

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : WEST DISTRICT: DELHI

DUTY ROSTER OF JUDICIAL MAGISTRATE(WEST) DISTRICT FOR THE MONTH OF NOVEMBER-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.

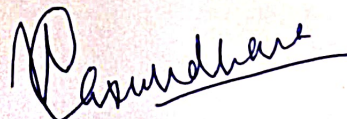
Sr. No.	Name of the Judicial Magistrate First Class	Working days	Holiday	Room No.
01	Sh. Tanmay Batham, JMFC(NI Act-03) R/o Flat No. 101, Himvarsha Apartment, IP Extension, Delhi -110092	01-11-2025		103 (CBA-II)
02	Ms. Deshna Golechha, Ld. JMFC (NI Act) Digital Court -03 R/o Tower 1 & 2, The Amaryllis @ Central Delhi, New Rohtak Road, Block 67, Karol Bagh, New Delhi.		02-11-2025 (Sunday)	206 Extn. Block
03	Ms. Deepika Goyal Shokeen, JMFC (Mahila Court-03) R/o WZ-10, A-2, Block, Asalatpur Village, Janakpuri, New Delhi -110058	03-11-2025		245
04	Sh. Komal JMFC-01 R/o VI/112 (3 rd Floor) DDA Flats, Kalkaji, New Delhi-110019	04-11-2025		341
05	Ms. Shivangi Mangla, Ld. JMFC(NI Act) Digital Courts -02, R/o House No. 90, Upper Ground Floor, Pocket 4 & 5, Sector 23, Rohini Delhi.		05-11-2025 (Guru Nanak's Birthday)	206 Extn. Block
06	Ms. Poonam Singh, Ld. JMFC(NI Act-04) R/o Flat No. 2078, Type IV, DDA Flats, Gulabi Bagh, Delhi	06-11-2025		04(CBA-I)
07	Ms. Shruti Sharma-II, JMFC (Mahila Court-2) R/o A-2B/194B, Near Ekta Apartment, Paschim Vihar, Near Jwala Heri Market, Delhi	07-11-2025		158
08	Sh. Abhay Choudhary, Ld. JMFC (NI Act) Digital Court -01, R/o 2028/22 Pillanji Kotla Mubarak Pur, New Delhi -110003		08-11-2025 (Second Saturday)	206 Extn. Block
09	Sh. Vikas Madaan, Ld. JMFC-07 R/o B-803, Judicial Officers Residential Complex, Sector-26, Rohini-110042		09-11-2025 (Sunday)	289
10	Sh. Shashank Nandan Bhatt, JMFC-02 R/o B-104, Naveen Apartments Dwarka, Sector-05, New Delhi-110075	10-11-2025		356
11	Ms. Sheetal Rani, Ld. JMFC-12 R/o B-306, 3 rd Floor, Greenfield Colony, Faridabad, Haryana 121010	11-11-2025		152
12	Ms. Surbhi Sethi, JMFC (NI Act -02) R/o 112, Kirpal Apartments, 44 I.P. Extension, Patparganj, Delhi-110092	12-11-2025 13-11-2025		102 (CBA-II)
13	Ms. Shraddha Srivastava, JMFC-09 R/o PT 62/25, Second Floor, Kalkaji Extension Kalkaji New Delhi	14-11-2025		02 (CBA-II)
14	Sh. Anshul Singhal, Ld. JMFC-04 R/o Flat No. 706, KKD Judicial Residential Complex, Type-IV, Karkardoom, Delhi 110032	15-11-2025		268
15	Sh. Gaurav Singhal Ld. JMFC-06 R/o Flat No. 202, Anubhav apartments, Sec-7, Sonipat Haryana		16-11-2025 (Sunday)	355
16	Ms. Anamika, JMFC (Mahila Court-06) R/o Flat No. 106, Type- IV, First Floor, KKD Judicial Residential Complex, Shahdara, Delhi - 110032	17-11-2025 18-11-2025		349
17	Ms. Moksha Bains, Ld. JMFC-11 R/o 2072, Delhi Administration Flats, Gulabi Bagh Delhi	19-11-2025		31
18	Ms. Atisha Jain JMFC (Digital Traffic Court) R/o M-94, Gulshan Botnia, Sector 144, Noida, U.P.	20-11-2025 21-11-2025		102 (Extn. Block)
19	Ms. Divyashree Raina, Ld. JMFC (Mahila Court- 04) R/o C-98, 3 rd Floor, Antriksh Apartment, Rohini Sector-14, Extension Delhi 110085	22-11-2025		252
20	Ms. Disha Langan, Ld. JMFC (Mahila Court-05) R/o 25-C, GH-10, Sunder Apartments, Paschim Vihar, New Delhi -110087		23-11-2025 (Sunday)	353
21	Sh. Ankur Panghal, Ld. JMFC-05 R/o Flat No E-803, Parker VRC White Lily Apartments, G.T. Road, Near Tau Devi Lal Park, Sector-08, Sonipat, Haryana 131001	24-11-2025		336A

