OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SOUTH DISTRICT, SAKET COURT COMPLEX, NEW DELHI
DUTY ROSTER FOR THE MONTH OF AUGUST – 2016

The following Metropolitan Magistrates will work as Duty Magistrate in South District at Saket Court Complex, New Delhi on the dates noted against their names. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases whenever necessary and to attend all the urgent matters, such as recording of dying declaration, statement U/s. 164 Cr. P.C. etc. whenever such matter placed before them. They should always be available in their houses on the day of duty. The Magistrate named stand deputed for the purposes of trial of demonstrators who may be arrested on the date on which they are performing their duties. **If fresh Traffic/STA Challans are filed during holidays, the same shall also be disposed off by the Duty Magistrate.**

On Sundays, Second Saturday and other Holidays, they are required to reach court around 11:00 am. and shall not leave before 5:00 pm or till the disposal of the entire remand and other misc. work, whichever is later. Even on working days, Duty Magistrate is expected to remain in the court till 5:00 pm. **The Duty Magistrate would be assisted by his/her own staff.**

S.No.	Name of Metropolitan Magistrates	Working Day (S)	Holiday (S)	Room No.
1	**Ms. Preeti Parewa, MM - 02 NI Act (South)** 98-C, Pocket B, Mayur Vihar Phase – 02, New Delhi	01/08/2016 05/08/2016	15/08/2016	612 (6th floor)
2.	**Ms. Anjani Mahajan, MM - 02** 19, Jor Bagh, New Delhi	02/08/2016 08/08/2016 16/08/2016		213 (2nd floor)
3.	**Sh. Gaurav Gupta, MM – 04** C 41, Saket Courts Residential Complex, Saket, New Delhi-17	03/08/2016 04/08/2016	18/08/2016	211 (2nd floor)
4.	**Sh. Anuj Aggarwal, MM – 03** C-34, Saket Courts Residential Complex, Saket, New Delhi	06/08/2016 17/08/2016		
5.	**Sh. Sonu Agnihotri, CMM (South)** A-74, Saket Courts Residential Complex, Saket, New Delhi		07/08/2016 28/08/2016	216 (2nd floor)
6.	**Ms. Rajat Goyal, MM-01 NI Act (South)** H.No. - 77 , Sector – 21 B, Faridabad (Haryana)	09/08/2016 23/08/2016 29/08/2016		611 (6th floor)
7	**Sh. Gopal Singh Chauhan, MM – 06** 2025, Delhi Administration Flats, Gulabi Bagh, Delhi – 110007	10/08/2016 11/08/2016 12/08/2016		308 (3rd floor)
8.	**Sh. Vipin Kharb, MM - 01** A-148, Sector-19, Opposite St. Marry School, Dwarka, New Delhi		13/08/2016 14/08/2016	214 (2nd floor)
9.	**Sh. Rakesh Kumar Singh, MM Traffic (South)** 601, Judge's Residential Complex, Karkardooma Courts, Delhi	19/08/2016	25/08/2016	07 (G floor)
10.	**Sh. Sushant Changotra, MM – 05** C-53, Saket Courts Residential Complex, Saket, New Delhi	20/08/2016 22/08/2016	21/08/2016	210 (2nd floor)
11	**Ms. Bhavna Kalia, MM-01, (Mahila Court)** C 54, 5th Floor, Saket Courts Residential Complex, Saket, New Delhi-17	24/08/2016 26/08/2016 27/08/2016		208 (2nd floor)
12.	**Ms. Niti Phutela, MM – 03, (Mahila Court)** D-84, Saket Courts Residential Complex, Saket, New Delhi	30/08/2016 31/08/2016		12 (Ground floor)

Notes:

1. The Duty Magistrate will also work as Duty Magistrate (Traffic) and all the Challans Traffic/STA/ImpoundedVehicle (in addition to work of regular Magisterial Courts) will also be heard and disposed off by him/her.
2. When any working day is declared holiday the Duty Magistrate on that day will be deemed as Duty for whole of the day without any further orders.
3. 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 warrants etc. The MMs are further directed to take special care that in no case they should not leave the court without signing the release warrants, 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 M.M. of that day. In an exceptional case if an MM had left the court after accepting the bail bond and without signing release warrants, the release warrants may be signed by the concerned Duty Magistrate after taking report in writing from the Reader/Ahlmad of the concerned court.

