

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : WEST, DISTRICT: DELHI

DUTY ROSTER OF METROPOLITAN MAGISTRATE(WEST) DISTRICT  
FOR THE MONTH OF JULY 2024

The following Metropolitan Magistrates, of West District will work as Duty Magistrate, on the dates noted against their names. It is enjoined upon the Duty Magistrate to hold trial of accused persons involved in petty cases whenever necessary and to attend to all urgent matters, such as recording of dying declaration etc. whenever such matter is placed before them. They should always be available in their homes on the day of duty.

On Sundays, Second Saturday and other holidays, they are required to reach to court by 11:00 AM and remain there up to 05:00 PM or till the disposal of remand and other misc. work whichever is later. On working days Duty Magistrates shall remain in the court till 05:00 PM. The duty Magistrate would be assisted by his/her own staff.

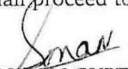
Sr. No.	Name of the Judicial Officers	Working days	Holiday	Room No.
01	Ms. Deshna Galochha, M.M. R/o 401, Tower 4 & 5 the Amarullis, Karol Bagh, Block 67, Delhi 110005 (e mail:- dtc-west@ddc.nic.in)	01-07-2024 02-07-2024		102 (Extn. Block)
02	Sh. Gaurav Katariya, M.M. R/o H-3/21, 3rd Floor, Shrihari Enclave, Sector-18 Rohini Delhi -85 (e mail :-niwest0001@gmail.com)	03-07-2027	07-07-2024 (Sunday)	207 (Extn. Block)
03	Ms. Kirandeep Kaur, M.M R/o H.No. 2071, Ground Floor, Delhi Administration Flats, Gulabi Bagh, Delhi-110007 (e-mail:-readercourtni04@gmail.com)	04-07-2024 10-07-2024		103 (CBA-II)
04	Ms. Shivil Talwar, M.M. R/o A 2 /112, First Floor, Sa'darjung Enclave, New Delhi -110029 (e-mail:-readermahilacourt01west@gmail.com)	05-07-2024 06-07-2024		358
05	Sh. Shashank Nandan Bhatt, M.M. R/o B-104, Naveen Apartments Dwarka, Sector-05, New Delhi-75 (e mail:- judicialmm02west@gmail.com)	08-07-2024		356
06	Ms. Karuna, M.M. R/o Flat No. E-32, Sector-30, Noida, U.P. (e mail-readermm02west@gmail.com)	09-07-2027 11-07-2024		158
07	Dr. Aneeza Bishnoi, M.M. R/o Apartment No. CGJ -172, J Tower, DLF Capital Greens,Phase- I, Shivaji Marg, Moti Nagar, New Delhi -15 (e-mail:- readermm05mcwest@gmail.com)	12-07-2024	13-07-2024 (Second Saturday)	353
08	Ms. Akansha Gautam, M.M. R/o 206, Type-IV, Karkardooma Judicial Residential Complex Delhi (e-mail:- mmmahilacourt04west@gmail.com)		14-07-2024 (Sunday)	252
09	Ms Sukriti Singh, M.M. R/o E- 221 Second Floor, E Block Amar Colony, Lajpat Nagar-4, Delhi 11024 (e-mail:- readermm04west@gmail.com)	15-07-2024		268
10	Sh Devanshu Sajlan, M.M. R/o Flat No. CGC-152, DLF Capital Greens, Shivaji Marg, Moti Nagar New Delhi - 110015 (e mail:-readermm07west@gmail.com)	16-07-2024 24-07-2024		289
11	Sh. Karanbir Singh, M.M. R/o 3 <sup>rd</sup> Floor, C-7,160-161, Sector-8, Rohini Delhi (e mail:-readermm05west@gmail.com)		17-07-2024 (Muharram)	04 (CBA-I)
12	Sh. P. Bhargav Rao, M.M. R/o House No. C-2, Block B-1, Khasra No. 876/2, Sant Nagar, Burari, Delhi - 84 (e mail:-mm03west@gmail.com)	18-07-2024		292
13	Ms. Mansi Malik, M.M. R/o B-703, Officers Residential Complex, Sector -26 Rohini, Delhi (e mail:-mmniact01west@gmail.com)	19-07-2024		03 (CBA-I)
14	Ms. Swati Bhardwaj, M.M. R/o H. No. 211, 3 <sup>rd</sup> Floor, Avtar Enclave, Paschim Vihar(West) Delhi-63 (e-mail:- court355thc@gmail.com)	20-07-2024	21-07-2024 (Sunday)	355
15	Sh. Dev Saroha, Ld. MM R/o B-104, Judicial Officers Complex, Sec-26 Rohini, Delhi (e-mail:- readermm1west@gmail.com)	22-07-2024		341
16	Sh. Ankit Karan Singh, M.M. R/o 274, 3 <sup>rd</sup> Floor, Jai Durga Apartments, Tagore Park, Delhi- 110009 (e.mail :-kkjudicialofficer2020@gmail.com)	23-07-2024 25-07-2024		30
17	Ms. Charu Asiwat, M.M. R/o A-125, DDA Flats, new Ranjeet nagar, New Delhi-110008 (e-mail:- mm05west@gmail.com)	26-07-2024 31-07-2024		336A
18	Sh. Rahul Verma, M.M. R/o E-302, Pragati Vihar Hostel, Lodhi Road, Delhi (e-mail:-niact03west@gmail.com)	27-07-2024	28-07-2024 (Sunday)	102 (CBA-II)
19	Ms. Alka Singh, M.M. R/o Flat No. 504, B Block, Judge Apartment, Rohini Sector 26 Bawana Road, Delhi -110042 (e mail mmmahilacourt03west@gmail.com)	29-07-2024		245
20	Sh. Vaibhav Pratap Singh, M.M. R/o H. No. 767, Sector-6, R.K. Puram, New Delhi-110022 (e mail :-niwest0002@gmail.com)	30-07-2024		208 (Extn. Block)

