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

The following Metropolitan Magistrates will look after the work of Duty Magistrate in North-East District at Karkardooma Courts Complex, Delhi on the dates mentioned against their names. It is enjoined upon the Ld. 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. However, whenever any Ld MM (Reliever) is the Duty MM on a working day, the staff of concerned Court shall be responsible for putting the required work of the said Court before the Ld. Duty MM.

Sl. No.	Name of the officers who will perform duty as Duty MM	Days	Holidays	Room No.
1	**Ms. Richa Parihar, Ld.MM-02** R/o Flat No. 703, Karkardooma Court Residential Complex, Delhi. Court Email-id readermm02northeast@gmail.com	18/04/2022 19/04/2022 20/04/2022 21/04/2022 30/04/2022		**17**
2	**Sh Nitish Kumar Sharma, Ld MM-03,** R/o House No 64, Govind Mohalla, Haiderpur, Delhi–110088 Court Email-id readermm03ne@gmail.com	23/04/2022 25/04/2022 27/04/2022	**03/04/2022** **(Sunday)**	**22**
3	**Sh Rupinder Singh Dhiman, Ld.MM-01** R/o Flat No 2026, Delhi Administration Flats, Gulabi Bagh, Delhi Court Email-id - readermm1northeast@gmail.com	08/04/2022 11/04/2022 22/04/2022 26/04/2022	**10/04/2022** **(Sunday/Ram Navami)**	**73**
4	**Ms Vijayshree Rathore, Ld.MM (Mahila Court)** R/o 3rd Floor, Jagrati Enclave, Phase-III, Plot No 5, Near Railway Colony, Opposite Vigran Bhawan, Delhi Court Email-id- readermmmahilacourtne@gmail.com	01/04/2022 02/04/2022 05/04/2022 29/04/2022		**67**
5	**Ms Nidhi Bala, Ld MM (NI Act) Digital Court** R/o Flat No 506, Judicial Residential Complex, Karkardooma Courts, Delhi Court Email-id - ninortheast1@gmail.com	06/04/2022 07/04/2022	**15/04/2022** **(Good Friday)** **17/04/2022** **(Sunday)**	**On Holidays at Court No 73**
6	**Ms Anamika, Ld MM (Reliever)** R/o B-3, 305,Cherry County, Near Ek Murty Chowk, Greater Noida, West, UP	13/04/2022 28/04/2022	**14/04/2022** **(Mahavir Jayanti)** **24/04/2022** **(Sunday)**	**On working Days Adjacent to Chamber of Court No 24, First Floor, A Block, KKD & on Holidays at Court No 73**
7	**Ms Kanika Jain, Ld MM (Reliever)** R/o B/Q-180, 2nd Floor, Shalimar Bagh, Delhi	04/04/2022 12/04/2022 16/04/2022	**09/04/2022** **(2nd Saturday)**	**On working Days Adjacent to Chamber of Court No 20, First Floor, C Block, KKD & on Holidays at Court No 73**

Note:-

1. The Bail Bonds/Surety Bonds, in the matters in which Bail orders have been passed by the undersigned, by Ld. ACMM, North East, or by any other Ld. Magistrate in the North East District and

Sessions Division, shall be furnished before the Ld Duty MM of the day who shall pass appropriate order/s thereon. Release Warrants shall also be signed by the Ld. MM who accepts the bail bond/s. However, it is impressed upon the Ld. Magistrates that on the days of their physical hearing duties, they shall accept such bonds of the matters of their respective Courts to pass appropriate orders including issuing release warrants.

2. The traffic challans of impounded vehicles of a particular day, when the concerned Ld. MM having jurisdiction of traffic circle/STA Delhi is not conducting physical hearing on that day, shall also be dealt with by the Ld. Duty MM of the day. The pending challans shall be sent to the concerned Court after end of the day.

3. When any Ld. MM (Reliever) is working as Duty MM on a particular day and dealing with Traffic Challans in abovementioned capacity, 'the STR Register' and 'the Fine Receipt Book' of the concerned Court shall be utilised for summary trial of the challans and for issuing fine receipts. It shall be the duty of the reader of the concerned Court to manage the STR register and the fine receipt book of the Court.

4. 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.

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 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.

6. 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 in 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.

7. 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).

8. Metropolitan Magistrates are advised not to proceed on leave or remain absent on the day they are deputed as Duty Magistrate except under exceptional circumstances or emergencies. In case of an emergency or unavoidable circumstances, if a Duty MM must proceed on leave, he/she shall send a formal request in advance for change of duty, with the consent of an MM agreeing to perform duty in his/her place, in the office of the undersigned.

9. 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.

10. 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. The Metropolitan Magistrates proceeding for conducting TIP at Mandoli Jail shall not leave the court premises before 03.00 p.m.

11. All the regular Ld Magistrates would look after the urgent work of their regular courts as per the directions of Hon'ble High Court of Delhi including the applications pertaining to regular court matters which are deemed to be urgent.

12. Every Magisterial Court would take up urgent matters via VC, adhering to Delhi Video Conferencing Rule, 2020 framed by the Hon'ble High Court of Delhi.

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

14. Ld Magistrates are directed to ensure the attendance of atleast one staff official as per the roster submitted and will also ensure that the staff official should extend all the cooperation needed by Ld Duty Magistrates in any case.

