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

LINK ROSTER

In supersession of Order no. 158-207/CMM/NW/Rohini/2016 Delhi dated 01.02.2016, the following arrangement is made of division of work and responsibilities of Metropolitan Magistrates in the North West Judicial District of Delhi. This roster will take effect from 16.02.2016.

S. No	Name of the Magistrate	Room No.		Name of the Magistrate	Room No.
1	Sh. Ravinder Singh, MM	107	<-->	Sh. Shirish Aggarwal, MM	218
2	Sh. Apoorv Sarvaria, MM	105	<-->	Sh. Viplav Dabas, MM	112
3	Ms. Shefali Barnala Tandon, MM	106	<-->	Ms. Susheel Bala Dagar, MM	18
4	Sh. Jagmohan Singh, MM	113	<-->	Ms. Shama Gupta, MM	102

1. Whenever any MM is on leave or unavailable due to official work, his/her work shall be dealt with by the link Magistrate shown against his/her name in the opposite column. In case both the said MMs are on leave or not available due to official work, the MM whose name is mentioned immediately below the name of the unavailable MM shall work as his/her next link MM. In case even the said next link MM is on leave or similarly not available, the MM whose name finds mention immediately below thereafter shall work as the next link MM. The two MMs mentioned in the first horizontal row shall be deemed to be MMs placed immediately below the two MMs mentioned in the last row. In case none of the Link Magistrates named in the column is available, the work shall be dealt with by the Magistrates named in the other column, starting from the top.
2. In case the undersigned is not available, being on leave or busy with administrative work or for other official reasons, the work of the court of the undersigned shall be dealt with by Ms. Meenu Kaushik, Ld. MM. In the absence of Ms. Meenu Kaushik, Ld. MM, the respective work shall be looked after by Sh. Viplav Dabas, Ld. MM, and in his absence, by the Duty MM. Applications for recording of statements under Section 164 of Criminal Procedure Code (except in cases involving offences under Sections 376, 376A, 376B, 376C, 376D or 377 of IPC against a female) and other miscellaneous applications of the court of the undersigned shall be assigned to Ms. Meenu Kaushik, Ld. MM and in her absence to Sh. Viplav Dabas, Ld. MM. Applications for recording statement under section 164 of Criminal Procedure Code in cases involving offences under Sections 376, 376A, 376B, 376C, 376D or 377 of IPC against a female pertaining to the court of undersigned shall be assigned to Ms. Meenu Kaushik, Ld. MM and in her absence to the available female link MM of Sh. Viplav Dabas, Ld. MM as per the above table.
3. In case the undersigned is not available, being on leave or busy with official work, the administrative work shall be looked after by Mr. Devender Nain, Ld. ACMM (North West District). In case he is also not available, the administrative work shall be looked after by the seniormost MM available on the day.
4. In case Mr. Devender Nain, Ld. ACMM (North West District) is on leave, the work of his court shall be dealt with by Mr. Jagmohan Singh. In the absence of Mr. Jagmohan, Ld. MM, the work shall be looked after by the Duty MM. Applications for recording of statements under Section 164 of Criminal Procedure Code (except in cases involving offences under Sections 376, 376A, 376B, 376C, 376D or 377 of IPC against a female) and other miscellaneous applications of the court of Mr. Devender Nain, Ld. MM shall be assigned accordingly. Applications for recording statement under section 164 of Criminal Procedure Code in cases involving offences under Sections 376, 376A, 376B, 376C, 376D or 377 of IPC against a female pertaining to the court of Sh. Devender Nain, Ld. ACMM shall be assigned to the available female link MM of Sh. Jagmohan Singh, Ld. MM as per the above table.
5. Mr. Apoorv Sarvaria, Ld. MM shall be first link of Ms. Meenu Kaushik, Ld. MM and in his absence the same shall be looked after by the MM whose name is mentioned immediately next below his name and so on and so forth.
6. Applications for recording statement under section 164 of Criminal Procedure Code (except in cases involving offences under Sections 376, 376A, 376B, 376C, 376D or 377 of IPC against a female) and applications for conducting TIP (of accused as well as of case property) moved before the area MM shall be marked by the area MM to his/her available link MM as per the above table. In case the Link MM is on leave or unavailable due to official reasons, the application shall be dealt with by the next available Link MM. If the area MM is on leave or so unavailable, the concerned link MM shall deal with the application deeming it to have been made over to him/her without any need of a formal order. Applications for recording statement under section 164 of Criminal Procedure Code in cases involving offences under Sections 376, 376A, 376B, 376C, 376D or 377 of IPC against a female moved before the area MM shall be marked by the area MM to the next available lady link MM after skipping the names of male officers in the link roster.

