

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE :**  
**SOUTH WEST, DWARKA COURTS : NEW DELHI**  
**LINK ROSTER**

The Link Roster of Ld. Metropolitan Magistrates, posted at South-West, Dwarka Courts, **is modified w.e.f 23.03.2024.**

| S.n | Name of MM's   | R.no | Link | Name of MM's  | R. No. |
|-----|--|------|------|---|--------|
| 1.  | Sh. Harshal Negi, Ld. MM -02, Dwarka Courts.                   | 10   | <>   | Sh. Nitesh Goel, Ld. MM -05, Dwarka Courts.                 | 09     |
| 2.  | Ms. Shubhi Gupta, Ld. MM -01 (138 NI Act), Dwarka Courts       | 203  | <>   | Ms. Deeksha Sethi, Ld. MM -03, Dwarka courts.               | 11     |
| 3.  | Ms. Kratika Chaturvedi, Ld. MM -04, Dwarka Courts              | 12   | <>   | Sh. Anshul Mehta, Ld. MM -08 (138 NI Act), Dwarka Courts.   | 215    |
| 4.  | Ms. Divya Yadav, Ld. MM -03 (Mahila court), Dwarka Courts.     | 312  | <>   | Ms. Vinerjeet Kaur, Ld. MM -03 (138 NI Act), Dwarka Courts. | 206    |
| 5.  | Ms. Apoorva Rana, Ld. MM -05 (138 NI Act), Dwarka Courts.      | 213  | <>   | Sh. Nidhish Kumar Meena, Ld. MM -10, Dwarka Courts.         | 316    |
| 6.  | Sh. Abhinav Ahlawat, Ld. MM - 09, Dwarka Courts                | 314  | <>   | Sh. Shashank Nandan Bhat, Ld. MM - 06 (138 NI Act), Dwarka  | 216    |
| 7.  | Ms. Aakanksha, Ld. MM -07 (138 NI Act) Dwarka Courts.          | 214  | <>   | Ms. Surbhi, Ld. MM -02, (Mahila Court), Dwarka Courts.      | 315    |
| 8.  | Ms. Kritika Jain, Ld. MM -04 (Mahila court), Dwarka Courts     | 311  | <>   | Ms. Divya Singh, Ld. MM -02 (138 NI Act), Dwarka Courts     | 212    |
| 9.  | Sh. Visvesh , Ld. MM -07, Dwarka Courts.                       | 06   | <>   | Sh. Animesh Kumar, Ld. MM -08, Dwarka Courts.               | 309    |
| 10. | Ms. Neetika Kapoor, Ld. MM -06, Dwarka Courts.                 | 514  | <>   | Sh. Azad Sehrawat, Ld. MM (MCD), Dwarka Courts.             | 202    |
| 11. | Sh. Sarthak Panwar, Ld. MM -09 (138 NI Act), Dwarka Courts.    | 07   | <>   | Ms. Bharti Beniwal, Ld. MM 11 , Dwarka Courts.              | 05     |
| 12. | Ms. Abhilasha Singh, Ld. MM -01 (Mahila court), Dwarka Courts. | 313  | <>   | Ms. Aishwarya Sharma, Ld. MM -01 , Dwarka Courts.           | 513    |
| 13. | Ms. Deepika Thakran, Ld. MM – 04 (138 NI Act), Dwarka Courts   | 211  | <>   | Ms. Vaishali Singh, Ld. MM -05 (Mahila Court), Dwarka       | 310    |

**1.(1)** Whenever any MM is on leave or busy in remand proceedings in Hospitals etc, or is not available due to any reason, his/her work shall be looked after by Link Magistrates shown against his/her name in the opposite column for entire day. In case both the said MMs are on leave or not available for similar reason, the MMs whose name is mentioned immediate below the name of the MM concerned shall work as next link MM and shall look after the work of court of MM whose name is mentioned above his/her name. In case even the next link MM mentioned immediately below the name concerned MM on leave or similarly not available, the MM whose name finds mentioned immediately below thereafter shall work as next link MM for such duration and so on & so forth. The two MMs mentioned in the first horizontal line shall be

deemed to be MMs Place immediately below the two MMs mentioned in the last horizontal line in the roster for the above purpose. The aforesaid arrangement shall be operative in absence of specific order of undersigned to the contrary.

**1.(2)** The two MMs mentioned immediately below any MM shall be deemed to be 2<sup>nd</sup> and 3<sup>rd</sup> Link MM.