Chief Metropolitan Magistrate
Saket Courts Complex
New Delhi

4. The 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 shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein.

5. The Duty Magistrate is not supposed to deal with the regular files of any court.

6. The duty magistrate will not look after the court work of his/her link magistrate.

7. The Duty Magistrate is supposed to consider remand applications filed by the Investigation Officers **after 4:00 pm** besides considering the bail bond 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 4:00 pm. 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 it is supposed to be considered by him. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. C.M.M. Delhi).

8. The Duty MM of the day shall report at Video Conferencing Room latest by 11:30 AM and shall dispose off the work.

9. The MMs deputed for duty on holidays, second Saturdays and Sundays who actually work on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within one year thereof**. (This is with reference to Notification No. 43/Rules/DHC dated 12.01.2012 conveyed through Endst. No. 6546-63/Rules/DHC dated: 06/03/2012) and the Members of the staff of their court who 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. 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.

10. 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 intimates the officer requiring his/her attendance for that date he/she may do so in the forenoon sessions under intimation to the undersigned (ref. S.O. Issued by the Ld. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 26-10-1999).

11 No Metropolitan Magistrate shall proceed on leave or remain absent on the day he / she is deputed as Duty Magistrate except under exceptional circumstances or emergency. In case of an emergency or inevitable circumstances, if a Duty MM must proceed on leave, he/she shall send a formal request in advance for change of duty with the officer agreeing to perform duty in his/her place in the office of the undersigned.

12. **Court Room No. 007 (Eastern Wing) is earmarked for Duty Magistrate(s) deputed for holidays or during vacations.** (This is with ref.,no.24891-24991/General/RKG/DJ(S)/Saket/ND/dated: 25-07-2011).

29-7-2016

(SONU AGNIHOTRI)
Chief Metropolitan Magistrate,
South District, Saket Court Complex, New Delhi

Dated : 29.07.2016

No. 1661-1711 /CMM/DR/SD/Saket/New Delhi/ 2016 Dated 29/07/2016

Copy forwarded for information and necessary action :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi
   (Through : The District & Sessions Judge, South, Saket Courts Complex, New Delhi)
2. The District & Sessions Judge (Headquarters),/West, Tis Hazari Courts, Delhi.
3. The District & Sessions Judge, South District, Saket Court Complex, New Delhi.
4. The District & Sessions Judge of all other district in Delhi.
5. The Secretary, DLSA, South District, Saket Court Complex, New Delhi.
6. The C.M.Ms, of all other Districts of Delhi.
7. The Ld. ACMM & all M.M.s of South District, Saket Court Complex, New Delhi.
8. The Chief Prosecutor, South District, New Delhi.
9. The D.G. Prison, Tihar Jail, New Delhi.
10. The D.C.P., South District, New Delhi.
11. The In-charge, **Website Committee**, Central District, Delhi with request for updation of the same on the official website of ***Delhi District Courts*** and ***Saket Court Complex*** as well.
12. The In-charge, Video-Conference Room, Saket Court Complex, New Delhi.
13. The In-charge Judicial Branch-I & II, South District, Saket Court Complex.
14. The In-charge, Administration Branch-I, II & III , Saket Court Complex, New Delhi.
15. The Controlling Officer, Pool-Car, South District, Saket Court Complex, New Delhi.
16. The In-charge, Care Taking Branch, South District, Saket Court Complex, New Delhi.
17. The In-charge, Lock-up, Saket Court, Complex, New Delhi.
18. The Hony Secretary, S.D.B.A., Saket Courts, New Delhi.
19. The Cashier, Saket Court Complex, New Delhi.
20. The In-charge, Facilitation Centre/PRO/APRO, Saket Courts Complex, New Delhi.
21. Reader to CMM, South District, Saket Court, New Delhi.
22. Office file.
23. Notice Board.

29.7.16

Dated : 29.07.2016

(SONU AGNIHOTRI)
Chief Metropolitan Magistrate,
South District, Saket Court Complex,
New Delhi