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7. Magistrates who are required to proceed for Test Identification Parade proceedings at Rohini Jail shall leave the Court premises not before 03:00 PM and only after completing their judicial work as well as the work of their link Magistrates (who are on leave) and after recording statements under Section 164 of Code of Criminal Procedure, if any, for which applications are received in their Court by 02:15 PM. In order to save the time spent by a Magistrate in traveling to jail for conducting TIP, it is further directed that as and when an application for Test Identification Parade proceedings is marked to the Ld. Link Magistrate, the said Link Magistrate shall, instead of straightaway fixing a date for conducting such proceedings in jail, fix a date for appearance of the accused before his/her Court and issue production warrants for the said purpose. As and when the accused appears before said Link Magistrate, the Magistrate may ask him if he wishes to undergo such proceedings. In case he refuses, the refusal may be recorded and proceedings may be closed. That would avoid the time spent in traveling to jail in such cases. In case the accused is in the Court on the date of filing of the application, the accused may be questioned on the aforesaid forthwith. A date for conducting Test Identification Parade in jail shall be fixed only if the accused states before the Magistrate (which shall be reduced into writing by the Magistrate) that he is willing to undergo Test Identification Parade proceedings. In order to avoid repeated travel to jail, it is directed that on the day fixed for carrying out TIP in a particular jail complex, the Magistrate shall conduct TIP in all cases in which applications have been received by the said date and in which the accused is lodged in the same complex (Tihar/Rohini). TIPs shall accordingly be scheduled.
8. Where the available Link Magistrate has fixed a particular date for recording certain proceedings, the proceedings shall be conducted by him only on the date so fixed notwithstanding that on the date fixed the first link or other link magistrate is available. If the link magistrate who has scheduled the proceedings for that day is on leave or otherwise unavailable, his link magistrate may either carry out the said proceedings or may reschedule the proceedings for the very next available date.
9. If any person in custody is reported to be in hospital or other such institution, and the said person is required to be remanded to custody in the said hospital/institution, the Area Magistrate (or his link Magistrate, if Area Magistrate is on leave or unavailable due to official reasons) shall proceed to the hospital/institution at 5 pm for remand proceedings.
10. All the MMs are directed to dispose of the applications under section 164 Cr.P.C. on the same date or if it is to be deferred for unavoidable reasons, which shall be recorded, then on the earliest subsequent date.
11. The link MM will do all judicial work including recording of evidence of the Court in which the Presiding Officer is on leave.
12. The Link MM shall first come to the Court of MMs on leave, personally deal with the matters listed, dispose of the misc. applications and then start the work of his/her own Court.
13. In any case, the link magistrate shall commence the work in the concerned court when Presiding Offier is on leave by 10.20 am In case a particular officer is required to work as link Magistrate in more than one court on a given day, he shall suitably instruct the Reader of such court to inform the litigants and lawyers of the time when the link Magistrate would be coming to such other court.
14. The MMs on leave, or their Reader/Ahlmad/PA, shall send written intimation of they being on leave to the office of the undersigned by 10:10 am.
15. The Duty Magistrate is not exempted from performing link duties including recording of statements under Section 164 of Criminal Procedure Code.
16. All applications for recording statements under Section 164 of Cr.P.C. filed till 05:00 pm on working days shall be placed before the Area MM. The Area MM shall assign the application to the Link MM as noted above.
17. Applications for recording of statement under Section 164 of Cr.P.C. in cases concerning juvenile delinquents and applications for conducting TIP in cases concerning juvenile delinquents shall be taken up by the Area Magistrate of the Police Station where the FIR/DD entry has been registered, and shall be marked by him/her to the link magistrate as per this roster having regard to the nature of alleged offences. This is notwithstanding the fact that the applications may have been directed by Juvenile Justice Board to be placed before the undersigned for directions. No formal order for assigning such applications to the Magistrate shall be necessary.
18. Cases involving offences under Section 138 of Negotiable Instruments Act received from other Districts by way of transfer shall be deemed to be assigned to the Area Magistrate of the Police Station in whose jurisdiction the offence has been committed. On receipt of such files in the CMM office, they shall promptly be sent to the court of such Magistrate so that the case can be taken up in the said court on the scheduled date and time. Parties may also be informed of the deeming assignment. This is notwithstanding the fact that such cases may have earlier been directed to be placed before the undersigned. No formal order of assignment of such cases shall be necessary and the case shall directly be taken up by the concerned Magistrate on the date fixed. Parties shall appear before the concerned Magistrate on the scheduled date and time. Where the date fixed for listing of the case has already lapsed or where there is any difficulty in placing the matter directly before the

