

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : WEST, DISTRICT: DELHI**

**DUTY ROSTER OF METROPOLITAN MAGISTRATE(WEST) DISTRICT  
FOR THE MONTH OF MARCH- 2023**

The following Metropolitan Magistrates, of West District will work as Duty Magistrate, on the dates noted against their names. It is expected upon the Duty Magistrate to hold trial of accused persons involved in petty cases whenever necessary and to attend to all urgent matters, such as recording of dying declaration etc. whenever such matter is placed before them. They should always be available in their homes on the day of duty.

On Sundays, Second Saturday and other holidays, they are required to reach to court by 11:00 AM and remain there up to 05:00 PM or till the disposal of record and other misc. work whichever is later. On working days Duty Magistrates shall remain in the court till 05:00 PM. The duty Magistrate would be assisted by his/her own staff.

Sr. No.	Name of the Judicial Officers	Working days	Holiday	Room No.
01	Sh Devansha Sajjan, M.M. R/o Flat No. CGC-152, DLF Capital Greens, Shriraj Marg, Model Nagar New Delhi- 110015 (e-mail: readerns2west@gmail.com)	01-03-2023 03-03-2023		289
02	Sh. Milan Goyal, M.M. R/o Flat No. A 9 2 <sup>nd</sup> Floor South East, Part- II Delhi-49 (e-mail: goyal5500@gmail.com)	03-03-2023 31-03-2023		292
03	Ms. Usha Jain Garg, M.M. R/o House No. 5C Court Road, Civil Lines, Delhi-110004 (e-mail: coart5555ch@gmail.com)	04-03-2023	05-03-2023 (Sunday)	355
04	Sh. Subodh Singh, MM R/o Flat No. C-1/51, First Floor Saksham Development Area, New Delhi-110016 (e-mail: ssmc2west@gmail.com)	06-03-2023 07-03-2023		102 (CMA-II)
05	Sh. Kanchan Singh, MM R/o Flat No. 604, Shree Anant Apartments, Sector 18-B, Dwarka New Delhi-110075 (e-mail: readerns05west@gmail.com)	09-03-2023	08-03-2023 (Holi)	4(CMA-I)
06	Ms. Karuna, M.M. R/o Flat No. 1097, Delhi Administration Flats, Gulabi Bagh, Delhi-07 (e-mail: readerns2west@gmail.com)	10-03-2023	11-03-2023 (2 <sup>nd</sup> Saturday)	150
07	Sh. P. Bhagpur Has, M.M. R/o House No. C-3, Block B-1, Kharna No. 876/2, Sector Nagar, Kirti, Delhi- 81 (e-mail: srnnsact01west@gmail.com)	13-03-2023	12-03-2023 (Sunday)	03 (CMA-I)
08	Sh. Anshul Mehta, M.M. House No. 369 Ground Floor, Dr. Mukherji Nagar Delhi 110009 (e-mail: readerns1west@gmail.com)	14-03-2023 17-03-2023		341
09	Mr. Shagun, M.M. R/o O-1, Delhi Govt. Officer's Flats Model Town-1, New Delhi-110009 (e-mail: readerns01west@gmail.com)	15-03-2023 16-03-2023		268
10	Ms. Akansha Gauram, M.M. R/o 203, Type-IV, Kailashdeora Judicial Residential Complex Delhi (e-mail: readerns04west@gmail.com)	18-03-2023	20-03-2023 (Ram Navami)	252
11	Ms. Ananya Bahmani, M.M. R/o CGT 092, DLF Capital Greens, Model Nagar, Shriraj Marg, Delhi-15 (e-mail: readerns2west@gmail.com)		19-03-2023 (Sunday)	353
12	Sh. Mayank Goyal, M.M. R/o B-502, Judicial Officers Residential Complex, Sec.36 Rohini Delhi (e-mail: goyalmsc2west@gmail.com)	20-03-2023 25-03-2023		101(CMA-II)
13	Sh. Shubham Devendra M.M. R/o Flat No. 1715, Delhi Administration Flats, Gulabi Bagh, Delhi-07 (e-mail: ms05000@gmail.com)	21-03-2023 22-03-2023		305A
14	Sh. Akash Sharma, MM R/o II, No. C-53, 2 <sup>nd</sup> Floor, Chander Nagar Jansangari New Delhi- 110068 (e-mail: ksjudicials1west@gmail.com)	23-03-2023 24-03-2023		30
15	Ms. Divyanshi Jaramba, M.M. CGH 213, DLF Capital Greens, Model Nagar, Delhi (e-mail: Judicialwest2west@gmail.com)		26-03-2023 (Sunday)	356
16	Ms. Tanvi Singh, MM R/o F-95, First Floor, Lajpat Nagar, Part-II, Delhi (e-mail: ramanah1court@gmail.com)	27-03-2023		245
17	Ms. Neelika Kapoor, M.M. R/o F-77, Ragouri Garden, New Delhi- 110027 (e-mail: readernsah1court@gmail.com)	28-03-2023 29-03-2023		358

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REMARKS :

