

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

**DUTY ROSTER (REGULAR) FOR THE MONTH OF APRIL – 2021 AT DWARKA**  
**COURTS : DELHI**

1. The following Ld. Metropolitan Magistrates, posted at Dwarka Courts, will work as Duty Magistrates **(Regular & Traffic both), for the month of April 2021,** on the dates mentioned against their names, as given in the table below.
2. The Duty Magistrate would be assisted by his/her own staff.
- 3.

S. No	Name of the Magistrate	Dates	Court No
1	Ms. Neetika Kapoor, Ld. MM -11, Dwarka Courts R/o F- 77, Rajouri Garden, New Delhi.	01.04.2021 <u>02.04.2021 (Holiday)</u>	05
2	Ms. Shivani Chauhan, Ld. MM-01 (Mahila Court) R/o E-75, W-4 Road, Sainik Farms, New Delhi	<u>03.04.2021 (Holiday)</u> <u>04.04.2021 (Sunday)</u>	313
3	Ms. Richa Manchanda, Ld. MM -03 ( Mahila Court), Dwarka Courts, R/o DE – 109, Tagore Garden , New Delhi.	05.04.2021	312
4	Sh. Abhinav Ahlawat, Ld. MM -02 (NI Act), Dwarka Courts, R/o A -2/207, Second Floor, Janakpuri, New Delhi - 110058	06.04.2021	212
5	Ms. Deeksha Sethi, Ld. MM -06 (NI Act), Dwarka Courts R/o J -139, Reserve Bank Enclave, Paschim Vihar, New Delhi - 110063	07.04.2021	216
6	Ms. Priya Janghu, Ld. MM (MCD), Dwarka Courts R/o E-2367, Palam Vihar, Gurugram, Haryana-122017	08.04.2021	202
7	Sh. Anuj Bahal, Ld. MM -04, Dwarka Courts R/o – Flat no C – 1002, Shri Durga Apartment, Plot no. 6A, Sector – 11, Dwarka, New Delhi	09.04.2021 <u>10.04.2021 (Second Saturday)</u>	12
8	Sh. Mridul Gupta, Ld. MM -09 (138 NI Act), Dwarka Courts , R/o House no. 81, Sector 31, Gurugram , Haryana 122001.	<u>11.04.2021 (Sunday)</u> 12.04.2021	302
9	Ms. Sadhika Jalan, Ld. MM -04 (Mahila Court), Dwarka Courts, R/o D -122, Westend Heights, Sector – 28, DLF Phase V, St. Thomas Marg, Gurugram – 122002 , Haryana	13.04.2021	311
10	Ms. Surbhi , Ld. MM -12, Dwarka Courts R/o House no. 430 , GH -13, Paschim Vihar, Delhi.	14.04.2021	07
11	Ms. Swayam Sidha Tripathi, Ld. MM -05 (Mahila Court), Dwarka Courts, R/o Flat no. 1503, T 3 Tower , CHD Avenue 71, Sector – 72, Gurugram, Haryana	15.04.2021	310
12	Ms. Divya Arora, Ld. MM – 01 (138 NI Act), Dwarka Courts , R/o N -2, 301, Vatika Lifestyle Homes, S- 83, Gurugram, Haryana	16.04.2021	203

13	Sh. Ashish Kumar Meena, Ld. MM – 02, Dwarka Courts R/o – Flat no. 69, IES Apartments, Plot No. 9, Sector-4, Dwarka, New Delhi-110075	17.04.2021 <u>18.04.2021 (Sunday)</u>	10
14	Sh. Vinik Jain, Ld. MM -03 (NI Act), Dwarka Courts R/o 1/6726 , East Rohtash Nagar, Shahdara, Delhi	19.04.2021	206
15	Sh. Rahul Jain , Ld. MM -04 (138 NI Act), Dwarka Court R/o H. NO. 999, Sector – 14, Gurugram, Haryana - 122001	20.04.2021	211
16	Sh. Pranat Kumar Joshi, Ld. MM -06, Dwarka Courts R/o Flat no. 2112, Type – IV, Delhi Administration Flats, Gulabi Bagh, Delhi.	<u>21.04.2021 (Holiday)</u> 22.04.2021	14
17	Ms. Jyoti Nain, Ld. MM 10 (138 NI Act) R/o 60, KAMI, Sonipat, KAMI , Haryana 131001.	23.04.2021	302
18	Ms. Apoorva Rana, Ld. MM – 10, Dwarka Courts R/o 157 , Sector – 28, Gurugram , Haryana	24.04.2021	316
19	Ms. Paridhi Gupta, Ld. MM -03, Dwarka Courts R/o Flat no. 1064, Plot no. 4, Rajni Gandha Apartment , Sector – 10, Dwarka , New Delhi.	<u>25.04.2021 (Sunday)</u> 26.04.2021	11
20	Sh. Harshal Negi, Ld. MM -05 (NI Act), Dwarka Courts R/o Flat no. C- 59, Classic Apartments, Dwarka Sector – 22, New Delhi.	27.04.2021	213
21	Sh. Kapil Gupta, Ld. MM -07 (NI Act), Dwarka Courts R/o I-A, Jyoti Apartment, Sector -14, Rohini Extension, Delhi - 110085	<u>28.04.2021</u>	214
22	Ms. Alka Singh, Ld. MM -08 , Dwarka courts R/o Flat no. 504, Block – B, Judicial Officer Residential Complex, Sector – 26, Rohini , Delhi - 110042	29.04.2021	309
23	Sh. Dev Chaudhary, Ld. MM -07, Dwarka Courts R/o 504, Tower 8, Beverly Park Apartment, Sector -22, Dwarka, New Delhi	30.04.2021	06

