OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, EAST DISTRICT, KARKARDOOMA COURTS, DELHI
LINK ROSTER

In supersession of earlier Link Rosters, the arrangement of Link Magistrates of East District, Karkardooma Courts, is as follows w.e.f. **01st December, 2025.**

(1) The following Ld. Reliever JM shall work as the first Link JMs of the respective JMs, whose name is mentioned in the corresponding right column.

Srl.No.	Name of Ld. JMS	Court No.	
1	Ms. Prerna Rai, Ld. JMFC-02	15	Sh. Sandeep, Ld. Reliever JMFC(East)
	Ms. Ritika Kansal , Ld JMFC (Mahila Court-02)	24	
	Ms. Sanya Singh, Ld. JMFC-06	207	
	Sh. Satendra Pal Singh, Ld JMFC-04	32	
	Sh. Sachin, Ld. JMFC-03	16	
	Sh. Divyam Lila , Ld JMFC(MCD)	12	
2.	Sh. Pritu Raj, Ld JMFC-01	26	Ms. Norma Jain, Ld. Reliever JMFC (East)
	Sh. Ankit Solanki, Ld. JMFC (NI Act-01)	20	
	Ms. Shraddha Tripathi , Ld. JMFC (NI Act Court-02)	407	
	Sh. P. Bhargaw Rao, Ld. JMFC-05	03	
	Ms. Sonam Singh-II, Ld. JMFC (Mahila Court-01)	14	
	Sh Kunal Soni, Ld. JMFC (Digital Traffic Court)	403	

(2) In the absence or non-availability of the aforesaid Ld. Reliever JMs or them being on leave, the following Ld. JMs shall work as 2nd Link JMs to each other and so forth, as per the table below :-

S.No	Name of MMs	Court No.		Name of MMs	Court No.
1	Sh. Sachin, Ld. JMFC-03	16	<-->	Sh. Satendra Pal Singh, Ld JMFC-04	32
2	Sh Kunal Soni, Ld. JMFC (Digital Traffic Court)	403	<-->	Ms. Prerna Rai, Ld. JMFC-02	15
3	Sh. Divyam Lila , Ld JMFC(MCD)	12	<-->	Sh. Pritu Raj, Ld JMFC-01	26
4	Ms. Sanya Singh, Ld. JMFC-06	207	<-->	Ms. Sonam Singh-II, Ld. JMFC (Mahila Court-01)	14
5	Sh. Ankit Solanki, Ld. JMFC(NI Act-01)	20	<-->	Sh. P. Bhargaw Rao, Ld. JMFC-05	03
6	Ms. Ritika Kansal , Ld JMFC (Mahila Court-02)	24	<-->	Ms. Shraddha Tripathi , Ld. JMFC (NI Act-02)	407

(3) In the absence or non-availability of the undersigned or him being on leave or otherwise busy with the administrative work, the judicial work of the court of the Undersigned, shall be looked after as follows:-

S. No.	Days of the Month	Judicial Officers
1	1st to 10th	Sh. Pritu Raj, Ld JMFC-01
2	11th to 20th	Sh. Ankit Sonlanki, Ld. JMFCni Act-01/East
3	21st to 31st	Sh. Divyam Lila, Ld JMFC (MCD)

(4) In case of absence due to leave, as per table he shall look after the judicial work of the undersigned and in case of absence of all of above-mentioned Link JMFCs, the judicial work of the undersigned shall be looked after by the Duty JMFC of that day.

(5) In absence or non-availaibilty or being on leave or otherwise busy with court work, the **Administrative work** of the undersigned shall be looked after by the **Ld. ACJM** and in the absence of Ld. ACJM, the work of the undersigned shall be looked after by the Duty JMFC of that day.

