OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
NORTH- EAST DISTRICT, KARKARDOOMA COURTS, DELHI
DUTY ROSTER FOR THE MONTH OF DECEMBER, 2025

The following Judicial Magistrates will look after the work of Duty Magistrate in North-East District at Karkardooma Courts Complex, Delhi on the dates mentioned against their names. The Ld. Duty Magistrate will hold trial of accused persons involved in petty cases whenever necessary and will attend to all urgent matters, which are placed before them. They should always be available at their homes on the day of Duty.

On Sundays and other holidays, they are required to reach the court at 11.00 am and remain there till the disposal of the remand, traffic and other miscellaneous work. On working days, Duty Magistrates shall remain in the court till 5.00 pm. The Duty Magistrate would be assisted by their own staff.

Court No. 409 is allocated for the work of the Duty JMFC on 27.12.2025. The Reader, Ahlmad, Steno and Orderly deputed to this court are directed to report for duty on the specified dated at 10:00 am sharp and assist the Learned Duty JMFC 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 JMFC.

Sl. No.	Name of the officers who will perform duty as Duty CJM/ACJM/JMFC	Days	Holidays	Room No.
1	**Ms. Neha Barupal, Ld. JMFC (Mahila Court-01)** R/o 569, Pocket-A, Sarita Vihar, Delhi-76 **Court Email-id-readermmmahilacourtne@gmail.com**	01.12.2025 05.12.2025 26.12.2025	**25.12.2025 (CHRISTMAS DAY)**	
2	**Sh. Pankaj Rai, Ld. JMFC-01** R/o H. No. 83-84, 3rd Floor, Pocket H-1, Sector 16, Rohini, Delhi-89 Court Email-id-readermm1northeast@gmail.com	02.12.2025 04.12.2025 08.12.2025	**07.12.2025 (SUNDAY)** **14.12.2025 (SUNDAY)**	**73**
3	**Ms. Shruti Saraswat, Ld. JMFC-03** R/o Flat No-173, Pocket-D.Mayur Vihar Phase-II, Delhi-110091	09.12.2025 10.12.2025 11.12.2025		**22**
4	**Ms. Isra Zaidi, Ld. JMFC-04** R/o Flat No. 26, Akriti Apartment, IP Extension Patparganj, Delhi	15.12.2025 16.12.2025 17.12.2025	**21.12.2025 (SUNDAY)**	**64**
5	**Ms. Neha Garg, Ld JMFC (Mahila Court-02)** R/o 35-B, Pocket-D, Deep Enclave, Phase-3, Ashok Vihar, Delhi-110052	19.12.2025 20.12.2025	**13.12.2025 (SECOND SATURDAY)** **31.12.2025 (WINTER VACATION)**	**74**
6	**Ms. Nishtha Mehtani, Ld. JMFC (NI Act)** R/o J-56, Patel Nagar-01, Ghaziabad, UP-201001 Email-id-ninortheast1@gmail.com	24.12.2025	**28.12.2025 (WINTER VACATION)**	**409 , 4th Floor, New Court Building**
7	**Ms. Pranjali Prakash Ld. JMFC (Digital Traffic Court)** R/o C-34, 2nd Floor, Amar Colony, Block-C, Lajpat Nagar IV, Near Standard Namkeen Corner, New Delhi	03.12.2025 06.12.2025 18.12.2025	**29.12.2025 (WINTER VACATION)** **30.12.2025 (WINTER VACATION)**	**404 , 4th Floor, New Court Building**
8	**Ms. Minakshi Meena Ld. Reliever JMFC** R/o F-203, Tower-F, 2nd Floor, RG Residency, Sector 120, Noida	12.12.2025		**Adjacent to the chamber of court number 03**
9	**Ms. Nishi Jindal, Ld. Reliever JMFC** **R/o C-1105, R.G. Residency, Sector-120, Noida, U.P.**	22.12.2025 23.12.2025	**27.12.2025 (WINTER VACATION)**	**Adjacent to the chamber of court number 08**

Note:-

1. The Duty Magistrate will not look after the court work of his/her Link Magistrate (s) except recording of statement Under Section 183 BNSS,2023 And TIP Proceedings.

2. It is clarified that Duty Magistrate of a particular day shall work as Duty Magistrate from 10:00 AM on the day of his duty till 09:59 AM on the immediate succeding day.

3. When Ld. Judicial Magistrate is working as Duty Magistrate on a court holiday, for disposal of traffic challans, "STR Register and the Fine Receipt Book" of the said court itself shall be utilised for summary

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trial of the challans and for issuing Fine Receipt. 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.

4. **The Bail Bond/Surety Bond be furnished before the learned concerned area Magistrate/Duty Magistrate.**

5. All the Ld. Duty Magistrates are directed to dispose off the application/sSection 183 BNSS,2023 filed before/ assigned to them preferable on the same date. If for any special reason, to be reached in writing, it is not possible to dispose of such applications/s on the same day, it must be disposed on the earliest subsequent date The Ld. Duty Magistrate shall not further assign such applications and shall dispose off the same themselves.

