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

DUTY ROSTER FOR THE MONTH OF APRIL- 2018

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. Vasundhra Chhaunkar, MM (NI Act)-04 (S.E)** H. No. 577, First Floor, Sec-46, Opp. DMRC Apartments Gurugram, Haryana	09.04.2018 10.04.2018	01.04.2018	604 VI floor
2.	**Ms. Sheetal Chaudhary Pradhan, MM (Mahila Court)-02** H. No. 17, Delhi Govt. Officers Flat, G.K-I, New Delhi	02.04.2018 03.04.2018		507 V floor
3.	**Ms. Tanya Bamniyal, MM (NI Act)-01 (S.E)** H.No. A-191, 2nd Floor Shivalik, Malviya Nagar, N.Delhi-17	04.04.2018	08.04.2018	610 VI floor
4.	**Sh. Anubhav Jain, MM-02 (S.E)** Plot No. 310, Sec-04, Flat No. G2, Vaishali Ghaziabad, U.P.	05.04.2018 06.04.2018		513 V floor
5.	**Sh. Nishant Garg, MM-06 (S.E)** 7, Teen Murti Lane, New Delhi-110011	07.04.2018		509 V floor
6.	**Ms. Preeti Parewa, MM (Mahila Court)-03 (S.E)** Flat No. 98-C, Pocket B, Mayur Vihar Phase-II, New Delhi-91	11.04.2018 13.04.2018		05 G floor
7.	**Ms. Samiksha Gupta, MM, NI Act-02 (S.E)** M-204, Ajnara Daffodil, Sector-137, Noida, Uttar Pradesh	12.04.2018 20.04.2018		609 VI floor
8.	**Sh. Harjyot Singh Bhalla, ACMM (S.E)** Flat No. D-22, Saket Courts Residential Complex, N. Delhi-17		14.04.2018	515 V floor
9.	**Sh. Ravindra Kumar Pandey, MM-01 (S.E)** Flat No. 202, Karkardooma Courts Residential Complex, N.D.	16.04.2018	15.04.2018	514 V floor
10.	**Sh. Gagandeep Jindal, MM-09 (S.E)** Flat No. C-24, Saket Courts Residential Complex, N. Delhi-17	17.04.2018 18.04.2018	22.04.2018	206 II floor
11.	**Ms. Ankita Lal, MM-08 (S.E)** A/174, Sainik Colony, Sector-49, Faridabad, Haryana-121001	19.04.2018 28.04.2018	29.04.2018	205 II floor
12.	**Sh. Aashish Gupta, MM-07 (S.E)** H.No. 111, Model Town (East), Sushila College Road, Ghaziabad, U.P.	21.04.2018		508 V floor
13.	**Sh. Harun Pratap, MM-04 (S.E)** Flat No. D-51, Saket Courts Residential Complex, N. Delhi-17	23.04.2018 24.04.2018		10 G floor
14.	**Ms. Swati Gupta, MM (NI Act)-03 (S.E)** M-504, Emaar Palm Drive, Sector-66, Gurugram, Haryana	25.04.2018 26.04.2018		613 VI floor
15.	**Ms. Shivani Chauhan, MM-05 (S.E)** H.No.- E-75, W-4 Road/ Club Road, Sainik farms, N. Delhi-62 (Near Carriappa Marg Generator Room)	27.04.2018	30.04.2018	510 V floor

NOTES:-

1. **The Duty Magistrate (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.**
2. **The Duty Magistrate will not look after the court work of his/her Link Magistrate(s).**
3. **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.**
4. **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.**

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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.**

11. **Court Room No. 08 (Eastern Wing) is earmarked for Duty Magistrate(s) deputed for Holidays or during Vacations** (This is with reference to order No.1241-1282/CMM/S.E/Cir./Saket/2013 New Delhi, Dated 15.03.2013).

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

No. 744-803 /F.2/DR/CMM/SED/SCC/ND/2018 **New Delhi, Dated : 28.03.2018**

Copy forwarded for information and necessary action 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, Delhi.
4. The Ld. C.M.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, 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 Commissioner of Police, Police (HQ), New Delhi.
10. The D.C.P. South-East District, Sarita Vihar, New Delhi.
11. The Concerned, Law Officer, Tihar Jail, Tihar, Delhi.
12. The Hony. Secretary, Bar Association, District Court Saket, New Delhi.
13. The In-charge, Judicial Branch/ Admn., South-East, District Court Saket, New Delhi.
14. The In-charge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
15. The In-charge, Video-Conference Room No.16, South-East, District Court Saket, New Delhi.
16. The In-charge, Care Taking Branch/ Computer Branch District Court Saket, New Delhi.
17. The Controlling Officer, Pool-Car Section, District Court Saket, New Delhi.
18. The In-charge, Lock-Up, South-East, District Court Saket, New Delhi.
19. The Cashier, South-East, District Court Saket, New Delhi.
20. The PRO, District Court Saket, New Delhi.
21. Guard File.

Dated: 28.03.2018

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

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