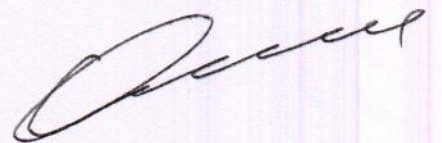


OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : SOUTH WEST DISTRICT
DWARKA COURTS

Duty Roster for the month of January 2021(from 01.01.2021 to 16.01.2021)

1. The following Ld. Metropolitan Magistrates, posted at Dwarka Courts, will work as Duty Magistrates (**Regular & Traffic both**), for the month of **January 2021 (from 01.01.2021 to 16.01.2021)**, 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 Court	Dates	Court no.
1	Ms. Bharti Garg, Ld. MM -09 D- 332, Fakkar Baba Road, Nawada Housing Complex, Vipin Garden, New Delhi - 110059	<u>01.01.2021 (Holiday)</u> <u>02.01.2021 (Holiday)</u>	314
2	Ms. Sadhika Jalan, Ld. MM - 04 (Mahila Court) R/o D-122, Westend Heights, Sector - 28, DLF phase V, st Thomas marg, Gurugram - 122002	<u>03.01.2021 (Sunday)</u>	311
3	Sh. Rahul Jain, Ld. MM -04 (138 NI Act), R/o H.no. 999, Sector - 14, Gurugram, Haryana - 122001.	04.01.2021	211
4	Sh. Vinik Jain, Ld. MM -03 (138 NI Act), R/o 1/6726, East Rohtash Nagar, Shahdara, Delhi - 110032.	05.01.2021	206
5	Ms. Anuradha Sonker, Ld. MM -08 (NI Act) R/o Flat no. 703, Sector -13, Pocket - B, Metro View Apartment, Dwarka, Delhi.	06.01.2021	215
6	Ms. Divya Arora, Ld. MM -01 (138 NI Act) R/o N- 2, 301, Vatika Lifestyle Homes, S - 83, Gurugram, Haryana.	07.01.2021	203
7	Ms. Paridhi Gupta, Ld. MM -03 R/o Flat no. 1064, Plot no. 4, Rajni Gandha Apartment, Sector - 10, Dwarka , Delhi.	08.01.2021	11
8	Sh. Anuj Bahal, Ld. MM -04 R/o Flat no. C- 1002, Shri Durga Apartments, Plot no. 6A, Sector -11, Dwarka , New Delhi.	<u>09.01.2021 (Second Saturday)</u>	12
9	Ms. Surbhi, Ld. MM -12 R/o H. NO. 430, GH - 13, Paschim Vihar, Delhi.	<u>10.01.2021 (Sunday)</u>	07



10	Sh. Harshal Negi, Ld. MM -05 (NI Act) R/o Flat no. C – 59, Classic Apartments, Dwarka, Sector – 22, New Delhi. -	11.01.2021	213
11	Sh. Dev Chaudhary, Ld. MM -07, R/o 504, Tower 8, Beverly Park Apartment, Sector – 22, Dwarka ,Delhi.	12.01.2021	06
12	Sh. Abhinav Ahlawat, Ld. MM -02 (138 NI Act), R/o A – 2/207, IInd floor, Janakpuri, New Delhi - 110058.	13.01.2021	212
13	Ms. Swayam Sidha Tripathi, Ld. MM -5 (Mahila Court) R/o Flat no. 1503, T 3 Tower, CHD Avenue 71, Sector – 72, Gurugram	14.01.2021	310
14	Sh. Mridul Gupta, Ld. MM (MCD) R/o B – 301, Judicial Officers flats, Sector - 26, Rohini, Delhi.	15.01.2021	202
15	Sh. Kapil Gupta, Ld. MM -07 (138 NI Act), R/o 1-A, Jyoti Apartment, Sector – 14, Rohini Extension, Delhi - 110085.	16.01.2021	214

- 4.(1)** All the duty MM shall be working from their respective court rooms.
- 4.(2)** All the Ld. MMs 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 etc/recording of statement u/s 164 Cr.P.C. shall be done by the Ld. Reliever Judge, rostered for the physical duty on the day. The application for recording of statement u/s 164 Cr.P.C shall be recorded in a assigned designated room i.e “ Vulnerable Witness Deposition Room.
- 4. (4)** All Ld. Magisterial Courts (dealing with police stations cases) shall take 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 physical as per the Physical Roster issued by Ld. Principal District & Sessions Judge, Dwarka Courts bearing no. 22273-387/PDJ/NK/Dwk/Roster/2020 dated 25.11.2020 and on the days when they are not rostered for physical duty, they shall be available virtually for assignment/court work to be marked by the undersigned.
- 5.(1)** When any working day is declared a Holiday, the Duty Magistrate on that day will be deemed as duty Magistrate for whole of the day without any further order. Further he/she would deal with traffic/STA challans of circle Najafgarh, IGI Airport,

Janakpuri, Mayapuri, RK Puram, Delhi Cantt. Palam Airport, Kapashera and Dwarka pertaining to impounded vehicles on that day.

