

CB-432  
27/03/2021

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE  
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI:  
DUTY ROSTER FOR THE MONTH OF APRIL, 2021**

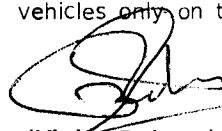
The following Judicial Officer shall work as Duty Magistrate at Shahdara District, Karkardooma Courts Complex, Delhi on the dates noted against their names during month of April, 2021. The Duty MM shall look after the work related to petty offences, Conducting Inquest proceedings, acceptance of bail bonds and JC/PC remand of accused produced after 5:00 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	Sh. Ajeet Narayan, Ld. MM -02 R/o 1997, 1st floor Delhi Admn. Flats Gulabi Bagh Delhi 110007	01-04-2021 05-04-2021 20-04-2021 30-04-2021		38
2	Sh. Fahad Uddin, Ld. MM-04 R Block, Flat No. 102, Taj Enclave, Geeta Colony, Delhi-110031	12-04-2021 19-04-2021 29-04-2021	02-04-2021 Good Friday	31
3	Ms. Deepakshi Rana, Ld. MM (M.C.-03) R/o: H.No. 129, Rishabh Vihar, Karkardooma, Delhi-110092.		03-04-2021 Local Holiday 04-04-2021 Sunday 18-04-2021 Sunday	312
4	Ms. Kadambari Awasthi, Ld. M.M (M.C.-02). R/o: Flat No. 2121, Type-IV, Gulabi Bagh Delhi-110007.	06-04-2021 08-04-2021	10-04-2021 1st Saturday	60
5	Sh. Bharat Aggarwal, Ld. MM -05 R/o House NO. 20 GF Near Laxmi Narain Mandir, Malka Ganj Delhi 110007	07-04-2021 09-04-2021	11-04-2021 Sunday	316
6	Ms. Saloni Singh, Ld. MM -01 R/o Flat No. 606, 6 <sup>th</sup> Floor Karkardooma Court Residential Complex, Delhi	13-04-2021 14-04-2021 15-04-2021		54
7	Sh. Mayank Mittal, Ld. M.M.-06 R/o: C-236, 2 <sup>nd</sup> Floor, Suraj Mal Vihar, Delhi-110092.	16-04-2021 17-04-2021 28-04-2021		37
8	Sh. Animesh Bhasker Mani Tripathi, Ld. MM-03 R/o 406, 4 <sup>th</sup> floor Karkardooma Court residential complex Delhi	22-04-2021 23-04-2021 24-04-2021	21-04-2021 Ram Navmi	19
9	Ms. Deepti Devesh, Ld. MM (M.C.-01) R/o: Flat No. D-13, Saket Court Residential Complex, Saket, New Delhi-110017.	26-04-2021 27-04-2021	25-04-2021 Sunday	55

**NOTE:-**

- 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.
- 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.
- 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 Official Jail Dak Email-ID i.e. ([daksection.tihar@gov.in](mailto:daksection.tihar@gov.in)) and/or ([scjm13tihar@gov.in](mailto:scjm13tihar@gov.in)) and Jail Superintendent is directed to cross check from both sources.
- 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.
- 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.
- 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.
- The application in the pending investigation cases and in the pending trial cases shall be filed directly at the E-mail I.D. of the court concerned as mentioned in the "Annexure A" and It is directed that all applications and replies would be sent to the Court's E mail ID/ Court ID before 03:00 PM every day; as mentioned in "Annexure A".

8. The statement 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. 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.
10. All the advocates/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).
11. Due to any unavoidable circumstances if any Ld. MM happens to be on leave or otherwise not available due to any reason, he/she shall intimate the next link MM one day in advance and so on so forth as per the link roster to perform the work of their respective Link Courts.
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), 2<sup>nd</sup> 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 particular day(s).
14. No. Duty MM shall take leave on the day of his/her duty unless their in 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.
15. TIP work shall be done as per duty roster prepared by Ld. CMM (Central) if any. Otherwise, all the TIPs of accused persons pertaining to the court of undersigned, Ms.Saloni singh.MM-01, Sh. Animesh Bhasker mani Tripathi Ld.MM-03, Sh. Bharat Aggarwal Ld. M.M.-05, and Ms Deepti Devesh Ld. MM (MC 01) shahdara shall be assigned to **Sh. Ajeet Narayan Ld.MM-02**, Shahdara, KKD Courts, and all the TIPs of accused persons pertaining to the court of Ld. ACMM,Shahdara, Sh. Ajeet Narayan Ld.MM-02, Sh. Fahad Uddin Ld.M.M.-04, Sh. Mayank Mittal, Ld. M.M.-06, Ms Kadambari Awasthi Ld. MM (MC-02) and Ms. Deepakshi Rana Ld. MM (MC-03) shall be assigned to the court of **Sh. Bharat Aggarwal Ld. M.M**, Shahdara, KKD Courts, Delhi.
16. The Ld. Duty MM shall also look after the work of Traffic MM (Except work related to Virtual Court), for the Month of April-2021 and shall deal with impounded vehicles only on the day of such duty.
17. Rest of the conditions shall remain unchanged.


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

No. **2572-90** /CMM/SHD/KKD/Delhi

Dated:-26.04.2021

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, KKD Courts, Delhi**