OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, PATIALA HOUSE COURTS, NEW DELHI DISTRICT: DUTY ROSTER FOR THE MONTH OF NOVEMBER, 2026.

The following Judicial Magistrate First Class will work as Duty Magistrate at Patiala House Courts, New Delhi on the dates noted against their names. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases and to attend all the emergency matters such as recording of dying, declaration etc. Whenever such a matter is placed before them they should always be available in their houses on the day of duty. The Judicial Magistrate First Class named stand deputed for the purposes of trial of demonstrators who may be arrested on the date on which they are performing their duties. **If fresh Traffic/STA/Evening Courts Challans are filed during holidays, the same shall also be disposed of by the Duty Magistrate.** On Sunday and other holidays they are required to reach court around 11:00 a.m. and remain their till the disposal of the entire remand and other misc. work. Even on working days, Duty Magistrate is expected to remain in the court till 5:00 P.M. **The Duty Magistrate would be assisted by his/her own staff.**

S. No	Name of the Officers	Working Days	Holidays	Room Nos.
1	**Ms.Charan Salwan, Ld. Judicial Magistrate First Class-01** R/o F-022, DLF Capital Greens, Moti Nagar, Delhi 110015	16.11.2026	**10.11.2026**	21, FF, Main Building
2	**Sh. Animesh Kumar, Ld. Judicial Magistrate First Class-02** 1401, Tower-4,Joyville,Sector-102,Dwarka Express Way,Gurgoan	26.11.2026	----	32, Lock up Building
3	**Sh. Aridaman Singh Cheema, Ld. Judicial Magistrate First Class No-03** E-20,First Floor G.K.-02 Enclave New Delhi-110048	17.11.2026 27.11.2026	----	28, Lock Up Build Ground Floor,
4	**Ms. Twinkle Chawla, Ld. Judicial Magistrate First Class -04** A-9,2nd Floor, South Extention Part-02 New Delhi	21.11.2026	**29.11.2026**	18, FF, Main Building
5	**Ms. Vijayshree Rathore, Ld. Judicial Magistrate First Class-05** Flat No.2062,2nd Floor, Delhi Admnistration Flats,Gulabi Bagh,Delhi-110007	----	**12.11.2026**	13, FF, Main Building.
6	**Sh. Kautuk Bhardwaj, Ld. Judicial Magistrate First Class-06** 211,3rd floor,Avtar Enclave,Paschim Vihar,West Delhi110063	28.11.2026	**24.11.2026**	23, FF,Main building
7	**Sh. Bhavya Karhail, Ld. Judicial Magistrate First Class-07** R/o. B123,B freedom Fighter Enclave, Neb Sarai,Delhi.	03.11.2026	**11.11.2026**	06, GF, Main Building.
8	**SH. Ankit Mittal, Ld. Judicial Magistrate First Class-08** R/o. J, Block,227-Uper Ground Floor Saket,New Delhi.	19.11.2026	**01.11.2026**	12, FF, Main Building.
9	**Ms. Kavita Bist, Ld. Judicial Magistrate First Class,(Mahila Court)-01** 43 Pocket-B, Mayur Vihar, Phase-II, Delhi 110091.	23.11.2026	**15.11.2026**	11, FF, Main Building
10	**Ms. Tabassum Khan, Ld. Judicial Magistrate First Class,(Mahila Court)-02** R/o Flat No. 202, Second Floor, Akhtar Manzil, Jamia Nagar, New Delhi, Delhi, 110025	----	**07.11.2026** **08.11.2026**	19, FF, Main Building
11	**Sh. Snehil Sharma, Ld. Judicial Magistrate First Class (NI Act)-01** 2, SSPO Residence, Adjacent to Sarojini Nagar Head Post Office, Sarojini Nagar, Delhi 110023	25.11.2026	**22.11.2026**	43,Publication Building
12	**Ms. Akanksha Singh, Ld. Judicial Magistrate First Class (NI Act)-02** Mehar Niwas House No. 259(old No 226,B/8) 3rd Floor,Prakash Mohalla, East of Kailash, Delhi 110065	02.11.2026 05.11.2026	----	41,Publication Building
13	**Ms. Anjali Singh, Ld. Judicial Magistrate First Class (NI Act)-03** Flat No. 26, Engineers Estate Plot No. 21, IP Extension Patparganj New Delhi-92	14.11.2026	----	42,Publication Building
14	**Sh. Siddhant Kumar Ld. Judicial magistrate first class (NI Act)-No-05** A-70,C.R. Park, Delhi-19	13.11.2026 30.11.2026		29, Lock up Building, Ground Floor
15	**Ms. Deshna Jain, Ld. Reliever Judicial Magistrate First Class.** R/o A 42, Near MS City Clinic, East of Kailash, New Delhi 110065	18.11.2026	----	08, GF, Main Building
16	**Ms.Nishi Jindal, Ld. Judicial Magistrate First Class(Digital Traffic court)** C-1105, RG Residency, Sector-120, Noida, UP	06.11.2026 20.11.2026	----	08,GF,Main Building
17	**Ms. Isha Thakur, Ld. Judicial Magistrate First Class(Digital Traffic court)** B-75, Upper Ground Floor, Swasthya Vihar, Delhi-110092	04.11.2026	----	08,GF,Main Building
18	**Sh. Saurabh Kumar, Ld. Reliever Judicial Magistrate First Class.** H. No. 8196-D-1, Vasant Kunj, New Delhi.	----	**09.11.2026**	08,GF,Main Building

