

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE:  
CENTRAL DISTRICT :DELHI**

**LINK ROSTER**

In supersession of the order No. 8721-8792/CMM/Central/LR/2023 dated 11-09-2023, the following changes in the Link Roster are made with immediate from 01-02-2024.

| <b>Central District</b> |  |            |   |   |             |
|-------------------------|--|------------|---|---|-------------|
| Sl. No                  | Name of the MMs                              | R. No.     |   | Name of the MMs                           | R. No.      |
| 01                      | Ms. Divyashree Raina,MM (Mahila Court-02)    | 273        | ↔ | Ms. Gita, MM (Mahila Court-04)            | 288         |
| 02                      | Ms. Reetika Jain, MM (Mahila Court-03)       | 149        | ↔ | Ms. Neha Kheria, MM (Mahila Court-01 )    | 343         |
| 03                      | Sh. Nitish Kumar Sharma, MM (NI Act-01)      | 201 CBA-II | ↔ | Sh. Mayank Aggarwal, MM-09                | 286         |
| 04                      | Ms. Divya Gupta, MM (NI Act -05)             | 2 CBA-I    | ↔ | Ms. Meena Chauhan, MM-08                  | 272         |
| 05                      | Sh. Apoorv Gupta, MM-02                      | 26         | ↔ | Ms. Neha Goel, MM (NI Act-02)             | 203, CBA-II |
| 06                      | Sh. Gaurav Goyal, MM-06                      | 247        | ↔ | Sh. Rupinder Singh Dhiman, MM (NI Act-6 ) | 1 CBA-II    |
| 07                      | Ms. Katyayini Sharma Kandwal, MM (NI Act-03) | 202 CBA-II | ↔ | Sh. Chatinder Singh, MM-07                | 32          |
| 08                      | Sh. Arjun Kirar, Ld. MM (NI Act-04)          | 1, CBA-I   | ↔ | Ms. Shipra Dhankar, MM-01                 | 180         |
| 09                      | Sh. Vinod Kumar, MM-03                       | 150        | ↔ | Sh. Raj Kumar Singh, MM-05                | 241         |

**Notes:**

01. Whenever any MM is on leave or is not available due to any reason, his/her work shall be looked after by the First Link Magistrate shown against his/ her name in the opposite column. In case both the said MMs are on leave or not available for similar reason, the MM whose name is mentioned immediately below the name of the MM concerned shall work as second link MM and shall look after the work of court of MM whose name finds mentioned above his name. In case even the second link MM mentioned immediately below the name of concerned MM is on leave not available, the MM whose name finds mention immediately below thereafter shall work as third link MM for such duration and so on. The two MMs mentioned in the first horizontal line shall be deemed to be MMs placed immediately below the two MMs mentioned in the last horizontal line in the roster for the above purpose.

01A The Duty MM of the day shall not ordinarily do the work of any Link MM on the day of his/her duty, except when assigned by the undersigned. If such work of an officer comes to him/her, it shall be put up before the second Link MM of such officer without formal marking merely upon marking of endorsement that the first link MM is duty MM for the day. This issues with the approval of Ld. District & Sessions Judge (HQ) vide order dated 16-10-2017 in supersession of earlier order of this office bearing No. 996-1024/CMM/ Central/2017 dated 01-02-2017.

  
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02. **Sh. Manuj Kaushal, MM-04** MM shall dispose of all judicial work, including misc. applications of the Court of undersigned on all days, except the work referred in paras 4A and 5 below, as and when undersigned is on leave or otherwise busy or not available. In the absence of **Sh. Manuj Kaushal, MM-04**, the same shall be looked after by **Sh. Raj Kumar Singh, MM-05**. In the absence of above MMs, the same shall be looked after by the duty MM of the day.


02 A. In the absence or non availability or being on leave, the work of the Court of **Sh. Manuj Kaushal, MM-04** shall be looked after by **Ms. Katyayini Sharma Kandwal, MM (NI Act-03)**. In the absence of **Ms. Katyayini Sharma Kandwal, MM (NI Act-03)**, the same shall be looked after by the duty MM of the day.

03 In the absence or non availability or being on leave or otherwise busy in the administrative work, applications for transfer of cases and the work of Transit Remand would be dealt with by **Ms. Richa Sharma, ACMM-01** and in the absence or non availability of **Ms. Richa Sharma, ACMM-01** by **Sh. Anuj Kumar Singh, ACMM-02** and in the absence of both the ACMMs by **Sh. Mayank Mittal, ACMM (Spl. Acts)** and where any application for transit remand is received after 05:00 PM, it shall be looked after by the Duty MM of the Day.

04 In the absence or non availability due to meeting etc or being on leave or busy in administrative work, the administrative work of the office of the undersigned shall be looked after by **Ms. Richa Sharma, ACMM-01** and in her absence by **Sh. Anuj Kumar Singh, ACMM-02**, and in the absence of both the ACMMs by **Sh. Mayank Mittal, ACMM (Spl. Acts)**.

