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**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
NORTH EAST DISTRICT AND SESSIONS DIVISION, KARKARDOOMA COURTS,
DELHI
DUTY ROSTER FOR THE MONTH OF JANUARY, 2023**

The following Metropolitan Magistrates will look after the work of Duty Magistrate in North-East District at Karkardooma Courts Complex, Delhi on the dates mentioned against their names. It is enjoined upon the Ld. Duty Magistrates to hold trial of accused persons involved in petty cases whenever necessary and to attend all urgent matters, as are placed before them. They should always be available at their homes on the day of Duty.

On Sundays and other holidays, they are required to reach the court at 11.00 am and remain there till the disposal of the remand, traffic and other miscellaneous work. On working days Duty Magistrates shall remain in the court till 5.00 pm. The Duty Magistrates would be assisted by their own staff.

Sl. No.	Name of the officers who will perform duty as Duty MM	Days	Holidays	Room No.
1	Sh Vipul Sandwal, Ld MM-02 R/o House No 543, Pocket-F, Sarita Vihar, South-East, New Delhi-110 075 Court Email-id-readersmm02northeast@gmail.com	23.01.2023 24.01.2023 25.01.2023 28.01.2023	14.01.2023 (BND SATURDAY)	17
2	Sh Rupinder Singh Dhiman, Ld MM-01 R/o Flat No 2026, Delhi Administration Flats, Gulabi Bagh, Delhi Court Email-id-readersmm01northeast@gmail.com	19.01.2023 20.01.2023 21.01.2023	26.01.2023 (REPUBLICDAY)	73
3	Sh Nitish Kumar Sharma, Ld MM-03, R/o House No 64, Govind Mohalla, Halderpur, Delhi-110068 Court Email-id-readersmm03ne@gmail.com	03.01.2023 04.01.2023 05.01.2023 09.01.2023	15.01.2023 (SUNDAY)	22
4	Ms Arushi Parwal, Ld MM (Mahila Court-02) R/o C-406, Ganga Apartments, Karkardooma, Delhi-110052. Court Email-id-readersmmmahilacourt02ne@gmail.com	02.01.2023 05.01.2023 16.01.2023 30.01.2023		74
5	Sh Vaibhav Kumar, Ld MM-04 R/o 3001, IFCI Apartments, Sector-23 Dwarka, New Delhi-110077 Court Email-id-readersmm04ne@gmail.com	07.01.2023 17.01.2023 18.01.2023	08.01.2023 (SUNDAY)	64
6	Ms Ranu Chaudhary, Ld MM (Mahila Court-01) R/o C-23, Madhu Vihar, Near Sai Chowk, Palpur Ganj, Delhi-110 092 Court Email-id-readersmmahilacourt01ne@gmail.com	10.01.2023 31.01.2023	27.01.2023 (SUNDAY) 28.01.2023 (SUNDAY)	67
7	Ms Nishi Bala, Ld MM (NI Act) Digital Court R/o Flat No 17, Akansha Enclave Group Housing Society, Abhay Khurd II, Andrapuram, Ghazipur, UP. Court Email-id-ninortheast@gmail.com	11.01.2023 12.01.2023 13.01.2023 27.01.2023	01.01.2023 (Sunday)	409, 4 th Floor, New Court Building

Note:-

- The Bail Bonds/Surety Bonds, in the matters in which Bail orders have been passed by the undersigned, by Ld. ACMM, North East, or by any other Ld. Magistrate in the North East District and Sessions Division, shall be furnished before the Ld Duty MM of the day who shall pass appropriate orders thereon. Release Warrants shall also be signed by the Ld. MM who accepts the bail bonds. However, it is impressed upon the Ld. Magistrates that on the days of their physical hearing duties, they shall accept such bonds of the matters of their respective Courts to pass appropriate orders including issuing release warrants.
- The traffic challans of impounded vehicles of a particular day, when the concerned Ld. MM having jurisdiction of traffic circle/STA Delhi is not conducting physical hearing on that day, shall also be dealt with by the Ld. Link MM of the day. The pending challans shall be sent to the concerned Court after end of the day.



