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

DUTY ROSTER FOR THE MONTH OF DECEMBER 2025

The following Magistrates will work as Duty Magistrate in South-East District at Saket Courts Complex, New Delhi on the dates noted against their name. The Duty Magistrate should always be available in their house on the day of duty. The Magistrate named stand deputed for the purposes of trial of demonstrators that may arrest on the date on which they are performing their duties.

On Sunday, Second Saturday and other holidays they are required to reach court by 11.00 A.M. and shall remain there up to 5.00 P.M. or till disposal of the entire remand and other miscellaneous work, whichever is later. It is enjoined upon the Duty Magistrate to hold the trail of accused persons involved in petty cases and to attend all the urgent matters such as recording of dying, declaration, statement u/s. 164 Cr. P.C. (u/s 183 B.N.S.S), the Challan of Traffic/STA /Impounded Vehicle etc. whenever such matter place before them. 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 Court staff.

Sl. No.	Name of the Officers	Working day(s)	Holiday(s)	Room No
1.	**Ms. Deepika Thakran, JMFC-12 (S.E)** H. No. 400, Behind Hudda Market, Sector 31, Gurugram, Haryana - 122001	01.12.2025	**07.12.2025**	04
2.	**Ms. Akansha Gautam, JMFC-02 (S.E)** Flat No. 206, Type-IV, Karkardooma Judicial Residential Complex, Delhi-32	02.12.2025		513
3.	**Ms. Aneeza Bishnoi, JMFC-05 (S.E)** R/o: - F-901, Ibiza Town, Surajkund, Faridabad, Haryana	03.12.2025		510
4.	**Ms. Neha Saini, JMFC (Mahila Court)-02 (S.E)** H.No. 1200B, First Floor, J Block, Palam Vihar, Gurugram, Haryana 122017	04.12.2025		507
5.	**Sh. Azad Schrawat, JMFC-10 (S.E)** H. No. C-6, Sector- 15, Part-I (Opp. Vita Dairy) Gurgaon, Haryana	05.12.2025		307
6.	**Sh. Rahul Jain, JMFC-01 (S.E),** R/o. H. No. 999, Sector- 14, Gurgaon, Haryana	06.12.2025		511
7.	**Sh. Manuj Kaushal, JMFC-03(S.E.)** R/o: 1707, Type-4, Delhi Administration Flats, Gulabi Bagh, Delhi-110007	08.12.2025		512
8.	**Sh. Bhavaya Karhail, JMFC -08 (S.E)** R/o B-123, B Freedom Fighter Enclave, Neb Sarai, Delhi	09.12.2025		205
9.	**Ms. Shubhangi Srivastava, JMFC (NI Act)-05 (S.E)** F-255, Second Floor, F- Block, Mansarovar Garden, New Delhi-110015	10.12.2025		38-Block-II
10.	**Sh. Raghav Sharma, JMFC - 06 (S.E)** H. No. 98, 4th Floor, Block-1, Charmwood Village, Sector-39, Faridabad, Haryana	11.12.2025		509
11.	**Ms. Garima Garg, JMFC (NI Act)-01 (S.E)** R/o QP-28, 2nd Floor, Pitampura, Delhi-110034	12.12.2025 24.12.2025		610
12.	**Ms. Seema Meena, JMFC (NI Act)-04 (S.E)** Flat No. 732, Plot No. 35, 3rd Floor, Block No. 7, Green Heavens Apartment, Sector-4, Dwarka, N.D. -110078 (Opp. Modern Convent School)		**13.12.2025**	210
13.	**Ms. Shruti Sharma-I, JMFC(NI Act)-02 (S.E)** R/o:-OC-10-1104, Orange County, Indrapuram, Ghaziabad, U.P.-201014		**14.12.2025**	609
14.	**Ms. Chhavi Bansal, JMFC -11 (S.E)** Flat No. A-23, Saket Courts Residential Complex, New Delhi	15.12.2025	**25.12.2025**	9
15.	**Ms. Devanshi Janmeja, JMFC-04 (S.E)** Flat No. 106, First Floor, Sangam Apartment, Sector 21D, Faridabad	16.12.2025 22.12.2025		10
16.	**Ms. Aditi Rao, JMFC -07 (S.E)** H.No. D-105 Block D, Ground Floor, Panchsheel Enclave, New Delhi	17.12.2025		508
17.	**Ms.Shivangi Vyas, JMFC (Mahila Court)-01, (S.E.)** Flat No.-705, Karkardooma Court Complex, Delhi	18.12.2025		506
18.	**Sh. Anurag Chhabra, JMFC (NI ACT)-06 (S.E.)** Flat No. 2041, Ground Floor, Delhi Administration Flats, Gulabi Bagh, Delhi-110007	19.12.2025		32
19.	**Ms. Surbhi Sharma, JMFC (NI ACT)-08 (S.E.)** PT-62/65, Second Floor, Kalkaji Extension, New Delhi	20.12.2025	**31.12.2025**	34
20.	**Ms. Seema Nirmal, Ld. JMFC-09 (S.E)** H. No. 3, Judicial Enclace, Sector-15A, Faridabad, Haryana-121007 also at H. No. AG-1601, Antriksh Heights Sector-84, Gurgaon, Haryana-122004		**21.12.2025**	206
21.	**Sh. Mayank Aggarwal, JMFC (NI ACT)-07 (S.E.)** H. No.-873, IInd floor, Sec-17B, Gurgaon, Near Iffco Chowk, Haryana	23.12.2025		33
22.	**Ms. Nandini Garg, JMFC (Digital Traffic Court) (S.E)** R/o- 4th Floor, A49, Gate No. 1, Freedom Fighter Enclave, Saket, Delhi-110068	26.12.2025	**27.12.2025**	27-Blck-II
23.	**Ms. Marilyn Joanna Khakha, JMFC (Mahila Court)-03 (S.E)** R/o 202/C, First Floor, Arjun Nagar, Near Safdarjung Enclave, New Delhi - 110029		**28.12.2025**	05
24.	**Ms. Aastha Sharma, JMFC (NI Act)-03 (S.E)** D-269, Kargil Veer Awas Apartment, Sector 18A, Dwarka, N. D. -110078		**29.12.2025** **30.12.2025**	07

NOTES:-

01. The Duty Magistrate will not look after the court work of his/her Link Magistrate(s).

02. The Duty Magistrate is not supposed to deal with the regular files of any Court. He/she shall also report at Video Conferencing Room by 12:00 Noon and dispose of the work.

