

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SOUTH EAST, DISTRICT COURT SAKET: NEW DELHI -110017

DUTY ROSTER FOR THE MONTH OF JULY-2023

The following Metropolitan Magistrates will work as Duty Magistrate in South-East District at Saket Courts Complex, New Delhi on the dates noted against their name. The Duty MM should always be available in their house on the day of duty. The Magistrate named stand deputed for the purposes of trial of demonstrators that may arrest on the date on which they are performing their duties.

On Sunday, Second Saturday and other holidays they are required to reach court by 11:00 A.M. and shall remain there up to 5:00 P.M. or till disposal of the entire remand and other miscellaneous work, whichever is later. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases and to attend all the urgent matters such as recording of dying, declaration, statement u/s 164 Cr. P.C., the Challan of Traffic/SIA Impounded Vehicle etc. whenever such matter place before them. 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 Court staff.

Sl. No.	Name of the Officers	Working day(s)	Holiday(s)	Room No
1.	Ms. Nidhi Singh, MM (Mahila Court)-02 (S.E) Flat No. 201, Hermitage Cooperative Society, Sec.-28, Gurugram, Haryana	01.07.2023	02.07.2023	507
2.	Ms. Sanghmitra, MM (Mahila Court)-01 (S.E) B- 750, 2 nd Floor, Green Fields Colony, Faridabad, Haryana	03.07.2023 04.07.2023		506
3	Sh. Gaurav Dahiya, MM -06 (S.E) H. No. 240, Indraj Colony, Bawana, Delhi -39	05.07.2023 06.07.2023		509
4	Ms. Moksha Bains, MM (NI Act)-05 (S.E) H. No. 7, Block 12, Rajouri Apartments, Subhash Nagar, New Delhi	07.07.2023 11.07.2023		38(Block-II)
5	Ms. Deepakshi Rana, MM (NI Act) -01 (S.E) Flat No. 205, Type IV, 2 nd Floor, Karkardooma Courts Residential Complex, N. Delhi	08.07.2023	09.07.2023	610
6	Ms. Archita Garg, MM (Mahila Court)-03 (S.E) H. No. 713P, 4 th Floor, Sector-21, Faridabad, Haryana	10.07.2023 14.07.2023		05
7	Ms. Akanksha Garg, MM -03 (S.E) Flat No. 706, Karkardooma Court Residential Complex, Delhi	12.07.2023 20.07.2023		512
8	Ms. Neha Barupal, MM -12 (S.E) A- 569, Sarita Vihar, New Delhi	13.07.2023 19.07.2023		04
9	Ms. Twinkle Chawla, MM -05 (S.E) Flat No. A-9, 2 nd Floor, South Extension-II, Delhi	15.07.2023		510
10	Ms. Shikha Chahal, MM -11 (S.E) Villa No. 16, Second Floor, Block-1, Charnwood Village, Sect-39, Faridabad	27.07.2023	16.07.2023	09
11	Sh. Ankit Mittal, MM (NI Act) -04 (S.E) 227, J- Block, Saket, New Delhi	17.07.2023 18.07.2023		210
12	Ms. Neha Sharma, MM (NI Act Digital Court)-02 (S.E) B-5, 1003 Palm Grove Heights, Sector 52, Gurugram, Haryana	21.07.2023		33 (Block-II)
13	Sh. Raghav Sharma, MM (NI Act Digital Court)- 03(S.E) Villa No. 50, Second Floor, Block-3, Eros Garden, Surajkund Road, Faridabad	22.07.2023 28.07.2023		34 (Block-II)
14	Sh. Abhitesh Kumar, MM -08 (S.E) E-1/1, NHPC Residential Complex, Suraj Kund Road, Faridabad, Haryana	24.07.2023	23.07.2023	205
15	Ms. Sheetal Rani, MM (NI Act Digital Court)-01 (S.E) H. No. 69, Chirag Delhi, New Delhi- 110017	25.07.2023 26.07.2023		32 (Block-II)
16	Ms. Shivani Chauhan, CMM (S.E) H.No.- E-75, W-4 Road, Sainik farms, N. Delhi-62 (Near Carriappa Marg Generator Room)		29.07.2023	516
17	Ms. Aditi Rao, MM (NI Act)-03 (S.E) H.No. D-105 Block D, Ground Floor, Panchsheel Enclave, New Delhi	31.07.2023	30.07.2023	07

NOTES:-

- The Duty Magistrate will not look after the court work of his/her Link Magistrate(s).
- The Duty Magistrate is not supposed to deal with the regular files of any Court. He/she shall also report at Video Conferencing Room by 12:00 Noon and dispose of the work.
- When any working day is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole day without any further orders.
- It is impressed upon all the MM's not to leave any pending work in their Court without signing viz. orders passed on the day, regular files, Misc. Work, bail bond and release warrants etc. The MM's are further directed to take special care that in no case they should not 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 Magistrate 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/Ahmad of the concerned court **and in such eventually the duty Magistrate shall submit a report of his/her having signed the release warrant of a particular court along with the report so received by him/her from the staff of that court to the undersigned on the following day.**

5. **The Duty Magistrate is supposed to consider remand applications filed by the Investigating Officer's after 4:00 P.M. besides considering the bail bond and surety bond in pursuance to bail order passed by the Hon'ble Supreme Court of India, Hon'ble High Court, and Learned Sessions Court on the same day.** It is further being specified that in case the bail order passed by the Hon'ble Supreme Court of India or by the Hon'ble High Court are received in any Magisterial Court after 4:00 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/her.** (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. CMM Delhi).
6. **The MM's deputed for holiday(s), 2nd Saturday/Sunday/Vacation and also the Members of the staff of their Court shall be entitled to avail Special Casual leave (Compensatory leave) in lieu of duty actually performed by them on such day(s) as per rules.**
7. **The Special Casual Leave (Compensatory leave) of MM's shall be routed through and after the verification of the undersigned. The MM's while forwarding the application of their staff for grant of such special casual leave shall certify that the official concerned had actually worked on a particular day(s).**
8. **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/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/her attendance for that date, he/she may do so in the forenoon session under intimation to the undersigned (This is in ref. Standing order Issued by the Ld. District & Sessions Judge-I, Delhi vide letter no. 42534-684/DM/Gaz. Dated 26-10-1999).**
9. **The Metropolitan Magistrates who are deputed as a Duty MM shall not proceed on leave or remain absent without prior permission of the undersigned except any inevitable circumstances or emergency. In case of an emergency or inevitable circumstances, he/she will send a formal request for change in duty one day in advance along with the written Consent/Willingness of the officer agreeing to perform duty in his/her place to the office of undersigned.**



(Shivani Chauhan)
Chief Metropolitan Magistrate (S.E)
Saket Courts, New Delhi
New Delhi, Dated : 30.06.2023

No. 219 /F.2/DR/CMM/SED/SAKET/ND/2023

Copy forwarded to:-

1. **The 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
3. The Ld. Principal District & Sessions Judge, Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
4. The Ld. C.M.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue 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.23565
9. The D.C.P. South-East District, Sarita Vihar, New Delhi.
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 (S.E)
Saket Courts, New Delhi