**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI**

**LINK ROSTER**

In Suupersession of earlier link Rosters, the arrangement of Ld. Link Magistrates of Karkardooma Courts is as follows w.e.f. 27-06-2025.

| | A | B | C |
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| | **Name of the Officer** | **1st Link** | **2nd Link** |
| 1 | Sh. Udbhav Kumar Jain, Ld.JMFC -04,SHD/KKDCourts, Delhi | Ms. Deepakshi Rana, Ld. JMFC-03, SHD/ KKD Courts, Delhi | Ms. Aayushi Saxena, Ld. JMFC-05, SHD/ KKD Courts, Delhi |
| 2 | Ms. Deepakshi Rana, Ld. JMFC-03, SHD/ KKD Courts, Delhi | Ms. Aayushi Saxena,Ld. JMFC-05, SHD/ KKD Courts, Delhi | Sh. Akhil Malik, Ld. JMFC-02, SHD/ KKD Courts, Delhi |
| 3 | Ms. Aayushi Saxena, Ld.JMFC -05, SHD/ KKD Courts, Delhi | Sh. Akhil Malik, Ld. JMFC-02, SHD/ KKD Courts, Delhi | Ms. Aishwarya Singh Kashyap, Ld. JMFC-06, SHD/ KKD Courts, Delhi |
| 4 | Sh. Akhil Malik, Ld.JMFC -02, SHD/ KKD Courts, Delhi | Ms. Aishwarya Singh Kashyap, Ld. JMFC-06, SHD/ KKD Courts, Delhi | Ms. Karuna, Ld. JMFC-07, SHD/ KKD Courts, Delhi |
| 5 | Ms. Aishwarya Singh Kashyap, Ld. JMFC-06, SHD/ KKD Courts, Delhi | Ms. Karuna, Ld. JMFC-07, SHD/ KKD Courts, Delhi | Ms. Moksha Bains, Ld. JMFC (Mahila Court-02), SHD, KKD Courts, Delhi |
| 6 | Ms. Karuna,, Ld. JMFC-07, SHD/ KKD Courts, Delhi | Ms. Moksha Bains, Ld. JMFC (Mahila Court-02), SHD, KKD Courts, Delhi | Ms. Nidhi Bala, Ld. JMFC (Mahila Court-03), SHD, KKD Courts, Delhi |
| 7 | Ms. Moksha Bains, Ld. JMFC (Mahila Court-02), SHD, KKD Courts, Delhi | Ms. Nidhi Bala, Ld. JMFC (Mahila Court-03), SHD, KKD Courts, Delhi | Ms. Meena Chauhan, Ld. JMFC (Mahila Court-01), SHD, KKD Courts, Delhi |
| 8 | Ms. Nidhi Bala, Ld.JMFC (Mahila Court-03), SHD, KKD Courts, Delhi | Ms. Meena Chauhan, Ld. JMFC (Mahila Court-01), SHD/ KKD Courts, Delhi | Ms.Shazadi Halima Sadiya, Ld. JMFC (Digital Traffic Court) |
| 9 | Ms. Meena Chauhan Ld. JMFC (Mahila Court-01), SHD/ KKD Courts, Delhi | Ms. Shazadi Halima Sadiya Ld. JMFC (Digital Traffic Court) | Ms. Sanghmitra, Ld. JMFC-01, SHD/ KKD Courts Delhi |
| 10 | Ms.Shazadi Halima Sadiya Ld. JMFC (Digital Traffic Court) | Ms. Sanghmitra, Ld. JMFC-01, SHD/ KKD Courts Delhi | Ms. Sh. Udbhav Kumar Jain, Ld. JMFC-04, SHD/KKD Courts, Delhi |
| 11 | Ms. Sanghmitra, Ld. JMFC-01, SHD/ KKD Courts Delhi | Sh. Udbhav Kumar Jain, Ld. JMFC-04, SHD/KKD Courts, Delhi | Ms. Deepakshi Rana, Ld. JMFC-03, SHD/ KKD Courts, Delhi |
| 12 | Sh. Vinod Kumar Ld. JMFC,NI Act (Digital Court-02), SHD/ KKD Courts Delhi | Ms. Nishi Jindal, Ld. JMFC-NI Act (Digital Court-01) SHD/KKD Courts, Delhi | Ms.Manisha Bhau ,Ld. JMFC,(NI Act Court ) U/s 138, SHD/KKD Courts, Delhi |

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| 13 | Ms. Nishi Jindal, Ld. JMFC-NI Act. (Digital Court-01), SHD/ KKD Courts Delhi | Sh. Vinod Kumar Ld. JMFC,NI Act (Digital Court-02), SHD/ KKD Courts Delhi | Sh. Rahul Saini Ld. JMFC-08 SHD/KKD Courts, Delhi |
| 14 | Sh. Rahul Saini Ld. JMFC-08 SHD/KKD Courts, Delhi | Ms Manisha Bhau Ld. JMFC, (NI Act Court ) U/s 138, SHD/KKD Courts, | Ms. Nishi Jindal, Ld. JMFC-NI Act. (Digital Court-01), SHD/ KKD Courts Delhi |
| 15 | Ms Manisha Bhau Ld. JMFC, (NI Act Court ) U/s 138, SHD/KKD Courts, | Sh. Rahul Saini Ld. JMFC-08 SHD/KKD Courts, Delhi | Sh. Vinod Kumar Ld. JMFC,NI Act (Digital Court-02), SHD/ KKD Courts Delhi |

