

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

**MODIFIED DUTY ROSTER FOR JULY-2020, NORTH-WEST DISTRICT**

This order is in supersession of earlier orders passed with respect to assignment of duties for the Month of July, 2020. The Roster is applicable to all the Magistrates of North West District, Rohini Court, Delhi.

The following Ld. Metropolitan Magistrates, North West District will work as Duty Magistrates, on the dates noted against their names, as given in the Table below.

SI.NO.	Name of the Judicial Officer	Working Days	Holidays	Room No.
1.	<b>Sh. Virender Singh, Ld. MM,</b> Flat No. 704, Tower No.8, Milestone Tower, Omaxe City, Sector-8, Sonipat, Haryana. Mobile No. 8527291402	01-07-20 02-07-20 03-07-20 04-07-20	----	208
2	<b>Ms. Sanya Dalal, Ld. MM</b> House No.-2346, Sector-2, Bahadurgarh, District-Jhajjar-124507, Haryana. Mobile No. 7056333423	06-07-20 07-07-20 08-07-20	<b>05-07-20</b>	18
3	<b>Sh. Sushil Kumar, Ld. MM,</b> C11/36, Sec-3, Rohini Delhi-85. Mobile No. 9650696152	09-07-20 10-07-20	<b>11-07-20</b>	107
4	<b>Ms. Pooja Aggarwal, Ld. MM,</b> AA-292, Shalimar Bagh, Near Fortis Hospital, Delhi-110088. Mobile No. 8527291381	13-07-20 14-07-20	<b>12-07-20</b>	112
5	<b>Sh. Anurag Thakur, Ld. MM</b> Flat No. 206, Residential Complex, Karkardooma Cours, Delhi. Mobile no.7042696873	15-07-20		113

Further, pursuant to Office Order No. 22/DHC/2020 dated 29.06.2020 issued by the Hon'ble High Court of Delhi work distribution amongst the Ld Magistrates would be as follows:-

1. The Duty Magistrates shall look after the work of :
  - (a) Granting remand via VC as per Circular No 6797-6899/CMM/Central/SS/DM/2020 dated 29.06.2020 (Jail Duty Roster)
  - (b) Recording Section 164 CrPC Statements in the Vulnerable Witness Deposition Room.
  - (c) Conducting Inquest Proceedings.
  - (d) Acceptance of bail bonds.
  - (e) Dealing with other urgent applications.
2. The Duty MM shall also look after the work of Traffic MM (Except work related to Virtual Court), for the Month of July-2020 and shall deal with impounded vehicles only on the day of such duty.
3. The Duty MMs also look after the work of Evening Courts No. 01 to 03, North West District.
4. All the other Ld Magistrates would look after the following work
  - (a) Urgent matters of their own court.
  - (b) Urgent applications pertaining to their jurisdiction including applications for bails, superdari etc.
5. Every Magisterial Court would take up urgent matters only via VC, adhering to Delhi Video Conferencing Rules, 2020 framed by the Hon'ble High Court of Delhi.
6. Every Magisterial Court shall adhere to guidelines for VC hearing contained in **ANNEXURE-A**.
7. All applications and replies would be sent to the Court Email ID/Court ID before 1:00 PM everyday. Every Court would have a dedicated Court Email ID, list whereof is at ANNEXURE-B.
8. 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 assisted by Branch In-charge/Official, Computer Branch, rohini Courts, Delhi so as to avoid inconvenience to them.
9. All orders would be digitally signed. Otherwise, they would be manually signed and scanned, and sent.

10. Orders would continue to be uploaded on the district court website.
11. 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.
12. Concerned Judicial Officers (MMs) are hereby also directed to perform their duties as per the duty roster no. 1304-1358/CMM/North-West/Rohini/Delhi/2020 dated 29.06.2020 for the month of July 2020 issued by undersigned w.e.f. 1<sup>st</sup> July 2020 to 31<sup>th</sup> July 2020. (copy enclosed for ready reference).

