

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE**  
**PATIALA HOUSE COURTS:NEW DELHI DISTRICT**

**DUTY ROSTER FOR THE MONTH OF NOVEMBER, 2020**

The following Judicial Officers will work as Duty Magistrate at Patiala House Courts, New Delhi on the dates noted against their names during month of November, 2020.

The Duty MMs shall look after the work related to disposal of Traffic Challans (Impounded vehicles Only), Applications u/s 52A, 8/20/29 of NDPS Act, 110 Customs Act and such other similar applications; Conducting Inquest proceedings; Considering bail bonds of Sessions Courts and Magisterial Courts; Considering JC/PC remand of accused produced after 5:00 pm, Recording Statements u/s 164 Cr. P.C.; Extension of JC remand of UTPs through video conferencing.

S. No	Name of the Officers	Working Days	Holidays	Room Nos.
1	<b>Sh. Pawan Singh Rajawat, Ld. CMM</b> D-82, Saket Courts Residential Complex, New Delhi.	-	14.11.2020	26, Annexe Building
2	<b>Sh. Navjeet Budhiraja, Ld. ACMM-01</b> D-44, Saket Courts Residential Complex, New Delhi.	04.11.2020	13.11.2020	02, Ground Floor, Main Building
3	<b>Sh. Sudhir Kumar Sirohi, Ld. ACMM-02</b> C-94, Saket Courts Residential Complex, New Delhi.	09.11.2020	-	08, Ground Floor, Main Building
4	<b>Ms. Preeti Parewa, Ld. MM</b> 98-C, Pocket B, Mayur Vihar, Phase – II, New Delhi	11.11.2020 12.11.2020	-	11, First Floor, Main Building
5	<b>Ms. Shruti Chaudhary, Ld. MM</b> H. No. 5, Kalyan Vihar, Polo Road, New Delhi	25.11.2020 26.11.2020 27.11.2020	-	07, Ground Floor, Main Building
6	<b>Ms. Prabhdeep Kaur, Ld. MM</b> C-12, Saket Courts Residential Complex, New Delhi	05.11.2020 06.11.2020 07.11.2020	-	19, First Floor, Main Building
7	<b>Ms. Jyoti Maheshwari, Ld. MM</b> Flat No. 604, Sector – 26, Rohini Judicial Flats, Delhi.	28.11.2020	30.11.2020	28, Lock Up Building
8	<b>Sh. Vipul Sandwar, Ld. MM</b> F-543, Sarita Vihar, New Delhi – 110076	17.11.2020 20.11.2020	-	12, First Floor, Main Building



9	<b>Sh. Dev Saroha, Ld. MM</b> Flat No. 10, IInd Floor, B-27, Kailash Colony, Greater Kailash I, New Delhi.	10.11.2020 21.11.2020	22.11.2020 29.11.2020	19, First Floor, Main Building
10	<b>Ms. Ankita Lal, Ld. MM</b> D-33, Saket Courts Residential Complex, New Delhi	02.11.2020 03.11.2020	01.11.2020	20, First Floor, Main Building
11	<b>Ms. Vasundhara Chhaunkar, Ld. MM</b> B-5/63, IInd Floor, Safdarjung Enclave, New Delhi.	18.11.2020 19.11.2020	15.11.2020 16.11.2020	30, Lock Up Building
12	<b>Ms. Amardeep Kaur, Ld. MM</b> House No. 247 D, MIG Green Flats, Rajouri Garden, New Delhi	23.11.2020 24.11.2020	08.11.2020	17, First Floor, Main Building

1. It must be ensured that all orders would be either digitally signed or manually signed and scanned, and sent for uploading on the CIS system. The Duty MMs shall ensure that bail orders digitally/manually signed and scanned be uploaded on the official website and also sent through ICJS to Jail Superintendent while simultaneously sent from Court Email Id to the Official Jail Dak Email-Id i.e, [daksection.tihar@gov.in](mailto:daksection.tihar@gov.in) and Jail Superintendent is directed to cross check from both sources.
2. All Jurisdictional Magisterial Courts shall take up cases as per daily Cause List in terms of directions for **physical hearing roster** issued vide Office Order No. 10485/10575/Judl./Prin.D&SJ/NDD/2020 dated 27.10.2020 and **SOPs** formulated and circulated vide circular No. 8535-8620/JUDL/D7SJ/PHC/NDD dated 28.08.2020 by the Office of Ld. District & Sessions Judge, New Delhi in terms of directions contained in communication dated 417/RG/DHC/2020 dated 27.08.2020 of Hon'ble High Court of Delhi. The Magisterial Courts shall take up all miscellaneous applications including bail/interim bail, superdari 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 (as applicable) on Cisco Webex Platform, adhering to Delhi Video Conferencing Rules, 2020 as framed by the Hon'ble High Court of Delhi.
3. Duty MMs shall sit in their respective Court Rooms maintaining at all times the norms of social distancing if proceedings are not conducted through video conferencing.
4. The Duty MMs of the day shall extend remand of UTPs through Video Conferencing. In view of COVID - 19 Pandemic the fresh arrestees shall not be physically produced in District Court Complex, but shall be produced in the Court Complexes situated at Tihar and Mandoli Jail premises between 10:00 am and before 05.00 p.m. whose remand orders shall be dealt by the Ld. Jail Duty MMs deputed in respective Jail Complex in terms of order issued by Ld. CMM (Central). **Fresh arrestees produced after 05.00 p.m. shall be dealt by Ld. Duty MM as per this Roster.**
5. 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.PC. 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. The Statement of Witnesses U/s 164 Cr. PC. may be recorded in the Vulnerable Witness Deposition Room/Other Appropriate Room in the Court Complex or through Cisco Webex Platform, and