- 4.(1) All the Duty MM shall be working from their respective court rooms.
- 4.(2) All the Ld. MM s posted at Dwarka Courts, shall look after the work of their courts including all Misc. applications.
- 4.(3) The Duty MM shall disposed off all the Misc. applications/drawing of samples in NDPS matters etc. The work of TIP of case property & recording of statement u/s 164 Cr.P.C, shall be done by the Ld. Reliever Judges. The application for recording of statement u/s 164 Cr.P.C be recorded in “Vulnerable Witness Deposition Room”.
- 4.(4) All Ld. Magisterial Courts (dealing with police stations cases) shall be taken up all Misc. applications (pending investigation ) in all matters.
4. (5) The fresh arrestee after 5.00 p.m shall be produced before the Duty MM.
4. (6) Sh. Karan Choudhary, Ld. MM(Reliever), Sh. Shubham Devadiya, Ld. MM (Reliever), Ms. Divya Yadav, Ld. MM (Reliever) & Sh. Sankalp Kapoor, Ld. MM(Reliever) shall be available for assignment/court work to be marked by the undersigned.

5. (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.
- 5.(2) 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/she shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein.
- 5.(3) The Duty Magistrate is not supposed to deal with the regular files of any court.
- 5.(4) The Duty Magistrate will not look after the court work of his/her link magistrate.
- 5.(5) All the urgent applications/superdari applications/misc. Applications, if fix on holidays, shall be looked after by the Duty MM.
- 5.(6) The Duty MM shall extend the remand work of the undertrial UTPs through VC according to the jail premises assigned through VC room.
- 5.(7) 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) as per rules. (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) as per rules (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 MM 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.
- 5.(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 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).
- 5.(9) 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.
- 5.(10) On Sundays, Second Saturdays and other Holidays, duty MM is required to reach court at 11.00 a.m and shall not leave before 5.00 p.m or till the disposal of remand/misc work/recording of statement u/s 164 Cr.PC or any other misc work whichever is later. Even on working days the Duty MM is expected to remain in the court till 5.00 p.m. The Duty MM would be assisted by his/her own court staff.

-Sd/-

**VINOD KUMAR MEENA**  
**CHIEF METROPOLITAN MAGISTRATE**  
**(SOUTH-WEST), DWARKA : NEW DELHI**

**No. D-118 DR/CMM/S-WD/DWK/NEW DELHI/2021**

**Delhi, Dated 30.03.2021**

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

1. The Ld. Registrar General, High Court of Delhi, New Delhi.  
(through Ld. Principal District & Sessions Judge, Dwarka Courts)
2. The Ld. Principal District & Sessions Judge, All Districts, Delhi/New Delhi.
3. The Ld. Chief Metropolitan Magistrate, All Districts, Delhi/New Delhi.
4. All Ld. Metropolitan Magistrates, South-West District, Dwarka Courts, New Delhi.
5. The Officer Incharge, Pool Car, South-West District, Dwarka Courts, New Delhi.

6. The Ld. 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 Ld. District & Sessions Judge, 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.
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.

-Sd/-

**VINOD KUMAR MEENA**  
**CHIEF METROPOLITAN MAGISTRATE**  
**(SOUTH-WEST), DWARKA : NEW DELHI**