

**OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE : SOUTH-EAST: NEW DELHI**  
**DUTY ROSTER FOR THE MONTH OF SEPTEMBER- 2014**

The following Metropolitan Magistrate will work as Duty Magistrate at 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 U/s. 164 Cr. P.C etc. Whenever a 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 who 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 misc. 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 staff.

S. No	Name of Metropolitan Magistrates	Working Day(s)	Holiday(s)	Room No.
1.	Ms. Neha Gupta, MM (Traffic)-02 (S.E) Flat No. 116-D, Kamla Nagar, Delhi-07	01/09/2014 02/09/2014		09 G floor
2	Ms. Neha, MM-03 (S.E) Flat No. C-63, Saket courts Residential Complex, New Delhi-17	03/09/2014 04/09/2014		512 V floor
3.	Ms. Sheetal Chaudhary, MM-10 (S.E) Flat No. 17, Delhi Govt Officer's flat, Greater Kailash-I	05/09/2014 06/09/2014	07/09/2014	207 II floor
4.	Ms. Anu Aggarwal, MM-04 (S.E) Flat No. C-23, Saket courts Residential Complex, New Delhi-17	08/09/2014	<del>28/09/2014</del>	511 V floor
5.	Ms. Shivani Chauhan, MM, Mahila Court (S.E) House No. E-75, Club Road, Sainik Farms, New Delhi-62	09/09/2014 10/09/2014		506 V floor
6.	Ms. Manisha Khurana Kakkar, MM-09 (S.E) Flat No. C-91, Saket courts Residential Complex, New Delhi-17	11/09/2014 12/09/2014	13/09/2014	206 II floor
7.	Sh. Chander Jit Singh, MM (Traffic) Flat No. C-33, Saket Courts Residential Complex, New Delhi-17	15/09/2014	14/09/2014	08 G floor
8.	Sh. Gagandeep Jindal, MM, NI Act-01 (S.E) Flat No. C-24, Saket courts Residential Complex, New Delhi-17	16/09/2014 17/09/2014		610 VI floor
9.	Sh. Chander Mohan, MM, NI Act-02 (S.E) Flat No. D-34, Saket courts Residential complex, New Delhi-17	18/09/2014		609 VI floor
10	Ms. Archana Beniwal, MM-08 (S.E) Flat No. 1227, Sec-15, Faridabad, Haryana	19/09/2014 20/09/2014		205 II floor
11	Ms. Twinkle Wadhwa, MM, Mahila Court (S.E) Flat No. D-32, Saket Court Residential Complex, New Delhi-17	22/09/2014		507 V floor
12.	Sh. Dheeraj Mor, MM-02 (S.E) Flat No. D-91, Saket courts Residential Complex, New Delhi-17	23/09/2014 24/09/2014	21/09/2014	513 V floor
13.	Sh. Arvind Bansal, MM-05 (S.E) Flat No. D-42, Saket courts Residential Complex, New Delhi-17	25/09/2014 26/09/2014		510 V floor
14.	Sh. Pawan Kumar, MM-01 (S.E) Flat No. C-83, Saket courts Residential Complex, New Delhi-17	27/09/2014		514 V floor
15.	Sh. Ashok Kumar, MM-07 (S.E) Flat No. D-74, Saket Courts Residential Complex, New Delhi-17	29/09/2014 30/09/2014		508 V floor

**Remarks:-**

- The Duty Magistrate (South-East District) shall also work as Duty Magistrate (Traffic) on 2<sup>nd</sup> Saturday/Sunday/Holiday's and also the Challans of Traffic/STA/Impounded Vehicle pertaining to the traffic circles Lajpat Nagar, Greater Kailash, Sarita Vihar and Kalkaji be heard and disposed off by him/her (This is with reference to order no. F2/DR/CMM/SED/Saket/2014/1221-1251, dated: 24<sup>th</sup> March,2014).
- 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 MM 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.

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