

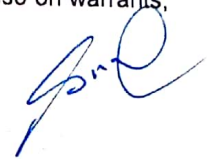
**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE  
NORTH-WEST DISTRICT : ROHINI COURT, DELHI**

Consequent upon the directions contained in Office Order No. R-235/RG/DHC/2020 dated 16<sup>th</sup> May 2020 of Hon'ble High Court of Delhi vide which it is informed that "*Hon'ble Administrative and General Supervision Committee has been pleased to order that the functioning of the Courts Subordinate to Delhi High Court shall continue to remain suspended till 23<sup>rd</sup> May 2020 on the same terms,*" The following Metropolitan Magistrates shall work as Duty Magistrates for North-West District at Rohini Courts on the dates noted against their names w.e.f. 18<sup>th</sup> May 2020 to 23<sup>rd</sup> May 2020 :-

S/N	Name of the Magistrate	Working Days	Holidays	Room No
1.	<b>Sh. Anurag Thakur, Ld. MM</b> Flat No. 206, Residential Complex, Karkardooma Courts, Delhi. Mobile No. 7042696873	18-05-20	----	113
2.	<b>Ms. Surpreet Kaur, Ld. MM,</b> Flat No. 321, DDA SFS Flats, Sector-5, Pocket-1, Dwarka, Delhi. Mobile No. 9999341202	19-05-20 20-05-20 21-05-20 22-05-20	----	118
3.	<b>Ms. Pooja Aggarwal, Ld. MM,</b> AA-292, Shalimar Bagh, Near Fortis Hospital, Delhi-110088. Mobile No. 8527291381	23-05-20		112

**Notes:-**

1. The Duty MM shall hold the court in designated **Room No. 108**, 1st Floor, Rohini Courts, Delhi, where necessary infrastructure for video-conferencing has been made.
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. They shall be available at their residence on the day of duty after court hours.
3. The Duty Magistrate shall also disposed of trial of demonstrators. Challans (including those booked by Traffic Police/STA) filed during holidays. On Sunday and other holidays the Duty Magistrate is required to reach court by 11:00 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 will not leave the court before 5:00 p.m.
4. On the specified day, duties would commence at 10:00 am and would last till 10:00 am on the next following day. The Duty Magistrate shall be assisted by his/her own staff and shall inform their staff to remain present by that particular time.
5. 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.
6. 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.


7. In case any Magistrate has to leave court before 5 pm due to unavoidable reasons he shall intimate the undersigned and the Duty Magistrate of the day of the said reasons before leaving the court. In absence of any such intimation, the Duty Magistrate would perform the work of the said Presiding Officer only after taking a written report from the Reader/Ahlmad of the said Court about the unavailability of the Presiding Officer, which shall thereafter be sent to the undersigned.
8. 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 Special Casual Leave (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. 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.
9. 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.
10. The Duty M.M. of the day is directed to reach at Video Conferencing Room, Rohini Courts, Delhi, in post lunch session from where he/she shall grant extension of Remand/Rehnumai to the undertrial prisoners lodged at Rohini Jail, Delhi through Video Conferencing.
11. 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).
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. Such applications / requests shall be entertained and decided by the undersigned and in my absence, by the Ld. ACMM N/W Rohini.
13. 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 Complexes 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.

14. The Duty Magistrate appointed on the date mentioned against his/her name shall act as Chief Metropolitan Magistrate on that particular day and shall also look after the CMM Office of the North-West District and any correspondence with the Hon'ble High Court of Delhi shall be made only with the prior telephonic concurrence of the undersigned.
15. It is further ordered that CMM, ACMM and all the MMs posted in North-West District shall not leave the station under any circumstances and they shall always be available on call and would be deemed to be on duty. In case of any urgency the undersigned may call upon them to report back for duty immediately.
16. If any inquest information is received by the Duty MM before 10AM and after 4:00PM on a working day then the same shall be deemed to be marked to the concerned Duty MM of that particular day who shall proceed to conduct the inquest proceedings and no formal marking of such inquest is required to be done by the undersigned or Chief Metropolitan Magistrate.
17. No Judicial Officer shall seek or remain on leave on the dates earmarked without prior permission of the undersigned or Chief Metropolitan Magistrate.
18. It is further ordered that during lockdown and restricted functioning of Courts due to Covid 19, the designated Mahila MMs shall suitably deal with/ dispose of any urgent applications filed under the protection of women from domestic violence act 2005 pertaining to their respective territorial jurisdiction and the two Mahila MMs shall work as link of each other for urgent matters.
19. Lawyers/Litigants are requested to use Video-Conferencing through "CISCO-WEBEX" application for addressing the arguments so that overcrowding in the court is avoided and social distancing is also maintained. Order regarding procedure to be followed to address the arguments via video conferencing has been uploaded on the website of North District, Rohini Courts. However, Sh. Raman Gupta, Branch In-charge, Computer Branch (Mob. 9212913427 of his technical team (011-27554439) can be contacted for the purpose of any assistance in hearing of arguments through video conferencing.
20. The procedure to address arguments through Video Conference shall remain same as per Circular No. 13222-13329/Judl./North/Rohini/Delhi/2020 dated 8<sup>th</sup> April 2020 of this office.
21. If any Lawyer/Litigant is not in a position to handle video-conferencing from his/her respective homes/offices then he/she can avail facility of addressing arguments through video-conferencing from R.No.16 (Bar Room) at Ground Floor, Main Court Building, Rohini Courts Complex.

  
(SUNIL KUMAR)  
CHIEF METROPOLITAN MAGISTRATE  
(NORTH-WEST DISTRICT)  
ROHINI COURT COMPLEX, DELHI

**Copy forwarded for information & necessary action to :-**

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi (Through The Ld. Distirct & Sessions Judge, (North- West), Rohini Court Complex Delhi).
2. The Ld. District & Sessions Judge, (North-West), Rohini Court Complex Delhi.
3. The Ld. Distirct & 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 West District, Delhi.
6. The Secretary, DLSA, North West District, Rohini Courts, Delhi .
7. The In-Charge Caretaking Branch, Rohini Courts, Delhi.
8. The Chief Public Prosecutor, North-West-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 Deputy Commissioner of Police (Rohini).
13. The Deputy Commissioner of Police (North-West).
14. The Deputy Commissioner of Police (Outer-North)
15. All AOJs/ Branch In-Charge of North-West District, Rohini Courts, Delhi.
16. AOJ/Branch In-Charge, Filling Section, Rohini Courts, Delhi.
17. The Incharge, Facilitation Centre, Rohini Court, Delhi.
18. The Law Officer, Tihar Jail, Delhi.
19. The Incharge Lock-up, Rohini Courts, Delhi.
20. The Incharge Cash Branch, Room No. 1, Ground Floor, Rohini Courts, Delhi.
21. Reader, Video Conferencing Room, Rohini Courts, Delhi.
22. The Website Committee, North-West District, Rohini Court, Delhi
23. The Notice Board (Through Care Taker).
24. Branch In-Charge, R&I for uploading on Layers.
25. Guard File / Record File.

  
(SUNIL KUMAR)  
CHIEF METROPOLITAN MAGISTRATE  
(NORTH-WEST DISTRICT)  
ROHINI COURT COMPLEX, DELHI