shall not be recorded in the Chamber of the of Ld. Duty Magistrate in order to ensure that norms of social distancing are adhered to.

6. All the Duty MMs shall comply and work according to the directions received in the past and likely to be received in the near future from Hon'ble High Court of Delhi and Ld. District & Sessions Judge, Patiala House Courts, New Delhi.
7. Ld. MM (Mahila Courts) shall take up matters in which interim urgent relief has been sought under the protection of Women from Domestic Violence Act, 1985 and such matters shall be taken up through Video Conferencing only. The Counsel for both sides may be impressed upon to send brief written submission through mail directly to the Email IDs of concerned Mahila Court mentioned in Annexure 'A'.
8. All the Advocates/Litigants/Police officers may send urgent applications/replies to respective Courts through the dedicated E-mail ID of the concerned Court. ((given at **Annexure A**).
9. All the concerned DCPs are hereby directed to ensure that henceforth all the Investigating Officers file fresh chargesheet/Final Reports through CCTNS to be fetched into the ICJS system and must mention the contact details of the IO alongwith scanned copy of the chargesheet/final report and CD with # value.
10. Due to any unavoidable circumstances if any Ld. MM happens to be on leave or otherwise not available due to any reason, he/she shall intimate the next link MM one day in advance and so on so forth as per the link roster to perform the work of their respective Link Courts.
11. It is directed to ensure the attendance of one staff/official who shall extend all the cooperation needed by Ld. Duty Magistrates in any case and the Ahlmad/court visiting staff shall make sure that all the disposed off applications be received in the concerned court positively by next working day.
12. All the Regular Magisterial Courts (if required) shall sit in their respective court rooms and ensuring norms of social distancing.
13. The Ld. MMs deputed for holiday(s), 2<sup>nd</sup> Saturday/Sunday and also the Members of the staff of their Courts shall be entitled to avail Special Casual Leave (Compensatory leave) in lieu of duty actually performed by them on such day(s) as per rules. The Ld. MMs while forwarding the application of their staff for grant of special casual leave shall certify that the official concerned had actually worked on a particular day(s).
14. No duty MM shall take leave on the day of his/her duty unless there is exigency. Reason of exigency shall also be given by the 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.

(PAWAN SINGH RAJAWAT)  
Chief Metropolitan Magistrate  
Patiala House Courts, New Delhi

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 District/ South -West District.
10. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi through 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.



(PAWAN SINGH RAJAWAT)  
Chief Metropolitan Magistrate  
Patiala House Courts, New Delhi

## LIST OF COURT EMAIL-IDS, PATIALA HOUSE COURTS, NEW DELHI

Annexure 'A'

