

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

DUTY ROSTER FOR THE MONTH OF MARCH, 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. Pankaj Sharma, Ld. MM G-8/22 Sector – 11, Rohini, Delhi	-	29.03.2021	26, Annexe Building
2.	Sh. Umesh Kumar, Ld. MM WZ-231 B Madipur, New Delhi 110063	02.03.2021 04.03.2021	-	06, Ground Floor Main Building
3.	Sh. Dev Saroha, Ld. MM House No. 553, Sector 14, Sonipat, Haryana	20.03.2021	21.03.2021	19, First Floor, Main Building
4.	Ms. Prabhdeep Kaur, Ld. MM C-12, Saket Courts Residential Complex, New Delhi	25.03.2021	11.03.2021	19, First Floor, Main Building
5.	Ms. Amardeep Kaur, Ld. MM House No. 247 D, MIG Green Flats, Rajouri Garden, New Delhi	19.03.2021 22.03.2021	-	11, First Floor, Main Building
6.	Sh. Sahil Khurmi, Ld. MM Flat No. B-8, Delhi Govt. Officers Flats, Model Town-I, Delhi.	01.03.2021 10.03.2021	-	07, GF, Main Building
7.	Ms. Tanvi Khurana, Ld. MM Flat No 40 Delhi Government Officers Flats, Greater Kailash Part 1, New Delhi.	06.03.2021	-	14, First Floor, Main Building.
8.	Sh. Himanshu Raman Singh, Ld. MM M-402, Dharma Apartment 2 I.P Extension, Delhi 110092	17.03.2021 18.03.2021	-	20, First Floor, Main Building
9.	Sh. Udbhav Kumar Jain, Ld. MM 32-A Top Floor Street No 4, Mohan Park West Guru Angad Nagar, Laxmi Nagar, Delhi 110092	12.03.2021 30.03.2021 31.03.2021	-	31, Lockup Building
10.	Sh. Pankaj Rai, Ld. MM H.No 83-84, 3rd Floor Pocket H-1, Sector 16 Rohini Delhi - 110089	03.03.2021 08.03.2021 09.03.2021	-	12, First Floor Main Building
11.	Ms. Manu Shree, Ld. MM 7036, 1st Floor Vasant Kunj, B-10 (Entry From Gate No.2), New Delhi	05.03.2021	14.03.2021	18, First Floor, Main Building
12.	Sh. Anshul Singhal, Ld. MM Q7/12, IInd Floor, DLF phase – II, Gurgaon, Haryana	16.03.2021 24.03.2021	07.03.2021	17, First Floor, Main Building
13.	Sh. Himanshu Sahloth, Ld. MM B-704, Judicial Officers residential complex, Sector 26, Rohini	27.03.2021	13.03.2021 28.03.2021	28, Lock Up Building
14.	Ms. Vasundhary Chhaunkar, Ld. MM B-5/63, IInd Floor, Safdarjung Enclave	15.03.2021	-	30, Lock Up Building
15.	Sh. Prayank Nayak, Ld. MM Qtr. No. 705, Karkardooma Residential Complex, New Delhi	23.03.2021 26.03.2021	-	32, Lock Up 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/Ahmad 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).
7. 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).
8. **The duty magistrate will not look after the court work of his/her link magistrate.**
9. All the Duty MM's shall also dispose of any Judicial work whatsoever assigned to them by the undersigned.
10. The Regular 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 (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. All the Advocates/Litigants/Police officers may send/file urgent applications/replies to respective Courts in Hybrid mode through the dedicated E-mail ID of the concerned Court.(given at Annexure A).
11. It is directed that all the Ld. Ld. Relievers MMs shall be available physically 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. while working as Duty MM 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.



12. Further directions to be followed by Duty Magistrates and Reliever Magistrates in view of alternate day physical duty in courts, only till 14.03.2021.

(I) 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; Considering bail bonds of Sessions Courts and Magisterial Courts; Considering JC/PC remand of accused produced after 5:00 pm.

(II) 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 and Jail Superintendent is directed to cross check from both sources.

