OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI:
DUTY ROSTER FOR THE MONTH OF APRIL, 2022

The following Judicial Officers shall work as Duty Magistrate at Shahdara District, Karkardooma Courts Complex, Delhi on the dates noted against their names during month of April, 2022. The Duty MM shall look after the work related to petty offences, conducting Inquest Proceedings, acceptance of bail bonds and JC/PC remand of accused produced after 4:00 pm, recording of statement under section 164 Cr.P.C and any other work assigned by the undersigned:-

Sl No	Name of the MMs	Working Days	Holidays	R. No.
1	Ms.Kadambari Awasthi, Ld.M.M (M.C.-02). R/o: - Flat No. 2121, Type-IV,Gulabi Bagh Delhi-110007.	01.04.2022 25.04.2022 27.04.2022	17.04.2022(Sunday)	60
2	Ms. Deepti Devesh, Ld. MM (M.C.-01) R/o:-FlatNo.D-13,Saket Court Residential Complex, Saket, New Delhi-110017.	02.04.2022 18.04.2022 23.04.2022 28.04.2022		55
3	Ms. Saloni Singh, Ld. MM -01 R/o Flat No. 606, 6th Floor Karkardooma Court Residential Complex, Delhi	12.04.2022 19.04.2022 29.04.2022	24.04.2022(Sunday)	54
4	Sh. Ajeet Narayan, Ld. MM -02 R/o 1997, Ist floor Delhi Admn. Flats Gulabi Bagh Delhi 110007	04.04.2022 08.04.2022 13.04.2022	09.04.2022(IInd Saturday)	38
5	Sh. Animesh Bhasker Mani Tripathi, Ld. MM-03 R/o 406, 4th floor Karkardooma Court Residential complex Delhi	05.04.2022 07.04.2022 21.04.2022	03.04.2022 (Sunday)	19
6	Sh. Bharat Aggarwal, Ld. MM -05 R/o House NO. 20 GF Near Laxmi Narain Mandir, Malka Ganj Delhi-110007	06.04.2022 22.04.2022 30.04.2022		316
7	Sh.Mayank Mittal, Ld.M.M.-06 R/o:- C-236, 2nd Floor, Suraj Mal Vihar, Delhi-110092.	20.04.2022 26.04.2022	10.04.2022 (Sunday) 15.04.2022 (Good Friday)	37
8	Ms.Deepakshi Rana, Ld. MM (M.C.-03) R/o:-H.No. 129, Rishabh Vihar, Karkardooma, Delhi-110092.	11.04.2022 16.04.2022	14.042022(Maharveer Jayanti)	312

NOTE:-

1. All the Duty M.Ms shall comply and work according to the direction received in the past and likely to received in the near future from Hon'ble High Court of Delhi and Ld. District & Sessions Judge, Shahdara, Delhi.

2. 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 order.

3. It is clarified that Duty Magistrate of a particular day shall work as Duty Magistrate from 10:00 AM on the day of his duty till 09:59 AM on the immediate succeeding day.

4. It must be ensured that all orders would be either digitally signed or manually signed and scanned, and sent for uploading on the CIS system. The Duty MMs shall ensure that bail orders digitally/manually signed and scanned be uploaded on the official website and also sent through ICJS to Jail Superintendent while simultaneously sent from Court Email ID to the Offical Jail Dak Email-ID i.e. **(daksection.tihar@gov.in)** and/or **(scjm13tihar@gov.in)** and Jail Superintendent is directed to cross check from both sources.

5. The Duty MMs. shall sit in their respective court rooms maintaining at all times the norms of social distancing if proceedings are not conducted through video conferencing.

6. Remand and others related work in respect of fresh arrestes and UTP"s shall be done as per duty roster prepared by Ld. CMM, Central, if any, otherwise, as per past directions issued by the undersigned and practices.

7. It is impressed upon the MMs to complete their entire work. They should not leave their court work for the Duty MM. Release Warrants should be signed by the MM who accepts the bail bond and the regular MM should not leave his/her court before disposal of the work of his/her court which is brought before him/her up-to 4.00 pm. All the consequential work arising in pursuance of the orders issued by regular MM, should be disposed of by the regular MMs.