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

16. Bail orders and other orders which are required to be sent to Tihar jail through special messenger would additionally be sent to the concerned jail Superintendent at the official Jail Dak Email Id ie.. daksection.tihar@gov.in.

17. It is directed that all Misc. applications and replies in pending cases would 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 a "Annexure A".

18. The Court ID would be handled from the Court Point by the Co-ordinator, who shall be a staff member(s) designated by each Court.

19. The statement of witness U/s 164 Cr.PC may be recorded in the Vulnerable Witness Deposition Room/Other Appropriate Room in the Court Complex.

(ARUN KUMAR GARG)
Chief Metropolitan Magistrate,
North-East District,
Karkardooma Courts, Delhi

No. 39/2022/CMM/NE/KKD/Delhi **Date: 29.03.2022**

Copy for information to:-

1. The Ld. Registrar General, High Court of Delhi through the Principal District & Sessions Judge (HQ), Delhi.
2. The Ld. Principal District & Sessions Judge, North East.
3. The Ld. Principal District & Sessions Judges, Head Quarters, West, East, Shahdara, Patiala House Courts, North, North-West, South, South-East, South-West, RACC, Delhi.
4. The Ld. MMs, Ld. ACMM, North East, Karkardooma Courts, Delhi.
5. All Ld 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.
6. The Ld. Secretary DLSA NE/East/SHD/, Karkardooma Courts, Delhi.
7. The CP, Delhi, the DCP North East/East/SHD through Chowki Incharge, Karkardooma Courts, Delhi.
8. The I G (Prison), Tihar Jail, Delhi/ New Delhi, the Supdt. Central Jail, Delhi, through A.O. (J) R & I Branch, NE, KKD. Courts, Delhi.
9. The Director of prosecution, Delhi, the Chief Public Prosecutor NE/East/SHD.
10. The Lock Up Incharge, Karkardooma Courts, Delhi.
11. The Secretaries, Bar Associations, THC, PHC, KKD, Rohini, Dwarka, RACC & Saket 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. The Superintendent Admn. and Care Taking Branch, Karkardooma Courts, Delhi.
15. The Incharge Pool Car, Karkardooma Courts, Delhi.
16. The Incharge Cash Branch, Karkardooma Courts, Delhi.
17. The Information Center, Karkardooma Courts, Delhi.
18. The Incharge, Video Conferencing Room, Karkardooma Courts, Delhi.
19. The Notice Board, Karkardooma Court Complex, Delhi.
20. Office Order File.

"ANNEXURE A"

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE,
NORTH-EAST DISTRICT AND SESSIONS DIVISION, KARKARDOOMA COURTS, DELHI

NORTH-EAST DISTRICT

Sl No	Name of Magistrate	Jurisdiction (Police Station Wise)	Court No
1	**Mr. Arun Kumar Garg, Ld.CMM** Court Email-id- readercmmne@gmail.com	**Riots Cases, EOW, Crime Branch Cases, Cyber Police Station (NE)**	**68**
2	**Ms Mayuri Singh, Ld.ACMM** R/o Flat No 707, Karkardooma Court, Residential Complex, Delhi Court Email-id - readeracmmnortheast@gmail.com	**Karawal Nagar, Sonia Vihar, DVB Cases, Challan of Traffic Circle Khajuri Khas, Dayalpur, Shastri Park Metro Station**	**66**
3	**Mr. Nitish Kumar Sharma, Ld.MM-03** R/o House No 64, Govind Mohalla, Haiderpur, Delhi – 110 088 Court Email-id - readermm03ne@gmail.com	**Gokul Puri, Khajuri Khas, Dilshad Garden +(Old), Shastri Park**	**22**
4	**Ms. Vijayshree Rathore, Ld.MM (Mahila Court)** R/o D-306, 6th Floor, Gardenia Gateway, Plot No 9, Sector 75, NOIDA, UP. Court Email-id - readermmmahilacourtne@gmail.com	**Mahila Court of North East District**	**67**
5	**Ms. Richa Parihar, Ld.MM-02** R/o Flat NO. 703, Karkardooma Court Residential Complex, Delhi. Court Email-id - readermm02northeast@gmail.com	**New Usman Pur, SeelamPur**	**17**
6	**Mr. Rupinder Singh Dhiman, Ld.MM-01** R/o Flat No 2026, Delhi Administration Flats, Gulabi Bagh, Delhi Court Email-id - readermm1northeast@gmail.com	**Bhajanpura, Challan of Traffic Circle Seema Puri and all STA Challan**	**73**
7	**Ms Nidhi Bala, Ld MM (NI Act) Digital Court** R/o Flat No 506, Judicial Residential Complex, Karkardooma Courts, Delhi Court Email-id - ninortheast1@gmail.com	**Digital Court of NI Act Cases**	**On Holidays at Court No 73**
8	**Ms Anamika, Ld MM** R/o B-3, 305,Cherry County, Near Ek Murty Chowk, Greater Noida, West, UP	**Reliever**	**On working Days Adjacent to Chamber of Court No 24, First Floor, A Block, KKD & on Holidays at Court No 73**
9	**Ms Kanika Jain, Ld MM** R/o B/Q-180, 2nd Floor, Shalimar Bagh, Delhi	**Reliever**	**On working Days Adjacent to Chamber of Court No 20, First Floor, C Block, KKD & on Holidays at Court No 73**