OFFICE OF THE CHIEF JUDICIAL MAGISTRATE : SOUTH-WEST DWARKA COURTS : NEW DELHI

DUTY ROSTER (REGULAR & TRAFFIC) FOR THE MONTH OF SEPTEMBER-2025 AT DWARKA COURTS : DELHI

1. The following Ld. Judicial Magistrate First Class, posted at Dwarka Courts, will work as Duty Magistrates **(Regular & Traffic both), for the month of September - 2025,** on the dates mentioned against their names, as given in the table below.

2. The Duty Magistrate would be assisted by his/her own staff.

3. The Duty Roster would be as under: -

S.No.	Name of the Magistrate	Court No.	Day(s) of Duty
1.	**Ms. Surabhi Rastogi, Ld. JMFC (NI Act) - 01, Dwarka Courts,** R/o M-402, Sispal Vihar AWHO, Sohna Road, Sector - 49, Gurugram, Haryana - 122018	203	01.09.2025
2.	**Sh. Saurabh Goyal, Ld. JMFC - 01, Dwarka Courts,** R/o 4254 A, Sector 23 A, Gurugram, Haryana.	513	02.09.2025
3.	**Sh. Harshal Negi, Ld. JMFC - 02, Dwarka Courts**, R/o Flat no. C- 59, Classic Apartments, Dwarka, Sector – 22, New Delhi.	10	03.09.2025
4.	**Ms. Divya Singh, Ld. JMFC (NI Act) - 03, Dwarka Courts,** R/o – Plot No 261, 3rd floor, Indraprastha Enclave, Sector – 17, Dwarka, New Delhi – 110088.	206	04.09.2025 **05.09.2025 (Holiday)**
5.	**Sh. Rishabh Kapoor, Ld. JMFC - 05, Dwarka Courts**, R/o H. No. A/12, 2nd Floor, Janakpuri, New Delhi-58.	09	**28.09.2025 (Sunday)** **29.09.2025 (Holiday)**
6.	**Ms. Ashima Lakhanpall, Ld. JMFC (NI Act) - 08, Dwarka Courts,** R/o –F – 10, Amba Apartment, Sector – 10, Dwarka, New Delhi.	215	06.09.2025
7.	**Sh. Harjot Singh Aujla, Ld. JMFC - 11, Dwarka Courts**, R/o L -29, Second floor, Kalkaji, New Delhi.	05	**07.09.2025 (Sunday)**
8.	**Ms. Kirandeep Kaur, Ld. JMFC (Mahila Court) - 04, Dwarka Courts**, R/o 2071,Ground Floor, Delhi Administration Flats, Gulabi Bagh, Delhi.	311	08.09.2025
9.	**Ms. Sukriti Jha, Ld. JMFC (Mahila Court) - 06 Dwarka Courts,** R/o Flat No. 17, ICISA (International Centre for Information Systems and Audit), Sector-62, Noida -201301.	506	09.09.2025
10.	**Ms. Deeksha Sethi, Ld. JMFC - 08, Dwarka Courts**, R/o J-139, Reserve Bank Enclave, Paschim Vihar, New Delhi-110063.	309	10.09.2025
11.	**Ms. Bhawna Rattan, Ld. JMFC (NI Act) - 10, Dwarka Courts**, R/o Flat No. 108, Block-F, Dwarka Greens, DDA Society, Sector-14, Dwarka.	512	11.09.2025 **30.09.2025 (Holiday)**
12.	**Ms. Neelmani Sharma, Ld. JMFC (NI Act) - 04, Dwarka Courts,** R/o – A-403, Vigyan Vihar, Sector-56, Gurugram, Haryana -122011.	211	12.09.2025
13.	**Ms. Abhilasha Singh, Ld. JMFC (Mahila Court) -01, Dwarka Courts**, R/o H.No. 631, Sector 21 – C, Faridabad, Haryana – 121001.	313	**13.09.2025 (Second Saturday)** **21.09.2025 (Sunday)**

