

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE  
NORTH- EAST DISTRICT, KARKARDOOMA COURTS : DELHI**

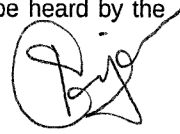
**Work Roster for the month of March 2020.**

In compliance of Directions of Ld. District & Sessions Judge (North East) pursuant to the Advisory issued by Hon'ble High court of Delhi vide notification No. 155/RG/DHC/2020 dated 20.03.2020, the following arrangements are made to be effected forthwith for Court functioning from 23.03.2020 to 31.03.2020. On each day two officers are deputed for disposal of court work of her/his court as well as work of two link courts (1st & 2nd Link).


Sl.No.	Name of the Officer who will look after the Court work of her/his Court as well work of her/his 1 <sup>st</sup> and 2 <sup>nd</sup> Link Courts.	Days	R. No.
1	Sh. Pawan Singh Rajawat, Ld.CMM, R/o D-82, Saket Court, Residential Complex, Saket, New Delhi. Mobile No. 9717196882	25/03/2020 26/03/2020 31/03/2020	68
2	Sh. Vinod Kumar Gautam, Ld.ACMM, R/o A-31, Saket Court, Residential Complex, Saket, New Delhi. Mobile No. 9910384848	23/03/2020 24/03/2020	66
3	Sh. Rakesh Kumar Rampuri, Ld.MM-03 R/o Flat No.701, Type V, Karkardooma Residential Complex, Delhi Mobile No. 9650696145	27/03/2020 30/03/2020	22
4	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	25/03/2020 26/03/2020	67
5	Ms. Richa Parihar, Ld.MM-02 R/o Flat NO. 703, Karkardooma Court Residential Complex, Delhi. Mobile No. 8527291380	23/03/2020 24/03/2020 28/03/2020	17
6	Ms. Richa Manchanda, Ld.MM-01 R/o DE-109, 1 <sup>st</sup> Floor, Tagore Garden New Delhi Mobile No. 8527291383	27/03/2020 28/03/2020 30/03/2020 31/03/2020	73

**NOTE:-**

- Since the functioning of the District Courts of Delhi stands substantially restricted, there is no requirement for the entire workforce of court official to report for duty on a daily basis.
- All staff officials, reporting for duty, shall submit the declaration form (Annexure A ) as per the directions.
- On the day when Ld Officer is coming to the court, Reader and one Stenographer is required to report for duty. On days when the Ld Officer is not coming to the court, one staff either Ahlmad or Assistant Ahlmad shall report for duty for presenting the case file before the Ld Link MM. 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.
- Reader of the Courts would ensure that the requisite details with respect to next date of hearing and its purpose is uploaded through Case Information System(CIS) on the same day.
- Only urgent bail applications of her/his as well as their 1<sup>st</sup> and 2<sup>nd</sup> Link Courts will be heard by the Officers available in the Court on their day of duty and rest of the matters will be adjourned.




6. This issued with the approval of the Ld District & Sessions Judge, North-East, Karkardooma, Delhi.

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

Date: 21.03.2020

No. 119 /CMM/NE/KKD/Delhi  
Copy forwarded for information to:-

- 1 The Ld Registrar, High Court of Delhi thr. The District & Sessions Judge, Delhi.
- 2 The Ld District & Sessions Judge Central/West, Tis Hazari Court, Delhi.
- 3 The Ld District & Sessions Judge East/SHD/NE, Karkardooma Courts, Delhi
- 4 The Ld District & Sessions Judge PHC/North, North-West Rohini/Dwarka/South, South-East Saket, Rouse Avenue, Delhi.
- 5 All the 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 Secretary DLSA East/SHD/NE, Karkardooma Courts, Delhi.
- 7 All the Metropolitan Magistrates North East, Karkardooma Courts, Delhi.
- 8 The DCP, N-E, through Chowki Incharge, Karkardooma Courts, Delhi.
- 9 The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
- 10 The Incharge Computer Branch, NE Distt. Web-Site Committee, KKD. 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, 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