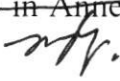



**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE**  
**: SOUTH-EAST DISTRICT AND SESSIONS DIVISION,**  
**SAKET COURTS COMPLEX, NEW DELHI -110017**

**Sub: Revised System of hearing of cases in Magisterial Courts of**  
**South-East District w.e.f. 03.01.2022 to 15.01.2022**

In compliance of order No. 896/RG/DHC/2021 dated 30.12.2021 of Hon'ble High Court of Delhi and Office order no. 26315-26374/Judl./Covid19/F-14/SE/Saket/2021 dated 31.12.2021, it is hereby ordered that *w.e.f.* 03.01.2022 till 15.01.2022, all Magisterial Courts in South-East District shall function through virtual mode only. Following guidelines shall be followed by all the concerned during this period.

1. There shall be two Duty Magistrates, i.e., Duty Magistrate-1 (Duty MM-1) (as per order no.346/F.2/DR/CMM/SED/SCC/ND/2021 dated 24.12.2021) and Duty Magistrate-2 (Duty MM-2), as mentioned in Annexure-A, during this period.
2. There shall be two Reliever MMs on duty on each working day during this period, i.e., Reliever Magistrate-1 (RMM-1) and Reliever Magistrate-2 (RMM-2), as mentioned in Annexure-B.
3. The work of extension of remand of UTPs, already in judicial custody in prisons, required to be dealt with by any of the Magisterial Courts of the District as per law, shall be looked after by Ld. Duty MM-1 of the day as per Duty Roster, ~~mentioned in Annexure-A~~, as may be modified from time to time. 
4. All such UTPs shall be produced by the Superintendents, Jails concerned, before Ld. Duty MM-1 of the day as per

  
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Duty Roster ~~mentioned in Annexure-A~~ through Video Conferencing and the DCPs concerned shall ensure that appropriate applications for extension of remand are submitted by the IOs/SHOs concerned to the court of Ld. Duty MM through e-mail before start of the VC hearing.

5. However, in case the concerned court, where trial in respect of a particular UTP is pending, requires the presence of such UTP, such UTP shall be produced through VC only, before the concerned Court.
6. Jail Authorities shall ensure that the Custody Warrants of UTPs to be produced before Ld. Duty MM or the concerned court, as the case may be, are sent to Duty MM/concerned Court before start of the VC hearing and a list of all the UTPs produced before Ld. Duty MM/concerned Court is sent to all the Courts through e-mail on their official e-mail IDs.
7. All the police stations/ investigation units within the jurisdiction of South East Sessions Division are divided into two groups, for distribution of work, as mentioned hereinafter:
  - 7.1. Group A- Govindpuri, Greater Kailash, C.R Park, Amar Colony, Pul Prahalpur, Kalindi Kunj, Jamia Nagar, Defence Colony, Jaitpur, K M Pur, Shaheen Bagh
  - 7.2. Group B- Eow, Crime Branch, Cyber Cell, New Friends Colony, Badarpur, Lodhi Colony, Lajpat Nagar, Hazarat Nizamuddin, Okhla Industrial Area, Sarita Viah , Nehru Place Metro St., Okhla Vihar Metro St., Kalkaji, Sunlight Colony.
8. In relation to the work of grant of remand in respect of fresh arrestees, grant of Judicial custody from Police Custody and

  
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vice versa, discharge/release from custody, formal arrests and surrender applications, acceptances of Bail bonds in terms of Bail order passed by Magisterial Courts of South East District, and the bail orders passed by the Court/s of Ld. Principal District & Sessions Judge/Ld. Addl. Sessions Judges/ Special /Fast Track courts/ Hon'ble High court of Delhi and Hon'ble Court/Link MM/Duty MM, required as per law to be dealt with by the Magisterial Courts of the District, shall be looked after by the Duty MM-1 and Duty MM-2 of the day respectively. Duty MM-1 shall deal with such work of the Police stations mentioned in Group-A, while the Duty MM-2 shall deal with such work of the Police stations mentioned in Group-B.

9. Duty MM-2 of the day shall deal with the disposal of Traffic/ STA challans in respect of impounded vehicles filed on the day of their respective duties.
10. Duty MM-1 shall deal with all other important matters e.g., recording of Dying declaration/s, conducting Inquiries in terms of Section 176, Cr.P.C., and other incidental matters.
11. The RMM-1 of the day shall deal with the recording of the statements under Section 164, Cr.P.C., disposal of applications of TIPs of case property/ies, disposal of the TIP applications of UTPs, of the police stations mentioned in Group-A mentioned hereinabove. The RMM-2 shall deal with such work of the police stations mentioned in Group-B mentioned hereinabove. There shall be no requirement of marking such applications by the Duty MM and the IOs concerned shall place the applications before the concerned RMM of the day directly.



