

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

DUTY ROSTER FOR THE MONTH OF DECEMBER-2014

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. P.C 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.	Sh. Pawan Kumar, MM-01 (S.E) Flat No. C-83, Saket Courts Residential Complex, New Delhi-17	01/12/2014 02/12/2014	<u>26/12/2014</u> <u>27/12/2014</u>	514 V floor
2.	Ms. Shivani Chauhan, MM, Mahila Court-02 (S.E) Flat No. E-74, Club Road, Sainik Farm, New Delhi-62	03/12/2014 04/12/2014	<u>28/12/2014</u> <u>29/12/2014</u>	506 V floor
3.	Sh. Ashok Kumar, MM-07 (S.E) Flat No. D-74, Saket Courts Residential Complex, New Delhi-17	05/12/2014 06/12/2014	<u>07/12/2014</u>	508 V floor
4.	Ms. Archana Beniwal, MM-08 (S.E) Flat No. 1227, Sec-15, Faridabad, Haryana	08/12/2014 09/12/2014	<u>25/12/2014</u>	205 II floor
5.	Ms. Anu Aggarwal, MM-04 (S.E) Flat No. C-23, Saket Courts Residential Complex, New Delhi-17	10/12/2014	<u>21/12/2014</u>	511 V floor
6.	Ms. Neha, MM-03 (S.E) Flat No. C-63, Saket Courts Residential Complex, New Delhi-17	11/12/2014		512 V floor
7.	Sh. Chander Mohan, MM, NI Act-02 (S.E) Flat No. D-34, Saket Courts Residential Complex, New Delhi-17	12/12/2014	<u>13/12/2014</u>	609 VI floor
8.	Sh. Chanderjit Singh, MM, Traffic-01 (S.E) Flat No. C-33, Saket Courts Residential Complex, New Delhi-17	15/12/2014	<u>14/12/2014</u>	08 G floor
9.	Ms. Sheetal Chaudhary, MM-10 (S.E) House No. 17, Delhi Govt. Officers Flat, Greater Kailash-I, New Delhi	16/12/2014 17/12/2014	<u>30/12/2014</u> <u>31/12/2014</u>	207 II floor
10.	Sh. Arvind Bansal, MM-05 (S.E) Flat No. D-42, Saket Courts Residential Complex, New Delhi-17	18/12/2014 19/12/2014		510 V floor
11.	Sh. Dheeraj Mor, MM-02 (S.E) Flat No. D-91, Saket Courts Residential Complex, New Delhi-17	20/12/2014		513 V floor
12.	Ms. Manisha Khurana Kakkar, MM-09 (S.E) Flat No. C-91, Saket Courts Residential Complex, New Delhi-17	22/12/2014 23/12/2014 24/12/2014		206 II floor

NOTES:-

- The Duty Magistrates (South-East District) shall also work as Duty Magistrate (Traffic) on 2nd Saturday/Sunday/Holiday(s)/Vacation and also the Challans of Traffic/STA/Impounded Vehicle pertaining to the traffic Circles Lajpat Nagar, Greater Kailash, Sarita Vihar, Kalkaji, Saket and Sukhdev Vihar be heard and disposed of by him/her. (This is in ref no. F2/DR/CMM/SED/Saket/2014/1221-51, dated 24th March, 2014.)
- 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 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/Ahmad 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.

Dated 24/11/2014.

Chief Metropolitan Magistrate
New Delhi

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