4A. In the absence or non availability or being on leave or otherwise busy, the work pertaining to SARFAESI Act shall be looked after by **Ms. Richa Sharma, ACMM-01**, and in her absence by **Sh. Anuj Kumar Singh, ACMM-02** and in the absence of both the ACMMs, by **Sh. Mayank Mittal, ACMM (Spl. Acts)** and in the absence of all the ACMMs, by the Duty MM of the Day.

05. **Ms. Richa Sharma, ACMM-01**, shall dispose of Kalandras, Summary Trial cases and all Misc. Applications pertaining to Court Complaints and cases of the Prize Chit and Money Circulation Scheme (Banning Act.)-1978, DIU, Crime Branch and EOW as and when the undersigned is on leave or otherwise busy or not available. In her absence, this part of the work will be looked after by **Sh. Anuj Kumar Singh, ACMM-02**, in his absence by **Sh. Mayank Mittal, Ld. ACMM (Spl. Acts)** and in the absence of all the said ACMMs, the same shall be looked after by Duty MM of the Day.

  
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06A. In the absence or non availability or being on leave or otherwise busy with the administrative work, the work of the court of **Ms. Richa Sharma, ACMM-01**, shall be looked after by **Sh. Gaurav Goyal, MM-06** and in the absence of **Sh. Gaurav Goyal, MM-06** by his first Link MM and so on as per table mentioned above.

06B. In the absence or non availability or being on leave or otherwise busy with the administrative work, the work of the court of **Sh. Anuj Kumar Singh, ACMM-02** shall be looked after by **Sh. Arjun Kirar, MM (NI Act-04)** and in his absence, by his first Link MM and so on as per table mentioned above.

06C. In the absence or non availability or being on leave or otherwise busy with the administrative work, the work of the court of **Sh. Mayank Mittal, ACMM, (Spl. Acts) Central District, Tis Hazari Courts, Delhi** shall be looked by **Sh. Raj Kumar Singh, MM-05** and in the absence of **Sh. Raj Kumar Singh, MM-05** by his first Link MM and so on as per table mentioned above.

07A. In the absence or non availability or being on leave or otherwise busy, the administrative work which is required to be exclusively dealt with by ACMM-I, shall be looked after by ACMM-2 and in the absence of both, the same shall be looked after by ACMM (Spl. Acts).

07B. In the absence or non availability or being on leave or otherwise busy, the administrative work which is required to be exclusively dealt with by ACMM-2, shall be looked after by ACMM-1 and in the absence of both, by ACMM (Spl. Acts).

08. **Sh. Vinod Kumar, MM-03** shall look after the work of court of **Sh. Jitender, Spl. Railway Magistrate** in his absence at Old Delhi Railway Station after finishing day's work in the forenoon sessions. In the absence of **Sh. Vinod Kumar, MM-03**, the same shall be looked after by his first Link MM and second Link MM and so on as per table mentioned above.

09. In the absence or otherwise non availability of the Principal Magistrate, JJB-I & JJB-III as well as other associate Members of Boards, the work of **JJB-I & JJB-III** shall be looked after by **Ms. Tapasya Aggarwal, MM (Virtual Traffic Court)** and in her absence by **Sh. Jitendra, Ld. Railway Magistrate**. In the absence or otherwise non availability of the Principal Magistrate, **JJB-II** as well as other associate members of Board, the work of **JJB-II** shall be looked after by **Sh. Jitendra, MM, Spl. Railway Magistrate** and in her absence by his first link MM and so on as per Link Roster.

  
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10A. Applications for recording statement under section 164 Cr. P. C. and application of TIP moved before area MM shall be marked to the first link MM as stated herein. However, an application for recording the statement of prosecutrix/victim u/s. 164 Cr. P.C. in a case involving sexual offences shall be placed before **Ms. Richa Sharma, ACMM-01** for equal marking of the same to the Ld. MMs. In her absence, this work shall be put up before **Sh. Mayank Mittal, ACMM (Spl. Act)** and in his absence, this work shall be put up before **Sh. Anuj Kumar Singh, ACMM-02**.

10AA. In supersession of earlier practice directions/guidelines, applications for Plea Bargaining moved before the concerned Court shall be assigned to the first Link MM of the said Court, as per Link Roster in force, irrespective of the fact if the first Link MM happens to be on leave or not available due to any reason. There shall be no need to route the applications through the CMM and shall be directly assigned to the First Link MM, who shall proceed to dispose of it. If the first Link MM happens to be not available on any day on which Plea Bargaining matter is fixed, his Link MM shall adjourn the matter to the next working day and list before first link MM of the Court concerned. Unless specifically ordered by the undersigned, the applications for Plea Bargaining shall not be assigned to any other Link MM except the First Link MM. Practice guidelines issued separately for Plea Bargaining vide Order No. 3958-4024/CMM/Central/PB/2018 dated 03-05-2018 shall remain in force. It is made clear that Plea Bargaining matters already pending with the ACMM(s)/ MM(s) shall be dealt with by them only and shall not be transferred. After disposal of Plea Bargaining proceedings, the said files be sent to the concerned trial Courts directly.

