkardooma Courts Complex, Delhi on the dates noted 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, such matters, as are placed before them. They should always be available in their homes on the day of 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, traffic and other miscellaneous 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 who will perform duty as Duty MM	Days	Holidays	R. No.
1	Sh. Pawan Singh Rajawat, Ld.CMM, R/o D-82, Saket Court, Residential Complex, Saket, New Delhi. Mobile No. 9717196882		19/04/2020 (Sunday) 26/04/2020 (Sunday)	68
2	Sh. Vinod Kumar Gautam, Ld.ACMM, R/o A-31, Saket Court, Residential Complex, Saket, New Delhi. Mobile No. 9910384848	21/04/2020 28/04/2020 29/04/2020	11/04/2020 (2 nd Saturday)	66
3	Sh. Rakesh Kumar Rampuri, Ld.MM-03 R/o Flat No.701, Type V, Karkardooma Residential Complex, Delhi Mobile No. 9650696145	03/04/2020 04/04/2020 07/04/2020 08/04/2020 09/04/2020	10/04/2020 (Good Friday)	22
4	Ms. Richa Parihar, Ld.MM-02 R/o Flat NO. 703, Karkardooma Court Residential Complex, Delhi. Mobile No. 8527291380	13/04/2020 14/04/2020 15/04/2020 16/04/2020 17/04/2020	12/04/2020 (Sunday)	17
5	Ms. Richa Manchanda, Ld.MM-01 R/o DE-109, 1 st Floor, Tagore Garden New Delhi Mobile No. 8527291383	18/04/2020 20/04/2020 22/04/2020 25/04/2020 27/04/2020 30/04/2020		73
6	Ms. Vijayshree Rathore, Ld MM (Mahila Court) R/o D-306, 6 th Floor, Gardenia Gateway, Plot No 9, Sector 75, NOIDA, UP. Mobile No. 8225961588	01/04/2020 23/04/2020 24/04/2020	02/04/2020 (Ram Navami) 05/04/2020 (Sunday) 06/04/2020 (Mahavir Jayanti)	67

NOTE:-

- In continuation of the Office Order No 373/Estt/E-I/DHC dated 23.03.2020 of Hon'ble High Court of Delhi and taking note of the order no 40-3/2020-DM-1(A) dated 24.03.2020 of Government of India whereby a nationwide lockdown has been declared for a period of 21 days w.e.f. 25.03.2020, only those staff officials who are residing in Delhi and using own conveyance are to be called for duty. However, All those staff officials, who are not required to report for duty on any given day, would not leave the station under any circumstance. They would always be available on call and would be deemed to be on duty. In case of any urgency they may be called upon them to report back for duty immediately.



2. All staff officials, reporting for duty, shall submit the declaration form (Annexure-A) as per the directions.
3. 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.
4. No Metropolitan Magistrate shall proceed on leave or remain absent on the day he/she is deputed as Duty Magistrate except under the exceptional circumstances or emergency. In case of any emergency or inevitable circumstances, if a Duty MM has to proceed on leave, her/his Ist/Ind Link MM shall perform the duty as Duty Magistrate for the day without any formal order in this regard. However, the Officer who is unable to perform the duty must ensure that her/his Link Magistrate is available.
5. 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/her up-to 4.00 pm. All the consequential work arising in pursuance of the orders issued by regular MM, should be disposed of by the regular MMs.
6. The Metropolitan Magistrate who is 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/she has 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 an intimation to the office of undersigned/Ld. CMM (Ref. S.O. issued by the District & Sessions Judge, Delhi, vide letter No. 42534-684/DM/Gaz. Dt. 26.10.99).
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.
8. The Ld. MMs deputed for duty on holidays, second Saturdays and Sundays who actually work on such day's will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day's **within one year thereof**. (This is with reference to Notification No. 43/Rules/DHC dated 12.01.2012 conveyed through Endst. No. 6546-63/Rules/DHC dated: 06.03.2012) and the Members of the staff of their court who actually worked on such day's will be entitled to avail of Special Casual Leaves (Compensatory leave) in lieu of duty performed on such day's as per rules. The Special Casual Leave (Compensatory leave) of Ld.MMs shall be routed through and after the verification of the undersigned. The Ld.MMs while forwarding the application of the staff for grant of such Spl. C.L.(Compensatory leave) shall certify that the official concerned has actually worked on a particular day.


(PAWAN SINGH RAJAWAT)
Chief Metropolitan Magistrate,
North-East District,
Karkardooma Courts, Delhi

No. 125/2020/CMM/NE/KKD/Delhi

Date: 27/03/2020

Copy for information to:-

- 01 The Hon'ble Registrar General, High Court of Delhi through the Ld District & Sessions Judge, Delhi.
- 02 The Ld District & Sessions Judge Central/West, Tis Hazari Court, Delhi.
- 03 The Ld District & Sessions Judge East/SHD/NE, Karkardooma Courts, Delhi
- 04 The Ld District & Sessions Judge PHC/North, North-West Rohini/South-West Dwarka/South, South-East Saket, Rouse Avenue, Delhi.
- 05 All CMMs Central/West THC, South-West Dwarka, North/North-West Rohini, New Delhi Patiala House, East/SHD KKD, South/South-East Saket, Rouse Avenue, Delhi.
- 06 The Secretary DLSA East/SHD/NE, Karkardooma Courts, Delhi.
- 07 All the Metropolitan Magistrates North East, Karkardooma Courts, Delhi.
- 08 The DCP N/E through Chowki Incharge, Karkardooma Courts, Delhi.

- 09 The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
10 The Incharge Computer Branch, Web-Site Committee, N/E, Karkardooma Courts, Delhi.
11 Superintendent/Incharge Admn. and Care Taking Branch N/E, KKD Courts, Delhi.
12 Incharge Pool Car, Karkardooma Courts, Delhi
13 Incharge Cash Branch, Karkardooma Courts, Delhi.
14 Director of prosecution, Delhi thr. Prosecution Branch, KKD Courts, Delhi.
15 Chief Public Prosecutor East/NE/SHD, Karkardooma Courts, Delhi.
16 Secretary Shahdara Bar Association, Karkardooma Courts, Delhi.
17 Superintendent Central Jail, Delhi, through General Branch, NE Distt. KKD Courts, Delhi.
18 Lock Up Incharge, Karkardooma Courts, Delhi.
19 Information Center, Karkardooma Courts, Delhi.
20 Video Conference Room, Karkardooma Courts, Delhi.
21 For uploading on LAYERS.
22 For uploading on centralized web-site through LAYERS.
23 The Notice Board, Karkardooma Court Complex, Delhi.
24 Office Order File.


(PAWAN SINGH RAJAWAT)
Chief Metropolitan Magistrate
North-East District
Karkardooma Courts, Delhi