

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE:
NORTH-WEST DISTRICT: ROHINI COURTS: DELHI

DUTY ROSTER OF NORTH-WEST DISTRICT FOR THE MONTH OF JUNE-2025

Pursuant to transfer/posting order no. 16/DHC/Gaz/G.7/VI.E.2(a)/2025 dated 30.05.2025, the Duty Roster for the month of June, 2025 is partially modified and the following Judicial Magistrates First Class posted in North-West District assigned the work of Duty JMFC on the dates mentioned against their names:-

S.No	Name of the Judicial Magistrates	Working Days	Holidays	Room No.
1	Sh. Gaurav Katariya, Ld. JMFC-07 R/o-Flat No. 501, B Block, Judicial Officials Residential Complex, Sec-26, Rohini, Delhi.	NIL	01.06.2025	208
2	Ms. Divya Arora, Ld. JMFC-04 R/o-Flat No 301, N2 Vatika Lifestyle Homes, Sector-83 Gurugram, Haryana.	02.06.2025 03.06.2025	NIL	112
4	Ms. Nitika, Ld. JMFC NI Act R/o-D-11, 3 rd Floor Bhagwan Dass Nagar, East Punjabi Bagh, Delhi-110026	04.06.2025 05.06.2025	NIL	118

Remarks:

1. It is enjoined upon the Duty Judicial Magistrate First Class to hold the trial of accused persons involved in petty cases and to attend to all the emergency matters such as recording of dying declarations (on holidays), recording of statement u/sec 164 of Cr.P.C./183 of BNSS (on holidays), TIP (on holidays) and Inquests whenever placed before him/her. He/She shall be available at his residence after court hours.
2. The Duty Judicial Magistrate First Class stands deputed shall also dispose off trial of demonstrators, challans (including those booked by Traffic Police/STA) filed during holidays. On Sunday and other holidays the Duty Judicial Magistrate is required to reach court by 11:00 a.m. and remain there upto 5.00 p.m. or till the disposal of the entire remand and other misc. work, whichever is later.
3. When any working day is declared holiday, the Duty Judicial Magistrate First Class on that day will be deemed as Duty Judicial Magistrate First Class for whole of the day without any further orders.
4. The JMFCs deputed for duty on holidays, Second Saturday and Sundays and also members of the staff of their court and Cashier, who actually work on such days, will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) as per rules. The Special Casual Leave (Compensatory Leave) of JMFCs shall be routed through and after the verification of the undersigned. The JMFCs while forwarding the application of the grant of such Spl. C.L.(Compensatory Leave) shall certify that the official concerned had actually worked on said particular day of duty.
5. Applications for recording of statement under Section 164 of Cr. P.C./183 of BNSs filed on holidays shall be dealt with by the Duty JMFCs who shall record the statement himself/herself. If the said Judicial Magistrate is presiding over the trial court for the alleged offence he or she may defer recording of statement for the next date only subject to the consent of the person whose statement is to be recorded. The said consent shall be recorded in writing. In case the person whose statement is to be recorded is not agreeable to the deferring of the recording of the statement, the duty magistrate shall proceed to record the statement and may seek transfer of the police report as and when filed.
6. On holidays, the Duty Judicial Magistrate shall receive fresh cancellation reports, untraced reports and applications for disposal of case property of the police station(s) assigned to him, in addition to other work. It would not be obligatory for the police officers to secure the presence of the complainant/victim in the court as a condition precedent to filing of the police report and the Judicial Magistrate First Class may, if deemed fit, secure the presence of the complainant or any other person by issuance of notice.

When any JMFC of Digital Court/ Reliever is working as a Duty Judicial Magistrate First Class on holiday, he/she will be provided the court/room no. mentioned against his/her name and will be assisted by the court staff of that court room i.e. Ahlmad or Asstt. Ahlmad/Reader, One Stenographer and One Peon. The Reader/Ahlmad or Asstt. Ahlmad of concerned court is also directed that the Summary Trial Register & Fine receipt book of their court shall be utilised on that particular day.

8. The Duty JMFC of the day is directed to dispose of the work listed in his/her court latest by 12.00 noon and reach at Video Conferencing Room, Rohini Courts, Delhi, from where he/she shall grant extension of Remand/Rehnumai to the undertrial prisoners lodged at Central Jail, Tihar Jail, Mandoli Jail Delhi and Rohini Jail, Rohini, Delhi through Video Conferencing.
9. The Judicial Officers who are deputed as Duty Judicial Magistrates First Class, 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/she is to appear as a witness for his/her 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 session 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).
10. The Judicial Magistrates deputed as Duty Judicial Magistrates shall not be allowed to avail leave on the day of their duty in any circumstances. In case of any emergency, if the Duty Judicial Magistrate is not available he/she will issue instructions to his/her Reader to send a formal request one day in advance for change of duty with another officer (to be contacted by the former himself / herself) agreeing to perform duty in his/her place, to the office of undersigned. In case the duty JMFC is unable to obtain consent from any other JMFC for exchange of duty, his/her first link JMFC shall work as duty JMFC. In absence of first link, the second link JMFC shall work as the duty JMFC and so on and so forth as per the link roster.
11. Other duties of the Duty JMFC shall be as per the Link Roster.
12. No Judicial Officer shall seek or remain on leave on the dates earmarked without prior permission of the undersigned.

(VASUNDHRA CHHAUNKAR)
CHIEF JUDICIAL MAGISTRATE
NORTH-WEST DISTRICT, ROHINI, DELHI

DATED: 31/5/25

No. 17398-466 /CJM/ NW/DR/Rohini/Delhi/2025

Copy forwarded for information and necessary action to :

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi
2. The Ld. District & Sessions Judge, (North-West), Rohini Court Complex Delhi.
3. All the Ld. Judicial Magistrates posted in North West District, Delhi.
4. The Secretary, DLSA, North West District, Rohini Courts, Delhi .
5. The Chief Public Prosecutor, North-West-District, Rohini Courts, Delhi
6. The President/Hony Secretary, Rohini Court Bar Association, Delhi.
7. The Commissioner of Police, ITO, Police Headquarter, Delhi
8. The Deputy Commissioner of Police (Rohini).
9. The Deputy Commissioner of Police (North-West).
10. The Deputy Commissioner of Police (Outer-North)
11. All AOJs/ Branch In-Charge of North-West District, Rohini Courts, Delhi.
12. The Law Officer, Tihar Jail, Delhi.
13. The Incharge Lock-up, Rohini Courts, Delhi.
14. Branch In-Charge, R&I for uploading on Layers.

File / Record Officer.

Conferencing Room No. 14.

*In-Charge Caretaking Branch, Rohini Courts, Delhi with directions to open the Court
rooms as mentioned against the name of the Judicial Officers on holidays.*


(VASUNDHRA CHHAUNKAR)
CHIEF JUDICIAL MAGISTRATE
NORTH-WEST DISTRICT, ROHINI, DELHI