

No \_\_\_\_\_ Dated \_\_\_\_\_

From

Mrs. Manpreet Kaur-II, PCS  
Addl. Civil Judge (Sr.Divn.),  
SAS Nagar (Mohali).

To

The Ld. Chief Judicial Magistrate,  
SAS Nagar (Mohali).

Sub: Change of duty for the month of January 2025.


Respected Sir,

With due respect I have honour to submit that due to pre-planned family function in the week of 13.01.2025 to 18.01.2025, I am unable to perform my monthly duty and have requested Sh. Sangam Kaushal, Learned Civil Judge (Jr. Divn.), Mohali to exchange duty mutually for the month of January 2025 and he has kindly consented for the same. We may kindly be permitted to exchange our duties as follows:-


Name of Officer	Duty Period
Sh. Sangam Kaushal	14.01.2025 to 18.01.2025
Mrs. Manpreet Kaur-II	01.01.2025 to 04.01.2025

Thanking You,

I agree

  
(Sangam Kaushal)  
Civil Judge, (Jr.Divn)  
SAS Nagar (Mohali)

Yours Sincerely,


  
(Manpreet Kaur-II)  
Additional Civil Judge, (Sr.Divn)  
SAS Nagar (Mohali)


Endst. No 2893 dated 21/12/24

Copies forwarded for information and record to :-

1. Learned District & Sessions Judge, SAS Nagar (Mohali).
2. Learned Civil Judge (Sr.Divn.) SAS Nagar (Mohali).

office for execution

  
Director of Sessions Judge,  
SAS Nagar (Mohali)  
21/12/24

  
(Manpreet Kaur-II)  
Addl. Civil Judge (Sr.Divn),  
SAS Nagar, (Mohali)

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE,**  
**S.A.S. NAGAR, MOHALI**  
**DUTY ROSTER**

During the month of January 2025 for the period 01.01.2025 to 31.01.2025, the duty work at S.A.S. Nagar, Mohali, Dera Bassi and Kharar will be performed by the Judicial Magistrates as under:-

**MOHALI**

1. Sh. Sangam Kaushal, JMIC, S.A.S. Nagar	01.01.2025 to 04.01.2025
2. Ms. Neha Jindal, JMIC, S.A.S. Nagar	05.01.2025 to 09.01.2025
3. Sh. Abhay Rajan Shukla JMIC, S.A.S. Nagar	10.01.2025 to 13.01.2025
4. Ms. Manpreet Kaur, JMIC, S.A.S. Nagar	14.01.2025 to 18.01.2025
5. Ms. Poonam Kashyap, JMIC, S.A.S. Nagar	19.01.2025 to 23.01.2025
6. Sh. Kirandeep Singh JMIC, S.A.S. Nagar	24.01.2025 to 27.01.2025
7. Ms. Shweta Dass, JMIC, S.A.S. Nagar	28.01.2024 to 31.01.2025

**DERA BASSI**

1. Sh. Ramesh Kumar, JMIC, Dera Bassi	02.01.2025 to 15.01.2025
2. Ms. Navreet Kaur, SDJM, Derabassi	01.01.2025 and 16.01.2025 to 31.01.2025

**KHARAR**

1. Sh. Gurmehtab Singh, JMIC, Kharar	01.01.2025 to 06.01.2025
2. Sh. Hasan Deep Singh Bajwa, JMIC, Kharar	07.01.2025 to 12.01.2025
3. Ms. Geeta Rani, JMIC Kharar	13.01.2025 to 18.01.2025
4. Sh. Karun Garg, JMIC, Kharar	19.01.2025 to 24.01.2025
5. Ms. Manzara Dutta, JMIC, Kharar	25.01.2025 to 31.01.2025

**Note:**

- In case the Duty Magistrate at Mohali, Dera Bassi or Kharar wants to leave the station, then she/he will make arrangement after taking consent in writing from the Officer present at the station with the prior permission of the Learned District & Sessions Judge, S.A.S. Nagar, Mohali and under intimation to the undersigned.
- The Duty of each day shall start at 10:00 AM of that day and shall go upto 10:00 AM of the next day.
- The duty work of the respective sub-divisions shall be performed there only.
- Compliance of letter of Hon'ble High Court having endorsement no. 42423/Gaz.II dated 28.10.2010 be made.

(Anish Goyal PCS)  
 Chief Judicial Magistrate,  
 S.A.S. Nagar Mohali.

Endst. No. 1685 Dated 21-12-24

Copy forwarded to :-

- The Learned District & Sessions Judge, Mohali;
- The Senior Superintendent of Police, Mohali

*Seen & placed in record*  
 21/12/24