**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE**
**SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI:**
**DUTY ROSTER FOR THE MONTH OF JANUARY, 2024**

The following Judicial Officers shall work as Duty Magistrate at Shahdara District, Karkardooma Courts Complex, Delhi on the dates noted against their names during month of **JANUARY , 2024.** 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 4:00 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. Anmol Nohria, Ld.M.M (Digital Court,u/s. 138 NI Act). R/o:- D-404,Fourth Floor, Mayur Dhwaj Appartments, Plot No. 60,I.P. Extention,Delhi-110092 | | **01.01.2024 (New Year's Day) 28.01.2024 (Sunday)** | 408 |
| 2. | Ms. Chakita Srivastava, Ld.M.M-01. R/o:- A-1 Friends Apartment, Patparganj, I.P Extention, Delhi-110092. | 02.01.2024 06.01.2024 | | 54 |
| 3. | Ms. Nidhi Bala, Ld.M.M (M.C.-03). R/o:- 17,Akanksha Enclave, Abhay Khand-II, Indirapuram, Ghaziabad, U.P. 201014. | 03.01.2024 05.01.2024 | **17.01.2024 (Guru Gobind Singh Birthdayy)** | 08 |
| 4. | Ms. Aayushi Saxena, Ld. M.M -05 R/o:- 155, Pocket-B, Ist Floor, Mount Kailash, East of Kailash New Delhi-110065. | 04.01.2024 27.01.2024 | **14.01.2024 (Sunday)** | 07 |
| 5. | Ms. Aishwarya Singh Kashyap, Ld.M.M -06 R/o:- GH-054, Windsor Park Appartments, Vaibhav Khand , Indrapuram, Ghaziabad, U.P-201014. | 10.01.2024 | **07.01..2024 (Sunday) 26.01.2024 (Republic Day)** | 25 |
| 6. | Ms.Shruti Sharma, Ld.M.M (M.C.-01). R/o - OC-10-1104, Orange County, Indrapuram, Ghaziabad, U.P.-201014 | 08..01.2024 09.01.2024 12.01.2024 | | 55 |
| 7. | Sh. Akhil Malik, Ld. M.M.-02 R/o:- Flat No. 53,Akriti Apartment, Plot No. 62, I.P. Extension, Delhi. | 11.01.2024 16.01.2024 | | 38 |
| 8. | Ms. Isra Zaidi, Ld.M.M (M.C.-02). R/o:- Flat No. 26, Aakriti Appartment IP Extention, Patparganj Delhi. | 15.01.2024 | **13.01.2024 (Second Saturday)** | 60 |
| 9. | Sh. Dev Chaudhary Ld. MM-07 R/o 652,First Floor, C-1 Block, Palam Vihar , Gurugram, Haryana. | 18.01.2024 29.01.2024 30.01.2024 | | 56 |
| 10. | Ms. Sakshi Jaiswal Ld. MM-(Digital Traffic Court) R/o:- B-803,Judicial Residential Complex, Sector-26, Rohini, Delhi. | 19.01.2024 22.01.2024 24.01.2024 | | 405 |
| 11. | Sh. Udbhav Kumar Jain , Ld.M.M .-04. R/o:- 306, Type-4, Third Floor, Judicial Residential Complex Kakardooma, Delhi-110032. | 20..01.2024 | **21.01.2024 (Sunday)** | 37 |
| 12. | Sh. Aridaman Singh Cheema , Ld.M.M -03. R/o: - E-20, First Floor , Greater Kailash-2, Enclave, New Delhi | 23.01.2024 25.01.2024 31.01.2024 | | 19 |

**NOTE:-**

1. The Duty Magistrate will not look after the Court work of his/ her Link Magistrate (s).

2. 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.

3 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.

4. It is clarified that Duty Magistrate of a particular day shall work as Duty Magistrate from 10:00 AM on the day of his duty till 09:59 AM on the immediate succeeding day.

5. 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 Offical 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.

6. 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.

7. 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.

8. 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.

9. The statment of Witness u/s 164 Cr.P.C. may be recorded in the Vulnerable Witness Deposition Room/OtherAppropriate 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.

10. All the Ld. Duty MMs are directed to dispose off the application/s U/s 164 Cr.P.C. filed before/assigned to them preferably on the same date. If for any special reason, to be recorded in writing, it is not possible to dispose of such application/s on the same day, it must be disposed on the earliest subsequent date. The Ld Duty MMs shall not further assign such applications and shall dispose off the same themselves. It is further directed that the Ld. Duty MMs shall immediately proceed for conducting the TIPs upon receipt of oral/telephonic/written intimation through IO/Police Officials regarding the death of the inmate and there should not be any delay in conducting the TIP Proceedings.

11. The Judicial Officers who are deputed as Duty Magistrates, if summoned for the day of such duty to appearas 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.

12. 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)

13. 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.

14. 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).

15. No. Duty MM shall take leave on the day of his/her duty unless in case of extreme 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. Mere filing of application shall not entitle the officier concerned to proceed on leave.

16. The Ld. Duty MM on the holidays shall also look after the work of Traffic MM (Except work related to Virtua Court) for the Month of **JANUARY 2024** and shall deal with impounded vehicles only on the day of such duty.

**(Vidhi Gupta Anand)**
**Chief Metropolitan Magistrate,**
**Shahdara District,**
**Karkardooma Courts, Delhi**

**No.** 11535-11553**/CMM/SHD/KKD/Delhi** **Dated:-21.12.2023**

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**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.

**(Vidhi Gupta Anand)**
**Chief Metropolitan Magistrate,**
**Shahdara District,**
**Karkardooma Courts, Delhi**