Contt.....02

1. Whenever 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. No duty Judicial Magistrate will take leave on the day of his/her duty unless there is exigency. Reason of exigency shall also be given by duty Judicial Magistrate with one day advance request for change of duty with the consent of officer agreeing to perform duty in his/her place, to the office of undersigned".

3. It is impressed upon all the Judicial Magistrates not to leave any pending work in their courts without signing the orders passed on the day, regular files, Misc. work, bail bond and release warrants etc. The Judicial Magistrates are further directed to take special care that in no case they should leave the court without signing the release warrants, once the bail bond has been accepted by them, even while proceeding on half day leave, and not to leave such work for the duty Judicial Magistrate of that day. In an exceptional case if an Judicial Magistrate had left the court after accepting the bail bond and without signing release warrants, the release warrants may be signed by the concerned Duty Judicial Magistrate after taking report in writing from the Reader/Ahlmad of the concerned court and in such eventuality the Duty Judicial Magistrate shall submit a report of his having signed the release warrant of a particular court along-with the report so received by him from the staff of that court to the undersigned on the following day.

4. **The Duty Judicial Magistrate is not supposed to deal with the regular files/remand applications of any court. The Duty Judicial Magistrate is supposed to consider only the fresh remand applications filed by the Investigating Officers after 4 p.m.** besides considering the bail bond and surety bond in pursuance to bail orders passed by Hon'ble Supreme Court, Hon'ble High Court and Ld. Sessions Court on the same day. It is further being specified that in case the bail orders passed by Hon'ble Supreme Court of India or Hon'ble High Court are received in any Magisterial court after 4 p.m. even if the same has been passed on any previous date, the bail bond/surety bond with respect to such orders, if put up before the Duty Judicial Magistrate is supposed to be considered by him. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. C.M.M. Delhi).

5. The Judicial Magistrate First Class deputed for duty on holidays, second Saturdays and Sundays who actually work on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu duty performed on such day (s) **within one year** thereof and members of the staff of their courts as well as the Cashier/Official of Cash Branch who actually work on such days shall be entitled to avail special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within six month thereof.** The Special Casual Leave (Compensatory Leave) of Judicial Magistrate shall be routed through and after the verification of the undersigned. The Judicial Magistrates while forwarding the application of the staff for grant of such Spl. C.L. (Compensatory Leave) shall certify that the official concerned had actually worked on a particular day. (This is with reference to letter no. 6545-63/Ruler/DHC dated 06-03-2012 of Hon'ble High Court of Delhi : New Delhi) (ref. S.O. Issued by the Ld. District Judge-cum-Additional Sessions Judge, Patiala House Court, New Delhi District, vide letter no. 5365-85 Judl./NDD Dated. New Delhi the. 15/03/2012).