10B If the area MM is on leave or absent, his/her link MM or even in case of absence of latter, his/her next link MM shall deal with the application in the same manner deeming it to have been made over to him formally in terms of direction No. 10A above. For removal of doubts, it is clarified that in such situations, formal marking order shall not be necessary, nor be awaited by the Link MM or next MM (as the case may be), who shall proceed to record the statement u/s 164 Cr. P.C. etc. or to conduct TIP.

10C. Upon the application being made over to any MM/Link MM in terms of the direction No. 10A above or receipt of such application by the Link MM or next Link MM (as the case may be) in situation mentioned in direction 10B above, the MM concerned shall ordinarily himself be responsible for disposal of the application, except for special reason, which may be recorded, in which event the application shall be directed to be put up for necessary directions before the undersigned.

  
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10D. Where the existing Link Magistrate has fixed a particular date for conducting certain proceedings like TIPs of case property or accused etc., proceedings shall be conducted by him only on the date so fixed, so as to avoid inconvenience to litigants and victims.

10E All the MMs are directed to make all endeavors to dispose of applications for recording of statements u/s 164 Cr. P.C. assigned to them, particularly those for sexual offences assigned to them under clause 10A above, on the same date. It should not be ordinarily returned back to the undersigned for marking to someone else citing heavy cause list or multiple statements to be recorded, except in compelling and extraordinary circumstances, as it causes undue hardship to the vulnerable victims.

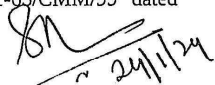
11A The Link MM, besides fixing dates will also do other misc. work including recording of evidence of the court on leave, except framing of charge or passing final judgment, depending purely on availability of time and volume of work fixed in their own courts.

11B The Link MM shall first come to the court of MM on leave, personally adjourn the matters listed, dispose of the misc. application and then start the work of his/her own court.

11C In order to avoid delay in regulation of court work, ACMMs/MMs shall issue instructions making it the responsibility of their respective Readers/Ahlmads/Stenos (in that order) to intimate in writing to the office of the undersigned by 10:15 AM positively on the date when the presiding officer happens to be on leave or is not available where intimation/leave application has not been sent in advance.

11D In any case, the Link Magistrate shall commence work in the concerned court when the presiding officer is on leave by 10:30 AM. In case where a particular officer is expected to work as link Magistrate, in more than one court on a given day, he shall suitably instruct the Readers of such Courts to inform the litigants and Bar about the time when the Link Magistrate would be coming to such other court (refer circular No. 5958-6040/CMM/99 dated 19-07-1999).

11E If as a consequence of absence or for reasons in the nature mentioned above, if some Metropolitan Magistrates are not available and consequently the work of more than two additional courts (i.e. other than his own court) comes for disposal before a Metropolitan Magistrate, for whole of the day, request should be made before the undersigned in early hours of the day so that suitable orders may be passed for assigning the additional load of work on temporary basis, subject always to the availability of sufficient number of the magistrates for additional duties on such day. For removal of doubts, it is clarified that such request shall not be entertained for less than full working day (reference No. 9831-65/CMM/99 dated 09-12-1999).

  
(SUMEET ANAND)

Chief Metropolitan Magistrate  
Central District, Tis Hazari Courts, Delhi

**Copy forwarded for information and necessary action to:**

01. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.  
(Through Ld. District & Sessions Judge (HQ), Delhi)
02. The Ld. District & Sessions Judge (HQ), Delhi.
03. The Ld. District & Sessions Judges, all District, Delhi/New Delhi.
04. The Ld. Officer Incharge, Pool Car, Tis Hazari Courts, Delhi.
05. The Ld. CMMs, All Districts, Delhi/New Delhi.
06. The Ld. ACMMs/Metropolitan Magistrates, Central District, & Railway Court, Delhi.
07. The Secretary, Legal Service Authority, Central District, Delhi.
08. The Principal Magistrates, Juvenile Justice Boards-I, II & III, Delhi.
09. The Ld. Administrative Civil Judges, All Districts, Tis Hazari Courts, Delhi.
10. The Director of Prosecution, Delhi.
11. The Commissioner of Police, Delhi & DCPs of North and Central District, Delhi.
12. The Secretary Bar Association, THC/PHC/KKD/Rohini, Dwarka, Saket & Rouse Avenue Courts, Delhi/ New Delhi.
13. The I G Prisons, Tihar Jail, Delhi/ New Delhi.
14. The Superintendent Jail, New Delhi/Lock Up Incharge, Tis Hazari Courts, Delhi.
15. The Chief Law Officer, Tihar Jail, Delhi.
16. The Admn. Officer (J), Nazarat Branch/Filing O/o Ld. District & Sessions Judge, (HQ), Delhi.
- ✓ 17. For uploading on centralized web-site committee through LAYERS.
18. The Video conferencing R.No. 211, Tis Hazari Courts, Delhi
19. Cash Branch, Central District, Tis Hazari Courts, Delhi.
20. The Care Taking Branch, Central District, Tis Hazari Courts, Delhi.
21. Reader to Ld. CMM, Central District, Delhi.
22. Office file.

(SUMEET ANAND)

Chief Metropolitan Magistrate  
Central District, Tis Hazari Courts, Delhi