

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

DUTY ROSTER FOR THE MONTH OF AUGUST-2015

The following Metropolitan Magistrate will work as duty Magistrate at South-East District, Saket Courts Complex, New Delhi on the dated 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, statement under section 164 Cr. PC etc whenever such matter place 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 demonstrations that may arrested on the date of which they are performing their duties.

On Sunday 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 miscellaneous work, whichever is later. Even on working days Duty Magistrate are expected to remain in the court till 5:00 pm. The Duty Magistrate would be assisted by his/her own court staff.

Sl. No.	Name of the Metropolitan Magistrate	Working day(s)	Holiday(s)	Room No.
1.	Ms. Sheetal Chaudhary Pradhan, MM-10 (S.E) House No. 17, Delhi Govt. Officers Flat, Greater Kailash-I, New Delhi	01/08/2015		207 II floor
2.	Sh. Dheeraj Mor, MM-02 (S.E) Flat No. D-91, Saket Courts Residential Complex, New Delhi-17	04/08/2015	<u>02/08/2015</u>	513 V floor
3.	Ms. Vandana Jain, MM, Mahila Court-03 (S.E) Flat No. C-44, Saket Courts Residential Complex, New Delhi-17	03/08/2015		05 G floor
4.	Ms. Neha, MM-03 (S.E) Flat No. C-63, Saket Courts Residential Complex, New Delhi-17	05/08/2015 06/08/2015		512 V floor
5.	Sh. Pawan Kumar, MM-01 (S.E) Flat No. C-83, Saket Courts Residential Complex, New Delhi-17	07/08/2015	<u>09/08/2015</u>	514 V floor
6.	Sh. Chanderjit Singh, MM, Traffic-01 (S.E) Flat No. C-33, Saket Courts Residential Complex, New Delhi-17	12/08/2015 13/08/2015	<u>08/08/2015</u>	08 G floor
7.	Ms. Archana Beniwal, MM-08 (S.E) Flat No. D-71, Saket Courts Residential Complex, New Delhi-17	10/08/2015 11/08/2015		205 II floor
8.	Sh. Arvind Bansal, MM-05 (S.E) Flat No. D-42, Saket Courts Residential Complex, New Delhi-17	14/08/2015		510 V floor
9.	Ms. Shivani Chauhan, MM, Mahila Court-01 (S.E) Flat No. E-74, Club Road, Sainik Farm, New Delhi-62	24/08/2015 25/08/2015	<u>15/08/2015</u>	506 V floor
10.	Ms. Neha Gupta Singh, MM, Traffic-02 (S.E) B-7, Flat No. 5110, 2 nd Floor, Vasant Kunj, Delhi-110070	17/08/2015 18/08/2015	<u>16/08/2015</u>	09 G floor
11.	Sh. Gagandeep Jindal, MM, NI Act-01 (S.E) Flat No. C-24, Saket Courts Residential Complex, New Delhi-17	19/08/2015		610 VI floor
12.	Ms. Manisha Tripathy, MM, NI Act-03 (S.E) Flat No. D-34, Saket Courts Residential Complex, New Delhi-17	20/08/2015		04 G floor
13.	Ms. Vasundhra Chhaunkar, MM-06 (S.E) K-54, RBI Quarter, Sarojini Nagar, New Delhi-23	21/08/2015 22/08/2015	<u>23/08/2015</u>	509 V floor
14.	Ms. Monika Saroha, MM, Mahila Court-02 (S.E) Flat No. C-62, Saket Courts Residential Complex, New Delhi-17	26/08/2015		507 V floor
15.	Ms. Anu Aggarwal, MM-04 (S.E) Flat No. C-23, Saket Courts Residential Complex, New Delhi-17	27/08/2015		511 V floor
16.	Sh. Chander Mohan, MM, NI Act-02 (S.E) Flat No. D-34, Saket Courts Residential Complex, New Delhi-17	28/08/2015	<u>30/08/2015</u>	609 VI floor
17.	Sh. Ashok Kumar, MM-07 (S.E) Flat No. D-74, Saket Courts Residential Complex, New Delhi-17	31/08/2015	<u>29/08/2015</u>	508 V floor

NOTES:-

- The Duty Magistrates (South-East District) shall also work as Duty Magistrate (Traffic) on 2nd Saturday/Sunday/Holiday(s)/Vacation and the Challan of Traffic/STA/Impounded Vehicle pertaining to the traffic Circles Lajpat Nagar, Greater Kailash, Sarita Vihar, Kalkaji, Sangam Vihar, Saket and Sukhdev Vihar be also heard and disposed of by him/her.
- The Duty Magistrate will not look after the court work of his/her Link Magistrate(s). Further, he/she is not supposed to deal with the regular files of any court and shall also report at Video Conferencing Room by 12:00 noon and disposed of the work. 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 order.
- It is impressed upon all the MM's 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 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.