S. NO.	NAME OF JUDICIAL OFFICER	JURISDICTIONAL POLICE STATION	COURT NO.
1	SH. PAWAN SINGH RAJAWAT, LD. CMM <a href="mailto:readercmmphc@gmail.com">readercmmphc@gmail.com</a>	CRIME BRANCH, CUSTOM, NCB, DRI, CENTRAL EXCISE, FERA, SPL. CELL	26, Gf, Main Bldg.
2	SH. NAVJEET BHUDHIRAJA, LD. ACMM-01 <a href="mailto:readeracmm01@gmail.com">readeracmm01@gmail.com</a>	IGI AIRPORT, IGI METRO, SARFESI, PFA	02, Ground Floor Main Bldg.
3	SH. SUDHIR KUMAR SIROHI, LD. ACMM-02 <a href="mailto:readeracmm02phc@gmail.com">readeracmm02phc@gmail.com</a>	ROW/CRIME BRANCH, VASANT KUNJ (South), R.K. PURAM	08, Ground Floor, Main Bldg.
4	MS. TANVI KHURANA, LD. MM-04 <a href="mailto:readermm04phc@gmail.com">readermm04phc@gmail.com</a>	INDERPURI, PRAGATI MAIDAN METRO, RAJIV CHOWK METRO PARLIAMENT STREET TRAFFIC	14, First Floor Main Bldg.
5	SH. , DEV SAROHA, LD. MM-05 <a href="mailto:readermm05phc@gmail.com">readermm05phc@gmail.com</a>	BARAKHAMBA ROAD, SAROJINI NAGAR CHANKYAPURI CIRCLE TRAFFIC	13, First Floor Main Bldg.
6	MS. ANKITA LAL, LD. MM-02 <a href="mailto:reedermm02phc@gmail.com">reedermm02phc@gmail.com</a>	CHANAKYA PURI, VASANT KUNJ (NORTH), SOUTH AVENUE, DELHI CANTT., NARAINA, KISHANGARH TILAK MARG TRAFFIC, TUGHLAK ROAD TRAFFIC	20, First Floor Main Bldg.
7	MS. PRABH DEEP KAUR, MM (MM MAHILA COURT -02) <a href="mailto:readermm02phc@gmail.com">readermm02phc@gmail.com</a>	SAGARPUR, NARAINA, VASANT VIHAR, R.K. PURAM, TILAK MARG, DELHI CANTT., CHANKYAPURI, MANDIR MARG, RAJIV CHOWK METRO, KISHANGARH, SOUTH AVENUE (Only matters pertaining to Mahila court)	19, First Floor Main Bldg.
8	MS. PREETI PAREWA, LD. MM-06 <a href="mailto:readermm06phc@gmail.com">readermm06phc@gmail.com</a>	PARLIAMENT STREET, SOUTH CAMPUS, NORTH AVENUE	11, First Floor, Main Bldg.
9	SH. PAWAN KUMAR, LD MM -07 <a href="mailto:readermm07phc@gmail.com">readermm07phc@gmail.com</a>	MANDIR MARG, VASANT VIHAR, TELAK MARG	06, Ground Floor Main Bldg.
10	Ms. VASUNDHARA CHHAUNKAR, LD. MM (MAHILA COURT 01) <a href="mailto:mmunc1readerphcnd@gmail.com">mmunc1readerphcnd@gmail.com</a>	CONNAUGHT PLACE, TUGHLAK ROAD , PARLIAMENT STREET, BARAKHABA ROAD, IGI AIRPORT, IGI METRO, SAROJINI NAGAR, NORTH AVENUE, PRAGATI MAIDAN METRO, VASANT KUNJ (N), VASANT KUNJ (SOUTH) , INDERPURI, SOUTH CAMPUS (Only matters pertaining to mahila court)	30, Lock Up Bldg.
11	MS. NABEELA WALI, LD. MM-03 <a href="mailto:readersmm03phc@gmail.com">readersmm03phc@gmail.com</a>	TUGLAK ROAD, SAGARPUR	18, First Floor Main Bldg.
12	MS. PRAGATI, LD. MM-01 <a href="mailto:readermm01phc@gmail.com">readermm01phc@gmail.com</a>	CONNAUGHT PLACE, PARLIAMENT HOUSE TRAFFIC, BARAKHAMBA ROAD TRAFFIC	32, Lock Up Bldg.
13	MS. JYOTI MAHESHWARI, MM (NI Act) -01 <a href="mailto:readermmniact01phc@gmail.com">readermmniact01phc@gmail.com</a>	Spl. Court, NI Act	28, Lock Up Building
14	Ms. SHRUTI CHAUDHARY, MM (NI Act-02) <a href="mailto:readermmni02phc@gmail.com">readermmni02phc@gmail.com</a>	(New Court) Spl. Court, NI Act	07, Gf, Main Bldg.
15	Ms. AMARDEEP KAUR, MM (NI Act- 03) <a href="mailto:readermmni03phc@gmail.com">readermmni03phc@gmail.com</a>	(New Court) Spl. Court, NI Act	17, First Floor, Main Bldg.
16	SH. ASHWANI PANWAR, MM (NI Act-04) <a href="mailto:readermmni04phc@gmail.com">readermmni04phc@gmail.com</a>	(New Court) Spl. Court, NI Act	31, First Floor Lock up Building
17	VIPUL SANDWAR, MM (NI Act - 05) <a href="mailto:readermni05phcni@gmail.com">readermni05phcni@gmail.com</a>	(New Court) Spl. Court, NI Act	12, First Floor Main Bldg.