03. When any working day is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrate for whole day without any further orders.

04. **It is impressed upon all the JMFCs not to leave any pending work in their Court without signing viz. orders passed on the day, regular files, Misc. work, bail bond and release warrants etc. The JMFCs are further directed to take special care that in no case they should not 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 Magistrate of that day**. In an exceptional case, if a JMFC had left the court after accepting the bail bond and without signing release warrants, the release warrants may be signed by the concerned duty Magistrate after taking report in writing from the Reader/Ahlmad of the concerned court and in such eventually they received by him/her from the staff of that court to the undersigned on the following day.

05. **The Duty Magistrate is supposed to consider remand applications filed by the Investigating Officer's after 4:00 P.M. besides the bail bond and surety bond in pursuance to bail order passed by the Hon'ble Supreme Court of India, Hon'ble High Court, and Learned Sessions Court on the same day.** It is further being specified that in case the bail order passed by the Hon'ble Supreme Court of India or by the Hon'ble High Court are received in any Magisterial Court after 4:00 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 Magistrate is supposed to be considered by him/her.** (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. CMM Delhi).

06. **The JMFCs deputed for holiday(s), 2nd Saturday/Sunday/Vacation and also the Members of the staff of their Court shall be entitled to avail Special Casual leave (Compensatory leave) in lieu of duty actually performed by them on such day(s) as per rules.**

07. **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 their staff for grant of such special casual leave shall certify that the official concerned had actually worked on a particular day(s).**

08. 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/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/her attendance for that date, he/she may do so in the forenoon session under intimation to the undersigned (This is in ref. Standing order Issued by the Ld. District & Sessions Judge-I, Delhi vide letter no. 42534-684/DM/Gaz. Dated 26-10-1999).

09. The JMFC who are deputed as a Duty MM shall not proceed on leave or remain absent without prior permission of the undersigned except any inevitable circumstances or emergency. **In case of an emergency or inevitable circumstances, he/she will send a formal request before proceeding on leave and concerned Link JMFC will perform duty in his/her place on that day and no orders will be issued in this regard** . In case of misuse, the concerned officers will be liable for disciplinary action. Otherwise than in emergency, request for change in duty shall be made at least 48 hours in advance to the office of undersigned in writing with name of consenting officer, who shall perform duty in exchange.

10. **It is clarified that Duty Magistrate of a partiular day shall work as Duty Magistrate from 10:00AM on the day of his/her duty till 09:59 AM on the immediate succeeding day.**

11 **All the Ld. Duty Magistrates are directed to dispose off the application/*s u/s* 164Cr.P.C. (u/s 183 B.N.S.S) filed before him/her on holidays preferabley on the same date. If for any special reason, to be recorded in writing, it is not possible to dispose of such appliation/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. Inquest application shall be placed directly before Ld. Duty Magistrate of that Day. It is further directed that the Ld. Duty Magistrate shall immediately proceed for conducting inquest proceedings and there should not be any delay in conducting the inquest proceeding.**

(DR. NUPUR GUPTA)
Chief Judicial Magistrate (S.E)
Saket Courts, New Delhi

No. 6766-6816 **/F.2/DR/CJM/SED/SAKET/ND/2025**

New Delhi, Dated : 24/11/25

Copy forwarded to:-

01. **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)
02. PS to The Ld. Principal District & Sessions Judge, South-East, District Court, Saket, New Delhi
03. The Ld. Principal District & Sessions Judge, Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
04. The Ld. C.J.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi.
05. The Director General, Prisons, Prison (HQ), Tihar Jail, Tihar, Delhi.
05. The Ld. Secretary, DLSA, South East, District Court, Saket, New Delhi.
06. The Concerned JMFCs, South East, District Court Saket, New Delhi.
07. The Chief Public Prosecutor, South-East, District Court Saket, New Delhi.
08. The D.C.P. South-East District, Sarita Vihar, New Delhi.
09. The Concerned, Law Officer, Tihar Jail, Tihar, Delhi.
10. The Hony. Secretary, Bar Association, District Court Saket, New Delhi.
11. The In-charge, Judicial Branch/ Admn., South-East, District Court Saket, New Delhi.
12. R & I / SE for uploading on LAYEERS and Centralized Web-Site Committee, Tis Hazari Courts, Delhi
13. The In-charge, Video-Conference Room No.16, South-East, District Court Saket, New Delhi.
14. The In-charge, Care Taking Branch/ Computer Branch District Court Saket, New Delhi.
15. The Controlling Officer, Pool-Car Section, District Court Saket, New Delhi.
16. The In-charge, Lock-Up, South-East, District Court Saket, New Delhi.
17. The Cashier, South-East, District Court Saket, New Delhi.
18. The PRO, District Court Saket, New Delhi.
19. Guard File

(DR. NUPUR GUPTA)
Chief Judicial Magistrate (S.E)
Saket Courts, New Delhi