**2.(1)** In the absence or non-availability or being on leave or otherwise busy with the Administrative work, the **Judicial Court work of undersigned (excluding TIP applications and 164 Cr.P.C applications) shall be looked after by Sh. Animesh Kumar, Ld. MM -08, South-West District, Dwarka Courts** and in his absence, the same shall be looked after by **Ms. Aishwarya Sharma, Ld. MM -01, Dwarka Courts** and in her absence, the same shall be looked after by **Sh. Visvesh, Ld. MM-07, Dwarka Courts**, and in his absence, the same shall be looked after by Duty Magistrate of the day. The work of recording of statement u/s 164 Cr.P.C and TIP applications pertaining to PS Najafgarh, shall be dealt by Sh. Azad Sehrawat, Ld. MM (MCD), Dwarka Courts and in his absence or non-availability the same be dealt by the Link MM of the court of Sh. Azad Sehrawat, Ld. MM (MCD), Dwarka Courts, and so on as per the present Link Roster.

**2.(2)** In the absence or non-availability or being on leave or otherwise busy with the the court work, the **Administrative work of the office of CMM** , Dwarka courts(South-West), shall be looked after by **Ld. ACMM, Dwarka Courts**, and in the absence of Ld. ACMM, Dwarka Courts, (South-West) the same be looked after by **Ms. Kratika Chaturvedi, Ld. MM -04, Dwarka Courts**, and in her absence, by **Sh. Abhinav Ahlawat, Ld. MM -09, Dwarka Courts**, and in her absence, the same shall be looked after by the **Duty MM of the day**.

**2. (3)** All the miscellaneous applications of PS Najafgarh shall henceforth stand automatically assigned to Sh. Shashank Nandan Bhatt, Ld. MM -06 (138 NI Act) and in the absence or non availability of Ld. MM -06 (138 NI Act), Dwarka Courts the above said work shall be looked after by the Ld. Link MM of the the court of Ld. MM -06 (138 NI Act), Dwarka Courts.

In case of leave/training/or non availability of undersigned all the miscellaneous applications of Cyber/Copyright/EOW/Crime Branch/3 DPDP Act, under the jurisdiction of undersigned shall be dealt by the following Ld. Magistrates as follows:

| <b>S. No.</b> | <b>Days of the Month</b>                  | <b>Ld. Magistrates</b>                    |
|---------------|---|---|
| <b>1.</b>     | <b>1<sup>st</sup> to 15<sup>th</sup></b>  | <b>Ms. Bharti Beniwal, Ld. MM - 11</b>    |
| <b>2.</b>     | <b>16<sup>th</sup> to 31<sup>st</sup></b> | <b>Ms. Kratika Chaturvedi, Ld. MM -04</b> |

**In case of absence due to leave or non availability of above Ld. Link MMs, the work of all miscellaneous applications pertains to Cyber/Copyright/EOW/ Crime Branch/3DPDP Act, shall be looked after by the Ld. Duty MM of that day.**

**2.(4)** In the absence or non-availability or being on leave or otherwise busy with the Administrative work, the **work of the Court of Ld. ACMM, Dwarka courts, shall be looked after by Sh. Abhinav Ahlawat, Ld. MM -09, Dwarka Courts, and in the absence of Ld. MM -09, the same shall be looked after by Ms. Deeksha Sethi, Ld. MM -03, Dwarka Courts** and in her absence the same be looked after by **Ms. Bharti Beniwal, Ld. MM -11, Dwarka Courts** and in the absence of Ld. MM -11, Dwarka Courts, the same shall be looked after by the **Duty MM of the day**.

**2. (5) In the absence or training or non availability of Sh. Deepak Kumar - I, Principal Magistrate, Juvenile Justice Board – VII, Dwarka, New Delhi, as well as other associate Members of Board, the work of JJB – VII, shall be looked after by Ms. Aakanksha, Ld. MM -07 (138 NI Act), Dwarka Courts and in her absence by first Link MM and so on as per the present Link Roster.**

**3.(1) The Link MM shall first come to the court of Ld. MMs on leave personally to deal with the matters listed, misc. applications, etc. and then deal with his/her court work.**

**3.(2)** In any case, the Link Magistrate shall commence work in the concerned court, when Presiding Officer is on leave, by 10.30 am. In case where a particular officer is expected to work as Link Magistrate in more than one court on given day, the reader of court concerned shall inform the litigants and Member of the bar about the time when the Link Magistrate would be coming to such court. (refer circular no. 5958-6040/CMM dated 19.07.1999).