**(SUNIL KUMAR)**  
**CHIEF METROPOLITAN MAGISTRATE**  
**NORTH WEST DISTRICT, ROHINI COURT, DELHI.**

**No. 1401-1455/CMM/North-West/Rohini/Delhi/2020**

**DATED.30-06-2020**

**Copy forwarded for information and 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, DELHI.**

## ANNEXURE A

### 1 HEARING

#### 1.1 Categories of cases

i. Concerned Magistrates shall hear arguments, Bails, Superdari, Other Applications, (Except remand of fresh arrestees, dealing with TIP applications, granting police custody from judicial custody, bail applications moved simultaneously with first remand applications, applications qua discharge and formal arrest, recording statements u/s 164 CrPC, grant remand of inmates in Jails through VC-which will continue to be done by Jail Duty MM/Duty MM) Miscellaneous Arguments, Final Arguments (if any) which may be heard by Ld MMs.

ii. For rest of the cases, dates would continue to be given.

#### 1.2 Method of Hearing of Cases

i. All matters will be heard through Video Conferencing only.

ii. Interim applications like Bail, Superdari, Monitoring of Investigation etc. be filed by the parties at the dedicated Court ID. Copy be supplied to other parties electronically.

**IMP: The applications/replies moved by Police, Prosecution or the Jail authorities shall be filed at Court ID given at ANNEXURE B.**