8. The statment of Witness u/s 164 Cr.P.C. may be recorded in the Vulnerable Witness Deposition Room/Other Appropriate Room in the Court Complex or through Cisco Webex Platform, and shall not be recorded in the Chamber of the the Ld. Duty Magistrate, in order to ensure norms of social distancing are adhered to.

9. All the Ld. Duty MMs are directed to dispose off the application/s U/s 164 Cr.P.C. filed before/assigned to them preferably on the same date. If for any special reason, to be recorded in writing, it is not possible to dispose of such application/s on the same day, it must be disposed on the earliest subsequent date. The Ld Duty MMs shall not further assign such applications and shall dispose off the same themselves. It is further directed that the Ld. Duty MMs shall immediately proceed for conducting the TIPs upon receipt of

oral/telephonic/written intimation through IO/Police Officials regarding the death of the inmate and there should not be any delay in conducting the TIP Proceedings.

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. All the adovcates/Litigants/Police officers are required to send urgent application/replies to respective Courts through the dedicated Email ID of the concerned Court (given at Annexure A).

12. It is directed to ensure the attendance of atleast one staff/official who shall extend all the cooperation needed by Ld. Duty Magistrates in any case and the Alhmad/court visiting staff shall make sure that all the disposed off applications be received in the concerned court positively by next working day.

13. The Ld. M.Ms deputed for holiday(s), 2nd Saturday/Sunday and also the Members of the staff of their Courts shall be entitled to avail Special Casual Leave (Compensatory leave) in lieu of duty actually performed by them on such day(s) as per rules. The Ld. M.Ms while forwarding the application of their staff for grant of special casual leave shall certify that the official concerned had actually worked on a particualar day(s).

14. No. Duty MM shall take leave on the day of his/her duty unless in case of extreme exigency. Reason of exigency shall also be given by the duty MM with one day advance request for change of duty with the consent of officer agreeing to perform duty in his/her place, to the Office of undersigned. Mere filing of application shall not entitle the officier concerned to proceed on leave.

(Viplav Dabass)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts, Delhi

No. 1784-1802 **/CMM/SHD/KKD/Delhi** **Dated:-** 31/03/2022

Copies forwarded for information and necessary action to: -

1. The Registrar General, High Court of Delhi.
2. All Ld. District & Sessions Judge, Shahdara, Central, West, East, North-East, PHC, South, South-East, South-West, North, North-West, Delhi / N. Delhi
3. All the Ld. C.M.M. Central, West, East, North-East, PHC, South, South-East, South-West , North, North-West , Delhi / N. Delhi
4. The Secretary, DLSA, SHD/East/North East, Karkardooma Courts, Delhi.
5. All the Metropolitan Magistrates, Shahdara District, Karkardooma Courts, Delhi.
6. The D.C.P. Shahdara/ East/North East/ through Chowki In-charge, KKD Courts, Delhi.
7. The In-charge, District Courts Web-Site Committee, KKD Courts, Delhi.
8. In-charge Pool Car & In-charge Caretaking Branch, Karkardooma Courts, Delhi.
9. In-charge Cash Branch, Karkardooma Courts, Delhi.
10. Chief Public Prosecutor, Karkardooma Courts, Shahdara/East/North-East, Delhi
11. The President & Secretary Shahdara Bar Association, Karkardooma Courts, Delhi.
12. Lock Up In-charge, Karkardooma, Delhi.
13. Information Center, Karkardooma Courts, Delhi.
14. Video Conference Room, Karkardooma Courts, Delhi
15. The Notice Board Karkardooma Court Complex, Delhi
16. For uploading on LAYERS
17. For uploading on Website of District Courts Delhi through LAYERS
18. Ld. Judge In-charge, Mediation Centre, Karkardooma Courts, Delhi.
19. Office Order File.

(Viplav Dabass)
Chief Metropolitan Magistrate,
Shahdara District
Karkardooma Courts, Delhi