1. Whenever any Ld. JMFC whose name is mentioned in column A is on leave or busy in remand proceedings or hospitals visit etc. or is not available due to any other reason, and also both the Ld. Reliever Magistrates are on leave or unavailable, then his/her work shall be looked after by Judicial Magistrate shown against his/her name in **column B as First Link Magistrate.**

In case both the said Judicial Magistrates (Column A and Column B) happens to be on leave or not available due to similar reason then the Judicial Magistrate whose name is mentioned against his/her name in **column C** shall work in capacity of **Second Link Magistrate** and he/she shall look after the work of Court of such Judicial Magistrate only for such duration.

In case the second Link Magistrate also happens to be on leave or similarly not available, then the Judicial Magistrate whose name is mentioned in the **next serial number in column C (Vertically below the second Link)** shall look after the work of the Court of MM on leave for such duration in the capacity of **Third Link Magistrate**.

In case the third Link Magistrate also happens to be on leave or similarly not available then the MM whose name appears in the **next serial number in Column C (Vertically below the third Link)** shall look after the work of the Court of Judicial Magistrate on leave for such duration in the capacity of **Fourth Link Magistrate**.

In case the fourth Link Magistrate also happens to be on leave or similarly not availability then the Judicial Magistrate whose name appears in the **next serial number in Column C (Vertically below the fourth Link)** shall look after the work of the Court of Judicial Magistrate on leave for such duration in the capacity of **Fifth Link Magistrate and so on and so forth.**

The Judicial Magistrate mentioned in the first horizontal row of column C shall be deemed to be placed immediately below the last horizontal row of column C.

2. In case of absence or due to leave or in unavailability due to administrative exigencies or otherwise, the judicial work and administrative work of the undersigned shall be looked after by the **Ld. ACJM** and in absence of Ld. ACJM, the **Ld. Duty Magistrate** of that day.

3. In the absence or non-availability or being on leave or otherwise busy with the administrative work, the judicial work of the Court of Ld. ACJM, shall be looked after by **Ms. Aayushi Saxena Ld. JMFC-05** of that day.

In case of absence due to leave or otherwise of Ld. Link Magistrate, the next following Ld. JMFC as per chart in Para-1 shall look after the judicial work of Ld. ACJM and in case of absence of all of above-mentioned Link Judicial Magistrate, the judicial work of Ld. ACJM shall be looked after by the Ld. Duty Magistrate of that day.

4. Applications for recording of statement u/s 164 Cr.P.C. (Except for the offences committed u/s 376 IPC and POCSO Act), the applications for TIP of accused or of case property, for preparation of inventories under Copyrights Act, Trademarks and other similar Acts, for polygraph test, for Voice Samples, for specimen signatures/handwritings, etc. shall be assigned by the Jurisdictional Magistrate to the Ld. Reliever Magistrates as per the table given in Link Roster of Reliever JMFC vide letter No. 645/CJM/SHD/KKD/Delhi dated 05.11.2024 of this office.

In case if both the Ld. Reliever Magistrates are on leave/ or not available then the same be put up before the Ld. Link Magistrate of the court as per the table given above. In case, the jurisdictional Magistrate is not available being only were otherwise busy in the main proceedings in hospitals, inquest and jail duty etc. his or her Link Magistrate or even in the absence of the later, his or her Link Magistrate shall deal with the application in the same manner deeming it to be to have been made over to him or her formally. In such an eventuality, the formal marking of such applications to next available link would not be required however an endorsement shall be made by the Reader of the concerned Court that **"Learned Presiding Officer is on leave or not available due to any other reason"** and the application shall automatically be deemed to be assigned to the next Link Magistrate accordingly. For removal of doubts, it is clarified that no further assignment of any such application shall be done by concerned Magistrate who is required to deal with such application as per above directions and only under exceptional circumstances and for genuine reasons mentioned by the Judicial Magistrate concerned in writing, the same can be put up before the undersigned with a request for further assignment.

4.B **The undersigned can mark any application/matter to any of the Ld. Magistrate available in the district, irrespective of the aforesaid link arrangement.**

5. (A) The Ld. Reliever/Link Magisrate, besides fixing dates will also do other misc. work including recording of evidence of the Court on leave, except passing final judgments, depending purely on the availability of time and volume of work fixed in their courts.

(B) The Ld. Reliever/Link Magistrate shall first come to the Court of Ld. Judicial Magistrate on leave, personally deal with the matter listed, dispose of misc. applications and then start the work of his/her own court.

