

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

DUTY ROSTER OF DISTRICT NORTH FOR THE MONTH OF
September 2020

Pursuant to the directions issued by the Hon'ble High Court of Delhi, issued vide letter bearing no. 417/RG/DHC/2020 and as per the directions of the Ld. District and Sessions Judge, North-District following duty roster of Magistrates posed in North District is hereby notified for the month of September 2020.

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

No.	Name of the Magistrate	Working Days	Holidays	Room No.
1.	Ms. Jasjeet Kaur Ld. CMM, CC-13 A, DDA Flats, Hari Nagar, New Delhi-110064.	---	13.09.2020	115
2.	Sh. Satvir Singh Lamba, Ld.ACMM 2117, Type-VI Delhi Administration Flats, Gulabi bagh, Delhi.	---	20.09.2020	117
3.	Ms. Neha Gupta Singh, Ld. MM 24/15, Second Floor, Shakti Nagar, Delhi-7	08.09.2020 25.09.2020	06.09.2020	319
4.	Sh. Vaibhav Mehta, Ld. MM 5639/40, B.H.S. Sadar Thana, Sadar Bazar, Delhi-06.	22.09.2020 24.09.2020 29.09.2020	---	114
5.	Ms. Niharika Kr. Sharma, Ld.MM BU-1, 1 st Floor, Pitampura, Vishakha Enclave, Opp. Income Tax Colony, Delhi-110034	04.09.2020 16.09.2020 19.09.2020	---	110
6.	Ms. Divya Malhotra, Ld.MM 61-C, GH/10, Sunder Apartments, Paschim Vihar, New Delhi-110087.	07.09.2020 15.09.2020 28.09.2020	---	116
7.	Ms. Upasna Satija, Ld.MM WZ0407C, 2 nd Floor, Janak Park, Hari Nagar, New Delhi	03.09.2020 10.09.2020 17.09.2020	---	104
8.	Ms. Neha Mittal, Ld.MM B- 401, Judicial Officer's Residential Complex, Sector-26, Rohini Delhi-42.	05.09.2020 21.09.2020 26.09.2020	---	103
9.	Sh. Mayank Goel, Ld.MM B- 502, Judicial Officer's Residential Complex, Sector-26, Rohini Delhi-42.	09.09.2020 11.09.2020 23.09.2020	---	213
10	Ms. Rashmi Gupta, Ld.MM Flat No. 204, Type V, B- Block, Judicial Officer's Residential Complex, Sector-26, Rohini Delhi-42.	01.09.2020	12.09.2020 27.09.2020	320
11.	Ms. Richa Sharma, Ld.MM J-10, RBI Colony, Opp. Raddisson Blue Hotel, Outer Ring Road, Paschim Vihar New Delhi-110063.	02.09.2020 14.09.2020 18.09.2020 30.09.2020	---	6

Further, pursuant to Office Order No. 417/DHC/2020 dated 27.08.2020 issued by the Hon'ble High Court of Delhi work distribution amongst the Ld Magistrates would be as follows:-

- The Duty Magistrates shall look after the work of :
 - Granting remand via VC as per Jail Duty Roster Central District.
 - Recording Section 164 CrPC Statements and the Vulnerable Witness Deposition Room
 - Conducting Inquest Proceedings.
 - Acceptance of bail bonds (except of Court functioning physically).
 - Dealing with other urgent applications.
- The Duty MM shall also look after the work of Traffic MM (Except work related to Virtual Court), for the Month of September-2020 and shall deal with impounded vehicles only on the day of such duty.
- The Duty MMs also look after the work of Evening Courts No. 01 to 03, North District.
- All the other Ld Magistrates would look after the following work
 - Regular as well urgent matters of their own court.
 - for baila, superdari etc

5. All application and replies for hearing through VC would be sent to the Court Email ID/ Court ID before 1.00 pm everyday.
6. The Court ID would be handled from the Court Point by the Coordinator, who shall be a staff member(s) designated by each Court. The Coordinator of the concerned Judge(s) shall inform the timing of hearing to the lawyer/litigants. He shall send URL/Meeting ID to all concern. In case of any difficulty the Coordinator of the concerned Judge shall be assigned by Branch-Incharge/ Official, Computer Branch, Rohini Courts, Delhi so as to avoid inconvenience to them.
7. All order may be digitally signed by Court conducting hearing through video-conferencing. Courts conducting physical hearing may manually sign orders and supply the same to the parties.
8. Orders would continue to be uploaded on the district court website.
9. Bail Orders would additionally be sent to the concerned Jail Superintendent at the Official Jail Dak ID and/or to the Coordinator of Remote Point at Jail.

