OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SOUTH EAST, DISTRICT COURT SAKET: NEW DELHI -110017

OFFICE ORDER

Sub:- Day wise Duty Roster for JMFCs of NI Act Digital Courts for Physical Recording of Evidence.

In view of the administrative requirements and for ensuring the smooth and effective conduct of physical recording of evidence in NI Act Digital Courts, it is hereby ordered that a day wise duty roster shall be implemented for JMFC posted in NI Act Digital Courts of South East District.

The following directions are issued for compliance.

The physical recording of evidence shall be conducted by the concerned JMFCs on designated weekdays, with each Judicial Officer being assigned specific day(s) of the week for this purpose.

After the roster is notified, all concerned JMFCs are requested to adhere the assigned days and ensure presence for the purpose of recording of evidence physically from court room no. 32 (Block-II), Saket Court Complex, Saket, New Delhi, as per the schedule:-

Sl. No.	Name of the Officer(s)	Room No.	Days
1.	Sh. NAVDEEP GUPTA, JMFC, NI ACT (DIGITAL COURT)-01	32 (Block-II)	Monday, Thursday
2.	Sh. AJAY NARWAL, JMFC, NI ACT (DIGITAL COURT)-02	32 (Block-II)	Tuesday, Saturday
3.	Sh. PRITHVI JOSHI, JMFC, NI ACT (DIGITAL COURT)-03	32 (Block-II)	Wednesday, Friday

Duty Magistrate(S.E)
Saket Courts, New Delhi

No. 284 /F.2/CJM/SED/SAKET/ND/2025 New Delhi, Dated : 18.06.2025

Copy forwarded to:-

1. The Registrar General, Hon'ble High Court of Delhi, Sher Shah Road, New Delhi.
   (Through: Ld. Principal District & Sessions Judge, South-East, District Court, Saket, New Delhi)
2. PS to The Ld. Principal District & Sessions Judge, South-East, District Court, Saket, New Delhi
3. The Ld. Principal District & Sessions Judge, Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
4. The Ld. C.J.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
5. The Director General, Prisons, Prison (HQ), Tihar Jail, Tihar, Delhi.
6. The Ld. Secretary, DLSA, South East, District Court, Saket, New Delhi.
7. The Concerned JMFCs, South East, District Court Saket, New Delhi.
8. The Chief Public Prosecutor, South-East, District Court Saket, New Delhi.
9. The D.C.P. South-East District, Sarita Vihar, New Delhi.
10. The Concerned, Law Officer, Tihar Jail, Tihar, Delhi.
11. The Hony. Secretary, Bar Association, District Court Saket, New Delhi.
12. The In-charge, Judicial Branch/ Admn., South-East, District Court Saket, New Delhi.
13. R & I / SE for uploading on LAYEERS and Centralized Web-Site Committee, Tis Hazari Courts, Delhi.
14. The In-charge, Video-Conference Room No.16, South-East, District Court Saket, New Delhi.
15. The In-charge, Care Taking Branch/ Computer Branch District Court Saket, New Delhi.
16. The Controlling Officer, Pool-Car Section, District Court Saket, New Delhi.
17. The In-charge, Lock-Up, South-East, District Court Saket, New Delhi.
18. The Cashier, South-East, District Court Saket, New Delhi.
19. The PRO, District Court Saket, New Delhi.
20. Guard File.

Duty Magistrate (S.E)
Saket Courts, New Delhi