

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
PATIALA HOUSE COURTS:NEW DELHI DISTRICT
DUTY ROSTER FOR THE MONTH OF AUGUST, 2021

The following Judicial Officers will work as Duty Magistrate at Patiala House Courts, New Delhi on the dates noted against their names. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases and to attend all the emergency matters such as recording of dying, declaration etc. Whenever such a matter is placed before them they should always be available in their houses on the day of duty. The Magistrate named stand deputed for the purposes of trial of demonstrators who may be arrested on the date on which they are performing their duties. **If fresh Traffic/STA/Evening Courts Challans are filed during holidays, the same shall also be disposed of by the Duty Magistrate.** On Sunday and other holidays they are required to reach court around 11:00 a.m. and remain their till the disposal of the entire remand and other misc. work. Even on working days, Duty Magistrate is expected to remain in the court till 5:00 p.m. **The Duty Magistrate would be assisted by his/her own staff.**

S. No	Name of the Officers	Working Days	Holidays	Room Nos.
1	Sh. Anshul Singhal, Ld. MM Q7/12, IInd Floor, DLF phase – II, Gurgaon, Haryana	12.08.2021 22.08.2021	15.08.2021	11, First Floor, Main Building
2	Sh. Udbhav Kumar Jain, Ld. MM 32-A Top Floor Street No 4, Mohan Park West Guru Angad Nagar, Laxmi Nagar, Delhi 110092	09.08.2021 21.08.2021	14.08.2021	31, Lockup Building
3	Sh. Prayank Nayak, Ld. MM Qtr. No. 705, Karkardooma Residential Complex, New Delhi.	03.08.2021 05.08.2021	-	32, Lock Up Building
4	Sh. Pankaj Rai, Ld. MM H.No 83-84, 3rd Floor Pocket H-1, Sector 16 Rohini Delhi - 110089	13.08.2021 20.08.2021 24.08.2021	-	12, First Floor Main Building
5	Sh. Himanshu Sahloth, Ld. MM B-704, Judicial Officers residential complex, Sector 26, Rohini	-	01.08.2021 08.08.2021	28, Lock Up Building
6	Ms. Vasundhara Chhaunkar, Ld. MM B-5/63, IInd Floor, Safdarjung Enclave	07.08.2021	29.08.2021	30, Lock Up Building
7	Ms. Amardeep Kaur, Ld. MM House No. 247 D, MIG Green Flats, Rajouri Garden, New Delhi	31.08.2021	30.08.2021	17, First Floor, Main Building
8	Ms. Tanvi Khurana, Ld. MM Flat No 40 Delhi Government Officers Flats, Greater Kailash Part 1, New Delhi.	06.08.2021 10.08.2021	-	14, First Floor, Main Building.
9	Ms. Manu Shree, Ld. MM 7036, 1st Floor Vasant Kunj, B-10 (Entry From Gate No.2), New Delhi	17.08.2021 18.08.2021 28.08.2021	-	18, First Floor, Main Building
10	Sh. Dev Saroha, Ld. MM House no:-553,sector-14 Sonipat, Haryana	04.08.2021 11.08.2021	-	19, First Floor, Main Building
11	Ms. Nupur Gupta, Ld. MM B-28, 3rd Floor, Jangpura Extn. New Delhi	16.08.2021	19.08.2021	20, First Floor, Main Building
12	Sh. Sahil Khurmi, Ld. MM Flat No. B-8, Delhi Govt. Officers Flats, Model Town-I, Delhi.	02.08.2021 25.08.2021 27.08.2021	-	07, GF, Main Building
13	Sh. Umesh Kumar, Ld. MM WZ-231 B Madipur, New Delhi 110063	23.08.2021 26.08.2021	-	06, Ground Floor Main Building

