

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

DUTY ROSTER OF JUDICIAL MAGISTRATE(WEST) DISTRICT
FOR THE MONTH OF MAY-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. Sukriti Jha, JMFC (NI Act Digital Court-02) R/o C2, Flat No. 2167, Vasant Kunj, New Delhi 110070	01-05-2025		208 (Extn. Block)
02	Ms. Sukriti Singh, JMFC-04 R/o E- 221 Second Floor, E Block Amar Colony, Lajpat Nagar-4, Delhi -110024	02-05-2025		268
03	Sh. Sidhant Krishan Singh, JMFC(NI Act-03) R/o Brig Ram Singh, Udai Farm, Church Road, Vasant Kunj, New Delhi 110070	03-05-2025 09-05-2025		103 (CBA-II)
04	Sh. Shubham Gupta, Ld. JMFC(NI Act-04) R/o C-78, 2 nd Floor, C Block Mansarovar Garden, New Delhi		04-05-2025 (Sunday)	04(CBA-I)
05	Ms. Shraddha Srivastava, JMFC-09 R/o PT 62/25, Second Floor, Kalkaji Extension Kalkaji New Delhi	05-05-2025 07-05-2025		02 (CBA-II)
06	Ms. Komal Garg, JMFC-03 R/o 2017, Second Floor, Gulabi Bagh, Delhi Administrative Flats, Delhi	06-05-2025 15-05-2025		292
07	Dr. Aneeza Bishnoi, JMFC-07 R/o Flat No. F-901, 9 th Floor, Tower F, Faridabad, Haryana-121009	08-05-2025	11-05-2025 (Sunday)	289
08	Ms. Anamika, JMFC (Mahila Court-06) R/o Flat No. 106, Type- IV, First Floor, KKD Judicial Residential Complex, Shahdara, Delhi - 110032	24-05-2025	10-05-2025 (2 nd Saturday)	349
09	Sh. Ankit Solanki, JMFC (NI Act) Digital Court-01 H. No. 171, Pooth Kalan, Delhi 110086		12-05-2025 (Budha Purnima)	207 Extn. Block
10	Sh. Shashank Nandan Bhatt, JMFC-02 R/o B-104, Naveen Apartments Dwarka, Sector-05, New Delhi-110075	13-05-2025 14-05-2025		356
11	Ms. Helly Fur Kaur, JMFC(Mahila Court-05) R/o Plot No. E-243, TDI City, Kundli, Sonipat Haryana	16-05-2025 17-05-2025		353
12	Ms. Shivli Talwar, JMFC (Mahila Court-01) R/o A 2 /112, First Floor, Safdarjung Enclave, New Delhi -110029	31-05-2025	18-05-2025 (Sunday)	358
13	Ms. Akansha Gautam, JMFC(Mahila Court-04) R/o 206, Type-IV, Karkardooma Judicial Residential Complex Delhi	19-05-2025		252
14	Ms. Deepika Goyal Shokeen, JMFC (Mahila Court-03) R/o WZ-10, A-2, Block, Asalatpur Village, Janakpuri, New Delhi -110058	20-05-2025		245
15	Sh. Dev Saroha, JMFC-01 R/o 553, Sector-14, Sonipat, Haryana	21-05-2025		341
16	Ms. Surbhi Sethi, JMFC (NI Act -02) R/o 112, Kirpal Apartments, 44 I.P. Extension, Patparganj, Delhi-110092	22-05-2025 30-05-2025		102 (CBA-II)
17	Ms. Atisha Jain JMFC (Digital Traffic Court) R/o M-94, Gulshan Botnia, Sector 144, Noida, U.P.	23-05-2025		102 (Extn. Block)
18	Ms. Manisha Bhau, JMFC (NI ACT Digital Court-03) R/o 3 rd Floor, G-30, G Block, East of Kailash, New Delhi 110065		25-05-2025 (Sunday)	109 (Extn. Block)
19	Sh. Rishabh Tanwar, JMFC (NI Act-01) R/o B-82, 11 nd Floor, Sarvodaya Enclave, New Delhi -110017	26-05-2025		03 (CBA-I)
20	Sh. Ankit Karan Singh, JMFC-08 R/o 274, 3 rd Floor, Jai Durga Apartments, Tagore Park, Delhi- 110009	27-05-2025 28-05-2025		30
21	Ms. Shruti Sharma-II, JMFC (Mahila Court-2) R/o A-2B/194B, Near Ekta Apartment, Paschim Vihar, Near Jwala Heri Market, Delhi	29-05-2025		158

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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 Id. 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 Id. Principal District & Sessions Judge (West), Delhi.
- 07 The Id. 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 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 Id. District Judge-I & Sessions Judge, Delhi. Video NO. 42534-684/JM/Gaz. Dated 26-10-1999.)
- 10 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.
- 11 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.
- 12 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.

(SAMIKSHA GUPTA)
Chief Judicial Magistrate
West District, Delhi

No. 928-982 CJM(West)/DR/2025

Dated, Delhi the 25-4-25

Copy forwarded for information and necessary action to:-

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

(SAMIKSHA GUPTA)
Chief Judicial Magistrate
West District, Delhi