

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SOUTH EAST DISTRICT COURT SAKET, NEW DELHI -110017**

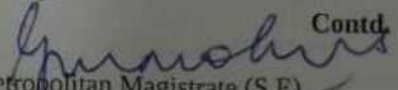
DUTY ROSTER FOR THE MONTH OF NOVEMBER - 2020

The following Metropolitan Magistrates will work as Duty Magistrate in South-East District at Saket Courts Complex, New Delhi on the dates noted against their name. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases and to attend all the urgent/emergency matters such as recording of dying, declaration, statement under section 164 Cr. P.C etc whenever such matter place before them. They should always be available in their house on the day of duty. The Magistrate named stand deputed for the purposes of trial of demonstrations that may arrested on the date of which they are performing their duties. On Sunday, Second Saturday and other holidays they are required to reach court by 11:00 A.M. and shall remain there up to 5:00 P.M. or till disposal of the entire remand and other miscellaneous work, whichever is later. 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 Court staff.

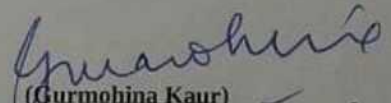
Sl. No.	Name of the Officers	Working day(s)	Holiday(s)	Room No.
1.	Ms. Manika, MM (Mahila Court)-02 (S.E) Flat No. D-83, Saket Courts Residential Complex, N. Delhi-17		<u>01.11.2020</u>	507 V floor
2.	Ms. Deepali Srivastava, MM (NI Act) -01 (S.E) Flat No. 8C, Delhi Administrative Officers Flats, New Mahavir Nagar, Delhi	02.11.2020 19.11.2020		610 VI floor
3.	Ms. Rajat Goyal, MM-08 (S.E) Flat No. 606, Sagar CGHS, Sec.-56, Gurgaon	03.11.2020 25.11.2020		205 II floor
4.	Sh. Rohit Gulia, MM-01 (S.E) H. No. 154, Nanda Enclave, Najafgarh, New Delhi-43	04.11.2020		514 V floor
5.	Ms. Swati Sharma, MM-10 (S.E) Flat No. 55, Delhi Governmet Officers Flats, Greater Kailash-I, Delhi	05.11.2020 18.11.2020		307 III floor
6.	Ms. Nupur Gupta, MM-11 (S.E) B-28, 3 rd Floor, Jangpura Extn. New Delhi-14	06.11.2020 11.11.2020		09 G floor
7.	Ms. Aishwarya Sharma, MM (Mahila Court)-01 (S.E) H. No. 22, 3 rd Floor, Meera Enclave, Behind Park Hospital, Tilak Nagar	07.11.2020		506 V floor
8.	Ms. Vasundhara Azad, MM-03 (S.E) M-103, 2 nd Floor, Saket, New Delhi-17		<u>08.11.2020</u> <u>16.11.2020</u>	512 V floor
9.	Ms. Archana Beniwal, MM (Mahila Court)-03 (S.E) Flat No. D-71, Saket Courts Residential Complex, N. Delhi-17	09.11.2020 17.11.2020		05 G floor
10.	Sh. Paras Dalal, MM (NI Act)-04 (S.E) A-298, Street No. 3, Phase-I, Chhattarpur Enclave, N. D. -74	10.11.2020 23.11.2020		604 VI floor
11.	Sh. Dev Chaudhary, MM (NI Act)-02 (S.E) Judicial Hostel, Delhi Judicial Academy, Sector-14, Dwarka, N.D.	12.11.2020 20.11.2020		609 VI floor
12.	Ms. Saema Jamil, MM (NI Act)-03 (S.E) H. No. 8, 2 nd Floor, Anmol Vatika Apartments, Tilak Nagar, N.D. 18		<u>13.11.2020</u> <u>14.11.2020</u>	07 G floor
13.	Sh. Aashish Gupta, MM-07 (S.E) H.No. 111, Model Town (East), Sushila College Road, Ghaziabad, U.P.		<u>15.11.2020</u>	508 V floor
14.	Sh. Gagandeep Jindal, MM-09 (S.E) Flat No. C-24, Saket Courts Residential Complex, N. Delhi-17	21.11.2020 26.11.2020		206 II floor
15.	Sh. Siddhartha Malik, MM-05 (S.E) Flat No. 371, DDA SFS Flats, Pocket-2, Sector-9, Dwarka, N. Delhi		<u>22.11.2020</u>	510 V floor
16.	Sh. Jitendra Pratap Singh, MM-04 (S.E) Flat No. C-14, Saket Courts Residential Complex, N. Delhi-17	24.11.2020	<u>30.11.2020</u>	10 G floor
17.	Sh. Himanshu Raman Singh, MM-02 (S.E) M-402, Dharma Apartments, 2, I.P. Extention, Delhi- 110092	27.11.2020		513 V floor
18.	Sh. Aakash Sharma, MM-06 (S.E) C-55, 2 nd Floor, Chander Nagar, Janakpuri, New Delhi - 110058	28.11.2020	<u>29.11.2020</u>	509 V floor

NOTES:-

- The Duty Magistrate will not look after the court work of his/her Link Magistrate(s).
- The Duty Magistrate is not supposed to deal with the regular files of any Court. He/she shall also report at Video Conferencing Room by 12:00 Noon and disposed of the work.
- When any working day is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole day without any further orders.
- The Duty Magistrate shall also look after the work of Evening Courts No. 1 & 2, South East District (Circular No. 832-856/Evening Cell/SED/Saket/2019 Dated 23.12.2019).

