

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SOUTH DISTRICT, SAKET COURT COMPLEX, NEW DELHI
DUTY ROSTER FOR THE MONTH OF JULY - 2024**

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, at their residence, etc. whenever such matter placed before them. They shall also record statement U/s 164 CrPC or TIP of case properly if they happened to be Duty MM on holiday. 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 by 11:00 am, and shall not leave before 5:00 pm or till the disposal of the entire remand (including remand outside court premises i.e. Jail, hospital etc.) 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	Sh. Mayank Aggarwal, MM - 01 NI Act (South) House No. - 873, 2 nd Floor, Sector - 17 - B, Gurugram, Haryana. (Near IFFCO Chowk)	01.07.2024	17.07.2024	611 (6 th Floor)
2	Sh. Rishabh Tanwar, MM - 07 NI Act (South) House No. 55, G/F, Mahashay Ratiram House, Kahiya Mohalla, Fatehpur Ben, New Delhi - 110074	02.07.2024		36 3 rd Floor (Block - II)
3	Ms. Chakita Srivastava, MM - 04 (Mahila Court) (South) House No. A - 1, Friends Apartment, Patparganj, I. P. Extension, Delhi - 110092	03.07.2024		06 (Ground Floor)
4	Sh. Varun Chandra, MM - 04 NI Act (South) House No. 5 D, DDA MIG Flats, Shivam Enclave, Jhilmil, Delhi - 110032	04.07.2024		202 (2 nd Floor)
5	Sh. Komal, MM - 08 NI Act (South) House No. J - 1 - 112, (3 rd Floor), DDA Flats, Kalkaji, New Delhi - 110019	05.07.2024		37 3 rd Floor (Block - II)
6	Ms. Shilpi Singh, MM - 02 (South) House No. 90 / 53 A, Second Floor, Malviya Nagar, New Delhi - 110017.	06.07.2024	07.07.2024	213 (2 nd Floor)
7	Ms. Vijayshree Rathore, MM - 06 (South) Flat No. - 2062, Delhi Administration Flats, Gulabi Bagh, Delhi.	08.07.2024		08 (Ground Floor)
8	Ms. Pooja Kumari, MM - 02 NI Act (Digital Court), (South) House No. B - 36, Ground Floor, Gali No. 1, West Vinod Nagar, Delhi.	09.07.2024 10.07.2024		25 1 st Floor (Block - II)
9	Ms. Deeksha Madaan, MM - 01 (Mahila Court) (South) House No. - 462, Second Floor, Sector - 31, Faridabad, Haryana	11.07.2024	13.07.2024	208 (2 nd Floor)
10	Ms. Nidhi Singh, MM - 03, (South) Flat No. - 201, Hermitage Co-operative Society, Sector - 28, Gurugram, Haryana.	12.07.2024	28.07.2024	212 (2 nd Floor)
11	Sh. Aviral Shukla, MM - 05 (South) Flat No. 1 A, C - 1 / 51, Safdarjung Development Area, (on Hauz Khas Village Road), New Delhi.	16.07.2024	14.07.2024	03 (Ground Floor)
12	Ms. Rashi Raheja, MM - 02 (Mahila Court) (South) Flat No. 2092, Gulabi Bagh, New Delhi - 110007.	15.07.2024		209 (2 nd Floor)
13	Ms. Norma Jain, MM - 01 NI Act (Digital Court), (South) House No. D - 2042, Windsor Paradise - II, Raj Nagar Extension, Ghaziabad, U.P.	18.07.2024 19.07.2024		24 1 st Floor (Block - II)
14	Ms. Shikha Chahal, MM-03 NI Act (Digital Court) (South) NI Act along with suppor A-20, Ground Floor, Geetanjali Enclave, New Delhi-110017.	20.07.2024	21.07.2024	26 1 st Floor (Block - II)

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15	Ms. Shraddha Tripathi, MM – 02 NI Act, (South) Flat no. Sem A-006, Shipra Srishti, Ahinsa Khand-1, Indirapuram, Ghaziabad, U.P-201014.	<u>22.07.2024</u> <u>23.07.2024</u>		603 (6 th Floor)
16	Ms. Kamaldeep Kaur, MM (Digital Traffic Court) (South) Sector – 12 – A, Plot No. - 70, Dwarka, New Delhi. (Near Bal Bharti School).	<u>24.07.2024</u>		28 1 st Floor (Block - II)
17	Sh. Kawal Singh, MM – 03 NI Act (South) House No. - 528, DDA SFS Flats, Pocket – 2, Sector – 9, Dwarka, New Delhi.	<u>25.07.2024</u>		207 (2 nd Floor)
18	Sh. Siddhant Kumar, MM – 06 NI Act (South) House No. - 5, Block – E, Saket, New Delhi.	<u>26.07.2024</u>		35 3 rd Floor (Block - II)
19	Ms. Sana Khan, MM – 03 (Mahila Court) (South) Flat No. 111, Mount Kailash Apartment, Pocket – A, East of Kailash, New Delhi.	<u>27.07.2024</u>		12 (Ground Floor)
20	Sh. Sankalp Kapoor, MM – 04 (South) Villa No. 04, Spring Meadows, Plot No. GH07A, Greater Noida West, U. P. - 201306.	<u>29.07.2024</u>		211 (2 nd Floor)
21	Sh. Ashish Kumar Meena, MM – 01 (South) Flat No. 69, IES Apartment, Plot No. 9, Sector – 4, Dwarka, New Delhi - 110078	<u>30.07.2024</u>		214 (2 nd Floor)
22	Sh. Ravi, MM – 05 NI Act, (South) House No. - 129 – B, Rajinder Park Extension, Nangloi, Delhi	<u>31.07.2024</u>		13 (3 rd Floor) (Block – I)

Amendment Notes:

1. That the Duty Magistrate (Traffic) of the day shall also deal with all the Challans, traffic/STA/Impounded Vehicle.
(in addition to work of regular Magisterial Courts) will also be heard and disposed off by him/her on holidays.
2. When any working day is declared holiday the Duty Magistrate on that day will be deemed as Duty Magistrate 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/Ahmad of the concerned court.
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). Further on working day, Duty MM shall be responsible for all remand work at any hour of any person who is present outside the court premises (Jail, hospital etc).

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