

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

**DUTY ROSTER (REGULAR & TRAFFIC)FOR THE MONTH OF SEPTEMBER -**  
**2022 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 September, 2022,** 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	Sh. Abhinav Ahlawat, Ld. MM -02 (138 NI Act), Dwarka Courts . R/o A – 2/207, Second floor, Janakpuri, New Delhi.	01.09.2022	212
2	Ms. Deepika Goyal Shokeen, Ld. MM-01 (Mahila Court), Dwarka Courts, R/o WZ- 10, A-2 Block, Asalatpur, Janak Puri, New Delhi-110058.	02.09.2022	313
3	Ms. Jyoti Nain, Ld. MM-10 (138 NI Act), Dwarka Courts, R/o 60, KAMI, Sonipat, KAMI, Haryana-131001.	03.09.2022	301
4	Sh. Apoorv Bhardwaj, Ld. MM -08 (138 NI Act), Dwarka Courts, R/o 148, Agroha Kunj, Sector -13, Rohini, Delhi – 110085.	<u>04.09.2022 (Sunday)</u>	215
5	Ms. Deeksha Sethi, Ld. MM-03, Dwarka Courts R/o J-139, Reserve Bank Enclave, Paschim Vihar, New Delhi-110063.	05.09.2022	11
6	Ms. Alka Singh, Ld. MM -08 , Dwarka courts R/o Flat no. 504, Block – B, Judicial Officer Residential Complex, Sector – 26, Rohini , Delhi – 110042.	06.09.2022	309
7	Ms. Medha Arya, Ld. MM-07, Dwarka Courts, R/o C-1/39, Second Floor, Janak Puri, New Delhi.	07.09.2022	06
8	Sh. Sarthak Panwar, Ld. MM-09 (138 NI Act), Dwarka Courts, R/o F-212, DLF New Town Heights, Sector-91, Gurugram, Haryana.	08.09.2022	302
9	Ms. Vinerjeet Kaur, Ld. MM -03 (138 NI Act), Dwarka Courts, R/o C -702, Hind Apartments, Plot no. 12, Sector -05, Dwarka , New Delhi.	09.09.2022 28.09.2022	206
10	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.	<u>10.09.2022 (Second Saturday)</u>	10
11	Ms. Surbhi , Ld. MM – 02 (Mahila Court), Dwarka Courts R/o House no. 430, GH – 13, Paschim Vihar, Delhi.	<u>11.09.2022 (Sunday)</u>	312
12	Sh. Harshal Negi, Ld. MM -05 (138NI Act), Dwarka Courts, R/o Flat no. C- 59, Classic Apartments, Dwarka Sector – 22, New Delhi.	12.09.2022	213
13	Ms. Neetika Kapoor, Ld. MM -11, Dwarka Courts R/o F- 77, Rajouri Garden, New Delhi.	14.09.2022	05
14	Sh. Rahul Jain , Ld. MM - 04 (138 NI Act), Dwarka Court, R/o H. NO. 999, Sector – 14, Gurugram, Haryana – 122001.	15.09.2022	211

15	Ms. Divya Yadav, Ld. MM -03 ( Mahila Court), Dwarka Courts, R/o L 29/1, DLF Phase-II, Gurugram, Haryana.	16.09.2022	312
16	Ms. Kritika Jain, Ld. MM -04 (Mahila Court), Dwarka Courts, R/o L-9/18, 2 <sup>nd</sup> floor, DLF Phase-II, Gurugram, Haryana- 122006.	17.09.2022	311
17	Ms. Kratika Chaturvedi, Ld. MM-04, Dwarka Courts R/o Flat No. 3001, IFCI Apartment, Plot No. 4, Sector-23, Dwarka, New Delhi-110075.	<u>18.09.2022 (Sunday)</u>	12
18	Sh. Kapil Gupta, Ld. MM -07 (138 NI Act), Dwarka Courts, R/o Type – IV, Flat no. 2074, Delhi Administration Flats, Gulabi Bagh, Delhi.	19.09.2022	214
19	Ms. Priya Janghu, Ld. MM (MCD), Dwarka Courts R/o E-2367, Palam Vihar, Gurugram, Haryana-122017.	20.09.2022	202
20	Ms. Apoorva Rana, Ld. MM – 10, Dwarka Courts R/o- H.No. - 250, Sector- 27, Gurgaon, Haryana - 122002.	21.09.2022	316
21	Ms. Divya Arora, Ld. MM – 01 (138 NI Act), Dwarka Courts , R/o N -2, 301, Vatika Lifestyle Homes, S- 83, Gurugram, Haryana.	22.09.2022	203
22	Sh. Paras Dalal, Ld. MM-01, Dwarka Courts R/o C-133, Golf View Apartments, Saket, New Delhi-110017.	23.09.2022	513
23	Sh. Shashank Nandan Bhat, Ld. MM-06 (138 NI Act), Dwarka courts , R/o B -104, Naveen CGHS Ltd., Sector – 05, Dwarka , New Delhi - 110075.	24.09.2022	216
24	Sh. Nitesh Goel, Ld. MM - 05, Dwarka Courts R/o 29 E/3m, Ward No. 1, Mehroli, Delhi.	<u>25.09.2022 (Sunday)</u>	09
25	Ms. Swayam Siddha Tripathy, Ld. MM -05 (Mahila Court), Dwarka Courts, R/o Flat no. 0901, Tower 71, Emaar Palm Hills, Sector-77, Gurgaon, Haryana.	26.09.2022	310
26	Ms. Bharti Garg, Ld. MM -09, Dwarka Courts R/o D-332, Fakkar Baba Road, Nawada Housing Complex, Vipin Garden, New Delhi - 110059	13.09.2022 27.09.2022	314
27	Sh. Sankalp Kapoor, Ld. MM-06, Dwarka Courts R/o- Flat No. 606, N-1 Tower, Narmada Apartments, Block D-6, Vasant Kunj, New Delhi.	<u>29.09.2022 (Holiday)</u> 30.09.2022	514