Remarks(as contained in previous circulars):

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 to all the emergency matters such as recording of dying declarations, recording of statement under Section 164 of Cr.P.C., TIP and inquests whenever placed before him. He 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, 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 a.m. and remain there upto 5.00 p.m. or till the disposal of the entire remand and other misc. work, whichever is later. On working days, Duty Magistrates shall remain in the court till 5:00 p.m.
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 M.M.s to remain available in their court and to perform their judicial work till 5 pm, including deciding remand and bail applications, recording of statements u/s 164 Cr.P.C., conducting TIPs 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 M.M. of that day.
6. The M.M.s 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 casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within six month thereof**. The Special CasualLeave (Compensatory Leave) of M.M.s shall be routed through and after the verification of the undersigned. The M.M.s 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. If the said magistrate is presiding over the trial court for the alleged offence 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 M.M. 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 undertrial 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.Distt. & 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. 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. In case the duty MM is unable to obtain consent from any other Magistrate for exchange of duty during the Lock down period his/her first link MM shall work as duty MM. In absence of first link, the second link MM shall work as the duty MM and so on and so forth as per the link roster.

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

13. In case of extension of restriction on physical production of fresh arrestees and UTPs due to COVID-19 Pandemic as per Order No. 3921-3992/CMM/Central/SS/DM/2020 dated 10.04.2020 issued by Chief Metropolitan Magistrate Central District, Tis Hazari Courts, the fresh arrestee shall not be produced in District Court Complex, but shall be produced only in the Court Complexes, situated in Tihar Jail and Mandoli Jail before 05 00 PM. The fresh inmates shall be kept in quarantine ward setup in the jail. Fresh arrestee produced after 05.00 PM shall be dealt with by the Duty Magistrate deputed in court.

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

15. If any lawyer/Litigant is not in a position to either physically appear in the court to handle video-conferencing from his/her respective homes/offices then he/she can avail facility of addressing arguments through video-conferencing from R.N.16, (Bar Room) at Ground floor Main court Building Rohini Courts, Complex.



(JASJEET KAUR)
CHIEF METROPOLITAN MAGISTRATE,
NORTH DISTRICT, ROHINI, DELHI

31360-31395

No

/CMM/ North/Rohini/Delhi/2020.

DATED: 31/8/20

Copy forwarded for information and necessary action to :

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. District Judge & Sessions Judge, North District, Delhi.
3. The Magistrates posted in North District, Delhi.
4. The Secretary, DLSA, North District, Rohini Courts, Delhi.
5. The Incharge, Facilitation Centre, Rohini Courts, Delhi.
6. The Secretary, Rohini Court Bar Association, Rohini, Delhi.
7. Law Officer, Tihar Jail, Delhi
8. The Chief Public Prosecutor (North).
9. The Chief Public Prosecutor (North-West).
10. The D.C.P. (Outer).
11. The D.C.P. (North-West).
12. The Supdt. Rohini Jail, Delhi.
13. The Incharge Lock-up, Rohini Courts, Delhi.
14. The Incharge Cash Branch, Room No.18, Ground Floor, Rohini Courts, Delhi.
15. Reader, Video Conferencing Room, Rohini Courts, Delhi.
16. The Controlling Officer, Pool-Car, Rohini Courts, Delhi.
17. The Care Taker, Rohini Courts, Delhi.
18. For Uploading on centralized web-site through LAYERS.
19. For Uploading on LAYERS.
20. Notice Board.
21. The DCP, Rohini & Outer North.
22. Security Incharge, Rohini Courts Delhi



(JASJEET KAUR)
CHIEF METROPOLITAN MAGISTRATE,
NORTH DISTRICT, ROHINI, DELHI