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REMARKS :

- 01 On holiday the Duty Magistrate of the day shall also deal with all the challans of traffic/STA/Impounded Vehicle pertaining to Darya Ganj, Kamla Market, Model Town & Paschim Vihar traffic circles.
- 02 When any working day is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole day without any further order.
03. Duty MM shall hold court on Sundays, Second Saturdays and Holidays etc. in Room Numbers mentioned against their names.
04. It is impressed upon all MMs. to remain available in their court and to perform their judicial work till 5 p.m., including deciding remand and bail application, and signing of orders passed on the day, as also on warrants, for example, release warrants, remand warrants etc., and not to leave such work for the Duty Magistrate of that day. (Reference No. 1956-2008/CMM/West/ADD/DR/2014 dated 05-06-2014)
- 04(a) In case any Magistrate has to leave court before 5 pm due to unavoidable reasons he/she shall intimate the undersigned and the Duty Magistrate of the day of the said reasons before leaving the court. In absence of any such intimation, the Duty Magistrate would perform the work of the said Presiding Officer only after taking a written report from the Reader / Ahlmad of the said Court about the non-availability of the Presiding Officer, which shall thereafter be sent to the undersigned. ((Reference No.1956/2008/CMM/West/ADD/DR/2014 dated 05-06-2014).
05. It is clarified that on working days, all the Bail applications & Superdari Applications shall have to be heard by the concerned court.
- 06 All the Ld. MM(s) shall comply the directions received from time to time regarding disposal of the work from Hon'ble High Court of Delhi and from Ld. Principal District & Sessions Judge (West), Delhi.
- 07 The Ld. MMs deputed for duty and the staff of their courts who will work on Holidays will be entitled to avail Special Casual Leave (Compensatory Leave) in lieu of the duty performed on such day (s) as per rules. The special casual leave (compensatory) of the MMs shall be routed through and after verification by undersigned. 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.
- 08 In case of emergency the Duty Magistrate is not available due to some inevitable reasons he/she will send a formal request two days in advance for change of duty alongwith the written consent/willingness of the officer agreeing to perform duty in his/her place, to the office of the Ld. CMM(West) Delhi.
- 09 The Judicial Officer who are deputed as Duty Magistrate, if summoned for the day, of such day of duty to appear as witness in a court located in court complex other than the place of posting will send a formal request in advance to the court where he/she has to appear as a witness for his/her exemption from court attendance for that date, he /she may do so in the forenoon session, under intimation to the undersigned. (Ref: standing order issued by the Ld. District Judge-I & Sessions Judge, Delhi. Video NO. 42534-684/DM/Gaz. Dated 26-10-1999.)
- 10 In case, if any information regarding Inquest U/ 176 Cr.P.C. is received between 10.00 A.M to 5.00 P.M. on a working day, the same shall be moved before the undersigned for marking it further.
- 11 It is clarified that on working day, if any Inquest information is received by the Duty M.M after 05:00 P.M. till 09:59 A.M. on the immediate succeeding day, then the same shall be deemed to be marked to the concerned Duty M.M of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest by the undersigned shall be required.
- 12 If any inquest information is received by the Duty Metropolitan Magistrate West district, Delhi on holiday, then the same shall be deemed to be marked to the Duty M.M. of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest shall be required.

  
(SONAM GUPTA)  
Chief Metropolitan Magistrate  
West District, Delhi

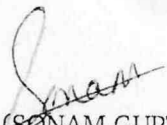
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No. 1959-2013 CMM(West)/DR/2024

Dated, Delhi the 24-6-2024

Copy forwarded for information and necessary action to:-

01. The Hon'ble Registrar General, High Court of Delhi, New Delhi  
Through Ld. Principal District & Sessions Judge, (West), Delhi
02. The Ld. Principal District & Sessions Judge, (HQ), Delhi
03. The Ld. Ld. Principal District & Sessions Judge, (West), Delhi
04. The Ld. Principal District & Sessions Judge all district Delhi/New Delhi
05. The Ld. officer Incharge, Pool Car, Tis Hazari Courts, Delhi
06. The Ld. CMMs, all District, Delhi/New Delhi,
07. The Ld. ACMM & Ld. Metropolitan Magistrates, West District, Tis Hazari Courts Complex, Delhi.
08. The Director of Prosecution, Tis Hazari Courts, Delhi.
09. The Commissioner of Police, Delhi
10. The I G (Prison), Tihar Jail, Delhi/New Delhi.
11. The Secretary, Bar Association, Tis Hazari Courts, Delhi
12. The Supdt. Jail, New Delhi/Lock-Up Incharge, Tis Hazari Courts, Delhi
13. Law Officer, Tihar Jail, Delhi/New Delhi.
14. For Uploading on centralized web-site through LAYERS
15. The Video Conferencing, R. No. 211, Tis Hazari Courts, Delhi.
16. The Care Taking Branch, (Hq) & West Tis Hazari Courts, Delhi
17. Reader to the court of undersigned.
18. The Cash Branch, West District, Tis Hazari Courts, Delhi.
19. PS to Ld. Principal District and Sessions Judge(West) District, Delhi
20. Office file

  
(SONAM GUPTA)

Chief Metropolitan Magistrate  
West District, Delhi