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Control

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE  
SOUTH DISTRICT, SAKET COURT COMPLEX, NEW DELHI**

**DUTY ROSTER FOR THE MONTH OF MARCH – 2015**

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. Purva Sareen, MM - 01 B-10/7010, Vasant Kunj, New Delhi -70	30/03/2015 31/03/2015	<u>29/03/2015</u>	214 (2 <sup>nd</sup> floor)
2.	Ms. Chetna Singh, MM - 02 Flat No- D - 53, Saket Courts Residential Complex, New Delhi-17	26/03/2015 27/03/2015	<u>28/03/2015</u>	213 (2 <sup>nd</sup> floor)
3.	Sh. Ankit Singla, MM - 03 D-31, Saket Courts Residential Complex, New Delhi	05/03/2015 07/03/2015	<u>06/03/2015</u>	212 (2 <sup>nd</sup> floor)
4.	Sh. Navjeet Budhiraja, MM - 04 House No. 2294, Sec-09, Faridabad (Haryana)	11/03/2015 12/03/2015 25/03/2015		211 (2 <sup>nd</sup> floor)
5.	Ms. Shreya Arora Mehta, MM - 05 82, National Park, Lajpat Nagar - IV, New Delhi -24	04/03/2015 10/03/2015 17/03/2015 24/03/2015		210 (2 <sup>nd</sup> floor)
6.	Ms. Gurmohina Kaur, MM-01 NI Act (South), C-72, Saket Courts Residential Complex, New Delhi-17	02/03/2015 03/03/2015 21/03/2015	<u>22/03/2015</u>	611 (6 <sup>th</sup> floor)
7.	Ms. Preeti Parewa, MM - 02 NI Act (South) 98-C, Pocket B, Mayur Vihar Phase - 02, New Delhi	13/03/2015	<u>14/03/2015</u> <u>15/03/2015</u>	612 (6 <sup>th</sup> floor)
8.	Ms. Ankita Lal, MM-01, (Mahila Court) A-174, Sainik Colony, Sector - 49, Faridabad (Haryana)	09/03/2015 16/03/2015 23/03/2015	<u>01/03/2015</u>	208 (2 <sup>nd</sup> floor)
9.	Ms. Sonam Singh, MM Traffic (South) A-54, Gulmohar Park, Ground Floor, New Delhi	18/03/2015 19/03/2015 20/03/2015	<u>08/03/2015</u>	07 (G floor)

**Notes:**

- The Duty Magistrate will also work as Duty Magistrate (Traffic) and 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.
- 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.
- 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.