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Sr. No.	Name of the Judicial Magistrate First Class	Working days	Holiday	Room No.
22	Ms. Shivli Talwar, JMFC (Mahila Court-01) R/o A 2 /112, First Floor, Safdarjung Enclave, New Delhi -110029	25-11-2025		358
23	Sh. Gaurav Ujjwal, Ld. JMFC (NI Act)-01 R/o 335,SFS Flats, Mukherjee Nagar, Delhi-110009	26-11-2025 27-11-2025		03 (CBA-I)
24	Ms. Vijayshree Rathore, JMFC-10 R/o Flat No. 2062, Delhi Administration Flats, Gulabi Bagh, Delhi	28-11-2025		345
25	Ms. Komal Garg, JMFC-03 R/o 2017, Second Floor, Gulabi Bagh, Delhi Administrative Flats, Delhi	29-11-2025		292
26	Sh. Ankit Karan Singh, JMFC-08 R/o 274, 3 rd Floor, Jai Durga Apartments, Tagore Park, Delhi- 110009		30-11-2025 (Sunday)	30

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 Magistrate 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 Ld. 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 Ld. Principal District & Sessions Judge (West), Delhi.
- 07 The Ld. Judicial Magistrate 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 28-07-2008.
- 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 Ld. District Judge-1 & Sessions Judge, Delhi. Video NO. 42534-684/DM/Gaz. Dated 26-10-1999.)



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- 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 Magistrate 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 Magistrate of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest shall be required.
- 14 In case of transfer of any Judicial Officer, the newly posted Judicial Officer shall work as Duty Magistrate in place of his/her predecessor Judicial Officer.
- 15 All Id. JMFC(NI-Act) Digital Courts, West District, Delhi shall perform their duty as Duty MM in court Room No. 206, Extension Block, Tis Hazari Courts, Delhi on the dates of their duty and would be assisted by her/his own staff.

(VASUNDHARA AZAD)
Chief Judicial Magistrate
West District, Delhi

No. 2481-2535.CJM(West)/DR/2025

Dated, Delhi the 25-10-2025

Copy forwarded for information and necessary action to:-

01. The Hon'ble Registrar General, High Court of Delhi, New Delhi
Through Id. Principal District & Sessions Judge, (West), Delhi
02. The Id. Principal District & Sessions Judge, (HQ), Delhi
03. The Id. Id. Principal District & Sessions Judge, (West), Delhi
04. The Id. Principal District & Sessions Judge all district Delhi/New Delhi
05. The Id. officer Incharge, Pool Car, Tis Hazari Courts, Delhi
06. The Id. CJMs, all District, Delhi/New Delhi,
07. The Id. ACJM & all Id. 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 Id. Principal District and Sessions Judge(West) District, Delhi
20. Office file

(VASUNDHARA AZAD)
Chief Judicial Magistrate
West District, Delhi