6. The Judicial Officers who are deputed as Duty Magistrate, if Summoned for the day of such duty to appear as witness in a court located in the court complex other than the place of posting will send a formal request in advance to the court where he is to appear as a witness for his exemption from court attendance. If the court in question again intimates the officer requiring his attendance for that date he may do so in the forenoon sessions under intimation to the undersigned (ref. S.O. Issued by the Ld. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 20-10-1999).

7. **The Duty Judicial Magistrate will not look after the court work of his/her link magistrate as per the table given in link roster, but not exempted from recording statement u/s 164 Cr. P.C if marked by the undersigned.**

8. All the Duty Judicial Magistrates shall also dispose of any Judicial work whatsoever assigned to them by the undersigned.

9. The Regular Magisterial Courts shall take up all miscellaneous applications including bail/interim bail, superdari etc. in all matters (pending trial as well as pending investigation except those specifically assigned to Ld. Duty Judicial Magistrates by this order) through Physical Hearing or through Video Conferencing on Cicso Webex Platform, adhering to Delhi Video Conferencing Rules, 2020 as framed by the Hon'ble High Court of Delhi.Further, it is impressed to all the Judicial Magistrates, New Delhi District, PHC, ND that the applications U/s 52A NDPS Act assigned to them as Duty Judicial Magistrate are to be kept in their respective regular courts till its disposal. The said applications shall not be assigned to next Duty Judicial Magistrate.

10. It is directed that all the Ld. Duty Judicial Magistrates shall deal with Extension of JC Remand/Rehnumai of UTPs lodged at Central Jail, Tihar, Delhi. through video conferencing.

(Mridul Gupta)
Chief Judicial Magistrate
Patiala House Courts, New Delhi
27.10.2026

No. 3241-3291 **/2026/CJM/PHC/New Delhi.** **Dated 27.10.2026**

Copy forwarded for information and necessary action :-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
   (Through Ld. Principal District & Sessions Judge, Patiala House Court, New Delhi).
2. P.S. to the Ld. Principal District & Sessions Judge, Patiala House Court, New Delhi.
3. P.S. to all Ld. Principal District & Sessions Judges, Center (HQ),West / **THC,** North, North- West/**Rohini,** Shahdra, East, North-East / **KKD,** South-West / **Dwarka,** South, South-East/ **Saket,**Delhi /New Delhi.
4. All the Ld. Chief Judicial Magistrates, Center, West / **THC,** North, North-West / **Rohini,** Shahdra, East, North-East / **KKD,** South-West / **Dwarka,** South, South-East / **Saket,** Delhi /New Delhi.
5. All the Ld. Addl. Chief Judicial Magistrates/Judicial Magistrate First Class, Patiala House Courts, New Delhi District.
6. The Chief Prosecutor, New Delhi- District.
7. The D.C.P. New Delhi District / South District / South -West District.
8. The Incharge, District Courts Web-Site Committee, Tis Hazari Courts, Delhi.
9. The Branch Incharge, R&I Branch, NDD, PHC, New Delhi.
10. The Incharge, Computer Room, Patiala House Courts, New Delhi.
11. The Controlling Officer, Pool-Car, New Delhi.
12. The Care Taker, New Delhi District with the direction to affix the copies of the same at all the notice boards at Patiala House Courts Complex.
13. The Incharge, Lock-up, New Delhi.
14. The Incharge Cash Branch, New Delhi- District, Patiala House Courts.
15. The Secretary, N.D.B.A.
16. Office File

Chief Judicial Magistrate
Patiala House Courts, New Delhi