OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : WEST DISTRICT: DELHI

DUTY ROSTER OF JUDICIAL MAGISTRATE (WEST) DISTRICT
FOR THE MONTH OF DECEMBER- 2026

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	Ms. Shazadi Halima Sadiya, Ld. JMFC-01, R/o KM 73-1802, Jaypee Kosmos, Jaypee Wish Town, (Behind Gulshan 129 Mall) Noida-201304	01-12-2026 02-12-2026		341
02	Sh. Ankit Karan Singh, Ld. JMFC-08 R/o 274, 3rd Floor, Jai Durga Apartments, Tagore Park, Delhi- 110009	03-12-2026		30
03	Ms. Jyoti Nain, Ld. JMFC (Mahila Court-01) R/o Flat No. B-2/206, Delhi Administration Flats, Shalimar Bagh, Delhi 110088	04-12-2026		358
04	Ms. Atisha Jain, Ld. JMFC (Digital Traffic Court) R/o 283, 2nd Floor, Flat No.5, Residential Gagan Vihar, New Delhi -51	05-12-2026	06-12-2026 (SUNDAY)	102 (Extn. Block)
05	Ms. Shivangi Mangla, Ld. JMFC(NI Act-05) R/o House No. 90, Upper Ground Floor, Pocket 4 & 5, Sector 23, Rohini Delhi.	07-12-2026		508 (Extn. Block)
06	Sh. Tanmay Batham, Ld. JMFC(NI Act-03) R/o Flat No. 101, Himvarsha Apartment, IP Extension, Delhi -110092	08-12-2026		103 (CBA-II)
07	Ms. Nandini Sharma, Ld. JMFC-06, R/o 173, Hargobind Enclave, Near Kailash Deepak Hospital, Anand Vihar Delhi 110092	09-12-2026		355
08	Ms. Moksha Bains, Ld. JMFC-11 R/o 2072, Delhi Administration Flats, Gulabi Bagh Delhi	10-12-2026		206 (Extn. Block)
09	Ms. Renu, Ld. JMFC-10 R/o B-104, Judicial Residential Complex, Sector-26, Rohini Delhi	11-12-2026		345
10	Ms. Shruti Sharma-II, Ld. JMFC (Mahila Court-2) R/o A-2 B/194B, Near Ekta Apartment, Paschim Vihar, Near Jwala Heri Market, Delhi	12-12-2026		158
11	Sh. Gaurav Singal, Ld. JMFC (NI Act)-04 R/o Flat No. 202, Aaubhay Apartments, Sec-7, Sonipat Haryana		13-12-2026 (SUNDAY)	04 (CBA-I)
12	Sh. Shashank Nandan Bhatt, Ld. JMFC-02 R/o B-104, Naveen Apartments Dwarka, Sector-05, New Delhi-110075	14-12-2026		356
13	Ms. Deshna Golechha, Ld. JMFC (NI Act-02) R/o 218/5, Gulabi Bagh, Next to NKS Hospital, Delhi 110007	15-12--2026		102 (CBA-II)
14	Ms. Shraddha Srivastava, Ld. JMFC-09 R/o PT 62/25, Second Floor, Kalkaji Extension, Kalkaji, New Delhi	16-12-2026 17-12-2026		02 (CBA-II)
15	Ms. Chhavi Bansal, Ld. JMFC (Mahila Court- 04) R/o Flat No. A-23, Saket Court's Residential Complex New Delhi 110085	18-12-2026		252
16	Sh. Anshul Singhal, Ld. JMFC-04 R/o Flat No. 706, KKD Judicial Residential Complex, Type-IV, Karkardoom, Delhi 110032	19-12-2026	20-12-2026 (SUNDAY)	268
17	Ms. Deepika Goyal Shokeen, Ld. JMFC (Mahila Court-03) R/o WZ-10, A-2, Block, Asalatpur Village, Janakpuri, New Delhi -110058	21-12-2026		245
18	Ms. Sheetal Rani, Ld. JMFC-12 R/o B-306, 3rd Floor, Greenfield Colony, Faridabad, Haryana 121010	22-12-2026		152
19	Ms. Deeksha Madaan, Ld. JMFC (Mahila Court) -05 R/o H. No. 517, Sector- 29, Faridabad, Haryana 121008	23-12-2026		353
20	Ms. Anamika, Ld. JMFC (Mahila Court-06) R/o Flat No. 106, Type- IV, First Floor, KKD Judicial Residential Complex, Shahdara, Delhi – 110032	24-12-2026		349
21	Ms. Shruti Saraswat, Ld. JMFC -03 R/o 173, Pocket-D, Mayur Vihar, Phase-II, Delhi 110091		25-12-2026 (CHRISTMAS DAY) 26-12-2026 (WINTER VACATION)	292

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Sr. No	Name of the Judicial Magisterate First Class	Working days	Holiday	Room No.
22	Sh. Vikas Madaan, Ld. JMFC-07 R/o House No. 36, Village Sewli, P.O. Jakhauli, P.S. Rai, Sonipat-131023		27-12-2026 (WINTER VACATION)	289
23	Sh. Gaurav Ujjwal, Ld. JMFC (NI Act)-01 R/o 335, SFS Flats, Mukherjee Nagar, Delhi-110009		28-12-2026 (WINTER VACATION) 29-12-2026 (WINTER VACATION) 30-12-2026 (WINTER VACATION)	03 (CBA-I)
24	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		31-12-2026 (WINTER VACATION)	336 A

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 applicationand 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 Leave) 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-I & Sessions Judge, Delhi. Video NO. 42534-684/DM/Gaz. Dated 26-10-1999.)

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.OO 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 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.

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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 Magisterate 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.

(VASUNDHARA AZAD)
Chief Judicial Magistrate
West District, Delhi

No. 3070-3124 /CJM(West)/DR/2026 Dated, Delhi the 21-11-2026

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

Chief Judicial Magistrate
West District, Delhi