14.	**Sh. Nidhish Kumar Meena, Ld. JMFC-10, Dwarka Courts,** R/o B – 415, 4th Floor, Pragati Vihar Hostel, Near JLN Stadium, New Delhi.	316	**14.09.2025 (Sunday)**
15.	**Sh. Himanshu Tanwar, Ld. JMFC (MCD), Dwarka Courts,** R/o- A-13, Classic Apartments, Sector-22, Dwarka, New Delhi.	202	15.09.2025
16.	**Sh. Abhinav Ahlawat, Ld. JMFC - 09, Dwarka Courts**, R/o A – 2/208, Second floor, Janakpuri, New Delhi.	314	16.09.2025
17.	**Ms. Divya Yadav, Ld. JMFC - 04, Dwarka Courts**, R/o C/o Gursahej Singh, 5A, Tropical Drive Behind Ghitorni Metro Station , M.G Road, Mehrauli, New Delhi.	12	17.09.2025
18.	**Ms. Neetika Kapoor, Ld. JMFC - 06, Dwarka Courts,** R/o- A-2/114, 2nd Floor, Rajouri Garden, New Delhi.	514	18.09.2025
19.	**Ms. Vinerjeet Kaur, Ld. JMFC (NI Act) - 06, Dwarka Courts,** R/o – C-702, Hind Apartment, Plot No. 12, Sector-5, Dwarka, New Delhi.	216	19.09.2025
20.	**Sh. Nitesh Goel, Ld. JMFC (NI Act) - 09, Dwarka Courts,** R/o – T-128, Aam Bagh Colony, Mehrauli, New Delhi-110030.	07	20.09.2025
21.	**Dr. Priya Janghu, Ld. JMFC (Mahila Court) - 02, Dwarka Courts,** R/o 917 A, Magnolias DLF Golf Links, Gurugram-122002.	315	22.09.2025
22.	**Ms. Shubhangi Aggarwal, Ld. JMFC (NI Act) - 07, Dwarka Courts,** R/o House No. 202, Upper Ground Floor, Double Storey Flats, New Rajinder Nagar, New Delhi -110060.	214	23.09.2025
23.	**Sh. Shiv Kumar, Ld. JMFC (NI Act) - 05, Dwarka Courts,** R/o – H.No. 125, Saadh Mohalla, Kakrola Village, Dwarka, New Delhi – 110088.	213	24.09.2025
24.	**Sh. Visvesh, Ld. JMFC - 07, Dwarka Courts**, R/o Flat No. 265, Vth floor Triveni Heights Apartment, Sector 16 B, Pocket 2, Opposite Delhi Govt. Dispensary, Dwarka, New Delhi.	06	25.09.2025
25.	**Ms. Surbhi , Ld. JMFC (NI Act) – 02, Dwarka Courts**, R/o Flat No. 163, Tower 1, Lankmark CGHS, Plot 7, Sector-51, Near Artemis Hospital, Gurugram, Haryana-122018.	212	26.09.2025
26.	**Ms. Kritika Jain, Ld. JMFC - 03 , Dwarka Courts**, R/o K-3/40, Ground Floor, DLF Phase - 2, Gurugram, Haryana-122008.	11	27.09.2025

4.(1) **All the Duty JMFC shall be working from their respective court rooms.**

4.(2) **All the Ld. JMFCs posted at Dwarka Courts, shall look after the work of their courts including all Misc. Applications.**

4.(3) **Once an application u/s 52(A) of NDPS Act (i.e. drawing of samples in NDPS matters) is moved/marked before the Ld. Duty JMFC/concerned court, the same shall be disposed off by the Ld. Duty JMFC/ concerned Ld. JMFC himself/herself whether on same date or any other date convenient to the Ld. Duty JMFC/concerned Ld. JMFC.**

4.(4) **All Ld. Magisterial Courts (dealing with police stations cases) shall take up all Misc. applications (pending investigation) in all matters.**

5. (1) When any working days is declared a holiday, the Duty Magistrate on that day will be deemed as Duty Magistrates for whole of the day without any further orders. Further he / she would deal with Traffic/STA Challans of Circle Najafgarh, IGI Airport, Janak Puri, Mayapuri, R.K. Puram, Delhi Cantt., Palam Airport, Kapashera & Dwarka pertaining to impounded vehicles on that day.

5.(2) The Ld. Duty JMFC deputed for holidays, Second Saturday and Sundays, etc. shall look after the cases of CBI, Warrant of Arrest issued by the authorities beyond Delhi. He/she shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein.

