

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : SOUTH-WEST  
DWARKA COURTS : NEW DELHI**

**DUTY ROSTER (REGULAR) FOR THE MONTH OF <sup>August</sup> ~~JULY~~ 2017  
AT DWARKA COURTS : DELHI**

The following Metropolitan Magistrates will work as Duty Magistrate at South-West District, Dwarka Courts, New Delhi, on the dates mentioned against their names. It is enjoined upon the Duty Magistrate to hold trial of accused persons involved in petty cases whenever necessary and to attend to all urgent matters, such as recording of dying declaration, statement U/s. 161 Cr.P.C., etc. whenever such matter is placed before them. They should always be available at their residence on the day of duty. The Magistrate named stand deputed for the purpose of trial of demonstrators who may be arrested on the date on which they are performing their duties. The fresh Traffic/STA Challans filed during holidays shall be disposed of by the Duty Magistrate (Traffic), for which separate roster is prepared.

On Sundays, Second Saturday and other Holidays they are required to reach court by 11:00 a.m. and shall not leave before 5:00 p.m. or till the disposal of the remand and other misc. work whichever is later. Even 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 staff.

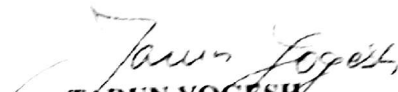
Sl. No.	Name of the Magistrate	Working Days	Holidays	Room No.
1	Sh. Harjeet Singh Jaspal, Ld. MM-02 R/o - Flat No. 2112, D.A. Flats, Gulabi Bangh, Delhi-110007	<u>01.08.2017</u> <u>02.08.2017</u>		615
2	Sh. Sunil Gupta, Ld. MM-07 R/o - D - 14, Saket Court Residential Complex, Saket, New Delhi-110017	<u>03.08.2017</u> <u>04.08.2017</u>		309
3	Sh. Vaibhav Mehta, Ld. MM-02 (Traffic) R/o - 5639/40, B.H.S. Sadar Thana, Sadar Bazar, Delhi-110006	<u>05.08.2017</u> <u>30.08.2017</u>	<u>07.08.2017</u> <u>13.08.2017</u>	10
4	Ms. Paridhi Gupta, Ld. MM-05 (N.I. Act) R/o - Room No. - 205, National Law University, Guest House, Sector - 14, Dwarka, New Delhi	<u>28.08.2017</u> <u>29.08.2017</u>	<u>06.08.2017</u>	509
5	Dr. Jagminder Singh, Ld. MM-04 R/o - H. No. 9, 1st Floor, Gali No. 0B-1, Ashok Vihar, Phase-3 Extn., Opp. C-2 Gate, Gurgaon, Haryana.	<u>08.08.2017</u> <u>09.08.2017</u>		212
6	Sh. Rakesh Kumar-II, Ld. MM-01 (Traffic) R/o - B - 6, 2nd Floor, Delhi Administrative Flats, Near Model Town Metro Station, Model Town - I, Delhi	<u>10.08.2017</u> <u>11.08.2017</u>		09
7	Sh. Kishor Kumar, Ld. MM-03 R/o - Flat No. 54-A, DDA MIG Flats, Rajouri Garden, New Delhi - 110027	<u>22.08.2017</u> <u>23.08.2017</u>	<u>12.08.2017</u>	211
8	Sh. Deepak Kumar-II, Ld. MM-01 (N.I. Act) R/o - 632, Gali No. 4, Subhash Market, Kotla Mubarak Pur, New Delhi-110003.	<u>14.08.2017</u>	<u>15.08.2017</u>	608
9	Sh. Gagandeep Jindal, Ld. MM-08 R/o - C - 24, Saket Court Residential Complex, Saket, New Delhi - 110017	<u>16.08.2017</u> <u>17.08.2017</u>		311
10	Sh. Santosh Kumar Singh, Ld. MM-05 R/o - F - 211, Vikash Puri, Near K. R. Mangalam World School, New Delhi - 110018	<u>18.08.2017</u> <u>19.08.2017</u>	<u>20.08.2017</u>	515
11	Sh. Abhishek Kumar, Ld. MM-04 (N.I. Act) R/o. Flat No. 1717, Delhi Administrative Flats, Gulabi Bagh, New Delhi - 110007	<u>21.08.2017</u>	<u>27.08.2017</u>	503

12	Sh. Puneet Nagpal, Ld. MM-03 (Traffic) R/o - Room No. - 202, Guest House, National Law University, Sector - 14, Dwarka, New Delhi	<u>24.08.2017</u> <u>25.08.2017</u>		11
13	Ms. Archana Beniwal, Ld. MM-03 (Mahila Court) R/o - D-71, Saket Court Residential Complex, Saket, New Delhi - 110017	<u>26.08.2017</u>		514
14	Sh. Rishi Gulia, Ld. MM-01 R/o - H. No. 154, Nanda Enclave, Najafgarh, New Delhi- 110043	<u>31.08.2017</u>		213