(C) On a given day, the Ld. Reliever Magistrate shall not look after the work of more then two link courts. In a case, where more then two courts are on leave/ or unavailable of which the Ld. Reliever Magistrate is link, the work of the remaining courts shall be looked after by Ld. Link Magistrate as per the above arrangement.

(D) In order to avoid delay in regulating the court work, the Ld. ACJM and Ld. JMFCs shall issue instructions making it the responsibility of their respective Readers/Ahlmads/Stenos (in that order) to intimate in writing to the office of undersigned by 10:15 am positively, on the date when the Ld. Presiding Officer happens to be on leave or absent.

(E) In any case, the Reliever/Link Magistrate shall commence work in the concerned court when the Ld. Presiding Officer is on leave by 10:30 AM. In case where a particular Ld. Reliever/Judicial Officer is expected to work as Link Magistrate in more than one court on a given day, he shall suitably instruct the Reader of such other court to inform the litigants and members of the bar about the time when the Ld. Reliever/Link Magistrate would be coming to such other Court. (Refer Circular No.5958-6040/CMM dated 19.07.1999).

6. Application for **plea-bargaining** may be dealt with the Link Magistrate of the Court **trying the accused**. After the conclusion of plea-bargaining proceedings, the file shall be sent back directly to the Court from where it was referred. But in case the plea-bargaining fails, only the record of trial court shall be returned to the said court (plea-bargaining proceedings) directly for further proceedings in the matter. The plea-bargaining proceedings shall not form part of judicial record and shall consigned to Record Room separately by the Ahlmad of the Link Magistrate (Assignee Court) the endeavour be made to dispose of the applications within three months of assignments.

7. All the applications for carrying out inquest proceedings received between 10:00 A.M. to 4:00 P.M. shall be placed directly before **undersigned** for marking.

In case **undersigned** is not available due to any reason whatsoever or is on leave, then the said applications be placed before Ld. ACJM, SHD/KKD Courts, Delhi with an endorsement by the Reader of the Court of **undersigned** that **"Learned Presiding Officer is on leave or not available due to any other reason"**. In case of Ld. ACJM is not available for any reason whatsoever or is on leave then said application be placed before Ld. Duty Magistrate on that day for marking.

All the applications for carrying out inquest proceedings, post **4:00 PM** shall be placed directly before Ld. Duty Magistrate who shall immediately proceed for initiation of said proceedings under intimation to the undersigned.

Yet, where any difficulty is being faced, the application shall be placed before the undersigned for assignment to any Magistrate.

9. All the application for recording of statements u/s 164 Cr.PC pertaining to cases u/s 376 IPC and POCSO, shall be put up before **Undersigned** for further marking. In case of non-availability of

**Undersigned**, the same shall be dealt by the Ld. ACJM SHD/KKD Courts, Delhi. In case of non-availability of the Ld. ACJM SHD/KKD Courts, Delhi., the same shall be dealt by the Senior-most Ld. JMFC **(Presently Ms. Aishwarya Singh Kashyap, Ld. JMFC-06)**. In case of non-availability of the Senior-most Ld. JMFC, the same shall be dealt by the Ld. Duty Magistrate of the day.

10. The application in pending investigation cases and in the pending trial cases shall be filed directly to the Email ID of the court concerned as mentioned in the "Annexure A" and it is directed that all applications and reply would be sent to the Court's Email ID/ Court ID before 03:00 PM every day as mentioned "Annexure A".

**(Swati Sharma)**
**Chief Judicial Metropolitan Magistrate**
**Shahdara District,**
**Karkardooma Courts, Delhi**

No. 435 /CJM/SHD/KKD/Delhi Dated: 26/06/25

Copy for information to:-

1. The Ld. Registrar General, High Court of Delhi.
2. Ld. Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
3. The Ld. Secretary, DLSA, SHD/East/North-East, Karkardooma Courts, Delhi.
4. All the Ld. Metropolitan Magistrates, Shahdara District, Karkardooma Courts, Delhi.
5. The D.C.P. Shahdara/East/North-East/ the Chowki In-charge, KKD Courts Delhi.
6. The In-charge, District Courts Website Committee, KKD Courts, Delhi with directions to upload the same on the official website of the Delhi District Court.
7. In-charge Pool Car for necessary arrangements, if required.
8. In-charge Caretaking Branch, Karkardooma Courts, Delhi with directions to affix a copy of this roster on Notice Board, Karkardooma Court Complex, Delhi.
9. In-charge Cash Branch, Karkardooma Courts, Delhi
10. Chief Public Prosecutor, Karkardooma Courts, Shahdara/East/North-East, Delhi
11. Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi
12. Lock-Up In-charge, Karkardooma, Delhi
13. Information Center, Karkardooma Courts, Delhi
14. In-Charge, Computer Branch/ Video Conferencing Room, Karkardooma Courts, Delhi with directions to upload the same on LAYERS.
15. Office Order File.

**(Swati Sharma)**
**Chief Judicial Metropolitan Magistrate**
**Shahdara District,**
**Karkardooma Courts, Delhi**