

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : SOUTH-EAST
SAKET COURTS COMPLEX, NEW DELHI -110017

CIRCULAR

It has been brought to the notice of the undersigned by the Jail Authorities that some Magisterial Courts do not mention the next date of production of accused / under trials on the Custody Warrants.

It is hereby accordingly impressed upon all the Ld. Additional Chief Metropolitan Magistrate and all Ld. Metropolitan Magistrates, South-East District, Delhi that:-


1. The next date of production of accused alongwith purpose be clearly mentioned on the Custody Warrants.

2. In cases of undertrials, the purpose for which the case is listed alongwith the next date of production be clearly specified on the custody warrant. The dates of Rehnumai, if applicable, be also distinctly mentioned in the ordersheet as well as in the custody warrants.

3. A copy of ordersheet of the proceedings of the day be given to the undertrial free of cost against receipt.

4. It shall further be ensured that on each day of hearing / production, the undertrial is duly represented by an advocate / legal aid advocate, as the case may be.

The above directions are in addition to all the pre-existing guidelines.


(Shivani Chauhan)

Chief Metropolitan Magistrate (SE)


Saket Courts, New Delhi

New Delhi, Dated : 06.06.2022

No. 238 /F4/Cir/CMM/SE/Saket/2022

Copy forwarded for information:-

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. PSto The Ld. Principal District & Sessions Judge, South-East, District Court, Saket, New Delhi
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, DCPEOW.
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 Delhi.
18. The Cashier, South-East, District Court Saket, New Delhi.
19. The PRO, District Court Saket, New Delhi.
20. Guard File.


(Shivani Chauhan)

Chief Metropolitan Magistrate (SE)

Saket Courts, New Delhi