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

DUTY ROSTER OF JUDICIAL MAGISTRATE(WEST) DISTRICT FOR THE MONTH OF JULY-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 Magisterate First Class	Working days	Holiday	Room No.
01	Sh. Anshul Singhal, Ld. JMFC-04 R/o Flat No. 706, KKD Judicial Residential Complex, Type-IV, Karkardoom, Delhi 110032	01-07-2025 03-07-2025		268
02	Ms. Deepika Goyal Shokeen, JMFC (Mahila Court-03) R/o WZ-10, A-2, Block, Asalatpur Village, Janakpuri, New Delhi -110058	02-07-2025		245
03	Ms. Shraddha Srivastava, JMFC-09 R/o PT 62/25, Second Floor, Kalkaji Extension Kalkaji New Delhi	04-07-2025		02 (CBA-II)
04	Ms. Helly Fur Kaur, JMFC(Mahila Court-05) R/o Plot No. E-243, TDI City, Kundli, Sonipat Haryana	05-07-2025		353
05	Ms. Anamika, JMFC (Mahila Court-06) R/o Flat No. 106, Type- IV, First Floor, KKD Judicial Residential Complex, Shahdara, Delhi – 110032		06-07-2025 (SUNDAY)	349
06	Ms. Surbhi Sethi, JMFC (NI Act -02) R/o 112, Kirpal Apartments, 44 I.P. Extension, Patparganj, Delhi-110092	07-07-2025 08-07-2025		102 (CBA-II)
07	Ms. Shruti Sharma-II, JMFC (Mahila Court-2) R/o A-2B/194B, Near Ekta Apartment, Paschim Vihar, Near Jwala Heri Market, Delhi	09-07-2025 19-07-2025		158
08	Sh. Ankit Karan Singh, JMFC-08 R/o 274, 3rd Floor, Jai Durga Apartments, Tagore Park, Delhi- 110009	10-07-2025 11-07-2025		30
09	Ms. Vijayshree Rathore, JMFC-10 R/o Flat No. 2062, Delhi Administration Flats, Gulabi Bagh, Delhi	12-07-2025		345
10	Dr. Aneeza Bishnoi, JMFC-07 R/o Flat No. F-901, 9th Floor, Tower F, Faridabad, Haryana-121009		13-07-2025 (SUNDAY) 20-07-2025 (SUNDAY)	289
11	Sh. Komal JMFC-01 R/o VI/112 (3rd Floor) DDA Flats, Kalkaji, New Delhi-110019	14-07-2025 15-07-2025		341
12	Ms. Poonam Singh, Ld. JMFC(NI Act-04) R/o S-101 Ground Floor Anupam Apartment, East Arjun Nagar, Shahdara Delhi	16-07-2025 17-07-2025		04(CBA-I)
13	Ms. Komal Garg, JMFC-03 R/o 2017, Second Floor, Gulabi Bagh, Delhi Administrative Flats, Delhi	18-07-2025		292
14	Ms. Sheetal Rani, Ld. JMFC-12 R/o B-306, 3rd Floor, Greenfield Colony, Faridabad, Haryana 121010	21-07-2025 22-07-2025		152
15	Ms. Bharti Garg, Ld. JMFC-11 R/o B-402, Rohini Judicial Officer's Residential Complex, Sector-26, Rohini New Delhi	23-07-2025		31
16	Ms. Swati Malik, JMFC (NI Act-01) R/o U-4A, 1st Floor, Block- U, Greenpark, Main Market, Delhi	24-07-2025		03 (CBA-I)
17	Sh. Tanmay Batham, JMFC(NI Act-03) R/o Flat No. 101, Himvarsha Apartment, IP Extension, Delhi -110092	25-07-2025 26-07-2025		103 (CBA-II)
18	Ms. Shivli Talwar, JMFC (Mahila Court-01) R/o A 2 /112, First Floor, Safdarjung Enclave, New Delhi -110029		27-07-2025 (SUNDAY)	358
19	Sh. Shashank Nandan Bhatt, JMFC-02 R/o B-104, Naveen Apartments Dwarka, Sector-05, New Delhi-110075	28-07-2025 29-07-2025		356
20	Sh. Tushar, Gupta, Ld. JMFC-06 R/o B-303, Judge Complex, Bawana Road, Sector-26, Rohini, New Delhi	30-07-2025		355
21	Ms. Atisha Jain JMFC (Digital Traffic Court) R/o M-94, Gulshan Botnia, Sector 144, Noida, U.P.	31-07-2025		102 (Extn. Block)

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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 Ld. Judicial Magistrate First Class, West Distrct, 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 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 Ld. District Judge-I & Sessions Judge, Delhi. Video NO. 42534-684/DM/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.OO 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.

(VASUNDHARA AZAD)
Chief Judicial Magistrate
West District, Delhi

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No. 1498 – 1552 CJM(West)/DR/2025 Dated, Delhi the 12-6-25

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

(VASUNDHARA AZAD)
Chief Judicial Magistrate
West District, Delhi