- 01. On holiday the Duty Magistrate of the day shall also deal with all the challans of traffic/STA/Impounded Vehicle pertaining to Darya Garh, Kamla Market, Model Town & Paschim Vihar traffic circles.
- 02. 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 order.
- 03. Duty MM shall hold court on Sundays, Second Saturdays and Holidays etc. in Room Numbers mentioned against their names.
- 04. It is impressed upon all MMs. to remain available in their court and to perform their Judicial work till 5 pm, including deciding remand and bail application, and signing of orders passed on the day, as also on warrants, for example, release warrants, remand warrants etc., and not to leave such work for the Duty Magistrate of that day. (Reference No. 1956-2008/CMM/West/ADD/DR/2014 dated 05-06-2014)
- 04(a) In case any Magistrate has to leave court before 5 pm due to unavoidable reasons he shall intimate the undersigned and the Duty Magistrate of the day of the said reasons before leaving the court. In absence of any such intimation, the Duty Magistrate would perform the work of the said Presiding Officer only after taking a written report from the Reader / Ahlmad of the said Court about the non-availability of the Presiding Officer, which shall thereafter be sent to the undersigned. (Reference No.1956-2008/CMM/West/ADD/DR/2014 dated 05-06-2014).
- 05. It is clarified that on working days, all the Bail applications & Supradari Applications shall have to be heard by the concerned court.
- 06. All the I.d. MM(s) shall comply the directions received from time to time regarding disposal of the work from Hon'ble High Court of Delhi and from I.d. Principal District & Sessions Judge (West), Delhi.
- 07. The I.d. MMs deputed for duty and the staff of their courts who will work on Holidays will be entitled to avail Special Casual Leave (Compensatory Leave) in lieu of the duty performed on such day (s) as per rules. The special casual leave (compensatory) of the MMs shall be routed through and after verification by undersigned. The MMs while forwarding the application of the staff for grant of such special casual leave (compensatory) shall verify that the official concerned had actually worked on a particular date.
- 08. In case of emergency the Duty Magistrate is not available due to some inevitable reasons he/she will send a formal request two days in advance for change of duty alongwith the written consent/willingness of the officer agreeing to perform duty in his/her place, to the office of the undersigned.
- 09. The Judicial Officer who are deputed as Duty Magistrate, if summoned for the day, of such day of duty to appear as witness in a court located in court complex other than the place of posting will send a formal request in advance to the court where he/she has to appear as a witness for his/her exemption from court attendance for that date, he/she may do so in the forenoon session, under intimation to the undersigned. (Ref: standing order issued by the I.d. District Judge-1 & Sessions Judge, Delhi. Video No. 42534-684/DM/Gaz. Dated 26-10-1999.)
- 10. In case, if any information regarding Inquest U/ 176 Cr.P.C. is received between 10.00 A.M to 5.00 P.M. on a working day, the same shall be moved before the undersigned for marking h further.
- 11. It is clarified that on working day, if any Inquest information is received by the Duty M.M after 05.00 P.M. till 9.59 A.M. on the immediate succeeding day, then the same shall be deemed to be marked to the concerned Duty M.M of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest by the undersigned shall be required.
- 12. If any Inquest information is received by the Duty Metropolitan Magistrate West district, Delhi on holiday, then the same shall be deemed to be marked to the Duty M.M. of the day, who shall proceed to conduct the Inquest proceedings and no formal marking of such Inquest shall be required.

(Signature)  
 Chief Metropolitan Magistrate  
 West District, Delhi

No. 1172-1178 CMM(West)/DR/2023

Dated, Delhi the 25-2-2023

Copy forwarded for information and necessary action to:-

01. The Hon'ble Registrar General, High Court of Delhi, New Delhi  
Through Id. Principal District & Sessions Judge, (West), Delhi
02. The Principal District & Sessions Judge, (HQ), Delhi
03. The Principal District & Sessions Judge, (West), Delhi
04. The Principal District & Sessions Judge all district, Delhi/New Delhi
05. The Id. officer Incharge, Pool Car, Tis Hazari Courts, Delhi
06. The CMMs, all Districts, Delhi/New Delhi,
07. The ACMM/Metropolitan Magistrates, West District, Tis Hazari Courts Complex, Delhi.
08. The Director of Prosecution, Tis Hazari Courts, Delhi.
09. The Commissioner of Police, Delhi
10. The I G (Prison), Tihar Jail, Delhi/New Delhi.
11. The Secretary, Bar Association, Tis Hazari Courts, Delhi
12. The Supdt. Jail, New Delhi/Lock-Up Incharge, Tis Hazari Courts, Delhi
13. The Admn. Officer(Judl), Hindi Department, B. No. 237, Tis Hazari Courts, Delhi
14. Law Officer, Tihar Jail, Delhi/New Delhi.
15. For Uploading on centralized web-site through LAYERS
16. The Video Conferencing, R. No. 211, Tis Hazari Courts, Delhi.
17. The Case Taking Branch (West), Tis Hazari Courts, Delhi
18. The Honder to CMM West District, Tis Hazari Courts, Delhi.
19. The Cash Branch, West District, Tis Hazari Courts, Delhi.
20. PS to Id. Principal District and Sessions Judge(West) District, Delhi
21. Office file

Chief Metropolitan Magistrate  
West District, Delhi

