CB-413
23/03/2020

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SHAHDARA DISTRICT, KARKARDOOMA COURTS : DELHI

Work Roster for the month of March 2020.

In compliance of directions of Hon'ble High Court of Delhi vide notification No. 155/RG/DHC/2020 dated 20.03.2020, the following arrangements are made to be effected forthwith for Court functioning from 23.03.2020 to 31.03.2020. On each day two officers are deputed for disposal of court work of her/his court as well as work of two link courts (Ist & IInd Link). (In case overlapping of Link MMs, the Junior Most Ld.MM shall look after the work of Senior most overlapping Link MM).

Sl.No	Name of the Officer who will look after the Court work of her/his Court as well work of her/his 1st and 2nd Link Courts.	Days	R. No.
1	Ms. Mona Tardi Karketta; Ld.CMM (for Administrative and Supervisory Work)	23/03/2020 31/03/2020	59
2	Ms Ambika Singh, Ld.ACMM,	28/03/2020 30/03/2020 31/03/2020	62
3	Sh. Ravinder Kumar Pandey, Ld.MM-03	28/03/2020 **30/03/2020** **31/03/2020**	56
4	Ms. Snigdha Sarvaria, Ld. MM-01	23/03/2020 24/03/2020 25/03/2020	54
5	Ms. Kadmbari Awasthi, Ld.MM (Mahila Court)-02	23/03/2020 **24/03/2020** 27/03/2020	60
6	Ms. Deepti Devesh, Ld.MM (Mahila Court)-04	23/03/2020 24/03/2020 25/03/2020	55
7.	Sh. Anubhav Jain, Ld. MM-05	**25/03/2020** **26/03/2020** 30/03/2020 31/03/2020	316
8.	Sh. Prayank Nayak, Ld. MM-02	26/03/2020 **27/03/2020** 28/03/2020	38
9.	Sh. Mayank Mittal, Ld.MM-06	**23/03/2020** 24/03/2020 27/03/2020	37
10.	Ms. Gita, Ld. MM-04	25/03/2020 26/03/2020 30/03/2020	31
11.	Ms. Deepakshi Rana, Ld.MM (Mahila Court)-03	27/03/2020 **28/03/2020** 31/03/2020	312

NOTE

1. Since the functioning of the District Courts of Delhi stands substantially restricted, there is no requirement for the entire workforce of court official to report for duty on a daily basis.

2. All staff officials, reporting for duty shall submit the declaration form (Annexure A) as per the directions.

21/3/20.

On the day when Ld Officer is coming to the court, Reader, one Stenographer and Orderly is required to report for duty. On days when the Ld Officer is not coming to the court, one staff either Ahlmad or Assistant Ahlmad shall report for duty for presenting the case file before the Ld Link MM. All those staff officials, who are not required to report for duty on any given day, would not leave the station under any circumstance. They would always be available on call and would be deemed to be on duty. In case of any urgency they may be called upon them to report back for duty immediately.

4. Reader of the Courts would ensure that the requisite details with respect to next date of hearing and its purpose is uploaded through Case Information System(CIS) on the same day.

5. Only urgent bail applications of her/his as well as their 1st and 2nd Link Courts will be heard by the Officers available in the Court on their day of duty and rest of the matters will be adjourned.

6. Ld. MMs shall work on the aforesaid dates before their names from their respective Court Rooms including work of Link MMs

7. On 23/03/2020 and 24/03/2020, Ms. Deepti Devesh, Ld. MM (MC)-04, SHD/ KKD; on 25/03/2020, 26/03/2020 and 30/03/2020, Ms. Gita, Ld. MM-04, SHD/ KKD; on 27/03/2020, 28/03/2020 and 31/03/2020, Ms. Deepakshi Rana, Ld. MM(MC)-03, SHD/KKD shall record statement in all matters of the said dates u/s 164 Cr. PC including applications of matters u/s 376 IPC and POCSO Cases.

8. The dates in bold written before certain Ld. MM are the dates on which they are also working as Duty MM as per duty roaster for the month of March, 2020.

9. This issued with the approval of the Ld District & Sessions Judge, Shahdara, Karkardooma, Delhi.

(MONA TARDI KERKETTA)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts, Delhi

No.1887-1887/CMM/SHD/KKD/Delhi **Date: 21.03.2020**

Copy forwarded for information to:-

1. The Ld Registrar, High Court of Delhi thr. The District & Sessions Judge, Shahdara Delhi.
2. The Ld District & Sessions Judge Central/West, Tis Hazari Court, Delhi, East/SHD/NE, Karkardooma Courts, Delhi, PHC/North, North-West Rohini/Dwarka/South, South-East Saket, Rouse Avenue, Delhi.
3. All the Ld CMMs Central/West THC, South-West Dwarka, North/North-West Rohini, New Delhi Patiala House, East/SHD KKD, South/South-East Saket,Rouse Avenue, Delhi.
4. The Secretary DLSA East/SHD/NE, Karkardooma Courts, Delhi.
5. The Ld. Judge Incharge, Mediation Centre, Karkardooma Court, Delhi.
6. All the Metropolitan Magistrates Shahdara, Karkardooma Courts, Delhi.
7. The DCP, SHD District, through Chowki Incharge, Karkardooma Courts, Delhi.
8. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
9. The Incharge Computer Branch, Shahdara Distt. Web-Site Committee, KKD. Courts, Delhi.
10. Superintendent/Incharge Admn. and Care Taking Branch Shahdara, KKD Courts, Delhi.
11. Incharge Pool Car, Karkardooma Courts, Delhi
12. Incharge Cash Branch, Karkardooma Courts, Delhi.
13. Director of prosecution, Delhi thr. Prosecution Branch, KKD Courts, Delhi.
14. Chief Public Prosecutor East/NE/SHD, Karkardooma Courts, Delhi.
15. Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi.
16. Superintendent Central Jail, Delhi, through General Branch, Shahdara, KKD. Courts, Delhi.
17. Lock Up Incharge, Karkardooma Courts, Delhi.
18. Information Center, Karkardooma Courts, Delhi.
19. Video Conference Room, Karkardooma Courts, Delhi.
20. For Uploading on LAYERS.
21. For Uploading on centralized web-site through LAYERS.
22. The Notice Board, Karkardooma Court Complex, Delhi
23 Office Order File.

(MONA TARDI KERKETTA)
Chief Metropolitan Magistrate,
Shahdara District,
Karkardooma Courts, Delhi