

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

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

- 1.** The following Ld. Metropolitan Magistrates, posted at Dwarka Courts, will work as Duty Magistrates, for the month of **August 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.

S. no.	Name of the Court	Dates	Court no.
1	Sh. Mridul Gupta, Ld. MM (MCD) R/B -301, Judicial Officers flats, Sector 26, Rohini, Delhi.	<b>01.08.2020(Holiday)</b> <b>10.08.2020</b>	09
2	Ms. Meenu Kaushik, Ld. MM -03 (Mahila Court), R/o H. No. 6, Sahriday Apartments, A 4 Paschim Vihar, Delhi.	<b>02.08.2020(Sunday)</b>	09
3	Ms. Paridhi Gupta, Ld. MM -03, R/o Flat no. 1064, Plot no. 4, Rajni Gandha Apartment, Sector -10, Dwarka, New Delhi.	<b>03.08.2020(Holiday)</b> <b>28.08.2020</b>	09
4	Sh. Ashish Kumar Meena, Ld. MM -02 R/o Flat no. 69, IES Apartments, Plot no. 9, Sector -04, Dwarka, New Delhi – 110075	<b>04.08.2020</b> <b>15.08.2020(Holiday)</b>	09
5	Sh. Deepak Vats, Ld. MM -05 R/o 385, Old Gurgaon Road, Samalka, New Delhi	<b>05.08.2020</b> <b>30.08.2020(Sunday)</b>	09
6	Sh. Pranat Kumar Joshi, Ld. MM -06 (138 NI Act), R/o Flat no 134, Rohit Apartments, Plot 30, Sector – 10, Dwarka, New Delhi	<b>06.08.2020</b> <b>11.08.2020</b>	09
7	Ms. Shivani Chauhan, Ld. MM -01 (Mahila Court) R/o E -75, W 4 Road, Sainik Farms, New Delhi.	<b>07.08.2020</b>	09
8	Sh. Deepak Kumar-II, Ld. MM -06 R/o 632, Gali No. 4, Subhash Market, Kotla Mubarakpur, New Delhi.	<b>08.08.2020(Second Saturday)</b> <b>13.08.2020</b>	09
9	Sh. Umesh Kumar, Ld. MM -04 (138 NI Act), R/o W.Z 231 B, Madipur, New Delhi – 110063	<b>09.08.2020(Sunday)</b> <b>14.08.2020</b>	09
10	Sh. Anuj Bahal, Ld. MM -04, R/o Flat no. C-1002, Shri Durga Apartment, Plot no 6A, Sector -11, Dwarka, New Delhi – 110075	<b>12.08.2020(Holiday)</b> <b>18.08.2020</b>	09

11	Ms. Udit Jain, Ld. MM -08 (NI Act) R/o H. No. 402, Deepali Enclave, Pitampura, Delhi 110034	<b>16.08.2020(Sunday)</b> <b>20.08.2020</b>	09
12	Sh. Sukhman Sandhu, Ld. MM -01 (138 NI Act) R/o Flat no. 134, Rohit Apartments, Plot 30, Sector -10, Dwarka, New Delhi – 110075.	<b>17.08.2020</b> <b>26.08.2020</b>	09
13	Ms. Richa Gusain Solanki, Ld. MM -07, R/o 431, Rama Apartments, Sector – 11, Dwarka , New Delhi.	<b>19.08.2020</b> <b>31.08.2020</b>	09
14	Ms. Neetika Kapoor, Ld. MM -07 (138 NI Act), R/o F- 77, Rajouri Garden, New Delhi - 110027.	<b>21.08.2020</b> <b>23.08.2020(Sunday)</b>	09
15	Sh. Kamran Khan, Ld. MM -01 R/o Flat no. 718, Technology Apartments, IP Extension, Patparganj, Delhi -92.	<b>22.08.2020</b> <b>29.08.2020</b>	09
16	Ms. Charu Dhankar, Ld. MM -02(Mahila Court) R/o 224, Maharaja Saini Apartments, Plot no. 25, Dwarka, New Delhi.	<b>24.08.2020</b>	09
17	Sh. Animesh B. M. Tripathy, Ld. MM -02 (138 NI Act), R/o C- 36, Gujranwala appt, Block – J, Vikaspuri, New Delhi.	<b>25.08.2020</b> <b>27.08.2020</b>	09

**Note:** All the urgent applications/superdari applications/misc. applications should be look after by the duty MM, if the same is fixed on holidays.

**4. Remarks for the Period of suspension of work by the order of Hon'ble High Court of Delhi, New Delhi :-**

**4.(1) All Ld. Metropolitan Magistrates posted at Dwarka Courts are directed to follow the directions mentioned in the duty roster D -34/DR/CMM/S-WD/Dwk/2020 dated 31.05.2020 and the directions issued by the undersigned in earlier order no. D-39/CMM/SWD/DWK/New Delhi/2020 dated 15.06.2020.**

**4.(2) In case of urgency or due to unavoidable circumstances only, if the Ld.MM is not able to perform his/her duty on the date mentioned against their name than he/she informed the undersigned about the unavoidable circumstances and after the approval of undersigned, the Link MM shall perform the duty in place of his/her and he/she will ready for additional duties.**

**4. (3) All fresh applications/urgent matters pertaining to the Magisterial Courts at Dwarka Courts be filed on the mail ID of the facilitation center ([cmmoffsw.ddc@gov.in](mailto:cmmoffsw.ddc@gov.in)).**

## **5. Remarks for the period when courts will reopen after the current situation of suspension of work is over.**

**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)** 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 warrant etc. The MMs are further directed to take special care that in no case they would leave the court without signing the release warrant. 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 MM of that day. In an exceptional case if an MM had left the court after accepting the bail bond and without signing release warrant, the release warrant 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 reports so received by him/her from the staff of that court to the undersigned on the following day.

**5.(3)** 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.(4)** The duty Magistrate is not supposed to deal with the regular files of any court.

**5.(5)** The duty Magistrate will not look after the court work of his./her link Magistrate.

**5.(6)** The duty Magistrate is supposed to consider the remand applications filed by the Investigation Officers after 4 p.m besides considering the bail band 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 p.m, 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/her. (this is with reference to letter no. 1542-1631/CIR/CMM/2005/Delhi, dated 10.02.2006 of Ld. CMM, Delhi.)

**5.(7)** The duty MM of the day shall report at Video Conferencing room latest by 11.30 am and shall disposed off the work.

**5.(8)** 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.(9)** 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.(10)** 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.(11)** 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.

Anu Aggarwal  
Chief Metropolitan Magistrate  
Dwarka Courts

No. D- 54/ DR/CMM/S-WD/DWK/2020

New Delhi, dated 30.07.2020

**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.