OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : NORTH DISTRICT: ROHINI COURTS: DELHI

DUTY ROSTER OF NORTH DISTRICT FOR THE MONTH OF

March 2023

The following Metropolitan Magistrates will work as Duty Magistrate for North District at Rohini Courts on the dates noted against their names, are following:

S. No	Name of the Magistrate	Working Days	Holidays	Room No.
1.	**Ms. Nidhi Chitkara, Ld. MM** A-3/86, Sector-8, Rohini , Delhi 110085.	**01.03.2022** **02.03.2023** **16.03.2023** **28.03.2023**		104
2.	**Sh. Pranav Joshi, Ld. MM** Flat No. 2019, Delhi Administrative Flats, Gulabi Bagh, Delhi-110007	**03.03.2023** **04.03.2023** **31.03.2023**	**11.03.2023**	213
3.	**Sh. Jitender, Ld. MM** House No. 10, Naya Bans, North-west Delhi-82.	**10.03.2023**	**05.03.2023** **30.03.2023**	116
4.	**Sh. Kautuk, Ld. MM** House No. 211,3rd Floor, Avtar Enclave, Paschim Vihar, New Delhi-110063.	**06.03.2023**	**19.03.2023** **26.03.2023**	110
5.	**Sh. Ajay Narwal, Ld. MM** H. No. 3603, 6th Floor, Block 3rd Ashoka Enclave CGHS, Sector -11, Dwarka Delhi	**07.03.2023** **20.03.2023** **21.03.2023**	**12.03.2023**	319
6.	**Ms. Preeti, Ld. MM** H. No 465, Nehru Enclave, Alipur Delhi 110036.	**09.03.2023** **23.03.2023**	**08.03.2023**	103
7.	**Ms. Neha Pandey, Ld. MM** Flat no. 503, B-Block, Judicial Officer's Residential Complex, Sector-26, Rohini, Delhi	**13.03.2023** **14.03.2023** **29.03.2023**		320
8.	**Sh. Gaurav Katariya, Ld. MM** H-3/21, 3rd Floor, Shri Hari Enclave, Sector-18, Rohini Delhi-110089.	**15.03.2023** **24.03.2023** **27.03.2023**		06
9.	**Ms. Swati Gupta-II, Ld. MM** C-1/29, Fourth Floor, Prashant Vihar, Delhi-110085.	**17.03.2023** **22.03.2023** **25.03.2023** **18.03.2023**		114

1. The undersigned shall be available for main administrative work on all dates.

2. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases and to attend all the emergency matters such as recording of dying declarations, recording of statement under Section 164 of Cr.Pc., TIPs and inquests whenever placed before him/her. He/ she shall be available at his residence after court hours.

3. The Duty Magistrate stands deputed for the purpose of trial of demonstrators. Challans (including those booked by Traffic Police/STA) filed during holidays and shall also be disposed off by the Duty Magistrate. On Sunday and other holidays the Duty Magistrate is required to reach court by 10:00 am. and remain there up to 5.00 pm. or till the disposal of the entire remand and other misc. work, whichever is later. On working days, Duty Magistrate shall remain in the court till 5:00 pm.

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 orders.

5. It is impressed upon all Metropolitan Magistrates to remain available in their court and to perform their judicial work till 5 pm, including deciding remand and bail applications, recording of statement u/s 164 Cr. Pc., conducting TIP and signing of orders passed on the day, as also on warrants, for example, release warrants, remand warrants etc., and not to leave such work for the Duty MM. of that day.

6. The MMs deputed for duty on holidays, Second Saturday and Sundays and also members of the staff of their court who actually work on such days will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) as per rules. The Cashier/Official of Cash Branch who actually work on such days shall be entitled to avail special causal leave (Compensatory Leave) in lieu of duty performed on such days(s) within six month thereof. The Special Casual Leave (Compensatory Leave) of Metropolitan Magistrates shall be routed through and after the verification of the undersigned. The Metropolitan Magistrates while forwarding the application of the grant of such Spl. C.L.(Compensatory Leave) shall certify that the official concerned had actually worked on said particular day of duty.

