

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE:**  
**NORTH-WEST DISTRICT: ROHINI COURTS: DELHI**  
**DUTY ROSTER OF NORTH-WEST DISTRICT FOR THE MONTH OF FEBRUARY-2024**

The following Metropolitan Magistrates, North-West District will work as Duty Magistrates on the dates mentioned against their names:-

S.No	Name of the Magistrate	Working Days	Holidays	Room No.
1	<b>Ms. Kanika Jain, Ld. MM, Mahila Court-01</b> R/o- BQ, 2 <sup>nd</sup> Floor, Shalimar Bagh, Delhi.	01.02.2024 02.02.2024	NIL	106
2	<b>Sh. Rishabh Kapoor, Ld. MM- 05</b> H.No. 22, 3 <sup>rd</sup> Floor, Meera Enclave, Behind Park Hospital Tilak Nagar, New Delhi-110018	03.02.2024 05.02.2024	04.02.2024	105
3	<b>Sh. Ayush Sharma, Ld. MM-02</b> R/o- C-189, First Floor, Anand Vihar, Delhi	06.02.2024 07.02.2024	NIL	113
4	<b>Sh. Navdeep Gupta, Ld. MM-06</b> R/o B-814, Rohini Heights, Sector-29, Rohini, Delhi.	08.02.2024 09.02.2024 12.02.2024	NIL	109
5	<b>Ms. Vasundhra Chhaunkar, Ld. ACMM</b> R/o-H.No. 577, Sector-46, Gurugram, Haryana	NIL	10.02.2024 11.02.2024	101
6	<b>Ms. Ritika Kansal, Ld. MM-07</b> B-804, Judicial Officials Residential Complex, Sec-26, Rohini,	13.02.2024 14.02.2024 15.02.2024	18.02.2024	208
7	<b>Ms. Ebbani Aggarwal, Ld. MM-03</b> R/o C-142, National Apartment, Plot-4, Sec-03, Dwarka, New Delhi	16.02.2024 17.02.2024	NIL	107
8	<b>Ms. Divya Arora, Ld. MM-04</b> R/o A-92, Kunj Vihar Apartment, Sec-12, Dwarka, Delhi	19.02.2024 20.02.2024	NIL	112
9	<b>Ms. Preeti Rajoria, Ld. MM, Mahila Court-02</b> A-4/157, 3 <sup>rd</sup> Floor, Sec-17, Rohini, Delhi-110089.	21.02.2024 22.02.2024 23.02.2024	NIL	18
10	<b>Ms. Sanya Dalal, Ld. MM-01</b> R/o H.No. 2346, Sector-02, Bahadurgarh, District-Jhajjar- 124507, Haryana. <b>Also At:</b> H.No. 13, Block-03, Roop Nagar, Delhi.	24.02.2024 26.02.2024 27.02.2024	25.02.2024	102
11	<b>Ms. Shivangi Vyas, Ld. MM, (NI Act)</b> R/o C-53, Shakti Nagar Extn. Ashok Vihar, Phase-3, Delhi	28.02.2024 29.02.2024	NIL	118