#### REMARKS:

1. When working days is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrates for whole of the day without any further orders. Further he/she would deal with Traffic/STA Challans of Circle Najafgarh, IGI Airport, Janak Puri, Mayapuri, R.K. Puram, Delhi Cantt., Palam Airport, Kapashera & Dwarka pertaining to impounded vehicles on that day.
2. It is impressed upon all the MMs not to leave any pending work in their courts without signing viz. orders passed on the day, regular files, Misc. work, bail bond and release warrants etc. The MMs are further directed to take special care that in no case they would 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 MM 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 Ahlmad of the concerned court and in such eventuality the Duty Magistrate shall submit a report of his having signed the release warrant of a particular court along-with the report so received by him from the staff of that court to the undersigned on the following day.
3. The Duty MM deputed for holidays, Second Saturday and Sundays, etc. shall look after the cases of CBI, Warrant of Arrest issued by the authorities beyond Delhi. He shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein.
4. The Duty Magistrate is not supposed to deal with the regular files of any court.
5. The Duty Magistrate is not to look after the court work of his/her link magistrate.
6. The Duty Magistrate is supposed to consider remand applications filed by the Investigation Officers **after 4:00 pm** besides considering the bail bond and surety bond in pursuance to bail orders passed by Hon'ble Supreme Court, Hon'ble High Court, and Ld. Sessions Court on the same day. It is further being specified that in case the bail orders passed by Hon'ble Supreme Court of India or Hon'ble High Court are received in any Magisterial court after 4:00 pm, 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. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10.02.2006 of Ld. C. M.M. Delhi).
7. The Duty MM of the day shall report at Video Conferencing Room latest by 11:30 AM and shall dispose off the work.
8. The MMs deputed for duty on holidays, second Saturdays and Sundays and actually worked on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within one year thereof** (This is with reference to Indst. No. 6546-63/Rules/DHC dated:06/03/2012 and the Members of the staff of their court will be entitled to avail of Special Casual leave (Compensatory) in lieu of duty performed on such day(s) **within one month**
9. **thereof** (This is with reference to letter no 19718/DHC/GAZ/ dated : 12/05/1999 of Ld. District & Sessions Judge, Delhi) who actually work day(s). The Special Casual Leave (Compensatory Leave) of MMs shall be routed through and after the verification of the undersigned. The MMs while forwarding the application of the staff for grant of such Spl. C.L. (Compensatory Leave) shall certify that the official concerned had actually worked on a particular day.
10. 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 intimate to the officer requiring his/her attendance for that date he/she may attend the court in the forenoon session under intimation the undersigned (ref. S.O. Issued by the Ld. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 20-10-1999).

On a working day, in case the Duty Magistrate happens to be on leave or not available due to some unavoidable reasons, his Link Magistrate will look after the work of duty magistrate only for the day without any further orders and in the absence of 1<sup>st</sup> Link M.M. the 2<sup>nd</sup> Link M.M. will look after the work of the duty Magistrate only and so on without any further orders. The reader Ahmad of the court of Duty Magistrate will intimate the Link Magistrate about the non availability of Duty Magistrate in advance and send information in this regard to the office of the undersigned in writing. In case of emergency, if the Duty Magistrate is not available on holidays due to some inevitable reasons he/will send a formal request one day in advance for change of duty alongwith the written consent /willingness of the officer agreeing to perform duty in his/her place, to the office of the undersigned.

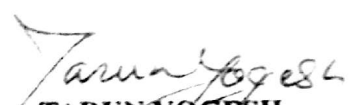
  
**TARUN YOGESH**  
**CHIEF METROPOLITAN MAGISTRATE**  
**(SOUTH-WEST), DWARKA : NEW DELHI**

No. D 60 DR(R)/CMM/S-WD/DWK/NEW DELHI/2017

Delhi, Dated 31.07.2017

**Copy forwarded for information & necessary action to:**

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge H.Q., South-West District, Dwarka Courts, Central, West (THC), New Delhi (PHC), South & South East (Saket), Shahdara, East & North East (KKD), North & North West (Rohini), Delhi.
3. The Chief Metropolitan Magistrate, All Districts, Delhi/New Delhi.
4. All Metropolitan Magistrates, South-West District, Dwarka Courts, New Delhi.
5. The Officer Incharge, Pool Car, South-West District, Dwarka Courts, New Delhi.
6. The Secretary, Delhi Legal Aid, South-West District, Dwarka Courts, New Delhi.
7. The Director of Prosecution, THC, Delhi.
8. The A.O., Judicial, Office of the District & Session Judge, H.Q., THC, Delhi.
9. The A.O., Judicial, Office of the District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
10. In-charge Nazarat Branch, Filing, Office of the The District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
11. The Commissioner of Police, New Delhi DCP's, South-West District, Dwarka Courts, New Delhi.
12. The Care Taking Branch, Office of The District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
13. The Secretary, Bar Association, THC, PHC, Rohini, Karkardooma & Dwarka Courts, Delhi.
14. The Supdt. Jail, New Delhi/Lock-Up Incharge, South-West District, Dwarka Courts, New Delhi.
15. District Court Web-Site Committee, Tis Hazari Courts.
16. Reader to CMM/ACMM South-West District, Dwarka Courts, New Delhi.
17. I.G. (Prison), Tihar Jail, Delhi, New Delhi.
18. Concerned, Law Officer, Tihar Jail.
19. In-charge, Video Conferencing, South-West District, Dwarka Courts, New Delhi.
20. Cashier, Distt. & Sessions Judge Courts, THC, Dwarka, Delhi.
21. Facilitation Centre/PRO.
22. Notice Board of South-West District, Dwarka Courts, New Delhi.
23. Office File.

  
**TARUN YOGESH**  
**CHIEF METROPOLITAN MAGISTRATE**  
**(SOUTH-WEST), DWARKA : NEW DELHI**