(6) In the absence or non-availability of the **Ld ACJM** or him being on leave or otherwise busy with the administrative work the **judicial work of the court of Ld. ACJM**, shall be looked after as follows:-

S. No.	Days of the Month	Judicial Officers
1	1st to 10th	Ms. Satendra Pal Singh, Ld. JMFC-04
2	11th to 20th	Ms. Sachin, Ld. JMFC-03
3	21st to 31st	Ms. Prerna Rai, Ld. JMFC-02-

In case of absence due to leave or otherwise of Ld. Link JMFC, the next following Ld. JMFCs as per above table shall look after the **judicial work of Ld. ACJM** and in case of absence of all of **above-mentioned Link JMFCs**, the judicial work of the Ld. ACJM shall be looked after by the **Duty JMFC** of that day.

(7) Whenever any Ld. JMFC is on leave or busy in remand proceedings in hospital etc. or is not available due to any reason, his/her work shall be looked after by Ld. Link JMFC shown against his/her name in the opposite column. In case, both the said Ld. JMFCs are on leave or not available, the Ld. JMFC whose name is mentioned immediately below the name of Ld. JMFC concerned, shall work as next Link JMFC and shall look after the work of the court of Ld. JMFC whose name finds mentioned above his name. In case even the next Link JMFC mentioned immediately below the name of the concerned JMFC is on leave or not available otherwise, Ld. JMFC whose name finds mentioned immediately below thereafter shall work as the next Link JMFC for such period and so on & so forth. The two Ld. JMFCs mentioned in first horizontal line shall be deemed to be Ld. JMFCs placed immediately below the two JMFCs mentioned in the last horizontal line in the roaster for above purposes.

(8) In case more than three Ld. JMFCs are on leave and the work of more than two courts is required to be done by any Ld. JMFC, then it should be brought to the notice of the undersigned immediately who shall assign the work to any other Ld. JMFC to pass appropriate orders.

(9) All the applications for carrying out inquest proceedings shall be placed directly before the Ld. Duty JMFC, who shall initiate the said proceedings, under intimation to the undersigned. The Ld. Duty JMFC shall proceed for inspection of the body of the inmate on the same day, either before holding court or after court hours. The Ld. Duty JMFC shall himself carry out inquest proceedings forthwith. In case, any difficulty is being faced, the application shall be placed before the **undersigned** or in his absense before the Ld. ACJM for assignment to any Magistrate.

(10) The Link JM besides fixing dates will also do other miscellaneous work including recording of evidence of the court on leave, except passing final judgments, depending purely on the availability of time and volume of work fixed in their courts.

(10A) The Link JMFC shall first come to the court of Ld. JMFC on leave, personally deal with the matter listed, dispose of misc. applications and then start the work of his/her own court.

(10B) In order to avoid delay in regulating the court work, the Ld. ACJM/JMFCs shall issue instructions making it the responsibility of their respective Reader/Ahlmads/Stenos (in that order) to intimate in writing to the office of undersigned by 10.00 AM positively, on the date when presiding officer happens to be on leave or absent.

(10C) In any case, the Link JMFC shall commence work in the concerned court when Presiding Officer is on leave by 10.30 AM, in case where a particular judicial officer is expected to work as Link JMFC in more than one court on a given day, he shall suitably instruct the reader of such other court to inform the litigants and members of the bar about the time when the Link JMFC would be coming to such other court. (refer circular No. 5958-6040/CMM dated 19.7.1999).

(11) Application for Statement U/s 164 Cr.P.C., the applications for TIP of accused persons or of case property, for preparation of inventories under Copyrights Act, Trademarks and other similar Acts, for polygraph test, for Voice Samples, for specimen signatures/handwritings, etc. shall be made over by Ld. JMFCs having jurisdiction over the area to which it pertains, such applications shall be made by the area JMFC to the next link JMFC as per link roster by name.

(11A) If the area JMFC is on leave or absent for above said reasons, his/her link JMFC or in case of absence even of later, his/her next JMFC shall deal with the application in the same manner deeming it to have been made over to him formally in terms of direction. For removal of doubts, it is clarified that in such situations, formal making over shall not be necessary nor awaited by the link JMFC (as the case may be) who shall proceed to record the statement under section 164 Cr.P.C. or conduct TIP etc.