**4.** In order to avoid delay in regulation of the court work, Ld. MM shall issue instructions to their respective Readers/Ahlmads/Asstt.Ahlmad/Steno (In that order) to intimate in writing to the office of the CMM, (South- West) by 10:00 am (positively) on the date when presiding officer happens to be on leave or not available for any reason.

**5** If on any particular day, any court is assigned the work of more than two Link Courts, then the work of 3<sup>rd</sup> Link Court may be assigned to any other court by CMM (South-West) and in his absence, by ACMM (South-West), upon written request made by Ld. MM concerned.

**6.** In super-session of earlier practice directions/guidelines, application for Plea Bargaining moved before the concerned Court shall be assigned to the first Link MM of said Court, as per Link Roster in force, irrespective of the fact if the first link MM happens to be on leave or not available due to any reason. There shall be no need to route the applications through the CMM/ACMM and shall be directly assigned to the First Link MM, who shall proceed to dispose it of. If the first Link MM happens to be not available on any day on which Plea Bargaining matter is fixed, his Link MM shall adjourn the matter to a short date. Unless **Digital** specifically ordered by the undersigned, the applications for Plea Bargaining shall not be assigned to any other Link MM except the First Link MM. It is made clear that Plea Bargaining matters already pending with the ACMM(s)/MM(s) shall be dealt with by them only and shall not be transferred. After disposal of Plea Bargaining proceedings, the said files be sent to the concerned trial Courts directly.

**6.(1)** The Public Prosecutor attached to the assignee Court, or his nominee as may be appointed by the Prosecution Branch, shall represent the Plea Bargaining Judge, Where no Prosecutor is available, like in Courts dealing exclusively with cases u/s 138 NI Act/MCD Courts, the Prosecution Branch shall assign duties of Prosecutors to represent the State in Plea Bargaining matters before such Courts.

**6.(2)** In case the Plea Bargaining succeeds, the entire file (including the Plea Bargaining proceedings, the judgment and the order on sentence, which shall form part of record) shall be returned directly by the Link MM (assignee court) to the concerned court for further proceedings if required, and it shall be consigned to Record Room by the concerned Trial Court.

But in case the Plea Bargaining fails, only the record of Trial Court shall be returned to the said court (without Plea Bargaining proceedings) directly for further proceedings in the matter. The Plea Bargaining proceedings shall not form part of the

judicial record and shall be consigned to record room separately by the Ahlmad of the Link MM (Assignee Court).

**6.(3)** The Ahlmads of all Magisterial Courts shall maintain proper record and data with respect to the Plea Bargaining matters, for being used in future, as and when required.

**6. (4)** In case of any unforeseen situation, the matter shall be put up before the undersigned, for appropriate orders.

**6. (5)** All Ld. MM's shall try to ensure that Plea Bargaining applications are disposed of within 3 months of the same being assigned to them.

## **7 Applications for recording of Statement u/s 164 Cr.P.C and TIP APPLICATIONS:**

**7.(1)** Application for recording of statement u/s 164 Cr.P.C, the application for TIP of accused or of case property, for preparation of inventories under Copyrights Act, Trademark and other similar Acts, for polygraph test, for Voice Samples, for specimen signatures/handwritings, etc, shall be assigned by the Jurisdictional Magistrate to the Court of the next available link as per the chart above. In case, the jurisdictional magistrate is not available being only were otherwise busy in the main proceedings in hospitals, inquest and jail duty etc, his or her link MM or even in the absence of the later, his or her link MM shall deal with the application in the same manner deeming it to be to have been made over to him or her formally. In such an eventuality, the formal marking of such applications to next available link would not be required however an endorsement shall be made by the Reader/Ahlmad/Asstt Ahlmad of the concerned court that **“Ld. Presiding Officer is on leave or not available due to any other reason”** and the application shall automatically be deemed to be assigned to the next link MM accordingly. For removal of doubts, it is clarified that no further assignment of any such application shall be done by concerned MM who is required to deal with such application as per above directions and only under exceptional circumstances and for genuine reasons mentioned by the MM concerned in writing, the same can be put up before the undersigned with a request for further assignment.

