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

The following Metropolitan Magistrates will look after the work of Duty Magistrate in Shahdara District at Karkardooma Courts Complex, Delhi on the dates noted against their names, as given under.

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	Sh. Fahad Uddin, MM-04 R-Block, Flat No. 102, Taj Enclave, Geeta Colony, Delhi-110031	01-07-2020 03-07-2020 04-07-2020 18-07-2020		31
3	Sh. Prayank Nayak, Ld.MM-02 R/o:- Flat No. 705,Type-IV, Karkardooma Courts Residential Complex, Delhi-110032.	02-07-2020 17-07-2020 22-07-2020		38
4	Sh.Mayank Mittal, Ld.M.M.-06 R/o:- C-236, 2nd Floor, Suraj Mal Vihar, Delhi-110092.	06-07-2020 08-07-2020	05-07-2020 (Sunday)	37
5	Ms.SnigdhaSarvaria, Ld.MM-01 R/o:- 10-A, 2nd&3rd Floor, Sanjay Nagar, Near Gulabi Bagh, Delhi-110007.	07-07-2020 16-07-2020	11-07-2020 (2nd Saturday)	54
6	Ms.Deepakshi Rana, Ld. MM (M.C.-03) R/o:-H.No. 129, Rishabh Vihar, Karkardooma, Delhi-110092.	09-07-2020 10-07-2020 15-07-2020		312
7	Ms. Deepti Devesh, Ld. MM (M.C.-01) R/o:-FlatNo.D-13,Saket Court Residential Complex, Saket, New Delhi-110017.	13-07-2020 14-07-2020	12-07-2020 (Sunday)	55
8	Sh.Ravinder Kumar Pandey, Ld.MM-03 R/o:- Flat No. 202,Type –V, Karkardooma Courts Residential complex, Delhi-110032.	20-07-2020 21-07-2020	19-07-2020 (Sunday)	56
9	Ms.Kadambari Awasthi, Ld.M.M (M.C.-02). R/o: - Flat No. 2121, Type-IV,Gulabi Bagh Delhi-110007.	23-07-2020 25-07-2020 29-07-2020		60
10	Sh. Anubhav Jain, Ld.MM-05 R/o:- Flat No.G-2, Plot No.310, Sector 4, Vaishali, Ghaziabad, U.P.	24-07-2020 30-07-2020 31-07-2020		316
11	Ms. Ambika Singh, Ld.A.C.M.M R/o:- 192/11C, Railway Officers Colony, Boulevard Road, Tis Hazari, Delhi-110054.	27-07-2020 28-07-2020	26-07-2020 (Sunday)	62

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 of UTPs
   b. Recording Section 164 CrPCStatements and dying declaration
   c. Conducting Inquest Proceedings.
   d. Acceptance of bail bonds.
   e. Dealing with other urgent applications or any other work assigned by the undersigned.

2. All the other LdMagistrates shall 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.

3. 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.

4. Every Magisterial Court shall adhere to guidelines for VC hearing contained in ANNEXURE-A

5. All applications and replies would be sent to the Court Email ID/Court Complex designated email ID before 2:00 PM every day. Every Court has a dedicated Court Email ID, list whereof is at ANNEXURE-B.

6. The Court ID would be handled from the Court Point by the Coordinator, who shall be a staff member(s) designated by each Court.

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7. All orders would be digitally signed. Otherwise, they would be manually signed and scanned, and sent.
8. Orders would continue to be uploaded on the district court website.
9. 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. (daksection.tihar@gov.in) and/or (scjm13-tihar@gov.in)

10. The Court staff shall perform their duties as per Annexure C.

Remarks:-

1. During the period of closure of the court due to lockdown, the directions given by Ld. District & Sessions Judge, Shahdara shall prevail and be required to be followed.
2. The undersigned shall be available for all kinds of administrative work on all dates.

3. The Duty Magistrates shall hold court in their own court rooms.

4. 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 whenever placed before him/her.

5. It is enjoined upon the Duty Magistrates to reach court by 10:00 a.m. during the lockdown period and remain there upto 5.00 p.m. or till the disposal of the entire remand and other misc. work, whichever is later. On Sundays and other holidays, they are required to reach the court at 11.00 am and remain there till the disposal of all the works. The Duty Magistrates would be assisted by their own staff. The Duty Magistrates shall be available at his/her residence after court hours.

6. When any working day is declared holiday, the duty Magistrate on that day will be deemed as Duty Magistrate for the whole of the day without any further orders.

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.

8. Applications for recording of statement under Section 164 of Cr. P.C. filed during lockdown and 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.

9. The Duty M.M. of the day shall reach Video Conferencing room, Karkardooma Courts, Delhi, latest by 12.00 noon from where he/she shall grant extension of Remand/Rehnumai to the undertrial prisoners lodged at jail 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 form any other Magistrate for exchange of duty during the Lockdown period his/her first link MM shall work as duty MM. In absence of the first link, the second link MM shall work as the duty MM and so on and so forth as per the link roaster.

12. During extension of restricted functioning of the Courts in Delhi due to COVID-19 Pandemic as per Order No. 6797-6899/CMM/Central/SS/DM/2020 dated 29.06.2020 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.

13. If any Lawyer/Litigant is not in a position to handle video-conferencing from his/her respective homes/offices then he/she can avail facility of addressing arguments through video-conferencing room situated near gate No. 4, Karkardooma Courts Complex, Delhi.

14. In the event of lifting of lockdown, all the TIPs pertaining to accused persons to the court of undersigned, Sh.Prayank Nayak Ld.MM-02 , Shahdara, Sh. Anubhav Jain, ld. M.M.-05 and Sh. Mayank Mittal, Ld. M.M.-06, shall be assigned to,**Sh. Fahad Uddin, Ld.MM-04,** Shahdara, KKD Courts, and all the TIPs pertaining to accused persons to the court of Ld. ACMM, Shahdara, Ms.Snigdha Sarvaia.MM-01 Shahdara, and Sh.Ravinder

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Kumar Pandey Ld.M.M.-03 Shahdara shall be assigned to the court of **Sh. Mayank Mittal, Ld. M.M.-06,** Shahdara, KKD Courts, Delhi.

15. Rest of the conditions shall remain unchanged.

This is a computer-generated copy of the order. Hence, signature not required as approved by the Ld. C.M.M. (Shahdara).

Sd/-
(Mona Tardi Kerketta)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts, Delhi.

No. 2888-2906 /CMM/SHD/KKD/Delhi **Dated: 30-06-2020**

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.

Sd/-
(Mona Tardi Kerketta)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts, Delhi.

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ANNEXURE A

1. HEARING

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

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.

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Annexure B

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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Annexure C

1.1 Duties of Court Staff

A. One court staff will attend the court every day, on a 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.

Subsequent to court proceedings the Ahlmad/court visiting staff shall

v Share Dasti copy of orders electronically with Parties, Police, APP and prison etc as per directions of the court.

vi Tag the orders in the case file.

vii Generate process through CIS.

Viii Issue processes electronically.

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