**ANNEXURE B**  
**COURT EMAIL IDs/COURT IDs (COURT POINT) & Police Station ID**

SL. No.	Name of the Judicial Officer	Name of Police Station	Room No.
1	<b>Sh. Sunil Kumar, Ld CMM</b> ( <a href="mailto:readercmmnorthwest@gmail.com">readercmmnorthwest@gmail.com</a> )	<b>Subhash Place (Saraswati Vihar)</b> ( <a href="mailto:sho-saraswativhr-dl.nic.in">sho-saraswativhr-dl.nic.in</a> ) <b>Ashok Vihar</b> ( <a href="mailto:sho-ashokvihar-dl@nic.in">sho-ashokvihar-dl@nic.in</a> ) EOW Cell ( <a href="mailto:sho-eow-dl@nic.in">sho-eow-dl@nic.in</a> ) Crime ( <a href="mailto:sho-crime-dl@nic.in">sho-crime-dl@nic.in</a> )	108
2	<b>Sh. Atul Krishna Agrawal, Ld ACMM</b> ( <a href="mailto:reader.acmmnorthwest@gmail.com">reader.acmmnorthwest@gmail.com</a> )	<b>Bharat Nagar</b> ( <a href="mailto:sho-bharatngr-dl@nic.in">sho-bharatngr-dl@nic.in</a> ) <b>Begum Pur</b> ( <a href="mailto:sho-begumpur@nic.in">sho-begumpur@nic.in</a> ) <b>Rani Bagh</b> ( <a href="mailto:sho.ranibagh@delhipolice.gov.in">sho.ranibagh@delhipolice.gov.in</a> ) <b>Maurya Enclave</b> ( <a href="mailto:sho-menclave-dl@nic.in">sho-menclave-dl@nic.in</a> ) EOW Cell, Crime Branch	101
3	<b>Sh. Pritu Raj, Ld MM, MM-01</b> ( <a href="mailto:readerMM1northwest@gmail.com">readerMM1northwest@gmail.com</a> )	<b>Sultan Puri</b> ( <a href="mailto:sho-sultanpuri-dl@nic.in">sho-sultanpuri-dl@nic.in</a> ) <b>Azadpur Metr</b> ( <a href="mailto:shometro.kgate@delhipolice.gov.in">shometro.kgate@delhipolice.gov.in</a> ) Traffic Circles - Ashok Vihar and Rohini	102
4	<b>Sh. Anurag Thakur, Ld MM, MM-02</b> ( <a href="mailto:reader.mm02northwest@gmail.com">reader.mm02northwest@gmail.com</a> )	<b>Kanjhawala</b> ( <a href="mailto:sho-kanjhawala-dl@nic.in">sho-kanjhawala-dl@nic.in</a> ) Traffic Circle – Bawana	113
5	<b>Sh. Sushil Kumar, Ld. MM, MM-03</b> ( <a href="mailto:Reader.mm.03.northwest@gmail.com">Reader.mm.03.northwest@gmail.com</a> )	<b>Rohini North</b> ( <a href="mailto:sho-nrrohini-dl@nic.in">sho-nrrohini-dl@nic.in</a> ) <b>Raj Park</b> ( <a href="mailto:psrajpark@gmail.com">psrajpark@gmail.com</a> ) <b>NSP Metro</b> ( <a href="mailto:shometro.nsp@delhipolice.gov.in">shometro.nsp@delhipolice.gov.in</a> ) <b>Rithala Metro</b> ( <a href="mailto:sho-metro-rithala-dl@nic.in">sho-metro-rithala-dl@nic.in</a> ) <b>Nangloi (Udhyog nagar Metro)</b> ( <a href="mailto:shometro.udhyogngr@nic.in">shometro.udhyogngr@nic.in</a> ) Traffic Circle - Mangol Puri	107
6	<b>Ms. Pooja Aggarwal, Ld. MM, MM-04</b> ( <a href="mailto:readerMM04northwest@gmail.com">readerMM04northwest@gmail.com</a> )	<b>Keshav Puram</b> ( <a href="mailto:sho-keshavpuram-dl@nic.in">sho-keshavpuram-dl@nic.in</a> ) <b>Budh Vihar</b> ( <a href="mailto:sho.budhvihar@delhipolice.gov.in">sho.budhvihar@delhipolice.gov.in</a> ) Traffic Circles – Nangloi	112
7	<b>Sh. Abhishek Kumar, Ld. MM, MM-05</b> ( <a href="mailto:reader.mm05northwest@gmail.com">reader.mm05northwest@gmail.com</a> )	<b>Mangol Puri</b> ( <a href="mailto:sho-mangolpuri-dl@nic.in">sho-mangolpuri-dl@nic.in</a> ) Traffic Circles – Punjabi Bagh and Burari	105
8	<b>Sh. Gopal Krishan, Ld. MM, MM-06</b> ( <a href="mailto:reader.mm06northwest@gmail.com">reader.mm06northwest@gmail.com</a> )	<b>Vijay Vihar</b> ( <a href="mailto:psvijayvihar@gmail.com">psvijayvihar@gmail.com</a> ) <b>Aman Vihar</b> ( <a href="mailto:sho-amanvhr-dl@nic.in">sho-amanvhr-dl@nic.in</a> ) <b>Prem Nagar</b> ( <a href="mailto:sho.premnagar@delhipolice.gov.in">sho.premnagar@delhipolice.gov.in</a> )	109
9	<b>Ms. Rajni Ranga, Ld. MM (Mahila Court)</b> ( <a href="mailto:reader.mmmahilacourt106nw@gmail.com">reader.mmmahilacourt106nw@gmail.com</a> )	<b>Mahila Court 1</b> – (Subhash Place, Ashok Vihar, Kanjhawala, Shalimar Bagh, North Rohini, Rithala Metro, Vijay Vihar, Raj Park, Budh Vihar, Mangol Puri, Udyog Nagar Metro Station, Nangloi Metro Station)	106
10	<b>Ms. Sanya Dalal Ld, MM (Mahila Court)</b> ( <a href="mailto:reader.MMmahilacourtno2nw@gmail.com">reader.MMmahilacourtno2nw@gmail.com</a> )	<b>Mahila Court 2</b> – (Bharat Nagar, Maurya Enclave, Rani Bagh, Begum Pur, Aman Vihar, South Rohini, Keshav Puram, Prem Nagar, Sultan Puri, Azadpur Metro Station)	18
11	<b>Ms. Supreet Kaur, Ld. MM (138 NI Act)</b> ( <a href="mailto:reader.mmniactnorthwest@gmail.com">reader.mmniactnorthwest@gmail.com</a> )	138 NI Act	118
12	<b>Sh. Virender Singh, Ld. MM</b> ( <a href="mailto:reader.mm.03.northwest@gmail.com">reader.mm.03.northwest@gmail.com</a> )	<b>Rohini South</b> ( <a href="mailto:sho-rohini-dl@nic.in">sho-rohini-dl@nic.in</a> ) <b>Shalimar Bagh</b> ( <a href="mailto:sho-shalimarbagh-dl@nic.in">sho-shalimarbagh-dl@nic.in</a> ) Traffic – STA Challans (N/W)	208

