

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE: NEW DELHI DISTRICT  
DUTY ROSTER FOR THE MONTH OF SEPTEMBER- 2019**

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 there 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.

Sr. No.	Name of Judicial Officers	Working Days	Holidays	Court Room No.
1	Ms. Ankita Lal, Ld. MM D-33, Saket Court Residential Complex, Saket Court, New Delhi	09.09.2019	10.09.2019	20, First Floor, Main Building
2	Ms. Niti Phutela, Ld. MM H. No. D-84, Saket Court Residential Complex, New Delhi.	29.09.2019 23.09.2019	---	31, Ground Floor, Lock up Building
3	Ms. Pragati, Ld. MM Flat No. 26, Swam Apartment, Near Madhuban Chowk, Pitampura, New Delhi	12.09.2019	01.09.2019	32, Lock Up Building
4	Ms. Bhavna Kalia, Ld,MM C-54, Saket Court Complex, New Delhi.	04.09.2019	----	14, First Floor, Main Building
5	Ms. Jyoti Maheshwari, Ld. MM Flat No. 604, Sector - 26, Rohini Judicial Flats	24.09.2019 25.09.2019	---	39, MEA Building
6	Sh. Manoj Kumar, Ld. MM H. No. 146, West Mukherjee Nagar, Delhi.	02.09.2019 07.09.2019	---	28, Lock-up Building
7	Ms. Vasundra Chhaunkar, MM B-5/63, IInd Floor, Safdarjung Enclave	19.09.2019 21.09.2019	---	30, Lock- Up Building
8	Sh. Ashwani Panwar, Ld. MM I-302, Prateek Visteria, Sector - 77, Noida (U.P.)	11.09.2019 16.09.2019	15.09.2019	36, First Floor, Publication Building
9	Ms. Amardeep Kaur, Ld. MM 247 D, MIG Green Flats, Rajouri Garden, New Delhi -110028	13.09.2019	14.09.2019	30, First Floor, Main Building
10	Sh. Sumeet Anand, Ld,MM B-123 (Top floor), Nirman Vihar, Delhi	20.09.2019	22.09.2019	06, Ground Floor, Main Building
11	Sh. Vipul Sandwar, Ld. MM F-543, Sarita Vihar, New Delhi - 110076	17.09.2019 18.09.2019	----	12, First Floor, Main Building
12	Ms. Shriya Agrawal, Ld. MM B-165, 1st Floor, C.R. Park, New Delhi	05.09.2019 06.09.2019	----	18, First Floor, Main Building
13	Ms. Prabhdeep Kaur, Ld. MM C-12, Saket Court Residential Complex, Saket Court, New Delhi	03.09.2019	08.09.2019	19, First Floor, Main Building
14	Ms. Shruti Chaudhary, Ld. MM H. No. 5, Kalyan Vihar, Polo Road - 110009	26.09.2019 27.09.2019	----	07, Ground Floor, Main Building
15	Ms. Preeti Parewa, MM 98-C, Pocket B, Mayur Vihar, Phase-II	28.09.2019 30.09.2019	----	11, First Floor, Main Building

- 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.
- 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".
- 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.

Contd at -2-

*(Handwritten Signature)*

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 of 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 Duty MM of the day is directed to dispose of the work listed in his/her court and reach to P-2, First Floor, Publication Building, Patiala House Courts, New Delhi from where he/she shall grant the extension of Remand/Rehnumal to the under trial prisoners lodged at Central Jail, Tihar, Delhi through Video Conferencing.

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, but not exempted from recording statement u/s 164 Cr. P.C. marked by Link MM.

9. All the Duty MM's shall also dispose of any Judicial work whatsoever assigned to them by the undersigned.

*[Signature]*  
Addl. Chief Metropolitan Magistrate-02,  
Patiala House Courts, New Delhi.  
Dated: 30.08.2019

No. 1507-1577/2019/CMM/PHC/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.

Dated: 30.08.2019

*[Signature]*  
Addl. Chief Metropolitan Magistrate-02,  
Patiala House Courts, New Delhi.  
30.08.2019