

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

**DUTY ROSTER (REGULAR) FOR THE MONTH OF November - 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. 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.

Sl. No	Name of the Magistrate	Working Days	Holidays	Room No.
1	Sh. Kishor Kumar, Ld. MM-03 R/o - Flat No. 54-A, DDA MIG Flats, Rajouri Garden, New Delhi - 110027.	01.11.2017 02.11.2017	<u>11.11.2017</u> <u>19.11.2017</u>	11
2	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.	03.11.2017 06.11.2017		212
3	Ms. Purva Sareen, Ld. ACMM, Dwarka Courts R/o. - B-10, 7010, Vasant Kunj, New Delhi		<u>05.11.2017</u>	210
4	Sh. Rohit Gulia, Ld. MM-01 R/o - H. No. 154, Nanda Enclave, Najafgarh, New Delhi- 110043.	07.11.2017 08.11.2017 29.11.2017	<u>12.11.2017</u>	213
5	Sh Santosh Kumar Singh, Ld MM-05 R/o -F-211, Vikas Puri ,Near K.R Manglam World School, New Delhi-110018	09.11.2017 10.11.2017		09
6	Sh. Deepak Kumar-II, Ld. MM- 06 R/o - 632, Gali No. 4, Subhash Market, Kotla Mubarak Pur, New Delhi-110003.	13.11.2017 14.11.2017		14
7	Sh. Puneet Nagpal, Ld. MM-01 (NI Act) R/o - Room No. - 202, Guest House, National Law University, Sector - 14, Dwarka, New Delhi	15.11.2017 16.11.2017 30.11.2017		608
8	Ms. Neha, Ld.MM-02, Mahila Couirt R/o - C-63, Saket Court Residential Complex, Saket, New Delhi.	17.11.2017 18.11.2017		315
9	Sh. Himanshu Raman Singh, Ld. MM - 04, R/o M- 303, Patparganj, Dharma Apartment-02, I.P Extension , Near Mother Dairy plant, Delhi.	20.11.2017 21.11.2017	-	12
10	Ms. Manu Goel Kharb, Ld. MM-07 R/o -A-148, Sector-19, Opp. St. Marry School, Dwarka, New Delhi-110075	22.11.2017 23.11.2017	<u>04.11.2017</u>	309
11	Ms. Upasana Satija, Ld. MM-03 (N.I. Act) R/o - WA - 407 C, II Floor, Janak Park, Hari Nagar, New Delhi - 110064	24.11.2017 25.11.2017	<u>26.11.2017</u>	604
12	Sh. Siddharth Malik, Ld.MM-02 R/o Flat No. 371, DDA SFS Flats, Pockit-2, Sector -9, Dwarka, New Delhi-110077	27.11.2017 28.11.2017		10

**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 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/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 92 DR(R)/CMM/S-WD/DWK/NEW DELHI/2017

Delhi, Dated 30.10.2017

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.