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28/10/20

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : EAST DISTRICT SESSIONS DIVISION,
KARKARDOOMA COURTS : DELHI
DUTY ROSTER FOR THE MONTH OF NOVEMBER, 2026**

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.

The staff of Court No. 12 is allocated for the work of the Duty Magistrate on 8th November 2026, the staff of Court No. 32 is allocated for the work of the Duty Magistrate on 9th November 2026, The staff of Court No. 26 is allocated for the work of the Duty Magistrate on 10th November 2026, The staff of Court No. 16 is allocated for the work of the Duty Magistrate on 11th November 2026, the staff of Court No. 104 is allocated for the work of the Duty Magistrate on 22nd November 2026 and The staff of Court No.15 is allocated for the work of the Duty Magistrate on 29th November 2026, respectively. The Reader, Ahlmad, Steno and orderly deputed to this court are directed to report for duty at 10:00 AM sharp on the specified dates and assist the Learned Duty Magistrate as required. The Ahlmad shall 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.

On a non-working 2nd Saturday and all Sundays, the Ld. Duty Magistrate shall hold court in the court room no. 24.

Sl.No.	Name of the of Magistrate	Days	Holidays	Room No.
	Sh. Rinku Jain, Ld. ACJM (East) R/o B-602, Judges Apartment, Sector-26, Rohini, Delhi.	--	07.11.2026 24.11.2026	27
1	Sh. Amit Rana, Ld. JMFC-06/East, R/o D-302, Near Santom Hospital, Prashant Vihar, Delhi-110085	02.11.2026 21.11.2026	--	12
2	Ms. Sanya Singh, Ld.JMFC-07 (East), R/o Flat No. 55, Second Floor, Jai Laxmi Apartment, I.P.Extension, Delhi.01.2025 -110092.	03.11.2026	--	207
3	Ms. Sonika Ld. JMFC(Mahila Court-01)/East R/o. Flat No.605, 6 th Floor,Karkardooma Court Residence Complex, Karkardooma court, Delhi	04.11.2026	--	14
4	Sh. Satendra Pal Singh, Ld. JMFC-04 (East) R/o. Flat No. J-1106, Paipuria Sunrise greens, Ahinsa Khand-1, Indirapuram, Ghaziabad, U.P.	05.11.2026 30.11.2026	--	32
5	Ms. Prerna Rai, Ld. JMFC-02 (East) R/o. Flat No. 804, Aspire 1, Supertech Emerald Court, Sector 93A, Noida 201304	06.11.2026 27.11.2026	--	15
6	Sh. P. Bhargav Rao, Ld.JMFC-05 (East), R/o House No. 2012, Gulabi Bagh, Delhi govt. Residance, Delhi.	13.11.2026	12.11.2026	03

(Signature)

7	Sh. Pritu Raj, Ld. JMFC-01 (East) R/o Flat No. 30 D, Surya Apartments, Sector-13, Rohini, Delhi-110085.	14.11.2026	--	28
8	Ms. Ritika Kansal, Ld. JMFC (East) (Mahila Court-02). R/o B-Block, Flat No. 804, 8 th Floor, Judicial Officers Flats, Sector-26, Rohini, Delhi-110042.	16.11.2026	15.11.2026	24
9	Sh. Sukhjeet Singh, Ld. JMFC-East (MCD) R/o. C-16, 3 rd Floor, Pamposh Enclave, G.K.-1, New Delhi.	17.11.2026 26.11.2026	--	104
10	Sh. Prithvi Joshi, Ld. JMFC (NI Act-01)/East, R/o House No. 22, B2 Block, Pashim Vihar, Delhi-110063.	18.11.2026 25.11.2026	--	408
11	Sh. Kunal Soni, Ld. JMFC(Digital Traffic Court) East R/o C1/405, Milan Vihar Apartments, Patparganj, I.P. Extension, Delhi-110092.	19.11.2026	--	403
12	Sh. Sachin, Ld. JMFC-03 (East) R/o Flat No. 302, Pasupati Apartment, Sector-48, Faridabad, Haryana.	20.11.2026 28.11.2026	--	16
13	Ms. Shraddha Tripathi Ld. JMFC(NI Act-02)/East, R/o Saffron, B-302, Fourth Floor, Niho Scottish Garden, Ahinsa Khand, Indrapuram, U.P. 201014.	23.11.2026	01.11.2026	407
14	Sh. Alok Singh Ld. Relieving JMFC(East) R/o. Room No. 53, Judicial Hostel, Delhi Judicial Academy, Sector 14, Dwarka, New Delhi.	--	08.11.2026 09.11.2026	12 32
15	Ms. Preksha Jain Ld. Relieving JMFC(East) R/o. C-1005, Cosmos Golden Heights, Crossing Republik, Ghaziabad-201016.	--	10.11.2026 11.11.2026	26 16
16	Sh. Pranshu Shukla Ld. Relieving JMFC(East) R/o. House no. 41, Second Floor, captain Vijyant Thapar Marg, Arun Vihar, Sector 37, Noida, UP-201303.	--	22.11.2026	104
17	Ms. Raghavi Govil Ld. Relieving JMFC(East) R/o. 4A, S Tower, Windsor court, DLF Phase IV, Gurugram	--	29.11.2026	15

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.

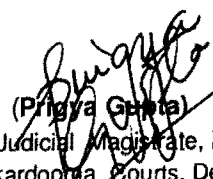
3. The Magistrates deputed as Duty Magistrates on holidays will be entitled to avail Special Casual Leave within **One Year** (This is with reference to Endst. No. 6546-63/Rules/DHC dated 06/03/2012, Delhi Judicial Service (Leave) Rules) and the staff of their courts will be entitled to avail Special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

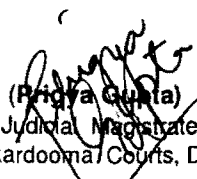
It is further clarified that the duty Magistrates shall have to attend the court physically on their duty day during court hours.


(Priya Gupta)
Chief Judicial Magistrate, East
Karkardooma Courts, Delhi
Dated: 27/10/2026

No. 1150 /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, 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. 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.


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