1. Whenever 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.
2. No duty MM will take leave on the day of his/her duty unless there is exigency. Reason of exigency shall also be given by 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”.
3. It is impressed upon all the [M.M.s](#) not to leave any pending work in their courts without signing the orders passed on the day, regular files, Misc. work, bail bond and release warrants etc. The MMs are further directed to take special care that in no case they should leave the court without signing the release warrants, once the bail bond has been accepted by them, even while proceeding on half day leave, and not to leave such work for the duty M.M. of that day. In an exceptional case if an MM had left the court after accepting the bail bond and without signing release warrants, the release warrants may be signed by the concerned Duty Magistrate after taking report in writing from the Reader/Ahlmad of the concerned court and in such eventuality the Duty Magistrate shall submit a report of his having signed the release warrant of a particular court along-with the report so received by him from the staff of that court to the undersigned on the following day.
4. **The Duty Magistrate is not supposed to deal with the regular files/remand applications of any court. The Duty Magistrate is supposed to consider only the fresh remand applications filed by the Investigating Officers after 4 p.m.** besides considering the bail bond and surety bond in pursuance to bail orders passed by Hon'ble Supreme Court, Hon'ble High Court and Ld. Sessions Court on the same day. It is further being specified that in case the bail orders passed by Hon'ble Supreme Court of India or Hon'ble High Court are received in any Magisterial court after 4 p.m. even if the same has been passed on any previous date, the bail bond/surety bond with respect to such orders, if put up before the Duty Magistrate is supposed to be considered by him. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. C.M.M. Delhi).
5. The [M.M.s](#) deputed for duty on holidays, second Saturdays and Sundays who actually work on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu duty performed on such day (s) **within one year** thereof and members of the staff of their courts as well as the Cashier/Official of Cash Branch who actually work on such days shall be entitled to avail special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within six month thereof**. The Special Casual Leave (Compensatory Leave) of [M.M.s](#) shall be routed through and after the verification of the undersigned. The M.M.s while forwarding the application of the staff for grant of such Spl. C.L. (Compensatory Leave) shall certify that the official concerned had actually worked on a particular day. (This is with reference to letter no. 6545-63/Ruler/DHC dated 06-03-2012 of Hon'ble High Court of Delhi : New Delhi) (ref. S.O. Issued by the Ld. District Judge-cum-Additional Sessions Judge, Patiala House Court, New Delhi District, vide letter no. 5365-85 Judl./NDD Dated. New Delhi the. 15/03/2012).
6. The Judicial Officers who are deputed as Duty Magistrate, if Summoned for the day of such duty to appear as 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 is to appear as a witness for his 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 sessions 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).
7. **The duty magistrate will not look after the court work of his/her link magistrate.**
8. All the Duty MM's shall also dispose of any Judicial work whatsoever assigned to them by the undersigned.

9. The Regular Magisterial Courts shall take up all miscellaneous applications including bail/interim bail, super-dari etc. in all matters (pending trial as well as pending investigation except those specifically assigned to Ld. Duty MMs by this order) through Physical Hearing or through Video Conferencing (in Exceptional circumstances as specified in Hon'ble High Court of Delhi order no. 124-156/RG/DHC/2021 dated 20.02.2021) on Cisco Webex Platform, adhering to Delhi Video Conferencing Rules, 2020 as framed by the Hon'ble High Court of Delhi. All the above applications shall be filed directly to the concerned courts till further orders.

10. It is directed that on a given day one Ld. Relievers MMs shall be available physically everyday in Patiala House Court complex to deal with the work of Recording Statement U/s 164 Cr. P.C., conducting inquest proceedings, TIP, extension of Remand/Rehnumai to the under trial prisoners lodged at Central Jail, Tihar, Delhi through Video Conferencing and any other work assigned by the undersigned. All the Reliever MMs are directed to dispose of the application U/s 164 Cr.P.C. preferably on the same date or for reasons to be recorded, on the earliest subsequent date. It is also clarified that applications for recording Statement of Prosecutrix in Rape or any other offences against Women or child should ordinarily not be adjourned by the reliever MM. All the concerned DCPs are suggested that subordinate officers and staff under their control be asked to move applications for recording Statements U/s. 164 Cr.P.C. in advance and witnesses/victims be called only on the date fixed by the Hon'ble Courts for recording the statement to avoid any inconvenience to such witnesses.