3. When Ld MM (Reliever) is working as Duty MM on a particular day and dealing with traffic challans in above mentioned capacity, "the STR Register and the Fine Receipt Book" of the concerned court where Ahmed/Reader is assigned duty for that day shall be utilised for summary trial of the challans and for issuing Fine Receipt. It shall be the duty of the Reader of the concerned Court to manage the STR Register and the Fine Receipt Book of the Court.
4. 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.
5. 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 up to 4 p.m. All the consequential work arising in pursuance of the orders issued by the regular MM should be disposed of by the regular MMs.
6. The MMs deputed for Duty MM on holidays will be entitled to avail Special Casual Leave within One Year (This is with reference to Endst. No. 6546-03/Rule/BHC dated 06/03/2012, Delhi Judicial Service (Leave) Rules) and the staff of their courts will be entitled to avail Special Casual Leave within Six months (This is in reference to the office order no. 72971-73101/Admn./Leave/2018 dt. 22.11.2018 of Ld. District & Sessions Judge, Delhi). The MMs while forwarding the application of the staff for grant of such special casual leave (compensatory) shall verify that the official concerned had actually worked on a particular date.
7. The Metropolitan Magistrates who are deputed as Duty Magistrate if summoned for the day of such duty to appear as witness in a court located in court complex other than the place of posting will send formal request in advance to the court where he is to appear as a witness for his/her exemption from court attendance. If the court in question again intimates the officer requiring his/her attendance for that date, he/she may do so in the forenoon session under intimation to the undersigned. (Ref. S.O. issued by the District & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. dt. 26.10.99).
8. Metropolitan Magistrates are advised not to proceed on leave or remain absent on the day they are deputed as Duty Magistrate except under exceptional circumstances or emergencies. In case of an emergency or unavoidable circumstances, if a Duty MM must proceed on leave, he/she shall send a formal request in advance for change of duty, with the consent of an MM agreeing to perform duty in his/her place, in the office of the undersigned.
9. In case a Duty MM has to go for attending some official assignment such as training programme at Delhi Judicial Academy or any official conference etc on the date of duty being a working day on a short notice and is unable to obtain consent of any other officer to perform the duty in his/her place, he/she shall immediately, on receipt of intimation in this regard, inform the office of the undersigned. In such a situation the next available Link Metropolitan Magistrate of the said office shall work as Duty MM on that particular day.
10. The duty MM of the day shall report at Video Conferencing Room latest by 12.00 noon and shall dispose of the work as per direction of undersigned. The Metropolitan Magistrates proceeding for conducting TIP at Mandoli Jail shall not leave the court premises before 03.30 p.m.
11. All the regular Ld Magistrates would look after the urgent work of the regular courts as per the directions of Hon'ble High Court of Delhi including the applications pertaining to regular court matters which are deemed to be urgent.
12. Every Magisterial Court would take up urgent matters via VC, adhering to Delhi Video Conferencing Rule, 2020 framed by the Hon'ble High Court of Delhi.
13. Ld Magistrates are directed to ensure the attendance of atleast one staff official as per the roster submitted and will also ensure that the staff official should extend all the cooperation needed by Ld Duty Magistrates in any case.
14. Orders would continue to be uploaded on the district court website.

15. Bail orders and other orders which are required to be sent to Tihar jail through special messenger would additionally be sent to the concerned jail Superintendent at the official Jail Email Id i.e., dabsection.tihar@gov.in.
16. It is directed that all Misc. applications and replies in pending cases would be sent to the Court Email ID/Court ID before 2.00 pm everyday. Every Court would have a dedicated Court Email ID, list whereof is a "Annexure A".
17. The Court ID would be handled from the Court Point by the Co-ordinator, who shall be a staff member(s) designated by each Court.
18. The statement of witness U/s 164 Cr.PC may be recorded in the Vulnerable Witness Deposition Room/Other Appropriate Room in the Court Complex.
19. It may be noted that Ms Nidhi Bala, Ld NM (NI Act) Digital Court will use the Chamber and Court of Ms Renu Chaudhary, Ld NM, Mahila Court-01 on the day she acts as duty MM till she is available in the Court.

This issues with prior approval of Ld CMM(NE), KKD, Delhi.

AASHISH GUPTA
Addl.Chief Metropolitan Magistrate,
North-East District,
Karkardooma Courts, Delhi

No. 184 (2022)CMM(NE)KKD/Delhi

Date: 24.12.2022

Copy for information to:-

1. The Ld. Registrar General, High Court of Delhi through the Principal District & Sessions Judge (HQ), Delhi.
2. The Ld. Principal District & Sessions Judge, North East.
3. The Ld. Principal District & Sessions Judges, Head Quarters, West, East, Shahdara, Patliya House Courts, North, North-West, South, South-East, South-West, RACC, Delhi.
4. The Ld. CMM, Ld. JMs, North-East, Karkardooma Courts, Delhi.
5. All Ld. CMMs Central/West THC, South-West Dwarika, North/North-West Rohini, New Delhi Palika House, East/SHD KKD, South/South-East Saket, Rouse Avenue, Delhi.
6. The Ld. Secretary OLSA NE/East/SHD, Karkardooma Courts, Delhi.
7. The CIP, Delhi, the DCP North East/East/SHD through Chowki Incharge, Karkardooma Courts, Delhi.
8. The J G (Prison), Tihar Jail, Delhi/ New Delhi, the Suptd. Central Jail, Delhi, through A.D. (J) R & I Branch, NE, KKD, Courts, Delhi.
9. The Director of prosecution, Delhi, the Chief Public Prosecutor NE/East/SHD.
10. The Lock Up Incharge, Karkardooma Courts, Delhi.
11. The Secretaries, Bar Associations, THC, PHC, KKD, Rohini, Dwarika, RACC & Saket Courts, Delhi.
12. The Incharge, District Courts Web-Site Committee, The Hazrat Courts, Delhi.
13. The Incharge Computer Branch, Karkardooma Courts, Delhi for uploading on Layers/Web-Site.
14. The Superintendent Admin. and Care Taking Branch, Karkardooma Courts, Delhi.
15. The Incharge Pool Car, Karkardooma Courts, Delhi.
16. The Incharge Cash Branch, Karkardooma Courts, Delhi.
17. The Information Center, Karkardooma Courts, Delhi.
18. The Incharge, Video Conferencing Room, Karkardooma Courts, Delhi.
19. The Notice Board, Karkardooma Court Complex, Delhi.
20. Office Order File.