

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE, NEW DELHI DISTRICT.  
DUTY ROSTER FOR THE MONTH OF MAY-2018**

The following Judicial Officers will work as Duty Magistrate at Patiala House Courts, 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 and to attend all the emergency matters such as recording of dying, declaration etc. Whenever such a matter is 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/Evening Courts Challans are filed during holidays, the same shall also be disposed of by the Duty Magistrate.** On Sunday and other holidays they are required to reach court around 11:00 a.m. and remain their till the disposal of the entire remand and other misc. work. Even on working days, 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.**

Sr. No.	Name of Judicial Officers	Working Days	Holidays	Court Room No.
1	<b>Ms. Ambika Singh, MM</b> 192/11C, Railway Officer's Colony Tis hazari, Boulevard Road, Delhi	<u>14.15.16</u>	13	4B, Ground Floor, Main Building
2	<b>Ms. Ritu Singh, MM</b> 505, Karkardooma Courts Residential Complex Delhi	<u>17.18.19</u>	=	34, First Main Building
3	<b>Ms. Manisha Tripathy, MM</b> D-93 Saket Court Complex, New Delhi	<u>24.25.26.31</u>	=	29, First Floor, Main Building
4	<b>Sh. Dharmender Singh, MM</b> 20 D, 3rd Floor Sunder Apartment Sunder Vihar, GH-10, Paschim Vihar, Delhi 110087	<u>28.29.30</u>	27	23, First Floor, Main Building
5	<b>Ms. Snigdha Sarvaria, MM</b> 10A, 2nd & 3rd Floor, Sanjay Nagar (near Gulabi Bagh), Delhi 110007	<u>21.22.23</u>	20	21, First Floor, Main Building
6	<b>Sh. Sumeet Anand, MM</b> B-123 (Top floor), Nirman Vihar, Delhi	<u>5.7.8.</u>	6	30, First Floor, Main Building
7	<b>Ms. Vijeta Singh, MM</b> C-71, Saket Court Complex, New Delhi	<u>9.10.11</u>	12	20B, First Floor, Main Building
8	<b>Ms. Bhavna Kalra, MM</b> C-54, Saket Court Complex, New Delhi	<u>1.2.3.4</u>	=	24, First Floor, Main Building

1. Whenever 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 order.

2. It is impressed upon all the M.M.s not to leave any pending work in their courts without signing the 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 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 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 report so received by him from the staff of that court to the undersigned on the following day.

3. The Duty Magistrate is not supposed to deal with the regular files of any court. The Duty Magistrate is supposed to consider the remand applications filed by the Investigating Officers after 4 p.m. 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 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. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. C.M.M. Delhi).

Contd.....

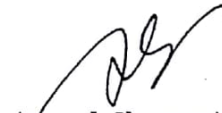
4. The M.M.s deputed for duty on holidays, second Saturdays and Sundays who actually work on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu duty performed on such day (s) **within one year** thereof and members of the staff of their courts as well as the Cashier/Official of Cash Branch who actually work on such days shall be entitled to avail special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within one month** thereof. The Special Casual Leave (Compensatory Leave) of M.M.s shall be routed through and after the verification of the undersigned. The M.M.s 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. (This is with reference to letter no. 6545-63/Ruler/DHC dated 06-03-2012 of Hon'ble High Court of Delhi : New Delhi) (ref. S.O. Issued by the Ld. District Judge-cum-Additional Sessions Judge, Patiala House Court, New Delhi District, vide letter no. 5365-85 Judl./NDD Dated. New Delhi the. 15/03/2012).

5. The Duty MM of the day is directed to dispose of the work listed in his/her court and reach to P-2. First Floor, Publication Building, Patiala House Courts, New Delhi from where he/she shall grant the extension of Remand/Rehnumai to the under trial prisoners lodged at Central Jail, Tihar, Delhi through Video Conferencing.

6. 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 is to appear as a witness for his exemption from court attendance. If the court in question again intimates the officer requiring his attendance for that date he 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 20-10-1999).

7. **The duty magistrate will not look after the court work of his/her link magistrate, but not exempted from recording statement u/s 164 Cr. P.C. marked by first Link MM.**

8. All the Duty MM's shall also dispose of any Judicial work whatsoever assigned to them by the undersigned.

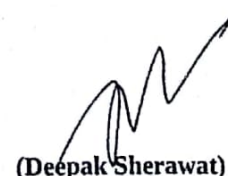


(Deepak Sherawat)  
Chief Metropolitan Magistrate,  
Patiala House Courts, New Delhi.  
Dated: 28.04.2018

No. 1063-1117 /2018/Regular/CMM/PHC/New Delhi.

**Copy forwarded for information and necessary action :-**

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.  
(Through Ld. District & Sessions Judge, Patiala House Court, New Delhi).
2. The Ld. District & Sessions Judge, Patiala House Court, New Delhi.
3. All the other Ld. District & Sessions Judges, Center (HQ), West/ **THC**, North, North-West/ **Rohini**, Shahadra, East, North-East/ **KKD**, South-West/ **Dwarka**, South, South-East / **Saket**, Delhi/New Delhi.
4. The Secretary, DLSA, PHC, New Delhi.
5. All the Ld. Chief Metropolitan Magistrates, Center, West/ **THC**, North, North-West/ **Rohini**, Shahadra, East, North-East/ **KKD**, South-West/ **Dwarka**, South, South-East / **Saket**, Delhi/New Delhi.
6. All the Ld. ACMMs, Patiala House Courts, New Delhi District.
7. The Concerned M.M.s, Patiala House Courts, New Delhi.
8. The Chief Prosecutor, New Delhi- District.
9. The D.C.P. New Delhi District/ South District/ South -West District.
10. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
11. The Incharge, Computer Room, Patiala House Courts, New Delhi.
12. The Incharge Judicial Branch, New Delhi Patiala Houses Courts.
13. The Incharge, Leave Section, Patiala House Courts, New Delhi to verify Compensatory Casual Leave of the staff/official of Duty MM.
14. The Controlling Officer, Pool-Car, New Delhi.
15. The Deputy Director (Enf.), S.T.A, Rajpur Road, Delhi.
16. The Care Taker, New Delhi District with the direction to affix the copies of the same at all the notice boards at Patiala House Courts Complex.
17. The Incharge, Lock-up, New Delhi.
18. The Incharge Cash Branch, New Delhi- District, Patiala House Courts.
19. The Secretary, N.D.B.A.
20. The Notice Board.
21. Guard File.



(Deepak Sherawat)  
Chief Metropolitan Magistrate,  
Patiala House Courts, New Delhi.

Dated: 28.04.2018