Contd. ... 2

Chief Metropolitan Magistrate (S.E)
Saket Courts, New Delhi

5. It is impressed upon all the MM's not to leave any pending work in their Court without signing viz. orders passed on the day, regular files, Misc. Work, bail bond and release warrants etc. The MM's 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 Magistrate 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 and in such eventually the duty Magistrate shall submit a report of his/her having signed the release warrant of a particular court along with the report so received by him/her from the staff of that court to the undersigned on the following day.
6. The Duty Magistrate is supposed to consider remand applications filed by the Investigating Officer's after 4:00 P.M. besides considering the bail bond and surety bond in pursuance to bail order passed by the Hon'ble Supreme Court of India, Hon'ble High Court, and Learned Sessions Court on the same day. It is further being specified that in case the bail order passed by the Hon'ble Supreme Court of India or by the Hon'ble High Court are received in any Magisterial Court after 4:00 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/her. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. CMM Delhi).
7. The MM's deputed for holiday(s), 2nd Saturday/Sunday/Vacation and also the Members of the staff of their Court shall be entitled to avail Special Casual leave (Compensatory leave) in lieu of duty actually performed by them on such day(s) as per rules.
8. The Special Casual Leave (Compensatory leave) of MM's shall be routed through and after the verification of the undersigned. The MM's while forwarding the application of their staff for grant of such special casual leave shall certify that the official concerned had actually worked on a particular day(s).
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 intimates the officer requiring his/her attendance for that date, he/she may do so in the forenoon session under intimation to the undersigned (This is in ref. Standing order Issued by the Ld. District & Sessions Judge-I, Delhi vide letter no. 42534-684/DM/Gaz. Dated 26-10-1999).
10. The Metropolitan Magistrates who are deputed as a Duty MM shall not proceed on leave or remain absent without prior permission of the undersigned except any inevitable circumstances or emergency. In case of an emergency or inevitable circumstances, he/she will send a formal request for change in duty one day in advance along with the written Consent/Willingness of the officer agreeing to perform duty in his/her place to the office of undersigned.

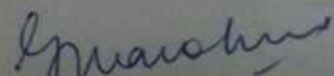

(Gurmohina Kaur)
Chief Metropolitan Magistrate (S.E)
Saket Courts, New Delhi
New Delhi, Dated : 29.10.2020

No. 249 /E.2/DR/CMM/SED/SCC/ND/2020

Copy forwarded to:-

1. The Registrar General, Hon'ble High Court of Delhi, Sher Shah Road, New Delhi.
(Through: Ld. District & Sessions Judge, South-East, District Court, Saket, New Delhi)
2. PS to The Ld. District & Sessions Judge, South-East, District Court, Saket, New Delhi
3. The Ld. District & Sessions Judge, Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
4. The Ld. C.M.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
5. The Director General, Prisons, Prison (HQ), Tihar Jail, Tihar, Delhi.
6. The Ld. Secretary, DLSA, South East, District Court, Saket, New Delhi.
7. The Concerned MMs, South East, District Court Saket, New Delhi.
8. The Chief Public Prosecutor, South-East, District Court Saket, New Delhi.
9. The D.C.P. South-East District, Sarita Vihar, New Delhi.
10. The Concerned, Law Officer, Tihar Jail, Tihar, Delhi.
11. The Hony. Secretary, Bar Association, District Court Saket, New Delhi.
12. The In-charge, Judicial Branch/ Admn., South-East, District Court Saket, New Delhi.
13. R & I / SE for uploading on LAYEERS and Centralized Web-Site Committee, Tis Hazari Courts, Delhi.
14. The In-charge, Video-Conference Room No.16, South-East, District Court Saket, New Delhi.
15. The In-charge, Care Taking Branch/ Computer Branch District Court Saket, New Delhi.
16. The Controlling Officer, Pool-Car Section, District Court Saket, New Delhi.
17. The In-charge, Lock-Up, South-East, District Court Saket, New Delhi.
18. The Cashier, South-East, District Court Saket, New Delhi.
19. The PRO, District Court Saket, New Delhi.
20. Guard File.

Dated: 29.10.2020


(Gurmohina Kaur)
Chief Metropolitan Magistrate (S.E)
Saket Courts, New Delhi