

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

**DUTY ROSTER (REGULAR & TRAFFIC) FOR THE MONTH OF NOVEMBER-
2023 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 November, 2023**, 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	Ms. Vaishali Singh, Ld. MM -05 (Mahila Court, Dwarka Courts, R/o B -802, Satyam Apartment Dwarka Sector – 18A, New Delhi.	01.11.2023	310
2	Ms. Deeksha Sethi, Ld. MM-03, Dwarka Courts R/o J-139, Reserve Bank Enclave, Paschim Vihar, New Delhi-110063.	02.11.2023	11
3	Ms. Aishwarya Sharma, Ld. MM – 01, Dwarka Courts, R/o 3 rd floor, House no. 22, Meera Enclave, behind park hospital, Tilak Nagar, Delhi.	03.11.2023	513
4	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.	04.11.2023	206
5	Ms. Surbhi , Ld. MM – 02 (Mahila Court), Dwarka Courts, R/o Flat no. C -401, 4 th floor, Hind Apartment, Plot no. 12, Sector – 05, Dwarka , New Delhi.	<i>05.11.2023 (Sunday)</i> 21.11.2023	315
6	Ms. Divya Arora, Ld. MM – 01 (138 NI Act), Dwarka Courts , R/o Flat no. A 92, The Kunj Vihar, CGHS, Plot no. 19, Sector – 12, Dwarka, New Delhi - 110075.	06.11.2023	203
7	Sh. Animesh Kumar, Ld. MM -08, Dwarka Courts , R/o Flat no. 1401, Tower 4, Joy Ville, Dwarka Expressway, Sector – 102, Gurugram , Haryana.	07.11.2023	309
8	Ms. Divya Yadav, Ld. MM -03 (Mahila Court), Dwarka Courts, R/o L 29/1, DLF Phase-II, Gurugram, Haryana.	08.11.2023	312
9	Sh. Nitesh Goel, Ld. MM - 05, Dwarka Courts R/o T – 128, Ward no. 6, Aam Bagh Colony, Mehrauli, New Delhi - 110030.	09.11.2023	09
10	Sh. Abhinav Ahlawat, Ld. MM -09, Dwarka Courts. R/o A – 2/207, Second floor, Janakpuri, New Delhi.	10.11.2023	314
11	Sh. Sarthak Panwar, Ld. MM-09 (138 NI Act), Dwarka Courts, R/o F-212, DLF New Town Heights, Sector-91, Gurugram, Haryana.	<i>11.11.2023 (Second Saturday)</i> 17.11.2023	07

12	Sh. Shashank Nandan Bhatt, Ld. MM-06 (138 NI Act), Dwarka courts , R/o B -104, Naveen CGHS Ltd., Sector – 05, Dwarka , New Delhi - 110075.	<u>12.11.2023 (Sunday)</u> <u>13.11.2023 (Holiday)</u>	216
13	Sh. Rahul Jain , Ld. MM - 04 (138 NI Act), Dwarka Court, R/o H. NO. 999, Sector – 14, Gurugram, Haryana – 122001.	<u>14.11.2023 (Holiday)</u> <u>15.11.2023 (Holiday)</u>	211
14	Ms. Divya Singh, Ld. MM – 02 (138 NI Act), Dwarka Courts, R/o – Plot no 261, 3 rd floor, Indraprastha Enclave, Sector – 17, Dwarka, New Delhi – 110078.	16.11.2023 <u>26.11.2023 (Sunday)</u>	212
15	Ms. Naina Gupta, Ld. MM -01 (Mahila Court) , R/o H - 601, Kaveri Apartment, Sector -06, Dwarka.	18.11.2023	313
16	Ms. Bharti Beniwal, Ld. MM – 11 , Dwarka Courts, R/o 250, Kautilya Apartment, Sector – 14, Dwarka, New Delhi – 110078.	<u>19.11.2023 (Sunday)</u> 20.11.2023	05
17	Sh. Sankalp Kapoor, Ld. MM -06, Dwarka Courts, R/o- Villa no. 04, Spring Meadows, Plot Number GH -07A, Greater Noida West, 201306, Uttar Pradesh.	22.11.2023	514
18	Ms. Kratika Chaturvedi, Ld. MM- 04, Dwarka Courts, R/o Flat No. 3001, IFCI Apartment, Plot No. 4, Sector-23, Dwarka, New Delhi-110075.	23.11.2023	12
19	Sh. Azad Sehrawat, Ld. MM (MCD), Dwarka Courts, R/o H. No. C -6, Sector – 15, Part – I (opp. Vita dairy) Gurgaon, Haryana	24.11.2023 <u>27.11.2023 (Holiday)</u>	202
20	Ms. Gita, Ld. MM – 05 (138 NI Act), Dwarka Courts, R/o Flat no. 2099, Type 5, Delhi Administration Flats, Gulabi Bagh, New Delhi – 110007.	25.11.2023	213
21	Sh. Apoorv Bhardwaj, Ld. MM -08 (138 NI Act), Dwarka Courts, R/o 148, Agroha Kunj, Sector -13, Rohini, Delhi – 110085.	28.11.2023	215
22	Ms. Aakanksha , Ld. MM -07 (138 NI Act), Dwarka Courts, R/o Flat No. A -22, Second floor, Cosy Apartments, Sector – 09, Rohini, Delhi - 85.	29.11.2023	214
23	Ms. Medha Arya, Ld. MM-07, Dwarka Courts, R/o C-1/39, Second Floor, Janak Puri, New Delhi.	30.11.2023	06

- 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.
- 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 4 p.m.):. 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 1st Link M.M the 2nd 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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Kratika Chaturvedi

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

No. D - 4334 - 4419 / DR/CMM/S-WD/DWK/NEW DELHI/2023

Delhi Dated 31.10.2023

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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Kratika Chaturvedi

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