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concerned Magistrate, the file shall be placed before Sh. Devender Nain, Ld. ACMM and in his absence or not available for any reason shall be placed before the undersigned for assignment. Similarly, files that have to be forwarded to other districts shall be placed before Mr. Devender Nain, Ld. ACMM and in his absence or not available for any reason shall be placed before the undersigned.

19. Applications for plea-bargaining shall be marked directly to the Link Magistrate for disposal of the plea-bargaining application. After conclusion of plea bargaining proceedings, the file shall be sent back directly to the Court from where it was referred.
20. All applications for carrying out inquest proceedings shall be placed directly before the Duty MM, who shall initiate the said proceedings under intimation to the undersigned. The Magistrate shall proceed for inspection of the body of the inmate on the same day, either before holding court, or after court hours. If information of death is received by the undersigned or duty MM, inquest proceedings shall be carried out by the Duty Magistrate and shall be deemed to be assigned to the said Magistrate. He shall continue the proceedings on the next following day notwithstanding that the said succeeding day may be a court holiday. No formal order for assigning such inquest proceedings would be necessary. Yet, where any difficulty is being faced, the application shall be placed before the undersigned for assignment to any Magistrate.

(Sugandha Aggarwal)
Chief Metropolitan Magistrate (North West)
Rohini Courts, Delhi.

No.346-370/2016/CMM/NW/Rohini/Delhi. Dated : 15/02/2016

Copy forwarded for information and necessary action :

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi (Through Proper Channel)
2. The Ld. District & Sessions Judge, North West District, Rohini Courts, Delhi.
3. All Metropolitan Magistrates (including ACMM), North West District, Rohini Courts, Delhi.
4. The Director of Prosecution, Delhi.
5. The Controlling Officer, Pool-Car, Rohini Courts, Delhi
6. The Deputy Commissioners of Police, Outer and North-West Districts, Delhi.
7. The Secretary, Rohini Court Bar Association, Rohini, Delhi
8. Law Officer, Tihar Jail, Delhi.
9. The Incharge, Facilitation Centre, Rohini Courts, Delhi
10. The Incharge, Lock-up, Rohini Courts, Delhi.
11. Reader, Video Conferencing Room, Rohini Courts, Delhi.
12. The Caretaker, Rohini Courts, Delhi.
13. Notice Board (Through The Caretaker, Rohini Courts).
14. Office File.

(Sugandha Aggarwal)
Chief Metropolitan Magistrate (North West)
Rohini Courts, Delhi.