

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

**DUTY ROSTER OF DISTRICT NORTH-WEST FOR THE MONTH OF FEBRUARY-2021**

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

| No. | Name of the Magistrate  | Working Days                     | Holidays | Room No. |
|-----|---|----------------------------------|----------|----------|
| 1.  | Sh. Anuj Kumar Singh, Ld. MM<br>R/o Flat No. 201, B Block, Judicial Officer's Complex, Sector-26, Rohini, Delhi<br>Mobile No.: 8130673434               | 02/02/21<br>04/02/21<br>06/02/21 |          | 113      |
| 2.  | Ms. Dhanashree Deka, Ld. MM<br>R/o H.No. 26-C, Block C2D, Janak Puri, Delhi<br>Mobile No.: 8448292351   | 01/02/21<br>03/02/21<br>05/02/21 |          | 106      |
| 3.  | Sh. Vaibhav Chaurasia, Ld. MM<br>R/o Flat No. 403, Block B, Judicial Officer's Residential Complex, Sector-26, Rohini, Delhi.<br>Mobile No.: 9990968609 | 11/02/21<br>16/02/21             | 21/02/21 | 112      |
| 4.  | Sh. Vivek Beniwal, Ld. MM<br>R/o B-105, Shakti Appartments, Sector-9, Rohini, Delhi.<br>Mobile No.: 9873030373  | 08/02/21<br>10/02/21<br>12/02/21 | 28/02/21 | 208      |
| 5.  | Sh. Ajay Singh Parihar, Ld. MM<br>R/o Flat No. 602, Block-B, Judicial Officer's Residential Complex, Sector-26, Rohini, Delhi<br>Mobile No.: 9911576409 | 15/02/21<br>17/02/21             |          | 105      |
| 6.  | Sh. Gopal Krishan , Ld. MM<br>R/o Flat No. 601, Type V, Block-B, Judicial Officer's Flat, Sector-26, Rohini, Delhi<br>Mobile No.: 7014205061            | 22/02/21                         | 07/02/21 | 109      |
| 7.  | Ms. Mansi Malik, Ld. MM<br>R/o B-703, Judicial Officer's Residential Complex, Sector-26, Rohini, Delhi.<br>Mobile No.: 9953484465                       | 20/02/21<br>26/02/21             |          | 107      |
| 8.  | Sh. Vikas Madaan, Ld. MM<br>R/o Flat No. 803. B-Block, Judicial Residential Complex, Sector-26, rohini, Delhi-110085.<br>Mobile No.: 8950956789         | 09/02/21<br>18/02/21<br>23/02/21 |          | 118      |
| 9.  | Ms. Sanya Dalal, Ld. MM<br>R/o H.No. 2346, Sector-2, Bahadurgarh, District-Jhajjar – 124507, Haryana.<br>Mobile No.: 7056333423                         | 25/02/21<br>27/02/21             | 14/02/21 | 18       |
| 10  | Sh. Pritu Raj, Ld. MM<br>R/o Flat No. 51, Sector A-9, Pocket-1, DDA Flats, Narela, Delhi-110040<br>Mobile No.: 8292652688                               | 19/02/21<br>24/02/21             | 13/02/21 | 102      |

1. The Duty Magistrates shall look after the work of :
  - a. Granting remand via VC as per Jail Duty Roster issued by the Ld. CMM Central District.
  - b. Recording statement under Section 164 CrPC of all witnesses / victims on holidays.
  - c. Acceptance of bail bonds and surety bond pertaining to the orders received from Hon`ble Supreme Court, Hon`ble High Court of Delhi and of Ld. ASJ's of the North West District and signing of release warrants pertaining to the above as well as of Ld. MMs of the North West District (Except of court functioning physically)
  - d. Dealing with other urgent applications.
  - e. Administrative work of the undersigned.
2. The Duty MM shall also look after the work of Traffic MM (Except work related to Virtual Court), for the Month of February-2021 and shall deal with impounded vehicles only on the day of such duty.
3. All the other Ld Magistrates would look after the following work
  - a. Regular as well urgent matters of their own court.
  - b. Urgent applications pertaining to their jurisdiction including applications for bails, superdari etc.
4. All application and replies for hearing through VC would be sent to the Court Email ID/ Court ID before 1.00 pm everyday.
5. 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.
6. 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.
7. Orders would continue to be uploaded on the district court website.
8. 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 that **only on Holidays** 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 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.Ms 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 Casual Leave (Compensatory Leave) of M.Ms shall be routed through and after the verification of the undersigned. The M.Ms 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 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 arrests 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 of 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.

16. The Metropolitan Magistrates (Reliever) shall look after the work of respective link duty, TIP, Inquest Proceedings, recording statement under section 164 crpc besides administrative duties as per Hon'ble High Court of Delhi order no. 71/DHC/Gaz/G-7/VI.E2(a)2020 Dated 18/11/20 and as per their link / duty roster.

  
(SANDEEP GUPTA)  
CHIEF METROPOLITAN MAGISTRATE  
NORTH-WEST DISTRICT, ROHINI, DELHI

No. 160 - 209 /CMM/ NW/DR/Rohini/Delhi/2021

DATED: 28-01-21

**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 & 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.



**(SANDEEP GUPTA)**  
**CHIEF METROPOLITAN MAGISTRATE,**  
**NORTH-WEST DISTRICT, ROHINI, DELHI**