6. 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.

7. It is impressed upon the Judicial Magistrates to complete their entire work. They should not leave their court work for the Duty Magistrate. Release Warrants should be signed by the Ld. Judicial Magistrate, who accepts the bail bond and the regular Judicial Magistrates should not leave his/her court before disposal of the work of his/her court which is brought before him upto 4 p.m. All the consequential work arising in pursuance of the orders issued by the regular Judicial Magistrates should be disposed of by the regular Judicial Magistrates.

8. The Judicial Magistrate deputed for Duty Magistrate 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 Judicial 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.

9. The Judicial 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).

10. The Judicial Magistrates are advised **not to proceed on leave or remain absent on the day they are deputed as Duty Magistrate except under exceptional circumstances or emergencies**. In case of an emergency or unavoidable circumstances, if a Duty Magistrate must proceed on leave, he/she shall send a formal request in advance for change of duty, with the consent of an Judicial Magistrate agreeing to perform duty in his/her place, in the office of the undersigned.

11. In case a Duty Magistrate has to go for attending some 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 the undersigned. In such a situation the next available Link Judicial Magistrate of the said officer shall work as Duty Magistrate on that particular day.

13. 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 direction of undersigned. The Judicial Magistrate proceeding for conducting TIP at Mandoli Jail shall not leave the court premises before 03.00 p.m.

14. All the regular Ld Magistrates will look after the urgent work of their regular courts as per the directions of Hon'ble High Court of Delhi including the applications pertaining to regular court matters which are deemed to be urgent.

15. Every Magisterial Court would take up urgent matters via VC, adhering to Delhi Video Conferencing Rule, 2020 framed by the Hon'ble High Court of Delhi.

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16. Ld Magistrates are directed to ensure the attendance of atleast one staff official as per the roster submitted and will also ensure that the staff official should extend all the cooperation needed by Ld Duty Magistrates in any case.

17. Orders will continue to be uploaded on the district court website.

18. Bail orders and other orders which are required to be sent to Tihar jail through special messenger would additionally be sent to the concerned jail Superintendent at the official Jail Dak Email Id ie.. **daksection.tihar@gov.in.**

19. The statement of witness Section 183 BNSS,2023 may be recorded in the Vulnerable Witness Deposition Room/Other Appropriate Room in the Court Complex.

20. **When any Ld. Relieving JMFC is working as Duty JMFC on a holiday and dealing the Traffic Challans in above mentioned capacity, the STR Register and 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.**

(Tanya Bamniyal)
Chief Judicial Magistrate,
North-East District,
Karkardooma Courts, Delhi

No.147/CJM/NE/KKD/Delhi **Date: 22.11.2025**

Copy for information to:-

1. *The Ld. Registrar General, High Court of Delhi through the Principal District & Sessions Judge (HQ), Delhi.*
2. *The Ld. Principal District & Sessions Judge, North East.*
3. *The Ld. Principal District & Sessions Judges, Head Quarters, West, East, Shahdara, Patiala House Courts, North, North-West, South, South-East, South-West, RACC, Delhi.*
4. *The Ld. CJM, Ld. JMFCs, North-East, Karkardooma Courts, Delhi.*
5. *All Ld CJMs Central/West THC, South-West Dwarka, North/North-West Rohini, New Delhi Patiala House, East/SHD KKD, South/South-East Saket, Rouse Avenue, Delhi.*
6. *The Ld. Secretary DLSA NE/East/SHD/, Karkardooma Courts, Delhi.*
7. *The CP, Delhi, the DCP North East/East/SHD through Chowki Incharge, Karkardooma Courts, Delhi.*
8. *The I G (Prison), Tihar Jail, Delhi/ New Delhi, the Supdt. Central Jail, Delhi, through A.O. (J) R & I Branch, NE, KKD. Courts, Delhi.*
9. *The Director of prosecution, Delhi, the Chief Public Prosecutor NE/East/SHD.*
10. *The Lock Up Incharge, Karkardooma Courts, Delhi.*
11. *The Secretaries, Bar Associations, THC, PHC, KKD, Rohini, Dwarka, RACC & Saket Courts, Delhi.*
12. *The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.*
13. *The Incharge, CJM Office (N-E District), Karkardooma Courts, Delhi*
14. *The Incharge Computer Branch, Karkardooma Courts, Delhi for uploading on Layers/Web-Site.*
15. *The Superintendent Admn. and Care Taking Branch, Karkardooma Courts, Delhi.*
16. *The Incharge Pool Car, Karkardooma Courts, Delhi.*
17. *The Incharge Cash Branch, Karkardooma Courts, Delhi.*
18. *The Information Center, Karkardooma Courts, Delhi.*
19. *The Incharge, Video Conferencing Room, Karkardooma Courts, Delhi.*
20. *The Notice Board, Karkardooma Court Complex, Delhi.*
21. *Office Order File.*

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