OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI:
DUTY ROSTER FOR THE MONTH OF NOVEMBER, 2020

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 November, 2020. 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	Ms. Mona Tardi Kerketta, Ld. C.M.M., R/O:- Flat No. C-84, Type-V, Saket Courts Residential Complex, Saket, N. Delhi-110017.	.....		59
2	Ms. Ambika Singh, Ld.A.C.M.M R/o:- 192/11C, Railway Officers Colony, Boulevard Road, Tis Hazari, Delhi-110054.	02-11-2020 03-11-2020	01-11-2020 SUNDAY	62
3	Sh. Prayank Nayak, Ld.MM-02 R/o:- Flat No. 705,Type-IV, Karkardooma Courts Residential Complex, Delhi-110032.	04-11-2020 07-11-2020 09-11-2020		38
4	Ms.Kadambari Awasthi, Ld.M.M (M.C.-02). R/o: - Flat No. 2121, Type-IV,Gulabi Bagh Delhi-110007.	05-11-2020 06-11-2020	08-11-2020 SUNDAY	60
5	Sh.Mayank Mittal, Ld.M.M.-06 R/o:- C-236, 2nd Floor, Suraj Mal Vihar, Delhi-110092.	10-11-2020 11-11-2020 18-11-2020		37
6	Ms.Deepakshi Rana, Ld. MM (M.C.-03) R/o:-H.No. 129, Rishabh Vihar, Karkardooma, Delhi-110092.	12-11-2020 17-11-2020		312
7	Sh. Fahad Uddin, MM-04 R-Block, Flat No. 102, Taj Enclave, Geeta Colony, Delhi-110031		13-11-2020 (LOCAL HOLIDAY) 14-11-2020 2ND SATURDAY/DEEPAWALI 15-11-2020 SUNDAY/GOVARDHAN POOJA 16-11-2020 BHAI DUJ	31
8	Ms.SnigdhaSarvaria, Ld.MM-01 R/o:- 10-A, 2nd&3rd Floor, Sanjay Nagar, Near Gulabi Bagh, Delhi-110007.	19-11-2020 25-11-2020	30-11-2020 GURU NANAK'S BIRTHDAY	54
9	Sh. Anubhav Jain, Ld.MM-05 R/o:- Flat No.G-2, Plot No.310, Sector 4, Vaishali, Ghaziabad, U.P.	20-11-2020 21-11-2020 26-11-2020		316
10	Sh.Ravinder Kumar Pandey, Ld.MM-03 R/o:- Flat No. 202,Type -V, Karkardooma Courts Residential complex, Delhi-110032.	23-11-2020 24-11-2020	22-11-2020 SUNDAY	19
11	Ms. Deepti Devesh, Ld. MM (M.C.-01) R/o:-FlatNo.D-13,Saket Court Residential Complex, Saket, New Delhi-110017.	27-11-2020 28-11-2020	29-11-2020 SUNDAY	55

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 furture 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 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

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sent through ICJS to Jail Superintendent while simultaneously sent from Court Email ID to theOffical 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.

4. 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.

5. 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.

6. 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 byregular MM, should be disposed of by the regular MMs.

7. **In the pending investigationn cases the applications shall contine to be filed at the E-mail I.D of the office of the undersigned i.e** cmmoffddc@gov.in **and in the pending trial cases the applications shall be filed directly at the E-mail I.D. of the court concerned.**

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 Magistratein 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 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).

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 rerspective Link Courts.

12. It is dirceted 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 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 pertaining to accused persons to the court of undersigned, Ms.Snigdha Sarvaia.MM-01, Sh. Anubhav Jain, ld. M.M.-05 and Sh.Prayank Nayak Ld.MM-02, shahdara shall be assigned to **Ms. Kadambari Awasthi, Ld.MM (MC-02),** Shahdara, KKD Courts, and all the TIPs pertaining to accused persons to the court of Ld. ACMM, Shahdara, Shahdara, Sh. Mayank Mittal, Ld. M.M.-06 and Sh.Ravinder Kumar Pandey Ld.M.M.-03 Shahdara shall be assigned to the court of **Ms. Deepakshi Rana, Ld. M.M.(MC-03),** Shahdara, KKD Courts, Delhi.

