

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

**DUTY ROSTER FOR THE MONTH OF FEBRUARY-2024**

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 STA /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.	<b>Ms. Sanghmitra, MM (Mahila Court)-01 (S.E)</b> B- 750, 2 <sup>nd</sup> Floor, Green Fields Colony, Faridabad, Haryana	01.02.2024		506
2.	<b>Ms. Archita Garg, MM (Mahila Court)-03 (S.E)</b> H. No. 713P, 4 <sup>th</sup> Floor, Sector-21, Faridabad, Haryana	02.02.2024		05
3	<b>Sh. Kumar Rahul, MM-09 (S.E)</b> 9C, Surva Apartment, Sector-13, Rohini, New Delhi- 110085	03.02.2024	04.02.2024	206
4	<b>Ms. Neha Barupal, MM -12 (S.E)</b> A- 569, Sarita Vihar, New Delhi	05.02.2024		04
5	<b>Ms. Neha Saini, MM (Mahila Court)-02 (S.E)</b> H.No. 498, Sector 23, Gurugram, Haryana	06.02.2024		507
6	<b>Sh. Raghav Sharma, MM - 06 (S.E)</b> H. No. 98, 4 <sup>th</sup> Floor, Block-1, Charmwood Village, Sector-39, Faridabad, Haryana	07.02.2024		509
7	<b>Ms. Deepakshi Rana, MM (NI Act) -01 (S.E)</b> Flat No. 205, Type IV, 2 <sup>nd</sup> Floor, Karkardooma Courts Residential Complex, N. Delhi	08.02.2024	11.02.2024	610
8	<b>Sh. Ankit Garg , MM -01 (S.E)</b> G- 1309, Ground Floor, C. R . Park, New Delhi	09.02.2024		514
9	<b>Ms. Chhavi Bansal, MM -11 (S.E)</b> Flat No. A-23, Saket Courts Residential Complex, New Delhi	26.02.2024	10.02.2024	09
10	<b>Sh. Himanshu Tanwar, MM-10 (S.E)</b> H. No. 1477, Sec-43, Gurugram (Haryana) Near Queens Plaza Market Also at : C-67, South Motibagh, New Delhi	12.02.2024		307
11	<b>Sh. Aakash Sharma, MM (NI Act) -03 (S.E)</b> C-55, 2nd Floor, Chander Nagar, Janakpuri, New Delhi-110058	13.02.2024		07
12	<b>Ms. Moksha Bains, MM (NI Act)-05 (S.E)</b> H. No. 7, Block 12, Rajouri Apartments, Subhash Nagar, New Delhi	14.02.2024		38 (Block-II)
13	<b>Ms. Sheetal Rani, MM (NI Act Digital Court)-01 (S.E)</b> H. No. 69, Chirag Delhi, New Delhi- 110017	15.02.2024		32 (Block-II)
14	<b>Sh. Nishat Bangarh, MM (NI Act)-02 (S.E)</b> 681, Ground Floor, Pocket-2, Sector-19, Green View Apartments, Near Ambarhari Village, Dwarka, New Delhi- 110075	16.02.2024 29.02.2024		609
15	<b>Ms. Neha Sharma, MM (NI Act Digital Court)-02 (S.E)</b> D-5, 503 Aloha Apartments, Sector 57, Gurugram, Haryana	17.02.2024		33 (Block-II)
16	<b>Ms. Twinkle Chawla, MM -05 (S.E)</b> Flat No. A-9, 2 <sup>nd</sup> Floor, South Extension-II, Delhi	19.02.2024	18.02.2024	510
17	<b>Sh. Abhitesh Kumar, MM -08 (S.E)</b> E-1/1, NHPC Residential Complex, Suraj Kund Raod, Faridabad, Haryana	20.02.2024 28.02.2024		205
18	<b>Ms. Devanshi Janmeja, MM-04 (S.E)</b> Flat No. 106, First Floor, Sangam Apartment, Sector 21D, Faridabad	21.02.2024 27.02.2024		10
19	<b>Sh. Akshay Sharma, MM-02 (S.E)</b> Flat No. 1712, Type IV, DA Flats, Gulabi Bagh, New Delhi-110007	22.02.2024		513
20	<b>Sh. Kartik Taparia, MM -03 (S.E)</b> E-13, 2 <sup>nd</sup> Floor, Jangpura Ext. Delhi -110014	23.02.2024		512
21	<b>Ms. Aditi Rao, MM -07 (S.E)</b> H.No. D-105 Block D, Ground Floor, Panchsheel Enclave, New Delhi	24.02.2024	25.02.2024	508

**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.

4. 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), 2<sup>nd</sup> 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 before proceeding on leave and concerned Link MM will perform duty in his/her place on that day and no orders will be issued in this regard.** In case of misuse, the concerned officers will be liable for disciplinary action. Otherwise than in emergency, request for change in duty shall be made at least 48 hours in advance to the office of undersigned in writing with name of consenting officer, who shall perform duty in exchange.
10. It is clarified that Duty Magistrate of a partial day shall work as Duty Magistrate from 10:00AM on the day of his/her duty till 09:59 AM on the immediate succeeding day.
11. All the Ld. Duty MM s are directed to dispose off the application/s u/s 164Cr.P.C. Filed before him/her on holidays preferably on the same date. If for any special reason, to be recorded in writing, it is not possible to dispose of such application/s on the same day, it must be disposed on the earliest subsequent date. The Ld. Duty MM shall not further assign such applications and shall dispose off the same themselves. Inquest application shall be placed directly before Ld. Duty MM of That Day. It is further directed that the Ld. Duty MM shall immediately proceed for conducting inquest proceedings and there should not be any delay in conducting the inquest proceeding.
12. The following Ld. MMs shall look after the work of TIP proceedings of accused of the PS as indicated against their names, in the month. The applications for conducting TIPs shall be marked to below mentioned Ld. MMs, by the concerned area MM. The Ld. TIP MMs shall ensure that TIPs marked to them are concluded in the same month, but in cases of exigent circumstances, date for TIP proceedings is fixed in next month, then, it shall continue with the same MM to whom it was originally marked and shall not be carried forward to Ld. TIP MMs for next month.

S.No.	Police Station	Name of TIP MM (February, 2024)
1	Crime Branch, Greater Kailash, Govindpuri	Sh. Himanshu Tanwar, Ld. MM-10
2	EOW, Lodhi Colony, Jamia Nagar	Ms. Devanshi Janmeja, Ld. MM-04
3	Okhla Vihar Metro, Defence Colony, Shaheen Bagh	Ms. Archita Garg, Ld. MM/ Mahila Court-03
4	Cyber Police Station, Lajpat Nagar, Chitranjan Park, Sarita Vihar, Jaitpur	Sh. Raghav Sharma, Ld. MM-06
5	New Friends Colony, Amar Colony, Kalindi Kunj	Ms. Moksha Bains, Ld. MM/ NI Act -05
6	Badarpur, Okhla Industries Area, Kalkaji, Sunlight Colony	Ms. Deepakshi Rana, Ld. MM/NI Act -01
7	Hazrat Nizamuddin, Nehru Place Metro, Pul Prahlad Pur, Kotla Mubarak Pur	Ms. Sheetal Rani, Ld. MM/ NI Act (Digital )-01

**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.

  
(Deepthi Bevesh)  
Chief Metropolitan Magistrate (S.E)  
Saket Courts, New Delhi