5.(2) The duty MM deputed for holidays, second Saturday and Sunday 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 Court.

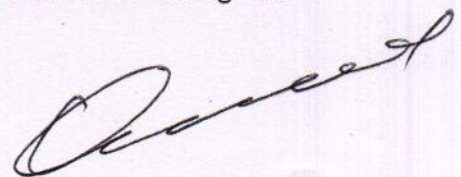
5.(5) All the urgent applications/superdari applications/misc applications, if fix on holidays, shall be looked after by the Duty MM.

5.(6) The Duty Magistrate shall extend the remand work of the undertrial UTPs through VC according to the jail premises assigned through VC room.

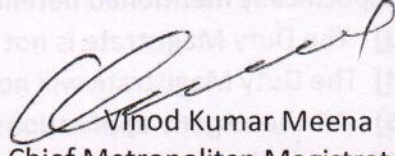
5.(7) The MMs deputed for duty on holidays, second Saturdays and Sundays and actually worked on such days will be entitled to avail off special casual leaves(compensatory leaves) in lieu of duty performed on such day as per rules (this is with reference Endorsement no. 6546-63/Rules/DHC dated 06.03.2012 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 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 causal leaves(compensatory leave) of MMs shall be routed through and after the verification of the undersigned. The MMs while forwarding the applications of the staff for grant of such a Spl. CL (compensatory leave) shall certify that the official concerned had actually worked on the particular day.

5.(8) The Judicial Officer 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 day he/she may attend the court in the forenoon session under intimation the undersigned (ref. S.O issued by the Ld. District & 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/her 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 MM, the 11nd Link MM 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 about the Link Magistrate about the non availability of Duty Magistrate in advance and send information in this regard to the office of undersigned in writing. In case of emergency, if the Duty Magistrate is not available on holidays due to some inevitable reasons he/she will send a formal request one day in advance for change of duty alongwith the written consent/willingness of the Officer agreeing to perform in his/her place, to the office of the undersigned.



5.(10) On Sundays, Second Saturdays and other Holidays they are required to reach court of 11.00 a.m and shall not leave before 5.00 p.m or till the disposal of remand and other misc. work whichever is later. Even on working days the 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.

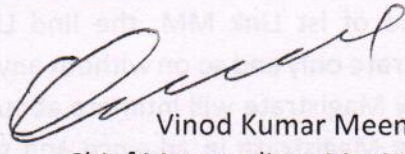

Vinod Kumar Meena
Chief Metropolitan Magistrate
Dwarka Courts

No. D - 84/ DR/CMM/S-WD/DWK/2020

New Delhi, dated 24.12.2020

Copy forwarded for information and necessary action to :

- 1.** The Ld. Registrar General, Hon'ble High Court of 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.
- 5.** The Officer Incharge, Pool car, South West District, Dwarka courts.
- 6.** The Ld. Secretary, Delhi Legal Aid, South West District, Dwarka Courts.
- 7.** The Director of Prosecution, Dwarka Courts/Tis Hazari Courts.
- 8.** The A.O Judicial, Office of the District & Sessions Judge, THC (HQ) & Dwarka Courts.
- 9.** Incharge Nazarat Branch, Filing Section, Dwarka Courts.
- 10.** The Commissioner of Police, New Delhi & DCP South West District, Dwarka.
- 11.** The Incharge, Care Taking Branch, Dwarka Courts.
- 12.** The Secretary, Bar Association of All District, Delhi/New Delhi.
- 13.** The Supdt. Jail, Delhi/New Delhi.
- 14.** The Lock up Incharge, South West District, Dwarka Courts.
- 15.** District Court Website Committee, Tis Hazari Courts, Delhi.
- 16.** Reader to CMM/ACMM South West District, Dwarka courts.
- 17.** I.G (Prison), Tihar Jail, Delhi/New Delhi.
- 18.** Concerned Law Officer, Tihar Jail.
- 19.** Incharge, Video Conferencing, South West District, Dwarka Courts.
- 20.** Cashier, Tis Hazari Courts(Central) & South West District, Dwarka Courts.
- 21.** The Incharge, Computer Branch for uploading on the website.
- 22.** Notice Board of South West District, Dwarka Courts.
- 23.** Office File.


Vinod Kumar Meena
Chief Metropolitan Magistrate
Dwarka Courts.