

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, CENTRAL DISTRICT,  
TIS HAZARI COURTS, DELHI.**

**DUTY ROSTER FOR THE MONTH OF FEBRUARY-2025,  
CENTRAL DISTRICT.**

The following Judicial Magistrates First Class, Central District will work as Duty Magistrate, on the dates noted against their names. It is enjoined upon the Duty Magistrates to hold trial of accused persons involved in petty cases whenever necessary and to attend 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 remand 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.

In case of any difficulty to work on any particular day, the concerned Officer may get the duty exchanged, on mutual basis with any other Officer who is willing to perform duty on that day. Order be got issued in that regard well in advance, so that there is no inconvenience to anyone.

The Ld. Duty Magistrate shall also dispose off Traffic/STA Challans (impounded vehicles) on their day of duties on holidays.

The Ld. Duty Magistrate shall also work at Outreach Clinic IHBAS near Jama Masjid, Urdu Park, Gate No. 2, Delhi on all Mondays, on need basis.

Sl. No	Name of Ld. JMFC.	Days of Duty	Holidays	Court Room No.
1	Sh. Karanbir Singh, JMFC R/o 160-161, C-7, Sector-8, Third Floor, Rohini, Delhi.	01-02-2025		26
2	Sh. Gaurav Goyal, JMFC R/o 413, Sec. 22A, Pocket-C, Palam Vihar, Gurugram		<u>02-02-2025</u>	247
3	Ms. Pooja Yadav, JMFC F-227, Sector-9, New Vijay Nagar, Ghaziabad, UP	03-02-2025		149
4	Sh. Vaibhav Garg, JMFC R/o Sector-1, Plot N. 153, Ground Floor, Vaishali, (Near Max Hospital), Ghaziabad, UP	04-02-2025		138
5	Ms. Shipra Dhankar, JMFC R/o D-52, Panchsheel Enclave, New Delhi.	05-02-2025		180
6	Ms. Sayesha Chadha, JMFC R/o 39/2, Shakti Nagar, Delhi.	06-02-2025		272

7	<b>Sh. Chatinder Singh, JMFC</b> R/o Flat No. 2056, Ground Floor, Type-IV, DA Flats, Gulabi Bagh, Delhi.	07-02-2025		32
8	<b>Ms. Gowri Reghunath, JMFC</b> R/o C-4, Pocket-7, Kendriya Vihar, Sector-82, Noida, UP		<u>08-02-2025</u>	101, CBA-II
9	<b>Sh. Anubhav Bijalwan, JMFC</b> R/o C-99, First Floor, Shivalik, Malviya Nagar, New Delhi.	10-02-2025	<u>09-02-2025</u>	202, CBA-II
10	<b>Ms. Shaina Goyal, JMFC</b> R/o A-7, Pushpanjali Enclave, Pitampura, Delhi	11-02-2025		343
11	<b>Ms. Manya, JMFC</b> R/o H. No. 145-146, Pocket-G-27, Sector-3, Rohini, Delhi.	12-02-2025		273
12	<b>Ms. Neha Goel, JMFC</b> R/o Flat No. 10 Sukhdham Apartment, Sector-9, Rohini, Delhi	13-02-2025		203, CBA-II
13	<b>Ms. Preeti, JMFC</b> R/o H No. 465, Nehru Enclave, Alipur, Delhi	14-02-2025		150
14	<b>Ms. Nitika, JMFC</b> R/o D-11, S/F, Bhagwan Dass Nagar, East Punjabi Bagh, Delhi.	15-02-2025		110 Extension Block
15	<b>Sh. Amit Rana, JMFC</b> R/o D-302, First Floor, Prashant Vihar, Sector-14, Rohini, Delhi.	17-02-2025	<u>16-02-2025</u>	1,CBA-II
16	<b>Ms. Gita, JMFC</b> R/o Flat No. 2099, Type-V, Delhi Admn. Flats Gulabi Bagh, Delhi.	18-02-2025		288
17	<b>Sh. Pranjal Gangwar, JMFC</b> R/o H No.307, Shikha Apartment, IP Extension, Delhi	19-02-2025		205 Extension Block
18	<b>Ms. Meena Chauhan, JMFC</b> R/o House No. 101-C, Plot No.7, Gali No.1 Maurya Enclave, Khasra No. 844-845, Sant Nagar, Burari, Delhi-84	20-02-2025		206 Extension Block
19	<b>Sh. Abhay Choudhary, JMFC</b> R/o 2028/22, Pillanji Kotla Mubarakpur, New Delhi.	21-02-2025		1, CBA-I
20	<b>Dr. Raj Kumar Singh, JMFC</b> R/o A-2/146-147, Second Floor, Sector-11,Rohini, Delhi-85	22-02-2025		241
21	<b>Ms. Dshna Golichha, JMFC</b> R/o 401, Tower 4&5 , The Amaryllis, New Rohtak Road, Karol Bagh, Delhi.		<u>23-02-2025</u>	507 Extension Block
22	<b>Ms. Pooja Suhag, JMFC</b> R/o H. No. 343, Street No. 5, Patel Nagar Near Sector-06, Bahadurgarh, Haryana	24-02-2025		204 Extension Block