Annexure C  
1.1 Duties of Court Staff

- A. One court staff will attend the court every day, on rotational basis, as per directions issued by their concerned presiding officer.
- B. Stenographer- To hear dictation either
  - i. Telephonically
  - ii. Voice Message
  - iii. WhatsApp
  - iv. Cisco WebEx, if the stenographer is participating in the VC
- C. One Ahlmad/One Assistant Ahlmad/ Reader (alternatively)
  - i. To handle the email i.e informing the Ld MM about receipt of applications and replies
  - ii. To set up Cisco Web Ex Meeting the host being the Coordinator at Court Point, after consultation with the Ld MM.
  - iii. To ensure all stakeholders join the meeting before the Ld MM joins the meeting.
  - iv. To ensure that all stakeholders are apprised of, and adhere to Video Conferencing Rules issued by the High Court Of Delhi.
- V. Subsequent to court proceedings the Ahlmad/court visiting staff shall
  - a) Upload orders in CIS.
  - b) Share Dasti copy of orders electronically with Parties, Police, APP and prison etc as per directions of the court.
  - c) Tag the orders in case file.
  - d) Generate process through CIS.
  - e) Issue processes electronically.

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE:**  
**NORTH WEST DISTRICT: ROHINI COURTS: DELHI**  
**DUTY ROSTER OF NORTH WEST DISTRICT FOR THE MONTH OF JULY - 2020**

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

S/N	Name of the Magistrate	Working Days	Holidays	Room No
1.	<b>Sh. Virender Singh, Ld. MM,</b> Flat No. 704, Tower No.8, Milestone Tower, Omaxe City, Sector-8, Sonipat, Haryana. Mobile No. 8527291402	01-07-20 02-07-20 03-07-20 04-07-20		208
2	<b>Ms. Sanya Dalal, Ld. MM</b> House No.-2346, Sector-2, Bahadurgarh, District-Jhajjar-124507, Haryana. Mobile No. 7056333423	06-07-20 07-07-20 08-07-20	<b>05-07-20</b>	18
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4	<b>Ms. Pooja Aggarwal, Ld. MM,</b> AA-292, Shalimar Bagh, Near Fortis Hospital, Delhi-110088. Mobile No. 8527291381	13-07-20 14-07-20	<b>12-07-20</b>	112
5	<b>Sh. Anurag Thakur, Ld. MM</b> Flat No. 206, Residential Complex, Karkardooma Cours, Delhi. Mobile no.7042696873	15-07-20 16-07-20 17-07-20		113
6	<b>Sh. Abhishek Kumar, Ld. MM</b> B-102, Judicial Officers Residential Complex, Sector-26, Rohini, Delhi. Mobile No. 7042696877	18-07-20 20-07-20 21-07-20	<b>19-07-20</b>	105
7	<b>Ms. Surpreet Kaur, Ld. MM,</b> Flat No. 321, DDA SFS Flats, Sector-5, Pocket-1, Dwarka, Delhi. Mobile No. 9999341202	22-07-20 23-07-20 24-07-20		118
8	<b>Sh. Gopal Krishan, Ld. MM,</b> Flat No. 601, Type-V, Block-B, Judicial Officers Flat, Sec-26, Rohini, Delhi. Mobile No. 7014205061, 8448896265	25-07-20 27-07-20 28-07-20	<b>26-07-20</b>	109
9	<b>Sh. Pritu Raj, Ld. MM</b> Flat No.-11-A, Citizen Enclave, Sector-14 Extn.d Rohini, Delhi-110085. Mobile No. 8292652688	29-07-20 30-07-20 31-07-20	-----	102

Note:

1. 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.

2. The Duty Magistrate stands deputed 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.

3. 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 would be assisted by his / her own staff.

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. 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/Ahmad of the said Court about the unavailability of the Presiding Officer, which shall thereafter be sent to the undersigned.

7. 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.

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 at Video Conferencing Room, Rohini Courts, Delhi, from where he/she shall grant extension of Remand/Rehnumai to the undertrial prisoners lodged at Central Jail, Tihar Jail, Mandoli Jail 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).

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. Such applications / requests shall be entertained and decided by the undersigned and in my absence, by the Ld. ACMM NW Rohini.

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

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

**No.: 1304-1358/CMM/NW/DR/Rohini/2020**

**Dated: - 29-06-2020**

Copy forwarded for information and necessary action to:-

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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).
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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.
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20. The Incharge Cash Branch, Room No. 1, Ground Floor, Rohini Courts, Delhi.
- 21.Reader, Video Conferencing Room, Rohini Courts, Delhi.
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**(SUNIL KUMAR)**  
**CHIEF METROPOLITAN MAGISTRATE,**  
**NORTH WEST DISTRICT, ROHINI COURT, DELHI**