(III) 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. 381-440/10575/Judl./Prin.D&SJ/NDD/2021 dated 15.01.2021 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.

(IV) 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.

(V) 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.**

(VI) 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'.

(VII) 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).


(VIII) 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.

(IX) All the Regular Magisterial Courts (if required) shall sit in their respective court rooms and ensuring norms of social distancing.



In view of the Hon'ble High Court of Delhi order No. 35/RG/DHC/2021 dated 14.01.2021, it is directed that on a given day two Ld. Relievers MMs shall be available physically in Patiala House Court complex to deal with the work of Recording Statement U/s 164 Cr. PC., conducting inquest proceedings, TIP and Extension of JC Remand of UTPs through video conferencing. The other reliever MMs shall be available on call for any exigency. In case on any day the Reliever MM on Duty happens to be on leave the next first relieving MM mentioned just below his/her name shall work in his/her place and so on so forth as per the below table. In case of leave of the Reliever MM on duty, he/she shall inform his/her next link reliever MM one day in advance. All the Reliever MMs on physical duty are directed to dispose of the application U/s 164 Cr.PC. while working as Duty MM 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. The Following Ld. Reliever MMs shall be available physically as per the dates noted against their names:-

S. No.	Name of the Ld. Reliever MMs	Days of Duty	Room Number
1	Sh. Nitesh Goel, Ld. MM	01.03.2021, 02.03.2021, 03.03.2021, 08.03.2021, 10.03.2021,	23, First Floor, Main Building
2.	Sh. Snehil Sharma. Ld. MM	01.03.2021, 02.03.2021, 03.03.2021, 08.03.2021, 10.03.2021	
3.	Ms. Deepika Goel, Ld. MM	04.03.2021, 05.03.2021, 06.03.2021, 09.03.2021, 12.03.2021	
4.	Sh. Vinod Kumar, Ld. MM	04.03.2021, 05.03.2021, 06.03.2021, 09.03.2021, 12.03.2021	


 (Dr. Pankaj Sharma)
 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.

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

S. NO.	NAME OF JUDGE'S	POLICE STATION	COURT NO.
1	SH. PANKAJ SHARMA , LD. CMM CODE NO 19. .AHLMAD... Ext. NO -404	CRIME BRANCH, CUSTOM, NCB, DRI, CENTRAL EXCISE, FERA, SPL. CELL, EOW	26, GF, MAIN BLDG. readercmmphc@gmail.com
2	SH. AKASH JAIN , LD. ACMM-01 CODE NO 32..... AHLMAD... Ext. NO.. 384	IGI AIRPORT, IGI METRO, SARFESI, PFA	02, GROUND FLOOR MAIN BLDG. readeracmm01@gmail.com
3	SH. CHANDERJIT SINGH , LD. ACMM-02 CODE NO 17..... AHLMAD... Ext. NO 402	VASANT KUNJ (SOUTH) R.K. PURAM	08, GROUND FLOOR, MAIN BLDG. readeracmm02phc@gmail.com
4	MS. TANVI KHURANA,.... MM-04 CODE NO 67..... AHLMAD... Ext. NO 408	INDERPURI PRAGATI MAIDAN METRO, RAJIV CHOWK METRO, PARLIAMENT STREET TRAFFIC	14, FIRST FLOOR MAIN BLDG. readermm04phc@gmail.com
5	SH. DEV SAROHA ,.. MM-05 CODE NO.68 AHLMAD... Ext. NO 381	BARAKHAMBIA ROAD, SAROJINI NAGAR, CHANKYAPURI CIRCLE TRAFFIC	13, FIRST FLOOR MAIN BLDG. readermm05phc@gmail.com
6	MS. HIMANSHU RAMAN SINGH,... MM-02 CODE NO 14..... AHLMAD... Ext. NO 383	CHANAKYA PURI, VASANT KUNJ (NORTH), SOUTH AVENUE, DELHI CANTT, NARAINA, KISHANGARH TUGHLAK ROAD TRAFFIC,, TILAK MARG TRAFFIC	20, FIRST FLOOR MAIN BLDG. reedermm02phc@gmail.com
7	MS. PRABH DEEP KAUR, MM(Mahila court -2) CODE NO 769..... AHLMAD... Ext. NO 406	NEW MAHILA COURT - 02, 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. readermm02phc@gmail.com
8	MS. AMARDEEP KAUR, MM-06 CODE NO 20..... AHLMAD... Ext. NO	PARLIAMENT STREET, SOUTH CAMPUS, NORTH AVENUE	11, FIRST FLOOR, MAIN BLDG readermm06phc@gmail.com
9	SH. UMESH KUMAR , MM -07 CODE NO 764..... AHLMAD... Ext. NO .389	MANDIR MARG, VASANT VIHAR, TILAK MARG	06, GROUND FLOOR MAIN BLDG. readermm07phc@gmail.com
10	MS. VASUNDHARA CHHAUNKAR, ...MM(Mahila court-1) CODE NO. 39..... AHLMAD... Ext. NO	MAHILA COURT 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, LOCKUP- BLDG. mmmc1readerphcnd@gmail.com
11	MS. MANU SHREE,.... MM-03 CODE NO. 04..... AHLMAD... Ext. NO 385	TUGHLAK ROAD, SAGARPUR	18, FIRST FLOOR MAIN BLDG. readersmm03phc@gmail.com

