

C-932/2020  
28/10/2020

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

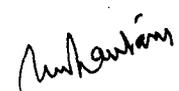
Sl.No.	Name of the officers who will perform duty as Duty MM	Days	Holidays	R. No.
1	Sh. Vinod Kumar Gautam, Ld.ACMM, R/o A-31, Saket Court, Residential Complex, Saket, New Delhi. Mobile No. 9910384848 Court Email-id readeracmmnortheast@gmail.com	05/11/2020 10/11/2020 18/11/2020 23/11/2020 27/11/2020	08/11/2020 (Sunday)	66
2	Sh. Rakesh Kumar Rampuri, Ld.MM-03 R/o Flat No.701, Type V, Karkardooma Residential Complex, Delhi Mobile No. 9650696145 Court Email-id readermm03ne@gmail.com	03/11/2020 07/11/2020 12/11/2020 20/11/2020 25/11/2020	16/11/2020 (Bhai Duj)	22
3	Ms. Richa Parihar, Ld.MM-02 R/o Flat NO. 703, Karkardooma Court Residential Complex, Delhi. Mobile No. 8527291380 Court Email-id readermm02northeast@gmail.com	02/11/2020 06/11/2020 11/11/2020	01/11/2020 (Sunday) 13/11/2020 (Local Holiday) 14/11/2020 (2 <sup>nd</sup> Saturday/Deepawali)	17
4	Ms. Richa Manchanda, Ld.MM-01 R/o DE-109, 1 <sup>st</sup> Floor, Tagore Garden, New Delhi Mobile No. 8527291382 Court Email-id readermm1northeast@gmail.com	19/11/2020 24/11/2020 28/11/2020	22/11/2020 (Sunday) 29/11/2020 (Sunday) 30/11/2020 (Guru Nanak's Birthday)	73
5	Ms. Vijayshree Rathore, Ld MM-(Mahila Court) R/o D-306, 6 <sup>th</sup> Floor, Gardenia Gateway, Plot No 9, Sector 75, NOIDA, UP. Mobile No. 8225961588 Court Email-id readermmmahilacourtne@gmail.com	04/11/2020 09/11/2020 17/11/2020 21/11/2020 26/11/2020	15/11/2020 (Sunday/Goverdhan Puja)	67

NOTE:-

*Chauhan*  
Addl Chief Metropolitan Magistrate (NE)  
Karkardooma Courts,  
Delhi

1. Ld Duty MM shall perform the work of recording statement U/s 164 CrPC, extension of JC remand through Video Conferencing, acceptance of Bail Bonds from Sessions Courts and receiving/consideration of fresh Chargesheets/Complaints.
2. 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.
3. 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.
4. All orders would be digitally signed. Otherwise, they would be manually signed and scanned and sent.
5. 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.
6. Orders would continue to be uploaded on the district court website.
7. 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 i.e., **daksection.tihar@gov.in**.
8. Due to any unavoidable circumstances, if any, regular MM happens to be on leave or otherwise not available due to any reason, he/she shall intimate the next link MM one day in advance and so on so forth as per the link roster to perform the work of their respective regular MM Courts.
9. All the advocates/Litigants/Police officers are required to send urgent applications/replies to respective courts through the dedicated Email Id of the court concerned (given at Annexure-A).
10. 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.
11. The Duty MM of the day shall extend remand of UTPs through Video Conferencing. In view of Covid-19 pandemic the fresh arrestees shall not be physically produced in District Court complex, but shall be produced in Court Complexes situated at Tihar, Rohini and Mandoli Jail premises before 5.00 pm whose remand order shall be dealt by Ld Duty MMs deputed in respective Jail Complex in terms of order of Ld CMM (Central) fresh arrestees produced after 5.00pm shall be dealt by Ld Duty MMs as per this roster.
12. 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 or through Cisco Webex platform, and shall not be recorded in the chamber of Ld Duty Magistrate in view of the Covid-19 pandemic.
13. 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.
14. 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 the undersigned/Ld CMM (Ref. S. O. issued by the District & Sessions Judge, Delhi, vide letter No 42534-684/DM/Gaz. 26.10.99).
15. 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 days **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 days will be entitled to avail of Special Casual Leaves (Compensatory leave) in lieu of duty performed on such days 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.

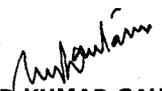
  
(VINOD KUMAR GAUTAM)  
Addl. Chief Metropolitan Magistrate,  
North-East District  
Karkardooma Courts, Delhi  
Karkardooma Courts,  
Delhi

No. 158 /2020/CMM/NE/KKD/Delhi

Date: 28/10/2020

Copy for information to:-

- 01 The Hon'ble Registrar General, High Court of Delhi through the Ld District & Sessions Judge(NE), 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 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.
- 06 The Secretary DLSA East/SHD/NE, Karkardooma Courts, Delhi.
- 07 The Ld ACMM/All the Metropolitan Magistrates North East, Karkardooma Courts, Delhi.
- 08 The DCP N/E through Chowki Incharge, Karkardooma Courts, Delhi **for necessary action at his end to ensure that fresh arrestees are produced before Court Complexes situated at Tihar/Rohini/Manoli Jail premises. The los producing the fresh arrestees shall ensure that copy of MLC of the accused must reflect assessment of Covid-19 symptoms by the Doctor concerned.**
- 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 through 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.

  
(VINOD KUMAR GAUTAM)  
Addl. chief Metropolitan Magistrate  
North-East District  
Karkardooma Courts, Delhi  
Addl. Chief Metropolitan Magistrate (NE)  
Karkardooma Courts,  
Delhi