(11B) Upon any application being made over by name in terms of above direction or receipt of such application by the link JMFC or next link JMFC (as the case may be) in situations mentioned here in above, the Ld. JMFC in question shall ordinarily be herself/himself responsible for disposal of the application, except for special reasons, which shall be recorded, in which event the application shall be directed to be put up for necessary directions before the undersigned.

(11C) All JMFC's are directed to dispose of the application u/s 164 Cr.P.C. assigned to them preferably on the same date or for the special reasons to be recorded, on the earliest subsequent date, in case an adjournment becomes imperative.

(11D) The record of the Statement of 164 Cr.P.C. and TIP received from the Ld. Sessions' Court for marking and any corresponding letter/application related to the same will be maintained by the Ahlmad of the court of undersigned.

(11E) The Link JMFC of Juvenile Justice Board for the purpose of recording TIP of juveniles, TIP of case properties and recording of statement u/s 164 Cr.P.C. of JJB, pertaining to East District, shall be **Ms. Sanya Singh, Ld. JMFC-06**. In case **Ms. Sanya Singh, Ld. JMFC-06** is on leave or not available due to any reason, then the aforesaid work shall be put up before the **undersigned** for further marking. In case of non availability (due to leave or other reason) of the **undersigned**, the application shall be placed before the **Ld. ACJM** for marking it to any other **Ld. Judicial Magistrate First Class.**

(11F) The applications for statement U/s 164 Cr.P.C. of any child/victim less than 18 years age, pertaining to POCSO Act or any application constituting crimes against women u/s 376 to 376D IPC of all magisterial courts, shall be marked by the **undersigned** or in him absence or him being on leave, by the **Ld. ACJM** and in the absence of Ld. ACJM, shall be marked by the Duty JM of that day. (preferably a female officer).

(11G) The concerned JM while recording statements u/s 164 Cr.P.C. shall keep in mind the provisions of **Section 25 & 26 of the Protection of Children from Sexual Offences Act, 2012** which broadly provides accompanying of Parents/representative, confidentiality, taking assistance of translator/ interpreter, if required & in case of mentally or physically challenged persons audio-video recording, subject to availability of such means.

(12) TIP will be conducted in manner as mentioned in the Circular No. 2512/41028– 41118/CMM/ Delhi dated 04 06 2003 & 4740 80 /CMM/2003/Delhi dated 09/07/2003. Ld. ACJM & JMFCs proceeding for conducting TIP at Mandoli Jail, shall not leave the court premises before 03 00 PM and after completing the work fixed in their court for the day.

(13) Until staff is provided the Ld. Reliever Judges(East), it is directed that whenever any of the above mentioned application(s) is/are assigned to the Ld. Reliever Judges by the Jurisdictional Magistrates, the assignee court shall depute any available court staff (Ahlmad/Asstt Ahlmad Reader) of his/her court to seal the above mentioned applications and send it to the Ahlmad Room of the concerned court, ensuring that a receiving entry is made in a register maintained under the custody of respective Ld. Reliever Judge,East).

The Ld. Reliever Judges (East) are advised to maintain a record of the work done by them, as a report on the same has to be forwarded to the Hon'ble High Court of Delhi.

(Priya Gupta)
Chief Judicial Magistrate (East),
Karkardooma Courts, Delhi
Dated: 29-11-2025

No. 771 /CJM/EAST/KKD/Delhi

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 Judge-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), North-East and Shahdara, Karkardooma Courts, Delhi.
10. The Ld. Secretary, DLSA East, Karkardooma Courts, Delhi.
11. All the Ld. Judicial Magistrates First Class, 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 Courts, Delhi.
17. Director of prosecution, Delhi thr. Prosecution 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. Lock Up Incharge, Karkardooma, Delhi.
22. Information Center, Karkardooma Courts, Delhi.
23. Video Conference Room, Karkardooma Courts, Delhi.
24. For uploading on layers/Web-Site.
25. Office Order File.

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