12	SH. PRAYANK NAYAK, . . .MM-01 CODE NO . 38..... AHLMAD... Ext. NO 394	CONNAUGHT PLACE, PARLIAMENT HOUSE TRAFFIC, BKR TRAFFIC	32, LOCK UP BLDG. readermm01phc@gmail.com
13	MS. HIMANSHU SEHLOTH, MM (NI ACT-1) CODE NO.78. AHLMAD... Ext. NO 393	SPL. COURT, NI ACT	28, LOCKUP BLDG. readermmniact01phc@gmail.com
14	MS. SAHIL KHURMI ... MM (NI ACT-02) CODE NO. 773..... AHLMAD... Ext. NO 403	SPL. COURT, NI ACT	07, GF, MAIN BLDG. readermmni02phc@gmail.com
15	MS. ANSHUL SINGHAL.MM (NI ACT- 03) CODE NO. 770. AHLMAD... Ext. NO -348-	SPL. COURT, NI ACT	17, FIRST FLOOR, MAIN BLDG. readermmni03phc@gmail.com
16	SH. UDBHAV KUMAR JAIN , ..MM ..(NI- ACT-04) CODE NO. 771. AHLMAD... Ext. NO	SPL. COURT, NI ACT	31, LOCKUP BULD PUBLICATION BLDG. readermm04niphc@gmail.com
17	SH.PANKAJ RAI ... MM (NI-ACT - 05) ... CODE NO 772 AHLMAD... Ext. NO 366	SPL. COURT, NI ACT	12, FIRST FLOOR MAIN BLDG. readermm05phcni@gmail.com
18	MS JYOTI MAHESHWARI. MM -1 CODE NO .775 (138 NI ACT NEW DIGITAL COURT)	NEW DIGITAL COURT 138 NI ACT	ninewdelhi1@gmail.com
19	MS SHRIYA AGRAWAL...MM -2 CODE NO .776 (138 NI ACT NEW DIGITAL COURT)	NEW DIGITAL COURT 138 NI ACT	ninewdelhi2@gmail.com
20	MS PADMA LANDOL ... MM-3 CODE NO .777 (138 NI ACT DIGITAL COURT)	NEW DIGITAL COURT 138 NI ACT	ninewdelhi3@gmail.com
21	SH SNEHIL SHARMA .. MM	RELIEVER JUDGE	snehil.sharma90@gmail.com
22	SH VINOD KUMAR ...MM	RELIEVER JUDGE	vinodkumarmail1790@gmail.com
23	MS DEEPIKA GOEL ...MM	RELIEVER JUDGE	deepika.cjm@gmail.com
24	SH NITESH GOEL.....MM	RELIEVER JUDGE	niteshgoeldelhi@gmail.com