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

DUTY ROSTER FOR THE MONTH OF DECEMBER, 2025

The following Judicial 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.

Court No. 20 is allocated for the work of the Duty Magistrate on 21st December' 2025 and Court No. 407 is allocated for the work of the Duty Magistrate on 31st December' 2025 respectively. The Reader, Ahlmad, Steno and oderly deputed to these courts are directed to report for duty on the specified dated at 10:00 AM sharp and assist the Learned Duty Magistrate as required. The Ahlmad must ensure the proper handing over of all files to the concerned court. The staff of concerned Court shall be responsible for putting the required work of the said Courts before the Ld. Duty Magistrate.

Sl.No.	Name of the of Magistrate	Days	Holidays	Room No.
1	**Sh. Sachin, Ld. JMFC-03 (East)** R/o Flat No. 302, Pasupati Apartment, Sector-48,Faridabad, Haryana.	01.12.2025 16.12.2025	--	**16**
2	**Sh. P. Bhargav Rao, Ld.JMFC-05 (East),** R/o House No. 2012, Gulabi Bagh, Delhi govt. Residance, Delhi.	02.12.2025	**07.12.2025** **25.12.2025**	**03**
3	**Ms. Shraddha Tripathi Ld. JMFC(NI Act-02)/East,** R/o Sem A 006, Shipra Srishti, Ahinsa Khand, Indirapuram, Ghaziabad-201014, UP.	03.12.2025 17.12.2025	**13.12.2025**	**407**
4	**Sh. Pritu Raj, Ld.JMFC-01 (East)** R/o Flat No. 30 D, Surya Apartments, Sector-13, Rohini, Delhi-110085.	04.12.2025 24.12.2025	--	**26**
5	**Ms. Prerna Rai, Ld. JMFC-02 (East)** R/o. Flat No. 804, Aspire 1, Supertech Emerald Court, Sector 93A, Noida 201304	05.12.2025 19.12.2025	**30.12.2025**	**15**
6	**Sh. Satendra Pal Singh, Ld. JMFC-04 (East)** R/o. Flat No. J-1106, Paipuria Sunrise greens, Ahinsa Khand-1, Indirapuram, Ghaziabad, U.P.	06.12.2025 22.12.2025	**14.12.2025**	**32**
7	**Ms. Sonam Singh-II, Ld. JMFC-(Mahila Court-01)/East** R/o Flat no. 51B, Ground Floor, R-Block, Dilshand Garden, Delhi	08.12.2025 18.12.2025	--	**14**

8	**Ms. Sanya Singh, Ld.JMFC-06 (East),** R/o Flat No. 55, Second Floor, Jai Laxmi Apartment, I.P.Extension, Delhi.01.2025 -110092.	09.12.2025 15.12.2025	--	**207**
9	**Sh. Kunal Soni, Ld. JMFC-(Digital Traffic Court) East** R/o C1/405, Milan Vihar Apartments, Patparganj, I.P. Extension, Delhi-110092.	10.12.2025 20.12.2025	--	**403**
10	**Sh. Ankit Solanki, Ld. JMFC(NI Act-01)/East,** R/o H. No. 103-104, Pocket No.09, Sector-21, Rohini, Delhi-110086	11.12.2025 26.12.2025	--	**20**
11	**Ms. Ritika Kansal, Ld. JMFC,(East) (Mahila Court-02).** R/o B-Block, Flat No. 804, 8th Floor, Judicial Officers Flats, Sector-26, Rohini, Delhi-110042.	12.12.2025 23.12.2025	--	**24**
12	**Sh. Divyam Lila, Ld. JMFC-(MCD)/East** R/o E-411, 1st Floor, Greater Kailash-2, Delhi-110048.	--	**27.12.2025** **28.12.2025** **29.12.2025**	**12**
13	**Ms. Norma Jain Ld. Relieving JMFC(East)** R/o D-2042, Windsor Paradise-II, Raj Nagar Extension, Ghaziabad, UP.	--	**21.12.2025**	**20**
14	**Sh. Sandeep, Ld. Relieving JMFC(East)** R/o B-592, Gali No. 6, Rajveer Colony, Gharoli Extn, Delhi-110096.	--	**31.12.2025**	**407**

Note:-

1. When any working day is declared holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole of the day without any further order.

