

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : EAST DISTRICT SESSIONS DIVISION
KARKARDOOMA COURTS : DELHI
DUTY ROSTER OF MAGISTRATES FOR THE MONTH OF JANUARY 2021**

The following Metropolitan Magistrates will look after the work of Duty Magistrate in East District at Karkardooma Courts, Delhi on the dates mentioned against their names. It is enjoined upon the 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 their Duty.

On Sundays and other holidays they are required to reach the court at 11:00 am and remain there till 5.00 p.m. or till the disposal of the remand and other misc. Work whichever is later. The MMs shall also look after the work of Traffic courts besides the remand 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 of Magistrate	Days	Holidays	R.No.
1	Ms. Aishwarya Singh Kashyap R/o GH-54, Windsor Park Apartments, Vaibhav Khand, Indrapuram, Ghaziabad, U.P. 201014	07-01-2021 29-01-2021	01-01-2021 02-01-2021	20
2	Ms. Shruti Chaudhary, Ld. MM (Mahila Court) R/o. H.No. 5, Kalyan Vihar, Polo Road, Near Shani Mandir, New Delhi	06-01-2021 15-01-2021	03-01-2021	14
3	Ms. Preeti Agarwala, Ld. MM-03, R/o: D2-1801, Supertech Livingston, Crossing Republik, Ghaziabad UP.	04-01-2021 23-01-2021	31-01-2021	16
4	Ms. Renu Chaudhary Ld. MM-4 R/o: C-23, Madhu Vihar, Near Sai Chowk, Patparganj, Delhi.	05-01-2021 25-01-2021	24-01-2021	32
5	Sh. Vinod Joshi, Ld. MM-02 R/o B-404, Judicial Officers, Residential Quarters, Sector-26, Ronini, Delhi.	08-01-2021 19-01-2021 30-01-2021	20-01-2021	15
6	Sh. Akhil Malik, Ld. MM R/o 548, Sector-13, Sonapat Haryana. 131001	21-01-2021 27-01-2021 28-01-2021	09-01-2021	30
7	Ms. Aakansha Vyas, Ld. MM-05 R/o: Flat No. 706, Residential Complex, Karkardooma Courts, Delhi-110032	11-01-2021 18-01-2021	10-01-2021	03
8	Ms. Ritu Singh, Ld. MM (Mahila Court) R/o: 505, Residential Court Complex, Karkardooma Courts, Delhi.	12-01-2021 16-01-2021	17-01-2021	24
9	Sh. Anshul Mehta, Ld. MM-01 R/o 369, Ground Floor, Doctor Mukherji Nagar, Delhi-110009	13-01-2021 14-01-2021 22-01-2021	26-01-2021	26

NOTE:-

- 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.
- 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.
- 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. 6546-63/Rules/DHC 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.II/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.

ATUL
KRISHNA
AGRAWAL
Digitally signed by
ATUL KRISHNA
AGRAWAL
Date: 2020.12.19
17:29:42 +05'30'