**7.(2)** Due to any unavoidable circumstances if any Ld. MM happens to be on leave or otherwise not available due to any reason, he/she shall intimate the next Ld. Link MM one day in advance and so on so further as per the Link Roster to perform the work of their respective Link Courts. The undersigned can mark any application/matter to any of the Ld. MMs, available in the South West District, irrespective of the aforesaid link arrangement.

**7. (3)** All the applications for carrying out inquest proceedings shall be placed directly before the Duty MM of the day and Ld. Duty MM, shall immediately proceed for initiation of said proceedings, under intimation to the undersigned and the Link MM (of Duty MM), shall look after the work of Duty MM on that day and in case of leave or non availability of Ist Link MM than the next Link MM shall look after the work of Duty MM and so on,

**7. (4)** All applications for recording of statements u/s 164 Cr.P.C shall be marked by the court concerned to its 1<sup>st</sup> Ld. Link MM (except application u/s 376/377 IPC and POCSO cases) and in case the 1<sup>st</sup> Link MM is on leave or busy in remand proceedings in hospital etc or is not available due to any reason, then same application shall be marked to 2<sup>nd</sup> Ld. Link MM as per the Link Roster/chart and so on. If the concerned Ld. MM is on leave or not available than the same be dealt by the Ld. Link MM without any marking. **All the application for recording of statement u/s 164 Cr.P.C pertaining to cases u/s 376/377 IPC and POCSO cases and NDPS applications shall be** put up before the undersigned for further marking. In case of absence or Non availability of undersigned these applications shall be put up before Ld. ACMM for further marking, and in the absence of Ld. ACMM, the same be put up before the Senior most Ld. MM (on that day), posted at Dwarka Courts for further marking.

**7. (5).** \_\_\_\_\_ The concerned MM while recording statements u/s 164 Cr.PC shall keep in mind the provisions of **Section 25 & 26 of the Protection of Children from Sexual Offences Act, 2012** which broadly provides accompanying of Parents/representative, confidentiality, taking assistance of translator/interpreter, if required & in case of mentally or physically challenged persons audio-video recording, subject to availability of such means.

**7. (6).** \_\_\_\_\_ TIP will be conducted in manner as mentioned in the Circular No. 2512/41028-41118/CMM/Delhi dated 04.06.2003 & 4740-80/CMM/2003/Delhi dated 09/07/2003, Ld. MMs proceeding for conducting TIP at Tihar/Mandoli Jail/or other Jail Complex, shall not leave the court premises before 3.00 p.m and after completing the work fixed in their court for the day.

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

**No. D - 6157 - 6242 / DR/CMM/S-WD/DWK/NEW DELHI/2024**

**Delhi, Dated 22.03.2024**

**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, Delhi & New Delhi.
3. The Ld. Chief Metropolitan Magistrate, All Districts, Delhi/New Delhi.
4. All Ld. Metropolitan Magistrates, South-West District, Dwarka Courts, New Delhi.
5. Ld. Principal Magistrate, JJB – VII, Dwarka, New Delhi.
6. The Officer Incharge, Pool Car, South-West District, Dwarka Courts, New Delhi.
7. The Ld. Secretary, Delhi Legal Aid, South-West District, Dwarka Courts, New Delhi.
8. The Director of Prosecution, THC, Delhi.
9. The A.O., Judicial Branch, H.Q., THC, Delhi and South West District. Dwarka Courts.
10. The Incharge, Computer Branch, Dwarka Courts (for uploading on Layers/Website).
11. In-charge Nazarat Branch, Facilitation Center, South-West District, Dwarka Courts.
12. The Commissioner of Police, New Delhi, DCP's, South-West District, Dwarka Courts, New Delhi.
13. The Care Taking Branch, Dwarka Courts.
14. The Secretary, Bar Association, THC, PHC, Rohini, Karkardooma & Dwarka Courts, Delhi.
15. The Supdt. Jail, New Delhi/Lock-Up Incharge, South-West District, Dwarka Courts, New Delhi.
16. District Court Web-Site Committee, Tis Hazari Courts, HQ.
17. Reader to CMM/ACMM South-West District, Dwarka Courts, New Delhi.
18. I.G. (Prison), Tihar Jail, Delhi, New Delhi.
19. Concerned, Law Officer, Tihar Jail.
20. In-charge, Video Conferencing, South-West District, Dwarka Courts, New Delhi.
21. Cashier, THC (HQ), Delhi and Dwarka Courts, New Delhi.
22. Facilitation Centre/PRO.
23. Notice Board of South-West District, Dwarka Courts, New Delhi.
24. Office File.

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