

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE**  
**PATIALA HOUSE COURTS: NEW DELHI DISTRICT**

**DUTY ROSTER FOR THE MONTH OF MARCH, 2023.**

The following Judicial Officers will work as Duty Magistrate at Patiala House Courts, 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 and to attend all the emergency matters such as recording of dying, declaration etc. Whenever such a matter is 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/Evening Courts Challans are filed during holidays, the same shall also be disposed of by the Duty Magistrate. On Sunday and other holidays they are required to reach court around 11:00 a.m. and remain there till the disposal of the entire remand and other misc. work. Even 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 staff.

S. No	Name of the Officers	Working Days	Holidays	Room Nos.
1	Ms. Akriti Mahendru Ld. MM C-69, Mahendru Enclave, Gali No. 4, G.T. Karna Road, North Delhi - 110009	01.03.2023 03.03.2023 06.03.2023		14, First Floor, Main Building.
2	Sh. Tushar Gupta, Ld. MM R/o B-303, Judicial Officers Residential Complex, Sector - 26, Rohini, New Delhi	15.03.2023 29.03.2023	30.03.2023	12, First Floor, Main Building
3	Ms. Manu Shree, Ld. MM 7036, 1st Floor Vasant Kunj, B-10 (Entry From Gate No.2), New Delhi	13.03.2023 17.03.2023 23.03.2023		32, Lock up building
4	MS. TarunPreet Kaur, Ld. MM B-1/4, Upper Ground Floor, Nangal Dewat, Vasant Kunj, New Delhi	09.03.2023 14.03.2023	11.03.2023	13, First Floor, Main Building
5	Sh. Kapil Gupta, Ld. MM 2074 Delhi Administration Flats Gulabi Bagh Delhi	07.03.2023 10.03.2023 25.03.2023		06, Ground Floor Main Building
6	Ms. Shivangi Vyas, Ld. MM C - 53, Shakti Nagar Extension, Ashok Vihar, Phase-3, Delhi.	21.03.2023 24.03.2023	26.03.2023	19, First Floor, Main Building
7	Ms. Anamika, Ld. MM R/o Flat No. 106, Type IV, 1st Floor, Barkardoona Courts Judicial Complex, Shahdara, Delhi - 110032	22.03.2023 31.03.2023	19.03.2023	23, First Floor, Main Building
8	Ms. Komal Garg , Ld. MM Flar No. 2017, Delhi Govt. Officers Flats, Gulabi Bagh, Delhi - 110007	28.03.2023	05.03.2023 08.03.2023	11, FF Main Building
9	Sh. Bhavaya Karhail, Ld. MM H.NO. 001 Tower-L Nimbus Golden Palms Sector 168 Noida.	02.03.2023 16.03.2023 18.03.2023		20, First Floor, Main Building
10	Sh. Yashdeep Chahal, Ld. MM E-2/110 Second Floor, Sec.-11,Rohini,New Delhi-110085	04.03.2023 20.03.2023 27.03.2023.	12.03.2023	34, LockUP Building

1. Whenever 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.

2. No duty MM will take leave on the day of his/her duty unless there is exigency. Reason of exigency shall also be given by duty MM with one day advance request for change of duty with the consent of officer agreeing to perform duty in his/her place, to the office of undersigned".