16. Rest of the conditions shall remain unchanged.

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(Mona Tardi Kerketta)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts, Delhi

No. 5789-5807 **/CMM/SHD/KKD/Delhi** **Dated:-26-10-2020**

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.

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(Mona Tardi Kerketta)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts,Delh

Annexure A

Name of the Officer, Designation, E-mail I.D of the Court, and Jurisdiction (Police Station)

Sl. No.	Name of the Judicial Officer	Designation	E-mail I.D of the Court	Jurisdiction (Police Station)
1	Ms. Mona Tardi KerkettA	CMM	readercmmshahdara@gmail.com	Shahdara, Vivek Vihar, Crime Branch Shahdara Distt., EOW (Shahdara Distt.), Jyoti Nagar sho-vivekvhr-dl@nic.in , sho-shahadra-dl@nic-in, legalcelleow@gmail.com , sho-crime-dl@nic.in , Sho-jyotingr-dl@nic.in
2	Ms. Ambika Singh	ACMM	readeracmmshahdara@gmail.com	Anand Vihar, Anand Vihar (Railyway Station) Sho-anandvhr-dl@nic.in , sho-rly-avihar-dl@nic.in
3	Ms. Snigdha Sarvaria	MM-01	readermm01shahdara@gmail.com	G.T.B. Enclave, PF, FI, ESIC sho-gtbenclave-dl@nic.in
4	Sh. Prayank Nayak	MM-02	readermm02shahdara@gmail.com	Farsh Bazar, Harsh Vihar sho-farshbazar-dl@nic.in , shoharshvhr@gmail.com
5	Sh. Ravindra Kr. Pandey	MM-03	readermm03shahdara@gmail.com	Nand Nagri, Welcome, Challan of Traffic Circle:-Shahdara, Mandawali, Gandhi Nagar, sho-welcome-dl@nic.in , sho-nandngri-dl@nic.in
6	Sh. Fahad Uddin	MM-04	readermm04shahdara@gmail.com	(Riot Cases and Cases U/S 138 N.I. Act (pertain to Police Station Jyoti Nagar, Welcome) Sho-jyotingr-dl@nic.in , sho-welcome-dl@nic.in
7	Sh. Anubhav Jain	MM-05	readermm05shahdara@gmail.com	Jagat Puri, Jafrabad, Madhu Vihar sho-zafrabad-dl@nic.in sho-jagatpuri-dl @ nic.in sho-madhuvhr-dl@nic.in
8	Sh. Mayank Mittal	MM-06	readermm06shahdara@gmail.com	Seema Puri, M.S.Park sho-mspark-dl@nic.in , sho-seemapuri-dl@nic.in
			MAHILA COURTS	
9	Ms. Deepti Devesh	MM(Mahila Court-01)	readermc01shahdara@gmail.com	Shahdara, Welcome, GTB Enclave, Jagat Puri, Farsh Bazar sho-shahadra-dl@nic-in sho-welcome-dl@nic.in , sho-gtbenclave-dl@nic.in , sho-farshbazar-dl@nic.in , sho-jagatpuri-dl @ nic.in
10	Ms.Kadambari Awasthi	MM(Mahila Court-02)	readermc02shahdara@gmail.com	Seema Puri, VevekVihar, Anand Vihar, Anand Vihar (Railway Station), Madhu Vihar sho-madhuvhr-dl@nic.in , sho-seemapuri-dl@nic.in , sho-vivekvhr-dl@nic.in , Sho-anandvhr-dl@nic.in , sho-rly-avihar-dl@nic.in
11	Ms. Deepakshi Rana	MM (Mahila Court-03)	readermc03shahdara@gmail.com	Jafrabad, M.S. Park, NandNagri, Jyoti Nagar, Harsh Vihar. shoharshvhr@gmail.com sho-zafrabad-dl@nic.in sho-nandngri-dl@nic.in , Sho-jyotingr-dl@nic.in , sho-mspark-dl@nic.in ,

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