7. Applications for recording of statement under Section 164 of Cr. P.C. filed on holidays shall be dealt with by the Duty MM who shall record the statement himself/ herself. If the said magistrate is presiding over the trial court for the alleged offense he or she may defer recording of statement for the next date only subject to the consent of the person whose statement is to be recorded. The said consent shall be recorded in writing. In case the person whose statement is to be recorded is not agreeable to the deferring of the recording of the statement, the duty magistrate shall proceed to record the statement and may seek transfer of the police report as and when filed.

8. On holidays, the Duty Magistrate shall receive fresh cancellation reports, untraced reports and applications for disposal of case property of the police station(s) assigned to him, in addition to other work. It would not be obligatory for the police officers to secure the presence of the complainant/victim in the court as a condition precedent to filing of the police report and the Magistrate may, if deemed fit, secure the presence of the complainant or any other person by issuance of notice.

9. The Duty MM. of the day is directed to dispose of the work listed in his/her court latest by 12.00 noon and reach Room No. 310-A, III Floor, Rohini Courts, Delhi, from where he/she shall grant extension of Remand/Rehnumai to the under trial prisoners lodged at Central Jail, Tihar, Delhi and Rohini Jail, Rohini, Delhi through Video Conferencing.

10. The Judicial Officers who are deputed as Duty Magistrates, if summoned for the day of such duty to appear as witness in a court located in the court complex other than the place of posting will send a formal request in advance to the court where he/she is to appear as a witness for his/her exemption from court attendance. If the court in question again intimates the officer requiring his attendance for that date, he may do so in the forenoon session under intimation to the undersigned (ref. S.O. issued by the Ld. District & Sessions Judge, Delhi vide letter no. 42534-684/ DM/ Gaz. Dated 20-10-1999). The TIP if any fixed on such day of his/her duty be rescheduled by Duty MM.

11. If any Inquest information is received by the Duty MM before 10.00 A.M. to 05.00 P.M. on a working day, then the same shall be deemed to be marked to the concerned Duty MM of the day, who shall proceed to conduct the Inquest proceedings and no formal marking of such Inquest by the undersigned shall be required.

12. In case of any emergency, if the Duty Magistrate is not available he/she will issue instructions to his/her Reader to send a formal request one day in advance for change of duty with another officer (to be contacted by the former himself) agreeing to perform duty in his/her place, to the office of undersigned.

13. Other duties of the Duty MM shall be as per the Link Roster.

14. No Judicial Officer shall seek or remain on leave on the dates earmarked without prior permission of the undersigned.

ADDL.CHIEF METROPOLITAN MAGISTRATE
NORTH DISTRICT, ROHINI, DELHI

No. 5621-5706 /CMM/ North/Rohini/Delhi/2023 DATED: 24/02/2023

Copy forwarded for information and necessary action to :

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge, (North), Rohini Court Complex Delhi.
3. The Ld. Principal District & Sessions Judges, All Districts, Delhi/New Delhi.
4. The Ld. Chief Metropolitan Magistrates All Districts, Delhi/New Delhi.
5. All the Ld. Magistrates posted in North District, Delhi.
6. The Secretary, DLSA, North District, Rohini Courts, Delhi .
7. The In-Charge Care taking Branch, Rohini Courts, Delhi.
8. The Chief Public Prosecutor, North District, Rohini Courts, Delhi
9. The Officer In-Charge/Controlling officer, Pool Car, Rohini Courts, Delhi.
10. The President/Hony. Secretary, Rohini Court Bar Association, Delhi.
11. The Commissioner of Police, ITO, Police Headquarter, Delhi
12. The I G Prison, Tihar Jail, Delhi/New Delhi
13. The Deputy Commissioner of Police Rohini, North-West, Outer-North,Crime, EOW .
14. AOJ/ Branch In-Charge of North District, Rohini Courts, Delhi.
15. AOJ/Branch In-Charge, Filling Section, Rohini Courts, Delhi.
16. The Incharge, Facilitation Center, Rohini Court, Delhi.
17. The Law Officer, Tihar Jail, Delhi.
18. The Incharge Lock-up, Rohini Courts, Delhi.
19. The Incharge Cash Branch, Room No. 1, Ground Floor, Rohini Courts, Delhi.
20. Reader, Video Conferencing Room, Rohini Courts, Delhi.
21. The Website Committee, North District, Rohini Court, Delhi
22. The Notice Board (Through Care Taker).
23. Branch In-Charge, R&I for uploading on Layers.
24. Guard File / Record File.

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