

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

**DUTY ROSTER FOR THE MONTH OF OCTOBER-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 06:00 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 06:00 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	Ms. Payal Singal, JMFC R/o 1673, Neelkanth Apartments Sector-13, Rohini, Delhi.		<u>01-10-2025</u> <u>02-10-2025</u>	286
2	Sh. Manuj Kaushal, JMFC R/o H. No. 1707, Delhi Administration Flats, Gulabi Bagh, Delhi		<u>03-10-2025</u>	37
3	Sh. Karanbir Singh, JMFC R/o 160-161, C-7, Sector-8, Third Floor, Rohini, Delhi.	04-10-2025	<u>05-10-2025</u>	26
4	Sh. Pranjal Gangwar, JMFC R/o H No.307, Shikha Apartment, IP Extension, Delhi	06-10-2025	<u>07-10-2025</u>	202, CBA-II
5	Sh. Gaurav Goyal, JMFC R/o 413, Sec. 22A, Pocket-C, Palam Vihar, Gurugram	08-10-2025 09-10-2025		247

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6	Ms. Shaina Goyal, JMFC R/o A-7, Pushpanjali Enclave, Pitampura, Delhi	10-10-2025		343
7	Sh. Valbhav Garg, JMFC R/o Flat No. 406, Tower SEMA, Shipra Srishti, Ahinsa Khand-I, Indirapuram, UP-201014		<u>11-10-2025</u> <u>12-10-2025</u>	138
8	Ms. Shipra Dhankar, JMFC R/o D-52, Panchsheel Enclave, New Delhi	13-10-2025		180
9	Dr. Raj Kumar Singh, JMFC R/o A-2/146-147, Second Floor, Sector-11, Rohini, Delhi-85	14-10-2025 15-10-2025		241
10	Ms. Urvi Gupta, JMFC R/o F-150, Upper Ground Floor, Mansarovar Garden, New Delhi	16-10-2025		201, CBA-II
11	Ms. Gowri Reghunath, JMFC R/o C-4, Pocket-7, Kendriya Vihar, Sector-82, Noida, UP	17-10-2025		101, CBA-II
12	Ms. Gita, JMFC R/o Flat No. 2099, Type-V, Delhi Admn. Flats Gulabi Bagh, Delhi.	18-10-2025		288
13	Ms. Himanshi Tyagi, JMFC R/o 4 th Floor, BE-7, Shalimar Bagh, Delhi		<u>19-10-2025</u>	33
14	Sh. Arvind Tomar, JMFC R/o 341, DDA Flats, Pocket-I Sector-9, Dwarka, Delhi.		<u>20-10-2025</u>	507, Ext. Block
15	Ms. Preeti Rajoria, JMFC R/o B-3/34, Upper Ground Floor, Sector -17, Rohini, Delhi.		<u>22-10-2025</u>	32
16	Ms. Ravisha Sidana, JMFC R/o Pharma Apartments, B-1/10, Ground Floor, I P Extension, Patparganj, Delhi.		<u>21-10-2025</u>	1, CBA-II
17	Ms. Arushi Parwal, JMFC R/o C-406, Gitanjali Apartments, Karkardooma, Delhi		<u>23-10-2025</u>	2, CBA-I
18	Ms. Manya, JMFC R/o H. No. 145-146, Pocket-G-27, Sector-3, Rohini, Delhi.	25-10-2025	<u>24-10-2025</u>	273
19	Ms. Bharti Beniwal, JMFC R/o 250, Kautilya Apartment, Sector- 14, Dwarka, New Delhi.		<u>26-10-2025</u>	264
20	Ms. Sayesha Chadha, JMFC R/o 39/2, Shakti Nagar, Delhi.	27-10-2025		272

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21	Ms. Pooja Yadav, JMFC F-227, Sector-9, New Vijay Nagar, Ghaziabad, UP	28-10-2025 29-10-2025		149
22	Sh. Danveer, JMFC R/o 202, Upper Ground Floor, Double Storey, New Rajinder Nagar, Delhi.	30-10-2025		1,CBA-I
23	Ms. Preeti, JMFC R/o H No. 465, Nehru Enclave, Alipur, Delhi.	31-10-2025		150

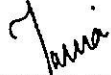
Remarks:

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.
06. 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. **Ld. Judicial 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.
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

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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.
10. 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.



(TANIA SINGH)
Addl. Chief Judicial Magistrate-02
For Chief Judicial Magistrate
Central District, THC, Delhi.

No. 9311-9382/CJM/Central/SS/DR/2025

Dated: 25-10-2025

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.
06. 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 through 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.


(TANIA SINGH)
Addl. Chief Judicial Magistrate-02
For Chief Judicial Magistrate
Central District, THC, Delhi.