4. 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).
5. No Metropolitan Magistrate shall proceed on leave or remain absent on the day he/she is deputed as Duty Magistrate except under exceptional circumstances or emergency. In case of an emergency or inevitable circumstances, if a Duty MM must proceed on leave, he/she shall send a formal request in advance for change of duty with the officer agreeing to perform duty in his/her place in the office of the undersigned.
6. 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 officer shall work as Duty MM on that particular day.
7. 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.
8. It is clarified that Duty M.M. of a particular day shall work as Duty M.M from 10.00 a.m. on the day of his duty till 9.59 a.m. on the immediate succeeding day.
9. Further directions to be followed by Ld. Duty MMs and Ld. Reliever MMs in view of suspension of normal functioning of courts in the month of December 2020-
 1. On the days of their physical duties, concerned Ld. Reliever MM shall look after the work of TIP of case property, inquest proceedings, recording statements under Section 164 Cr.PC besides administrative duties as per Order No.71/DHC/Gaz/G-7/Y1.E.2(a) 2020 dated 18.11.2020 of Hon'ble High Court of Delhi, not only of the courts of which they are Link MMs but of all the MM courts in East District.
 2. Misc. Applications of the nature as referred above, shall be put up before the Ld. Duty MM of the day, who shall assign the same for disposal to the available Ld. MM (Reliever) or himself/herself dispose it off, depending on the quantum of work, to be disposed off on a particular day by the said MMs.
 3. The applications for statement u/s 164 Cr.P.C. of any child/victim less than 18 year pertaining to POCSO Act or any application constituting crime against women under sections 376 to 376D shall be recorded by the lady reliever M.M.. In case lady reliever M.M. is not available/is on leave, the Duty M.M. if lady herself shall thereby record the statement. However, if none of them is lady officer, then the statement shall be marked by Ld. Duty M.M. to the available lady M.M. on physical duty on the said day, as far as possible.
 4. Ld. Reliever MM shall reach the court by 10.00 AM on their day of physical duty and shall not leave the court premises before 5.00 PM or until the work assigned to them for the day, is finally disposed off.
 5. The Ld. Reliever MM deputed as MM (Reliever), shall not avail leave on the day of their duty unless in cases of extreme urgency or unavoidable circumstances. Further even in such an eventuality, Ld. Reliever MM will be allowed to change their day of duty on mutual exchange basis, with a fellow Ld. Reliever MM, after seeking permission from the undersigned by moving a formal application, well in advance. Ld. Reliever MM, who would be required to work on physical duty on mutual exchange basis in place of any other Ld. Reliever MM, shall be exempted from doing the Link work on the said day and the work of his link court, if any, shall be done by the next Ld. Link MM of the court concerned.

ATUL KRISHNA
AGRAWAL
(ATUL KRISHNA AGRAWAL)
Chief Metropolitan Magistrate(East)
Karkardooma Courts, Delhi.

Digitally signed by ATUL KRISHNA
AGRAWAL
Date: 2020.12.19 17:30:20 +05'30'

No. 457/CMM/EAST/KKD/Delhi
Copy for information to:-

Dated: 19-12-2020

1. The Ld. Registrar General, High Court of Delhi at New Delhi.
2. The Principal District & Sessions Judge (HQ.) and West, THC, Delhi.
3. The Principal District & Session Judge East, North-East, and Shahdara, Karkardooma Courts, Delhi.
4. The Principal District & Session Judge, New Delhi, Patiala House, New Delhi.
5. The Principal District & Session Judge North, and North- West, Rohini, New Delhi.
6. The Principal District & Session Judge, South-West, Dwarka, New Delhi.
7. The Principal District & Session Judge South, and South-East, Saket, New Delhi.
8. The Principal District & Session Judge-cum-special Judge, PC Act(CBI), Rouse Avenue, New Delhi.
9. The Ld. CMM, Central and West (Tis Hazari), New Delhi (PHC), North & North-West (Rohini), South- West (Dwarka), South & South- East (Saket), North -East, and Shahdara, Karkardooma Courts, Delhi.
10. The Ld. Secretary, DLSA East, Karkardooma Courts, Delhi.
11. All the Ld. Metropolitan Magistrates, East District, Karkardooma Courts, Delhi.
12. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
13. The Incharge Computer Branch, Karkardooma Courts, Delhi. (uploading on Layers/Web-Site).
14. Superintendent Admn. and Care Taking Branch, Karkardooma Courts, Delhi.
15. Incharge Pool Car, Karkardooma Courts, Delhi.
16. Incharge Cash Branch, Karkardooma Courts, Delhi.
17. Director of prosecution, Delhi thr. Prosecution Branch, KKD Courts, Delhi.
18. Chief Public Prosecutor, Karkardooma Courts, East/North East, Delhi.
19. The Commissioner of Police, Delhi and DCP, East, Delhi.
20. The I G (Prison), Tihar Jail, Delhi/ New Delhi.
21. The Secretaries, Bar Association, THC, PHC, KKD, Rohini, Dwarka & Saket Courts, Delhi.
22. Lock Up Incharge, Karkardooma, Delhi.
23. Information Center, Karkardooma Courts, Delhi.
24. Video Conference Room, Karkardooma Courts, Delhi.
25. For updating on layers/Web-Site.
26. Office Order File.

ATUL
KRISHNA
AGRAWAL
(ATUL KRISHNA AGRAWAL)
Chief Metropolitan Magistrate(East)
Karkardooma Courts, Delhi.

Digitally signed by
ATUL KRISHNA
AGRAWAL
Date: 2020.12.19
17:30:37 +05'30'