- 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) Once an application u/s 52(A) of NDPS Act (i.e. drawing of samples in NDPS matters) is moved/marked before the Ld. Duty MM/concerned court, the same shall be disposed off by the Ld. Duty MM/ concerned Ld. MM himself/herself whether on same date or any other date convenient to the Ld. Duty MM/concerned Ld. MM. The work of recording of statement u/s 164 Cr.PC (376/377 IPC and POCSO only) shall be done by the Ld. Reliever Judge. The application for recording of statement u/s 164 Cr.P.C be recorded in the chamber of Court room no. \_\_\_\_\_ or in “Vulnerable Witness Deposition Room” as the case may be. After 5.00 p.m, the work of recording of statement u/s 164 Cr.P.C shall be deal with by the Duty MM on that day.
- 4.(4) All Ld. Magisterial Courts (dealing with police stations cases) shall take up all Misc. applications (pending investigation ) in all matters.
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 Ld. 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 Ld. Duty Magistrate is not supposed to deal with the regular files of any court. On working days, Ld. Duty MM shall deal with only urgent matter after court hour;. All work of extension of JC & PC, as the case may be, shall be dealt with by the concerned court only.**
- 5.(4) The Ld. Duty Magistrate will not look after the court work of his/her link magistrate.
5. (5) The Ld. Duty MM of the day shall report at Video conferencing room latest by 11.30 A.M and shall dispose off the work.
- 5.(6) All the urgent applications/superdari applications/misc. Applications, if fix on holidays, shall be looked after by the Ld. Duty MM.
- 5.(7) The Ld. Duty MM shall extend the remand work of the undertrial UTPs through VC according to the jail premises assigned through VC room.
- 5.(8) The Ld. 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 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.
- 5.(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).
- 5.(10) On a working day, in case the Ld. 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.(11) 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.

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**ARCHANA BENIWAL**  
**CHIEF METROPOLITAN MAGISTRATE**  
**(SOUTH-WEST), DWARKA : NEW DELHI**

No. **D- 3988 - 4073 / DR/CMM/S-WD/DWK/NEW DELHI/2022**

**Delhi, Dated 31.08.2022**

**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/New Delhi.
3. The Ld. Chief Metropolitan Magistrate, All Districts, Delhi/New Delhi.
4. The Ld. ACMM/MMs , posted at Dwarka Courts.

5. The Ld. Officer In-Charge, Pool Car, Dwarka Courts.
6. The Ld. Secretary, DLSA, Dwarka Courts, New Delhi.
7. The A.O Judicial, HQ, THC, Delhi and Dwarka Courts.
8. The Director, Prosecution, Dwarka Courts, New Delhi.
9. The DCPs, concerned Delhi/New Delhi.
10. The I G (Prison), Tihar Jail, Delhi/New Delhi.
11. The Secretary, Bar Association , Delhi/New Delhi.
12. The Incharge, Computer Branch, Care Taking Branch, Judicial Branch, Administration Branch, Nazarat Branch, Dwarka Courts.
13. The Superintendent Jail, Delhi/New Delhi/Law Officer, Tihar Jail, Lock-up Incharge, Dwarka Courts.
14. For uploading on Central Web-site Committee through LAYER.
15. The Video conferencing room, Dwarka courts.
16. The Cash Branch, Dwarka Courts.
17. Reader to CMM, Dwarka Courts.
18. Facilitation Centre/PRO.
19. Notice Board of South-West District, Dwarka Courts, New Delhi.
20. Office File.

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