23/2/23

3. It is impressed upon all the M.M.s not to leave any pending work in their courts without signing the 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 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 and in such eventuality the Duty Magistrate shall submit a report of his having signed the release warrant of a particular court along-with the report so received by him from the staff of that court to the undersigned on the following day.
4. The Duty Magistrate is not supposed to deal with the regular files/remand applications of any court. The Duty Magistrate is supposed to consider only the fresh remand applications filed by the Investigating Officers after 4 p.m. besides considering the bail bond and surety bond in pursuance to bail orders passed by Hon'ble Supreme Court, Hon'ble High Court and Ld. Sessions Court on the same day. It is further being specified that in case the bail orders passed by Hon'ble Supreme Court of India or Hon'ble High Court are received in any Magisterial court after 4 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. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. C.M.M. Delhi).
5. The M.M.s deputed for duty on holidays, second Saturdays and Sundays who actually work on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu duty performed on such day (s) within one year thereof and members of the staff of their courts as well as the Cashier/Official of Cash Branch who actually work on such days shall be entitled to avail special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) within six month thereof. The Special Casual Leave (Compensatory Leave) of M.M.s shall be routed through and after the verification of the undersigned. The M.M.s while forwarding the application of the staff for grant of such Spl. C.L. (Compensatory Leave) shall certify that the official concerned had actually worked on a particular day. (This is with reference to letter no. 6545-63/Ruler/DHC dated 06-03-2012 of Hon'ble High Court of Delhi : New Delhi) (ref. S.O. Issued by the Ld. District Judge-cum-Additional Sessions Judge, Patiala House Court, New Delhi District, vide letter no. 5365-85 JudL/NDD Dated. New Delhi the. 15/03/2012).
6. The Judicial Officers who are deputed as Duty Magistrate, if Summons 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 is to appear as a witness for his exemption from court attendance. If the court in question again intimates the officer requiring his attendance for that date he may do so in the forenoon sessions under intimation to the undersigned (ref. S.O. Issued by the Ld. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 20-10-1999).
7. The duty magistrate will not look after the court work of his/her link magistrate as per the table given in link roster, but not exempted from recording statement u/s 164 Cr. P.C if marked by the undersigned.
8. All the Duty MM's shall also dispose of any Judicial work whatsoever assigned to them by the undersigned.
9. The Regular Magisterial Courts shall take up all miscellaneous applications including bail/interim bail, superdari etc. in all matters (pending trial as well as pending investigation except those specifically assigned to Ld. Duty MMs by this order) through Physical Hearing or through Video Conferencing on Cleo Webex Platform, adhering to Delhi Video Conferencing Rules, 2020 as framed by the Hon'ble High Court of Delhi. All the above applications shall be filed directly to the concerned courts till further orders. Further, it is impressed to all the MMs, PHC, ND that the applications U/s S2A NDPS Act assigned to them as Duty MM are to be kept in their respective regular courts till its disposal. The said applications shall not be assigned to next Duty MM.
10. It is directed that all the Ld. Duty MMs shall deal with Extension of JC Remand/Rehnumal of UTPs lodged at Central Jail, Tihar, Delhi, through video conferencing.

(SNIGDHA SARVARIA)  
Chief Metropolitan Magistrate  
Patiala House Courts, New Delhi  
23.02.2023

Copy forwarded for information and necessary action :-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.  
(Through Ld. District & Sessions Judge, Patiala House Court, New Delhi).
2. The Ld. District & Sessions Judge, Patiala House Court, New Delhi.
3. All the other Ld. District & Sessions Judges, Center (HQ), West / THC, North, North- West/Rohini, Shahdra, East, North-East / KKD, South-West / Dwarka, South, South-East / Saket, Delhi /New Delhi.
4. All the Ld. Chief Metropolitan Magistrates, Center, West / THC, North, North-West / Rohini, Shahdra, East, North-East / KKD, South-West / Dwarka, South, South-East / Saket, Delhi /New Delhi.
5. All the Ld. ACMBs, Patiala House Courts, New Delhi District.
6. The Concerned M.M.S., Patiala House Courts, New Delhi.
7. The Chief Prosecutor, New Delhi- District.
8. The D.C.P. New Delhi District / South District / South -West District.
9. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
10. The Incharge, Computer Room, Patiala House Courts, New Delhi.
11. The Controlling Officer, Pool-Car, New Delhi.
12. The Care Taker, New Delhi District with the direction to affix the copies of the same at all the notice boards at Patiala House Courts Complex.
13. The Incharge, Lock-up, New Delhi.
14. The Incharge Cash Branch, New Delhi- District, Patiala House Courts.
15. The Secretary, N.D.B.A.
16. Office File

(SNIGDHA SARVARIA)  
Chief Metropolitan Magistrate  
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