

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE**  
**PATIALA HOUSE COURTS: NEW DELHI DISTRICT**  
**DUTY ROSTER FOR THE MONTH OF DECEMBER, 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	03.12.2021 22.12.2021	25.12.2021	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	24.12.2021	19.12.2021 27.12.2021	31, Lockup Building
3	Sh. Prayank Nayak, Ld. MM Qtr. No. 102, Karkardooma Residential Complex, New Delhi.	17.12.2021 21.12.2021	26.12.2021	32, Lock Up Building
4	Sh. Pankaj Rai, Ld. MM H.No 83-84, 3rd Floor Pocket H-1, Sector 16 Rohini Delhi - 110089	23.12.2021	28.12.2021 29.12.2021	12, First Floor Main Building
5	Ms. Vasundhara Chhaunkar, Ld. MM B-5/63, IInd Floor, Safdarjung Enclave	-	30.12.2021 31.12.2021	30, Lock Up Building
6	Ms. Amardeep Kaur, Ld. MM House No. 247 D, MIG Green Flats, Rajouri Garden, New Delhi	01.12.2021	11.12.2021	17, First Floor, Main Building
7	Ms. Tanvi Khurana, Ld. MM Flat No 40, Delhi Government Officers Flats, Greater Kailash Part 1, New Delhi.	04.12.2021 20.12.2021	-	14, First Floor, Main Building.
8	Ms. Manu Shree, Ld. MM 7036, 1st Floor Vasant Kunj, B-10 (Entry From Gate No.2), New Delhi	18.12.2021	12.12.2021	18, First Floor, Main Building
9	Sh. Dev Saroha, Ld. MM House no:-553,sector-14 Sonipat, Haryana	06.12.2021 07.12.2021	-	19, First Floor, Main Building
10	Ms. Nupur Gupta, Ld. MM B-28, 3rd Floor, Jangpura Extn. New Delhi	13.12.2021	05.12.2021	20, First Floor, Main Building
11	Sh. Sahil Khurmi, Ld. MM Flat No. B-8, Delhi Govt. Officers Flats, Model Town-I, Delhi.	08.12.2021 10.12.2021	-	07, GF, Main Building
12	Sh. Umesh Kumar, Ld. MM WZ-231 B Madipur, New Delhi 110063	02.12.2021 16.12.2021	-	06, Ground Floor Main Building
13	Ms. Shivangi Vyas, Ld. MM C - 53, Shakti Nagar Extension, Ashok Vihar, Phase-3, Delhi.	09.12.2021 14.12.2021 15.12.2021	-	19, First Floor, Main Building

Note: Dates mentioned from 25.12.2021 to 31.12.2021 are Winter Vacations – 2021.

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, 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 on Cicso 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. Further, it is impressed to all the MMs, PHC, ND that the applications U/s 52A NDPS Act assigned to them as Duty MM are to be kept in their respective regular courts till its disposal. The said applications shall not be assigned to next Duty MM.



10. It is directed that all the Ld. Relievers MM 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 and Extension of JC Remand of UTPs through video conferencing. 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 MM on physical duty 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.

11. 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 MM are not available, the work of those two Ld. Reliever MM shall looked after by the Ld. Reliever MM available on that particular day.

(Dr. Pankaj Sharma)  
Chief Metropolitan Magistrate  
Patiala House Courts, New Delhi  
25.11.2021

No. 1623-1670 /2021/CMM/PHC/New Delhi.

Dated 25.11.2021

**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, Shahdra, East, North-East / **KKD**, South-West / **Dwarka**, South, South-East / **Saket**, Delhi /New Delhi.
4. All the Ld. Chief Metropolitan Magistrates, Center, West / **THC**, North, North-West / **Rohini**, Shahdra, East, North-East / **KKD**, South-West / **Dwarka**, South, South-East / **Saket**, Delhi /New Delhi.
5. All the Ld. ACMMs, Patiala House Courts, New Delhi District.
6. The Concerned M.M.s, Patiala House Courts, New Delhi.
7. The Chief Prosecutor, New Delhi- District.
8. The D.C.P. New Delhi District / South District / South -West District.
9. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
10. The Incharge, Computer Room, Patiala House Courts, New Delhi.
11. The Controlling Officer, Pool-Car, New Delhi.
12. 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.
13. The Incharge, Lock-up, New Delhi.
14. The Incharge Cash Branch, New Delhi- District, Patiala House Courts.
15. The Secretary, N.D.B.A.

(Dr. Pankaj Sharma)  
Chief Metropolitan Magistrate  
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