

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : WEST, DISTRICT: DELHI

DUTY ROSTER OF JUDICIAL MAGISTRATE(WEST) DISTRICT  
FOR THE MONTH OF AUGUST-2025

The following Judicial Magistrate First Class of West District, Delhi will work as Duty Magistrate, on the dates noted against their names. It is enjoined 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 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.


| Sr. No. | Name of the Judicial Magistrate First Class   | Working days             | Holiday   | Room No.             |
|---------|---|--------------------------|---|----------------------|
| 01      | Ms. Vijayshree Rathore, JMFC-10<br>R/o Flat No. 2062, Delhi Administration Flats, Gulabi Bagh, Delhi  | 01-08-2025<br>02-08-2025 |   | 345                  |
| 02      | Ms. Shruti Sharma-II, JMFC (Mahila Court-2)<br>R/o A-2B/194B, Near Ekta Apartment, Paschim Vihar,<br>Near Jwala Heri Market, Delhi            |                          | 03-08-2025<br>(Sunday)                                    | 158                  |
| 03      | Ms. Shradha Srivastava, JMFC-09<br>R/o PT 62/25, Second Floor, Kalkaji Extension Kalkaji New Delhi  | 04-08-2025<br>05-08-2025 |   | 02<br>(CBA-II)       |
| 04      | Ms. Helly Fur Kaur, JMFC(Mahila Court-05)<br>R/o Plot No. E-243, TDI City, Kundli, Sonapat Haryana  | 06-08-2025<br>07-08-2025 |   | 353                  |
| 05      | Ms. Bharti Garg, I.d. JMFC-11<br>R/o B-402, Rohini Judicial Officer's Residential Complex, Sector-26, Rohini<br>New Delhi                     | 08-08-2025<br>11-08-2025 |   | 31                   |
| 06      | Sh. Komal JMFC-01<br>R/o VI/112 (3 <sup>rd</sup> Floor) DDA Flats, Kalkaji, New Delhi-110019  |                          | 09-08-2025<br>(Second<br>Saturday &<br>Raksha<br>Bandhan) | 341                  |
| 07      | Sh. Anshul Singhal, I.d. JMFC-04<br>R/o Flat No. 706, KKD Judicial Residential Complex, Type-IV,<br>Karkardoom, Delhi 110032                  |                          | 10-08-2025<br>(Sunday)                                    | 268                  |
| 08      | Ms. Anamika, JMFC (Mahila Court-06)<br>R/o Flat No. 106, Type- IV, First Floor, KKD Judicial Residential<br>Complex, Shahdara, Delhi - 110032 | 12-08-2025               | 16-08-2025<br>(Janmashtami)                               | 349                  |
| 09      | Sh. Shashank Nandan Bhatt, JMFC-02<br>R/o B-104, Naveen Apartments Dwarka, Sector-05, New Delhi-110075  | 13-08-2025               |   | 356                  |
| 10      | Ms. Surbhi Sethi, JMFC (NI Act -02)<br>R/o 112, Kirpal Apartments, 44 I.P. Extension, Patparganj, Delhi-110092                                | 14-08-2025               |   | 102<br>(CBA-II)      |
| 11      | Dr. Aneez Bishnoi, JMFC-07<br>R/o Flat No. F-901, 9 <sup>th</sup> Floor, Tower F, Faridabad, Haryana-121009                                   |                          | 15-08-2025<br>(Independence<br>Day)                       | 289                  |
| 12      | Ms. Komal Garg, JMFC-03<br>R/o 2017, Second Floor, Gulabi Bagh, Delhi Administrative Flats, Delhi   |                          | 17-08-2025<br>(Sunday)                                    | 292                  |
| 13      | Ms. Sheetal Rani, I.d. JMFC-12<br>R/o B-306, 3 <sup>rd</sup> Floor, Greenfield Colony, Faridabad, Haryana 121010                              | 18-08-2025               |   | 152                  |
| 14      | Sh. Tanmay Batham, JMFC(NI Act-03)<br>R/o Flat No. 101, Himvarsha Apartment, IP Extension, Delhi -110092                                      | 19-08-2025<br>20-08-2025 |   | 103 (CBA-II)         |
| 15      | Sh. Ankit Karan Singh, JMFC-08<br>R/o 274, 3 <sup>rd</sup> Floor, Jai Durga Apartments, Tagore Park, Delhi- 110009                            | 21-08-2025               |   | 30                   |
| 16      | Ms. Poonam Singh, I.d. JMFC(NI Act-04)<br>R/o Flat No. 2078, Type IV, DDA Flats, Gulabi Bagh, Delhi   | 22-08-2025<br>27-08-2025 |   | 04(CBA-I)            |
| 17      | Sh. Tushar, Gupta, I.d. JMFC-06<br>R/o B-303, Judge Complex, Bawana Road, Sector-26, Rohini, New Delhi  | 23-08-2025               | 24-08-2025<br>(Sunday)                                    | 355                  |
| 18      | Ms. Deepika Goyal Shokeen, JMFC ( Mahila Court-03)<br>R/o WZ-10, A-2, Block, Asalatpur Village, Janakpuri, New Delhi -110058                  | 25-08-2025<br>26-08-2025 |   | 245                  |
| 19      | Ms. Shivli Talwar, JMFC (Mahila Court-01)<br>R/o A 2 /112, First Floor, Safdarjung Enclave, New Delhi -110029                                 | 28-08-2025<br>29-08-2025 |   | 358                  |
| 20      | Ms. Atisha Jain JMFC (Digital Traffic Court )<br>R/o M-94, Gulshan Botnia, Sector 144, Noida, U.P.  | 30-08-2025               | 31-08-2025<br>(Sunday)                                    | 102<br>(Extn. Block) |

