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

DUTY ROSTER (REGULAR) FOR THE MONTH OF MAY - 2018 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. 164 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.

S.No.	*Name of the Magistrate*	*Working Days*	*Holidays*	*Room No.*
1.	Ms. Manu Goel Kharb, Ld. MM-07 R/o -A-148, Sector-19, Opp. St. Marry School, Dwarka, New Delhi-110075	01.05.2018	12.05.2018	309
2.	Ms. Meenu Kaushik, Ld. - 03 (Mahila court) R/o H.no. 6, Sahriday Apartments, A4 Paschim Vihar, Delhi.	02.05.2018 03.05.2018		312
3.	Sh. Ravinder Singh, Ld. MM-04 (N.I Act) Flat No. 1303, Sanchar Vihar CGHS, Plot No. 15, Sector-4 Dwarka , New Delhi-110075.	04.05.2018		211
4.	Ms. Upasana Satija, Ld. MM-03 (N.I Act) R/o W A-407C, 2nd floor, Janak Puri, Hari Nagar, New Delhi-110064	05.05.2018 07.05.2018	13.05.2018	604
5.	Sh. Rohit Gulia, Ld. MM-01 R/o H.No- 154, Nanda Enclave, Najafgarh, New Delhi-110043	08.05.2018 09.05.2018		213
6.	Sh. Kishor Kumar, Ld. MM-03 R/o – Flat No. 54-A, DDA MIG Flats, Rajouri Garden, New Delhi - 110027	10.05.2018 11.05.2018		11
7.	Ms. Neha, Ld. MM-02, Mahila Court R/o C-63, Saket Court Residential Complex, Saket, New Delhi.	14.05.2018 15.05.2018	27.05.2018	315
8.	Sh. Puneet Nagpal, Ld. MM-01(NI Act) R/o – Flat No. 5C, Victoria Tower, Raisina Residency, Sector-59, Gurugram, Haryana-122101.	16.05.2018 17.05.2018		608
9.	Sh. Santosh Kumar Singh, Ld. MM-05 R/o – F – 211, Vikash Puri, Near K. R. Mangalam World School, New Delhi – 110018	18.05.2018 19.05.2018		09
10.	Sh. Deepak Kumar-II, Ld. MM-06 R/o – 632, Gali No. 4, Subhash Market, Kotla Mubarak Pur, New Delhi-110003.	21.05.2018 22.05.2018		14
11.	Ms. Richa Gusain Solanki, Ld. MM-01 (Mahila Court) R/o – 607/609, Manocha Farm House Colony, Titangpur Kotla, Kotla vihar-II, Nangloi Najafgarh Road, Delhi -110041	23.05.2018 24.05.2018	06.05.2018	313

12.	Sh. Himanshu Raman Singh, Ld. MM – 04, R/o M- 303, Patparganj, Dharma Apartment-02, I.P Extension , Near Mother Dairy plant, Delhi.	25.05.2018 26.05.2018		12
13	Ms. Paridhi Gupta, Ld. MM-02 (N.I Act) R/o Flat No. 1064, Plot No. 4, Rajni Gandha Apartment, Sector-10, Dwarka, New Delhi-110075	28.05.2018 29.05.2018		212
14	Sh. Mridul Gupta, Ld. MM (MCD) R/o House no. 81, Sector -31, Gurgaon – 122001, Haryana	30.05.2018 31.05.2018	20.05.2018	02

REMARKS :

1. When any 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 M.M. 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 will not 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 Endst. 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 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.
9. 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).

10. 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 **1st Link M.M** the **2nd Link M.M** will look after the work of the duty Magistrate only and so on without any further orders. The reader/Ahlmad 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.

SUMEDH KUMAR SETHI
CHIEF METROPOLITAN MAGISTRATE
(SOUTH-WEST), DWARKA : NEW DELHI

No. D 19 DR(R)/CMM/S-WD/DWK/NEW DELHI/2018 **Delhi, Dated 28.04.2018**

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.
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.

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