11. All the Ld. Reliever MMs shall work on the dates mentioned against their names as per the table below:-

S. No	Name of the Ld. Reliever MMs	Days of Duty	Room Number
1	Sh. Nitesh Goel, Ld. MM	02.08.2021, 03.08.2021, 04.08.2021	23, First Floor, Main Building
2.	Sh. Snehil Sharma, Ld. MM	12.08.2021 & 13.08.2021	
3.	Sh. Vinod Kumar, Ld. MM	09.08.2021, 10.08.2021, 11.08.2021	
4.	Ms. Deepika Goel, Ld. MM	05.08.2021, 06.08.2021, 07.08.2021	

12. Further, in case Ld. Reliever MM whose name mentioned at Sr. No. 1 in the above table is not available his/her work shall be looked after the Ld. Reliever MM whose name mentioned at Sr. No. 2 and if Ld. Reliever MM at Sr. No. 2 is also not available the same shall be looked by the Ld. Reliever MM at Sr. No. 3 and if Ld. Reliever MM at Sr. No. 3 is also not available the same shall be looked by the Ld. Reliever MM at Sr. No. 4 and if Ld. Reliever MM at Sr. No. 4 is also not available the same shall be looked by the Ld. Reliever MM at Sr. No. 1 and so on so forth. Furthermore, on a given day if two Reliever MMs are not available, the work of those two Ld. Reliever MMs shall looked after by the Ld. Reliever MMs available on that particular day.

(Dr. Pankaj Sharma)
Chief Metropolitan Magistrate
Patiala House Courts, New Delhi
30.07.2021

Copy forwarded for information and necessary action :-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
(Through Ld. District & Sessions Judge, Patiala House Court, New Delhi).
2. The Ld. District & Sessions Judge, Patiala House Court, New Delhi.
3. All the other Ld. District & Sessions Judges, Center (HQ), West/ **THC**, North, North-West/ **Rohini**, Shahadra, East, North-East/ **KKD**, South-West/ **Dwarka**, South, South-East / **Saket**, Delhi/New Delhi, Rouse Avenue
4. The Secretary, DLSA, PHC, New Delhi.
5. All the Ld. Chief Metropolitan Magistrates, Center, West/ **THC**, North, North-West/ **Rohini**, Shahadra, East, North-East/ **KKD**, South-West/ **Dwarka**, South, South-East / **Saket**, Delhi/New Delhi, Rouse Avenue
6. All the Ld. ACMMs, Patiala House Courts, New Delhi District.
7. The Concerned [M.M.s](#), Patiala House Courts, New Delhi.
8. The Chief Prosecutor, New Delhi- District.
9. The [D.C.P.](#) New Delhi District/ South D In view of the request received from the Court of **Ms. Amardeep Kaur, Ld. MM**, PHC, ND and in partial modification of Duty Roster for the month of September- 2020, It is directed that **Ms. Amardeep Kaur, Ld. MM**, PHC, ND shall work as Duty MM on **07.09.2020** in place of Ms. Prabhdeep Kaur, **Ld. MM** and **Ms. Prabhdeep Kaur, Ld. MM** shall work as **Duty MM on 26.09.2020** in place of Ms. Amardeep Kaur, Ld. MM, PHC, ND. istrict/ South -West District.
10. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi though Layers.
11. The Incharge, Computer Room, Patiala House Courts, New Delhi.
12. The Incharge Judicial Branch, New Delhi Patiala Houses Courts.
13. The Incharge, Leave Section, Patiala House Courts, New Delhi to verify Compensatory Casual Leave of the staff/official of Duty MM.
14. The Controlling Officer, Pool-Car, New Delhi.
15. The Deputy Director (Enf.), [S.T.A](#), Rajpur Road, Delhi.
16. The Care Taker, New Delhi District with the direction to affix the copies of the same at all the notice boards at Patiala House Courts Complex.
17. The Incharge, Lock-up, New Delhi.
18. The Incharge Cash Branch, New Delhi- District, Patiala House Courts.
19. The Secretary, [N.D.B.A.](#)
20. The Notice Board.
21. Guard File.

(Dr. Pankaj Sharma)
Chief Metropolitan Magistrate
Patiala House Courts, New Delhi