23	Ms. Aradhana, JMFC R/o C-206, Narwani Apartment, IP Extension, Delhi	25-02-2025		201, CBA-II
24	Ms. Payal Singal, JMFC R/o 1673, Neelkanth Apartments Sector-13, Rohini, Delhi.		<u>26-02-2025</u>	286
25	Ms. Shreya Singh, JMFC R/o A1, 4 <sup>th</sup> Floor, Rosary School Road, GTB Nagar, Delhi.	27-02-2025		2, CBA-I
26	Sh. Manuj Kaushal, JMFC R/o H. No. 1707, Delhi Administration Flats, Gulabi Bagh, Delhi	28-02-2025		37

**Remarks:**

01. The dates which are underlined, fall on Sunday, Second Saturday and Holidays.
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 Magistrate shall hold court on Sundays, Second Saturdays and Holidays etc. in Room Numbers mentioned against their names.
04. It is impressed upon the JMFC to complete their work, in particular signing of orders passed on the day, as also on warrants for example release warrants, remand warrants etc. pursuant to such orders as aforesaid, before leaving the court at the end of the court hours, and not to leave such work for the duty Magistrate of the day.
05. The Duty Magistrate deputed for holidays, Second Saturday and Sundays, etc. shall look after the cases of CBI, Warrants of Arrest issued by the authorities beyond Delhi. He shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein. *With the consent of all the Ld. Officers and as discussed in the meeting held on 06-04-2022, Ld. Officers shall deal with all court work of their respective courts including remand work /bail bonds, marking of TIP and application for recording of statement under section 183 BNSS. etc till 05:00 PM.*
06. *The Duty Magistrate of the day shall report at Video Conferencing Room latest by 12:00 noon and shall dispose off the work as per direction of this office contained in office order No. 8340-80/MM/CMM/2008 dated 28-07-2008. The Duty Magistrate shall not ordinarily do the work of any Link Magistrate on the day of his/her duty, except when assigned by the undersigned. If such work of an officer comes to him/her, It shall be put up before next Link Magistrate of such officer without formal marking. This issues with the approval of the Ld. District & Sessions Judge (HQ) dated 16-10-2017 in supersession of earlier order of this office bearing No. 996-1024/CMM/Central/2017 dated 01-02-2017.*
07. The Ld. JMFC deputed for duty and the staff of their courts who will work on such days shall 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 JMFC shall be routed through and after verification by the undersigned. The JMFC 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. The Judicial Magistrates First Class deputed as Duty Magistrate shall not be allowed to avail leave on the day of their duty in any circumstances. Judicial Magistrates First Class may only be allowed to change their day of duty on mutual exchange basis with prior permission of the undersigned. If the Duty Magistrate is not available on any day due to some inevitable reasons, he/she will send a formal request well 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, so that appropriate orders may be passed.
09. The Judicial Officers who are deputed as Duty Magistrates, if summoned for the day of such 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 Ld. District Judge-I & Sessions Judge, Delhi. Vide No. 42534-684/DM/Gaz. Dated 26-10-1999).

(ABHISHEK KUMAR)  
CHIEF JUDICIAL MAGISTRATE  
CENTRAL DISTRICT, DELHI

No. 845-916/CJM/Central/SS/DR/2024

Dated: 24-01-2025

**Copy forwarded for information to:-**

01. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.  
(Through Ld. Principal District & Sessions Judge (HQs), Delhi.
02. The Ld. Principal District & Sessions Judge (HQs), Delhi.
03. The Ld Officer In-Charge, Pool Car, THC, Delhi
04. The Ld. CJMs, all Districts, Delhi/ New Delhi.
05. The Ld. Secretary, DLSA, Central District, THC, Delhi.
06. The Ld. Administrative Civil Judge, Central District, Delhi
07. The Ld. ACJMs/JMsFC, Central District, THC and Railway Courts, Delhi
08. The Ld. Principal Magistrates, JJB-I, II & III, Delhi/New Delhi
09. The Director, Prosecution, THC, Delhi.
10. The Commissioner of Police and DCsP, North, Central and West District, Delhi
11. The I G (Prison), Tihar Jail, Delhi/ New Delhi.
12. The Secretaries, Bar Association, THC/PHC/KKD/Rohini/Dwarka & Saket Courts.
13. The Nazarat Branch/Filing Section, Central District, THC, Delhi.
14. The AO (J), Computer Branch, Central District, Delhi.
15. The Care Taking Branch, THC, Delhi.
16. The Superintendent Jail, New Delhi/ Law Officer, Tihar Jail/ Lock-Up Incharge, THC, Delhi
17. For uploading on Central Web-site Committee though LAYER.
18. The Video Conferencing Room, THC, Delhi.
19. The Cash Branch, THC, Delhi
20. Reader to CJM, Central District, Delhi.
21. The Dealing assistant (Leave), Judicial Branch and Admn. Branch-I, II & III, Central, THC, Delhi
22. The Guard File.

(ABHISHEK KUMAR)  
CHIEF JUDICIAL MAGISTRATE  
CENTRAL DISTRICT, DELHI