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12. The reliever Magistrates on duty shall fix the dates of the TIPs of the UTPs on the day when they are not required to perform duty as Reliever MM in the Court as per Annexure-B.
13. The Duty Magistrates would be assisted by their own Court staff. The Ahlmads of the Duty MMs concerned shall maintain a record of all the matters, applications, bonds etc. disposed of by the Ld. Presiding officer as Duty MM on the day of such duty. He shall also ensure that such record/s is/are handed over to the ahlmads of the concerned Courts against receipt within two working days.
14. All other conditions, not in contradiction to the abovementioned, shall remain same as mentioned in order no.346/F.2/DR/CMM/SED/SCC/ND/2021 dated 24.12.2021 and order no.253/F.2/DR/CMM/SED/SCC/ND/2021 dated 30.10.2021.


This issues with the prior approval of Ld. Principal District & Sessions Judge, South East.

**(Dinesh Kumar)**  
**Chief Metropolitan Magistrate(SE)**  
**Saket Courts, New Delhi.**

No. 01/CMM/SED/SCC/ND/2022 Dated: 03.01.22 New Delhi.

**Copy forwarded for information and necessary action to:-**

1. Ld. Registrar General, Hon'ble High Court of Delhi, Sher Shah Road, New Delhi.  
(Through: Ld. Principal District & Sessions Judge, South-East, District Court, Saket, New Delhi)
2. PS to The Ld. Principal District & Sessions Judge, South-East, District Court, Saket, New Delhi

  
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3. The Ld. Principal District & Sessions Judge, Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Delhi.
4. The Ld. C.M.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Delhi.
5. The Director General, Prisons, Prison (HQ), Tihar Jail, Tihar, Delhi.
6. The Ld. Secretary, DLSA, South East, District Court, Saket, New Delhi.
7. The Concerned MMs, South East, District Court Saket, New Delhi.
8. The Chief Public Prosecutor, South-East, District Court Saket, New Delhi.
9. The D.C.P. South-East District, Sarita Vihar, New Delhi, DCP Crime Branch, DCP EOW.
10. The Concerned, Law Officer, Tihar Jail, Tihar, Delhi.
11. The Hony. Secretary, Bar Association, District Court Saket, New Delhi.
12. The In-charge, Judicial Branch/ Admn., South-East, District Court Saket, New Delhi.
13. R& I / SE for uploading on LAYEERS and Centralized Web-Site Committee, Tis Hazari Courts, Delhi.
14. The In-charge, Video-Conference Room No.16, South-East, District Court Saket, New Delhi.
15. The In-charge, Care Taking Branch/ Computer Branch District Court Saket, New Delhi.
16. The Controlling Officer, Pool-Car Section, District Court Saket, New Delhi.
17. The In-charge, Lock-Up, South-East, District Court Saket, New

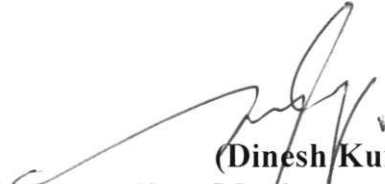


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Delhi.


18. The Cashier, South-East, District Court Saket, New Delhi.
19. The PRO, District Court Saket, New Delhi.
20. Guard File.

**Dated:** 03.01.2022

  
**(Dinesh Kumar)**  
**Chief Metropolitan Magistrate (S.E)**  
**Saket Courts, New Delhi**

**Annexure -A**

<b>Sr. no.</b>	<b>Duty Metropolitan Magistrate-2</b>	<b>Dates/s of Duty</b>
1.	Ms. Rajat Goyal, Ld. MM-08	03.01.2022
2.	Ms. Archana Beniwal, Ld. MM (Mahila Court)-03	04.01.2022
3.	Sh. Rahul Verma, Ld. MM-07	05.01.2022
4.	Sh. Deepak Kumar-II, Ld. MM-02	06.01.2022
5.	Sh. Raghav Sharma Ld. MM(NI Act-Digital Court)-03	07.01.2022
6.	Sh. Siddhant Sihag, Ld. MM-01	08.01.2022
7.	Ms. Twinkle Chawla, Ld. MM(NI Act)-02	09.01.2022 & 10.01.2022
8.	Sh. Bhanu Pratap, Ld. MM(NI Act)-01	11.01.2022
9.	Ms. Akankasha, Ld. MM-03	12.01.2022
10.	Mr. Animesh, Ld. MM-06	13.01.2022
11.	Ms. Aishwarya Sharma, Ld. MM (NI Act/Digital Court)-02	14.01.2022
12.	Ms. Swati Sharma, Ld. MM-10 (S.E)	15.01.2022

  
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## Annexure-B

<b>Reliever Metropolitan Magistrate-1</b>	<b>Reliever Metropolitan Magistrate-2</b>	<b>Dates/s of Duty</b>
Sh. Himanshu Tanwar, Ld. MM (Reliever)	Ms. Sana Khan, Ld. MM (Reliever)	3,6,11,14
Sh. Himanshu Tanwar, Ld. MM (Reliever)	Ms. Sukriti Singh Ld. MM (Reliever)	4,7,12,15
Ms. Sana Khan, Ld. MM (Reliever)	Ms. Sukriti Singh Ld. MM (Reliever)	5,10,13



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