

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

Duty Roster for the month of JULY 2020

- 1.** Pursuant to the office Order no. 22/DHC/2020, Dated 29.06.2020 vide endorsement no. 1734-66/DHC/2020 dated 27.06.2020, issued by Hon'ble High Court of Delhi, New Delhi, the following Metropolitan Magistrates will work as duty Magistrate at South West District, Dwarka Courts, New Delhi, on the dates mentioned against their names.
- 2.** The Duty Magistrate would be assisted by his/her own staff.

S. no.	Name of the Court	Dates	Court no.
1	Sh. Animesh B. M. Tripathy, Ld. MM -02 (138 NI Act), R/o C- 36, Gujranwala appt, Block – J, Vikaspuri, New Delhi.	01.07.2020 04.07.2020 10.07.2020	212
2	Sh. Sukhman Sandhu, Ld. MM -01 (138 NI Act) R/o Flat no. 134, Rohit Apartments, Plot 30, Sector -10, Dwarka, New Delhi – 110075.	02.07.2020 12.07.2020(Sunday)	203
3	Ms. Uditia Jain, Ld. MM -08 (NI Act) R/o H. No. 402, Deepali Enclave, Pitampura, Delhi 110034	03.07.2020 27.07.2020	215
4	Sh. Avneesh Kumar, Ld. MM -05 (138 NI Act), R/o Rohini Judicial Apartments, 304, Sector 26, Rohini, Delhi.	14.07.2020 15.07.2020	213
5	Ms. Neetika Kapoor, Ld. MM -07 (138 NI Act), R/o F- 77, Rajouri Garden, New Delhi - 110027.	06.07.2020 25.07.2020	214
6	Sh. Umesh Kumar, Ld. MM -04 (138 NI Act), R/o W.Z 231 B, Madipur, New Delhi – 110063	07.07.2020 13.07.2020	211
7	Sh. Mridul Gupta, Ld. MM (MCD) R/B -301, Judicial Officers flats, Sector 26, Rohini, Delhi	08.07.2020 29.07.2020	02
8	Sh. Pranat Kumar Joshi, Ld. MM -06 (138 NI Act), R/o Flat no 134, Rohit Apartments, Plot 30, Sector – 10, Dwarka, New Delhi	09.07.2020 19.07.2020(Sunday)	216
9	Ms. Meenu Kaushik, Ld. MM -03 (Mahila Court), R/o H. No. 6, Sahriday Apartments, A 4 Paschim Vihar, Delhi.	11.07.2020 (Second Saturday)	312
10	Ms. Paridhi Gupta, Ld. MM -03, R/o Flat no. 1064, Plot no. 4, Rajni Gandha Apartment, Sector -10, Dwarka , New Delhi.	05.07.2020(Sunday) 16.07.2020	11

11	Ms. Charu Dhankar, Ld. MM -02(Mahila Court) R/o 224, Maharaja Saini Apartments, Plot no. 25, Dwarka, New Delhi.	17.07.2020 26.07.2020(Sunday)	315
12	Sh. Deepak Vats, Ld. MM -05 R/o 385, Old Gurgaon Road, Samalka, New Delhi	18.07.2020 31.07.2020	09
13	Sh. Deepak Kumar-II, Ld. MM -06 R/o 632, Gali No. 4, Subhash Market, Kotla Mubarakpur, New Delhi.	20.07.2020 30.07.2020	14
14	Sh. Ashish Kumar Meena, Ld. MM -02 R/o Flat no. 69, IES Apartments, Plot no. 9, Sector -04, Dwarka, New Delhi – 110075	21.07.2020	10
15	Sh. Anuj Bahal, Ld. MM -04, R/o Flat no. C-1002, Shri Durga Apartment, Plot no 6A, Sector -11, Dwarka, New Delhi – 110075	22.07.2020	12
16	Sh. Kamran Khan, Ld. MM -01 R/o Flat no. 718, Technology Apartments, IP Extension, Patparganj, Delhi -92.	23.07.2020	13
17	Ms. Richa Gusain Solanki, Ld. MM -07, R/o 431, Rama Apartments, Sector – 11, Dwarka , New Delhi.	24.07.2020	309
18	Ms. Shivani Chauhan, Ld. MM -01 (Mahila Court) R/o E -75, W 4 Road, Sainik Farms, New Delhi.	28.07.2020	313

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).

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- 45 DR/CMM/S-WD/DWK/2020

New Delhi, dated 30.06.2020

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.