

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : EAST DISTRICT SESSIONS DIVISION,
KARKARDOOMA COURTS : DELHI

DUTY ROSTER FOR THE MONTH OF FEBRUARY, 2025

The following Metropolitan Magistrates will look after the work of Duty Magistrate in East District at Karkardooma Courts, Delhi on the dates mentioned 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 as are placed before them. They should always be available at their homes on the day of their Duty.

On Sundays and other holidays, they are required to reach the court at 11:00 am and remain there till 5.00 p.m. or till the disposal of remand and other misc. work including Superdari, Traffic challans disposal, recording of statement u/s 164 Cr.P.C., etc. whichever is later. On working days, Duty Magistrates shall remain in the court till 5:00 PM. The Duty Magistrates would be assisted by their own staff.

Sl.No.	Name of the of Magistrate	Days	Holidays	Room No.
1	Sh. Navdeep Gupta Ld.J.M.F.C (138- NI Act)/East, R/o House No. B-814, Rohini Heights, Sector-29, Rohini, Delhi.	01.02.2025 22.02.2025	-	20
2	Sh. Shiva Parashar, Ld. JMFC-(Digital 138 NI Act-01)/East R/o. C-5/128, Milan Vihar Apartments, I.P. Extension, Delhi	03.02.2025 17.02.2025 18.02.2025	--	407
3	Ms Arushi Parwal (Digital 138 NI Act-02)/ East R/o C-406, Gitanjali Apartments, Karkardooma, Delhi-110092	04.02.2025 20.02.2025	--	108
4	Sh. Kunal Soni, Ld. JMFC- (Digital Traffic Court) East R/o C1/405, Milan Vihar Apartments, Patparganj, I.P. Extension, Delhi-110092.	05.02.2025 12.02.2025	02.02.2025	403
5	Ms. Ritika Kansal. Ld. JMFC- (East) (Mahila Court-02). R/o B-Block, Flat No. 804, 8 th Floor, Judicial Officers Flats, Sector-26, Rohini, Delhi-110042.	06.02.2025 24.02.2025	-	24
6	Sh. Pritu Raj, Ld. JMFC-01 (East) R/o Flat No. 30 D, Surya Apartments, Sector-13, Rohini, Delhi-110085.	07.02.2025	09.02.2025	26
7	Ms. Deeksha Rao, Ld. JMFC-04 (East) R/o House No. B-368, UG, Lok Vihar, Pitampura, Delhi.	10.02.2025 11.02.2025	-	32
8	Sh. Divyam Lila, Ld. JMFC-(East) (MCD) R/o E-411, 1 st Floor, Greater Kallash-2, Delhi-110048.	13.02.2025	16.02.2025	12



6. The Magistrates who are deputed as Duty Magistrate 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 formal request in advance to the court where he is to appear as a witness for his/her exemption from court attendance. If the court in question again intimates the officer requiring his/her attendance for that date, he/she may do so in the forenoon session under intimation to the undersigned. (Ref. S.O. Issued by the District & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. dt. 26.10.99).
7. No Magistrate shall proceed on leave or remain absent on the day he/she is deputed as Duty Magistrate except under exceptional circumstances or emergency. In case of an emergency or any other inevitable circumstances, if a Duty Magistrate must proceed on leave, he/she shall send a formal request in advance for change of duty with the officer agreeing to perform duty in his/her place in the office of the undersigned.
8. In case a Duty Magistrate is confronted with any medical issue (including Corona related) or has to attend any official assignment such as training programme at Delhi Judicial Academy or any official conference, etc., on the date of duty being a working day, on a short notice and is unable to obtain consent of any other officer to perform the duty in his/her place, he/she shall immediately, on receipt of intimation in this regard, inform the office of undersigned. In such a situation, next available Link Magistrate of the said officer shall work as Duty Magistrate on that particular day.
9. The duty Magistrate of the day shall report at Video Conferencing Room latest by 12.00 noon and shall dispose of the work as per directions of the undersigned.
10. It is clarified that Duty Magistrate of a particular day shall work as Duty Magistrate from 10.00 a.m. on the day of his duty till 9.59 a.m. on the immediate succeeding day.
11. Whenever a Magistrate is Duty Magistrate on any working day, he/she is exempted from entertaining applications of other courts for TIP proceedings and recording of statements u/s 164 Cr.PC (except as those referred in Clause 11 of the Duty Roster) and to work as Link MM on that day. However it is clarified that any pre-fixed applications will be decided by him/her only and the undersigned can also mark such applications or work of Link MM in the event of extreme exigency.
12. Wherever it is feasible and practicable, the Duty Magistrate can take up and dispose matters through Video Conferencing but after duly following the Video Conferencing Rules 2020 as notified by Delhi High Court on 1st June 2020.
13. The Applications for recording statements u/s 164 Cr.P.C. of any child/victim pertaining to POCSO Act or any application constituting crime against women u/s 376 to 376D shall be recorded by a lady Magistrate, marked by Ld. ACJM or Ld. Duty Magistrate (as the case may be) to any other lady Magistrate on physical duty, on the said day. However, if no lady Magistrate is available, the Duty Magistrate shall thereby record the statement himself /herself but with the consent of the victim.

A handwritten signature in black ink, followed by the date '21/10/25' written below it. The signature is stylized and partially enclosed by a curved line.