**Remarks:**

1. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases and to attend to all the emergency matters such as recording of dying declarations (on holidays), recording of statement u/sec 164 of Cr.P.C. (on holidays), TIP (on holidays) and Inquests whenever placed before him/her. He/She shall be available at his residence after court hours.
2. The Duty Magistrate stands deputed shall also dispose off trial of demonstrators, challans (including those booked by Traffic Police/STA) filed during holidays. On Sunday and other holidays the Duty Magistrate is required to reach court by 11:00 a.m. and remain there upto 5.00 p.m. or till the disposal of the entire remand and other misc. work, whichever is later.
3. When 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 orders.
4. The M.M.s deputed for duty on holidays, Second Saturday and Sundays and also members of the staff of their court who actually work on such days will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) as per rules. 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 grant of such Spl. C.L. (Compensatory Leave) shall certify that the official concerned had actually worked on said particular day of duty.
5. Applications for recording of statement under Section 164 of Cr. P.C. filed on holidays shall be dealt with by the Duty MM who shall record the statement himself. If the said magistrate is presiding over the trial court for the alleged offence he or she may defer recording of statement for the next date only subject to the consent of the person whose statement is to be recorded. The said consent shall be recorded in writing. In case the person whose statement is to be recorded is not agreeable to the deferring of the recording of the statement, the duty magistrate shall proceed to record the statement and may seek transfer of the police report as and when filed.
6. On holidays, the Duty Magistrate shall receive fresh cancellation reports, untraced reports and applications for disposal of case property of the police station(s) assigned to him, in addition to other work. It would not be obligatory for the police officers to secure the presence of the complainant/victim in the court as a condition precedent to filing of the police report and the Magistrate may, if deemed fit, secure the presence of the complainant or any other person by issuance of notice.
- \*7** *When any MM of Digital Court is working as a Duty Magistrate on holiday, he/she will be provided the court/room no. mentioned against his/her name and will be assisted by the court staff of that court room i.e. Ahlmad/Reader & One Stenographer. The reader/ahlmad of concerned court is also directed that the Summary Trial Register & Fine receipt book of their court shall be utilised on that particular day.*
8. The Duty M.M. of the day is directed to dispose of the work listed in his/her court latest by 12.00 noon and reach at Video Conferencing Room, Rohini Courts, Delhi, from where he/she shall grant extension of Remand/Rehnumai to the undertrial prisoners lodged at Central Jail, Tihar Jail, Mandoli Jail Delhi and Rohini Jail, Rohini, Delhi through Video Conferencing.
9. The Judicial Officers who are deputed as Duty Magistrates, 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/she is to appear as a witness for his/her 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 session under intimation to the undersigned (ref. S.O. issued by the Id. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 20-10-1999).





The Metropolitan Magistrates deputed as Duty Magistrates shall not be allowed to avail leave on the day of their duty in any circumstances. In case of any emergency, if the Duty Magistrate is not available he/she will issue instructions to his/her Reader to send a formal request one day in advance for change of duty with another officer (to be contacted by the former himself / herself) agreeing to perform duty in his/her place, to the office of undersigned. In case the duty MM is unable to obtain consent from any other Magistrate for exchange of duty, his/her first link MM shall work as duty MM. In absence of first link, the second link MM shall work as the duty MM and so on and so forth as per the link roster.

11. Other duties of the Duty MM shall be as per the Link Roster.
12. No Judicial Officer shall seek or remain on leave on the dates earmarked without prior permission of the undersigned.

  
(RAJANI RANGA)

CHIEF METROPOLITAN MAGISTRATE,  
NORTH-WEST DISTRICT, ROHINI, DELHI

No. 4371-4435 /CMM/ NW/DR/Rohini/Delhi/2024

DATED: 29/01/2024

Copy forwarded for information and necessary action to :

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi
2. The Ld. District & Sessions Judge, (North-West), Rohini Court Complex Delhi.
3. All the Ld. Magistrates posted in North West District, Delhi.
4. The Secretary, DLSA, North West District, Rohini Courts, Delhi .
5. The Chief Public Prosecutor, North-West-District, Rohini Courts, Delhi
6. The President/Hony Secretary, Rohini Court Bar Association, Delhi.
7. The Commissioner of Police, ITO, Police Headquarter, Delhi
8. The Deputy Commissioner of Police (Rohini).
9. The Deputy Commissioner of Police (North-West).
10. The Deputy Commissioner of Police (Outer-North)
11. All AOJs/ Branch In-Charge of North-West District, Rohini Courts, Delhi.
12. The Law Officer, Tihar Jail, Delhi.
13. The Incharge Lock-up, Rohini Courts, Delhi.
14. Branch In-Charge, R&I for uploading on Layers.
15. Guard File / Record Officer.
16. Video Conferencing Room No. 14.
17. *The In-Charge Caretaking Branch, Rohini Courts, Delhi with directions to remain open the Court rooms as mentioned against the name of the Judicial Officers on holidays.*

  
(RAJANI RANGA)

CHIEF METROPOLITAN MAGISTRATE,  
NORTH-WEST DISTRICT, ROHINI, DELHI