5.(3) **The Ld. Duty Magistrate is not supposed to deal with the regular files of any court. On working days, Ld. Duty JMFC shall deal with only urgent matter (after 4 p.m.);. All work of extension of JC & PC, as the case may be, shall be dealt with by the concerned court only.**

5.(4) The Ld. Duty Magistrate will not look after the court work of his/her link magistrate.

5.(5) The Ld. Duty JMFC of the day shall report at Video conferencing room latest by 11.30 A.M and shall dispose off the work.

5.(6) All the urgent applications/superdari applications/misc. Applications, if fix on holidays, shall be looked after by the Ld. Duty JMFC.

5.(7) The Ld. Duty JMFC shall extend the remand work of the under trial UTPs through VC according to the jail premises assigned through VC room.

5.(8) The Ld. JMFCs deputed for duty on holidays, second Saturdays and Sundays and actually worked on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) as per rules. (This is with reference to Endst. No. 6546-63/Rules/DHC dated:06/03/2012 and the Members of the staff of their court will be entitled to avail of Special Casual leave (Compensatory) in lieu of duty performed on such day(s) as per rules (This is with reference to letter no.19718/DHC/GAZ./ dated : 12/05/1999 of Ld. District & Sessions Judge, Delhi) who actually work day(s). 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 staff for grant of such Spl. C.L. (Compensatory Leave) shall certify that the official concerned had actually worked on a particular day.

5.(9) 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 intimate to the officer requiring his/her attendance for that date he/she may attend the court in the forenoon session under intimation the undersigned (ref. S.O. Issued by the Ld. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 20-10-1999).

5.(10) On a working day, in case the Ld. Duty Magistrate happens to be on leave or not available due to some unavoidable reasons, his link magistrate will look after the work of duty magistrate only for the day without any further orders and in the absence of **1st Link JMFC** the **2nd Link JMFC** will look after the work of the duty Magistrate only and so on without any further orders. The reader/Ahlmad of the court of Duty Magistrate will intimate the Link Magistrate about the non-availability of Duty Magistrate in advance and send information in this regard to the office of the undersigned in writing. In case of emergency, if the Duty Magistrate is not available on holidays due to some inevitable reasons he/will send a formal request one day in advance for change of duty alongwith the written consent /willingness of the officer agreeing to perform duty in his/her place, to the office of the undersigned.

5.(11) On Sundays, Second Saturdays and other Holidays, duty JMFC is required to reach court at 11.00 AM and shall not leave before 5.00 PM or till the disposal of remand/misc. work/recording of statement u/s 164 Cr. P.C (now u/s 183 BNSS) or any other misc. work whichever is later. Even on working days the Duty JMFC is expected to remain in the **court till 5.00 P.M.** The Duty JMFC would be assisted by his/her own court staff.

(SWATI GUPTA - I)
ADDL. CHIEF JUDICIAL MAGISTRATE (SW)
DWARKA COURTS: NEW DELHI

No. 4394-4479 **/CJM/SW/DWK/NEW DELHI/2025** **Delhi Dated 30.08.2025**

Copy forwarded for information & necessary action to (through email):

1. The Ld. Registrar General, High Court of Delhi, New Delhi.
   (through Ld. Principal District & Sessions Judge, Dwarka Courts)
2. The Ld. Principal District & Sessions Judge(s) of all the districts at Delhi & New Delhi.
3. The Ld. Chief Judicial Magistrate(s) of all the districts at Delhi & New Delhi.
4. All Ld. ACJM/JMFC's, South-West District, Dwarka Courts, New Delhi.
5. The Officer Incharge, Pool Car, South-West District, Dwarka Courts, New Delhi.
6. The Ld. Secretary, DLSA, South-West District, Dwarka Courts, New Delhi.
7. The Chief PP, Prosecution Branch, Dwarka Courts, New Delhi.
8. The Branch Incharge, Judicial Branch, South-West District, Dwarka Courts, New Delhi.
9. The Branch Incharge, Computer Branch, Dwarka Courts for uploading on the website.
10. The Care Taker, Dwarka Courts, New Delhi (for placing in Notice Boards also).
11. The Hony. Secretary, Dwarka Court Bar Association, Dwarka, New Delhi.
12. The Supdt. Jail, Delhi/Lock-Up Incharge, South-West District, Dwarka Courts, New Delhi.

(SWATI GUPTA - I)
ADDL. CHIEF JUDICIAL MAGISTRATE (SW)
DWARKA COURTS: NEW DELHI