

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

**Duty Roster for the month of November 2020**

1. The following Ld. Metropolitan Magistrates, posted at Dwarka Courts, will work as Duty Magistrates **(Regular & Traffic both)**, for the month of **November 2020**, 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.

<b><u>3.</u></b> S.no	Name of the Court	Dates	court no.
1	Ms. Paridhi Gupta, Ld. MM -03, R/o Flat no. 1064, Plot no. 4, Rajni Gandha Apartment, Sector -10, Dwarka , N. Delhi.	<b><u>01.11.2020 (Sunday)</u></b> 07.11.2020	11
2	Sh. Ashish Kumar Meena, Ld. MM -02 R/o Flat no. 69, IES Apartments, Plot no. 9, Sector -04, Dwarka, New Delhi.	02.11.2020 <b><u>08.11.2020 (Sunday)</u></b>	10
3	Sh. Deepak Kumar – II, Ld. MM -06 R/o Flat no. 778, Sector – 08, R.K. Puram, New Delhi.	03.11.2020 12.11.2020 <b><u>13.11.2020 (Holiday)</u></b>	14
4	Sh. Deepak Vats, Ld. MM -05 R/o 385, Old Gurgaon Road, Samalka, New Delhi	04.11.2020	09
5	Sh. Kamran Khan, Ld. MM -01 R/o Flat no. 718, Technology Apartments, IP Extension, Patparganj, Delhi -92.	05.11.2020	13
6	Ms. Sadhika Jalan, Ld. MM – 04 (Mahila Court) R/o D-122, Westend Heights, Sector – 28, DLF phase V, st Thomas marg, Gurugram – 122002	06.11.2020 28.11.2020	311
7	Ms. Meenu Kaushik, Ld. MM -03 (Mahila Court), R/o H. No. 6, Sahriday Apartments, A 4 Paschim Vihar, Delhi.	09.11.2020 <b><u>30.11.2020 (Holiday)</u></b>	312
8	Ms. Richa Gusain Solanki, Ld. MM -07, R/o 431, Rama Apartments, Sector – 11, Dwarka , New Delhi.	10.11.2020	06
9	Sh. Anuj Bahal, Ld. MM -04, R/o Flat no. C-1002, Shri Durga Apartment, Plot no 6A, Sector -11, Dwarka, New Delhi.	11.11.2020 <b><u>29.11.2020 (Sunday)</u></b>	12
10	Ms. Shivani Chauhan, Ld. MM -01 (Mahila Court) R/o E -75, W 4 Road, Sainik Farms, New Delhi.	<b><u>14.11.2020 (Holiday)</u></b> <b><u>16.11.2020 (Holiday)</u></b>	313
11	Sh. Mridul Gupta, Ld. MM (MCD) R/o House no. 81, Sector 31, Grgaon, Haryana.	<b><u>15.11.2020 (Holiday)</u></b> 17.11.2020	202




12	Ms. Charu Dhankar, Ld. MM -02(Mahila Court) R/o 224, Maharaja Saini Apartments, Plot no. 25, Dwarka, N. Delhi.	18.11.2020	315
13	Sh. Sukhman Sandhu, Ld. MM -01 (138 NI Act) R/o Flat no. 134, Rohit Apartments, Plot 30, Sector -10, Dwarka, New Delhi.	19.11.2020 <u>22.11.2020 (Sunday)</u>	203
14	Sh. Pranat Kumar Joshi, Ld. MM -06 (138 NI Act), R/o Flat no 134, Rohit Apartments, Plot 30, Sector - 10, Dwarka, New Delhi	20.11.2020	216
15	Ms. Swayam Sidha, Ld. MM -05 (NI Act) R/o Flat no. 1503, T3 Tower, CHD Avenue 71, Sector 72, Gurugram.	21.11.2020 26.11.2020	213
16	Ms. Uditia Jain, Ld. MM -08 (NI Act) R/o H. No. 402, Deepali Enclave, Pitampura, Delhi 110034	23.11.2020	215
17	Sh. Animesh B. M. Tripathi, Ld. MM -02 (138 NI Act), R/o Flat No. 406, Karkardooma Court Residential Complex, Karkardooma, Delhi-110032	24.11.2020	212
18	Sh. Umesh Kumar, Ld. MM -04 (138 NI Act), R/o W.Z 231 B, Madipur, New Delhi - 110063	25.11.2020	211
19	Ms. Neetika Kapoor, Ld. MM -07 (138 NI Act), R/o F- 77, Rajouri Garden, New Delhi - 110027.	27.11.2020	214

- 4.(1)** All the duty MM shall be working from their respective courts.
- 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/TIP of case property etc/recording of statement u/s 164 Cr.P.C. The application for recording of statement u/s 164 Cr.P.C shall be disposed off in a assigned designated room ie either at "Vulnerable Witness Deposition Room" or at chamber no. 205.
- 4. (4)** All Ld. Magisterial Courts (dealing with police stations cases) shall take up all misc. Applications (pending investigation) in all matter.
- 4. (5)** The fresh arrestee after 5.00 p.m shall be produced before the duty MM. The duty MM shall record statement u/s 164 Cr.P.C.

**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 Magistrate.

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

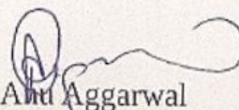
5.(6) The Duty Magistrate shall extend the remand work of the undertrial UTPs through VC according to the jail premises assigned through VC room.

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 Ist Link MM, the IInd 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.

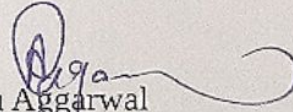


Anil Aggarwal  
Chief Metropolitan Magistrate  
Dwarka Courts



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

- 1 The Ld. Registrar General, Hon'ble High Court of Delhi.  
(through Ld. District & Sessions Judge, Dwarka Courts).
- 2 The Ld. 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.

  
Anu Aggarwal  
Chief Metropolitan Magistrate  
Dwarka Courts.