2. It is impressed upon the Magistrates to complete the entire work of their court on a given day and they should not leave their court work for the Duty Magistrate. Release Warrants should be signed by the Magistrate who accepts the bail bond and the regular Magistrate should not leave his/her court before disposal of the work of his/her court which is brought before him upto 4:00 p.m. All the consequential work arising in pursuance of the orders issued by the regular Magistrate should be disposed of by the regular Magistrates.

3. The Magistrates deputed as Duty Magistrates on holidays will be entitled to avail Special Casual Leave within **One Year** (This is with reference to Endst. No. 6546-63/Rules/DHC dated 06/03/2012, Delhi Judicial Service (Leave) Rules) and the staff of their courts will be entitled to avail Special Casual Leave within **Six months** (This is in reference to the office order no. 72971-73101/ Admn.II/Leave/2018 dt. 22.11.2018 of Ld. District & Sessions Judge, Delhi). The Magistrates 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.

4. 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).

5. **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.**

6. **In case a Duty Magistrate is confronted with any medical issue 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.**

7. 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.

8. 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.

9. 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, 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.

10. 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.

11. When any Ld. Relieving JMFC is working as Duty Magistrate on a particular day and dealing the Traffic Challans in above mentioned capacity, the STR Register" and the Fine Receipt Book" of the concerned Court shall be utilized for summary trial of the challans and for issuing fine receipts. It shall be the duty of the Reader of the concerned Court to manage the STR Register and the Fine Receipt Book of the Court.

It is further clarified that the duty Magistrates shall have to attend the court physically on their duty day during court hours.

(Prigya Gupta)
Chief Judicial Magistrate, East
Karkardooma Courts, Delhi

No: 769 **/CJM/EAST/KKD/Delhi** **Dated: 28 /11/ 2025**

Copy for information to:-

1. The Ld. Registrar General, High Court of Delhi at New Delhi.
2. The Principal District & Sessions Judge (HQ,) and West, THC, Delhi.
3. The Principal District & Session Judge East, North-East, and Shahdara, Karkardooma Courts, Delhi.
4. The Principal District & Session Judge, New Delhi, Patiala House, New Delhi.
5. The Principal District & Session Judge North, and North- West, Rohini, New Delhi.
6. The Principal District & Session Judge, South-West, Dwarka, New Delhi.
7. The Principal District & Session Judge South, and South-East, Saket, New Delhi.
8. The Principal District & Session Ju dge-cum-Special Judge, PC Act (CBI), Rouse Avenue, New Delhi.
9. The CJM, Central and West (Tis Hazari), New Delhi (PHC), North & North-West (Rohini), South- West (Dwarka), South & South-East (Saket), N orth-East and Shahdara, Karkardooma Courts, Delhi.
10. The Ld. Secretary, DLSA East, Karkardooma Courts, Delhi.
11. All the Ld. Judicial Magistrates, East District, Karkardooma Courts, Delhi.
12. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
13. The Incharge Computer Branch, Karkardooma Courts, Delhi. (uploading on Layers/Web-Site).
14. Superintendent Admn. and Care Taking Branch, Karkardooma Courts, Delhi.
15. Incharge Pool Car, Karkardooma Courts, Delhi.
16. Incharge Cash Branch, Karkardooma Co urts, Delhi.
17. Director of prosecution, Delhi thr. Pros ecution Branch, KKD Courts, Delhi.
18. Chief Public Prosecutor, Karkardooma Courts, East, Delhi.
19. The Commissioner of Police, Delhi and DCP, East, Delhi.(Through Chowki Incharge KKD,Delhi.)
20. The I G (Prison), Tihar Jail, Delhi/ New Delhi.
21. The Secretaries, Bar Association, KKD, Courts, Delhi.
22. Lock Up Incharge, Karkardooma, Delhi.
23. Information Center, (E- Sewa kendra) Karkardooma Courts, Delhi.
24. Video Conference Room, Karkardooma Courts, Delhi.
25. For uploading on layers/Web-Site.(Computer)
26. Office Order File.

(Prigya Gupta)
Chief Judicial Magistrate, East
Karkardooma Courts, Delhi