## OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
## SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI:
## DUTY ROSTER FOR THE MONTH OF MAY, 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 May, 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 | Ms. Saloni Singh, Ld. MM -01<br>R/o Flat No. 606, 6th Floor Karkardooma Court Residential Complex, Delhi | 01-05-2021<br>04-05-2021<br>18-05-2021 | | 54 |
| 2 | Sh. Fahad Uddin, Ld. MM-04<br>R-Block, Flat No. 102, Taj Enclave, Geeta Colony, Delhi-110031 | 03-05-2021<br>19-05-2021<br>21-05-2021 | 02-05-2021 Sunday | 31 |
| 3 | Sh. Animesh Bhasker Mani Tripathi, Ld. MM-03<br>R/o 406, 4th floor Karkardooma Court Residential complex Delhi | 05-05-2021<br>07-05-2021 | 09-05-2021 Sunday | 19 |
| 4 | Sh. Bharat Aggarwal, Ld. MM -05<br>R/o House NO. 20 GF Near Laxmi Narain Mandir, Malka Ganj Delhi_110007 | 06-05-2021<br>15-05-2021<br>17-05-2021 | | 316 |
| 5 | Sh. Ajeet Narayan, Ld. MM -02<br>R/o 1997, Ist floor Delhi Admn. Flats Gulabi Bagh Delhi 110007 | 08-05-2021<br>10-05-2021<br>11-05-2021 | | 38 |
| 6 | Ms.Deepakshi Rana, Ld. MM (M.C.-03)<br>R/o:-H.No. 129, Rishabh Vihar, Karkardooma, Delhi-110092. | 12-05-2021 | 14-05-2021 Idul'Fitr<br>23-05-2021 Sunday | 312 |
| 7 | Sh.Mayank Mittal, Ld.M.M.-06<br>R/o:- C-236, 2nd Floor, Suraj Mal Vihar, Delhi-110092. | 13-05-2021<br>22-05-2021<br>24-05-2021<br>25-05-2021 | | 37 |
| 8 | Ms.Kadambari Awasthi, Ld.M.M (M.C.-02).<br>R/o: - Flat No. 2121, Type-IV,Gulabi Bagh Delhi-110007. | 20-05-2021<br>28-05-2021 | 16-05-2021 Sunday<br>26-05-2021 Budha Purnima | 60 |
| 9 | Ms. Deepti Devesh, Ld. MM (M.C.-01)<br>R/o:-FlatNo.D-13,Saket Court Residential Complex, Saket, New Delhi-110017. | 27-05-2021<br>29-05-2021<br>31-05-2021 | 30-05-2021 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 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 by regular MM, should be disposed of by the regular MMs.

7. **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".**

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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 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 May-2021 and shall deal with impounded vehicles only on the day of such duty.

17. Rest of the conditions shall remain unchanged.

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

**No.** 4372-90 **/CMM/SHD/KKD/Delhi** **Dated:-28.04.2021**

**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.

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