*W. Casundhara*

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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 Ganj, 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 Magisterate shall hold court on Sundays, Second Saturdays and Holidays etc. in Room Numbers mentioned against their names.
04. It is impressed upon all the Judicial Magistrate First Class, West District, Delhi to remain available in their court and to perform their judicial work till 5 p.m., 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/she 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 & Superdari Applications shall have to be heard by the concerned court.
- 06 All the I.d. Judicial Magistrate First Class, West District, Delhi shall comply the directions received from time to time regarding disposal of the work from Hon'ble High Court of Delhi, New Delhi and from I.d. Principal District & Sessions Judge (West), Delhi.
- 07 The I.d. Judicial Magisterate First Class, West District, Delhi 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 Judicial Magistrate First Class, West District, Delhi shall be routed through and after verification by undersigned. The Judicial Magistrate First Class, West District, Delhi 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 Duty Magistrate of the day shall report at Video Conferencing Room latest by 12:30 noon and shall dispose off the work as per directions issued by the then CMM Delhi contained in the office order No. 8340-80/MM/CMM/2008 dated 28-07-2028.
- 10 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-I & Sessions Judge, Delhi. Video NO. 42534-684/DM/Gaz. Dated 26-10-1999.)
- 11 In case, if any information regarding Inquest U/s 196 Bharatiya Nagarik Suraksha Sanhita-2023 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 it further.
- 12 It is clarified that on working day, if any Inquest information is received by the Duty Magisterate 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 Magistrate of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest by the undersigned shall be required.
- 13 If any inquest information is received by the Duty Magistrate on holiday, then the same shall be deemed to be marked to the Duty Magisterate of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest shall be required.


  
(M. SUNDHARAN / AD)  
Chief Judicial Magistrate  
West District, Delhi



No. 1861-1915 CJM(West)/DR/2025

Dated, Delhi the 17-7-25

- Copy forwarded for information and necessary action to:-
01. The Hon'ble Registrar General, High Court of Delhi, New Delhi  
Through I.d. Principal District & Sessions Judge, (West), Delhi
  02. The I.d. Principal District & Sessions Judge, (HQ), Delhi
  03. The I.d. I.d. Principal District & Sessions Judge, (West), Delhi
  04. The I.d. Principal District & Sessions Judge all district Delhi/New Delhi
  05. The I.d. officer Incharge, Pool Car, Tis Hazari Courts, Delhi
  06. The I.d. CJMs, all District, Delhi/New Delhi,
  07. The I.d. ACJM & all I.d. Judicial Magistrate First Class, West District, Tis Hazari Courts, 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. Law Officer, Tihar Jail, Delhi/New Delhi.
  14. For Uploading on centralized web-site through LAYERS
  15. The Video Conferencing, R. No. 211, Tis Hazari Courts, Delhi.
  16. The Care Taking Branch, (Hq) & West Tis Hazari Courts, Delhi
  17. Reader to the court of undersigned.
  18. The Cash Branch, West District, Tis Hazari Courts, Delhi.
  19. PS to I.d. Principal District and Sessions Judge(West) District, Delhi
  20. Office file

  
VASUNDHARA  
Chief Judicial Magistrate  
West District, Delhi