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

DUTY ROSTER FOR THE MONTH OF JULY -2026

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 183B.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. Poorva Mehra, Ld. JMFC – NI (Act)-01** Flat No. 103, Tuntex Tower, Omaxe Heights, Sector-86, Greater Faridabad,	01.07.2026		610
2.	**Sh. Mayank Aggarwal, JMFC (NI ACT)-07 (S.E.)** H. No.-873, IInd floor, Sec-17B, Gurgaon, Near Iffco Chowk, Haryana	02.07.2026		33-Block-II
3.	**Sh. Akhil Malik, Ld. JMFC-06** Flat No. 53, Akriti Appartment, Plot No. 62, I.P.Extn. New Delhi.	03.07.2026		509
4.	**Ms. Shubhangi Srivastava, JMFC (NI Act)-05 (S.E)** F-255, Second Floor, F- Block, Mansarovar Garden, New Delhi-110015	04.07.2026		38-Block-II
5.	**Sh. Manuj Kaushal, JMFC-03(S.E.)** R/o: 1707, Type-4, Delhi Administration Flats, Gulabi Bagh, Delhi-110007		05.07.2026	512
6.	**Dr. Aneeza Bishnoi, JMFC-05 (S.E)** R/o: - F-901, Ibiza Town, Surajkund, Faridabad, Haryana	06.07.2026 30.07.2026		510
7.	**Sh. Nidhish Kumar Meena, Ld. JMFC-04** H.No-1312, R.K. Puram Sector 12, Neaar Moti Bagh Metro Station New Delhi 110022.	07.07.2026		10
8.	**Sh. Bhavaya Karhail, JMFC -08 (S.E)** R/o B-123, B Freedom Fighter Enclave, Neb Sarai, Delhi	08.07.2026		205
9.	**Dr. Raj Kumar Singh, Ld. JMFC-11** H.No.-146/147 2nd floor poket A-2, Sector 11, Rohini Delhi 110085	09.07.2026 29.07.2026		9
10.	**Ms. Shruti Sharma-I, JMFC(NI Act)-02 (S.E)** R/o:-OC-10-1104, Orange County, Indrapuram, Ghaziabad, U.P.-201014	10.07.2026 23.07.2026		609
11.	**Ms. Akansha Gautam, JMFC-02 (S.E)** Flat No. 206, Type-IV, Karkardooma Judicial Residential Complex, Delhi-32	11.07.2026		513
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)		12.07.2026	210
13.	**Sh. Divyam Lila, Ld. JMFC-07** E-411 1st floor Greater Kailash-II, New Delhi.	13.07.2026		508
14.	**Sh. Kawal Singh, Ld. JMFC-10** H.NO.562, Royal Residency Appartment, Plot No.5 Sector-9, Dwarka, Delhi.	14.07.2026 24.07.2026		307
15.	**Ms. Aastha Sharma, JMFC (NI Act)-03 (S.E)** D-269, Kargil Veer Awas Apartment, Sector 18A, Dwarka, N. D. -110078	15.07.2026 28.07.2026		07
16.	**Sh. Anurag Chhabra, JMFC (NI ACT)-06 (S.E.)** Flat No. 2041, Ground Floor, Delhi Administration Flats, Gulabi Bagh, Delhi-110007	16.07.2026		32-Block-II
17.	**Ms. Kanika Handa, JMFC (Mahila Court) -02 (S.E)** Flat No. 67, Ankur Apartments, I P Extension, Patparganj, Delhi-110092	17.07.2026		507
18.	**Sh. Rahul Jain, JMFC-01 (S.E),** R/o. H. No. 999, Sector- 14, Gurgaon, Haryana	18.07.2026 25.07.2026		514
19.	**Ms. Nandini Garg, JMFC (Digital Traffic Court) (S.E)** House No. C-62, Ground Floor, Block-C, East Of Kailas,		19.07.2026	27-Blck-II
20.	**Ms.Shivangi Vyas, JMFC (Mahila Court)-01, (S.E.)** Flat No.-705, Karkardooma Court Complex, Delhi	20.07.2026 27.07.2026		506
21.	**Ms. Surbhi Sharma, JMFC (NI ACT)-08 (S.E.)** PT-62/65, Second Floor, Kalkaji Extension, New Delhi	21.07.2026 31.07.2026		34
22.	**Ms. Marilyn Joanna Khakha, JMFC (Mahila Court)-03 (S.E)** R/o 202/C, First Floor, Arjun Nagar, Near Safdarjung Enclave, New Delhi - 110029	22.07.2026		05
23.	**Ms. Deepika Thakran, JMFC-12 (S.E)** H. No. 400, Behind Hudda Market, Sector 31, Gurugram, Haryana - 122001		26.07.2026	04

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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.

Tapasya Agarwal
Chief Judicial Magistrate(S.E)
Saket Courts, New Delhi

No. 6707-6749 /F.2/DR/CJM/SED/SAKET/ND/2026

New Delhi, Dated : 12.06.2026

Copy forwarded to:-

01. The Registrar General, Hon'ble High Court of Delhi, Sher Shah Road, New Delhi. (Through Electronic Mode)
(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. (Through Electronic Mode)
04. The Ld. C.J.M., Central, West, New Delhi, North, North-West, South, South-West, East, North-East, Shahdra, Rouse Avenue Delhi. (Through Electronic Mode)
05. The Director General, Prisons, Prison (HQ), Tihar Jail, Tihar, Delhi. (Through Electronic Mode)
05. The Ld. Secretary, DLSA, South East, District Court, Saket, New Delhi. (Through Electronic Mode)
06. The Concerned JMFCs, South East, District Court Saket, New Delhi. (Through Electronic Mode)
07. The Chief Public Prosecutor, South-East, District Court Saket, New Delhi. (Through Electronic Mode)
08. The D.C.P. South-East District, Sarita Vihar, New Delhi. (Through Electronic Mode)
09. The Concerned, Law Officer, Tihar Jail, Tihar, Delhi. (Through Electronic Mode)
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.

Tapasya Aggarwal
Chief Judicial Magistrate (S.E)
Saket Courts, New Delhi

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