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27/11/25

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
SHAHDARA DISTRICT, KARKARDOOMA COURT, DELHI

LINK ROSTER

In supersession of the earlier link rosters, the arrangement of Ld. Link Magistrates of Shahdara District, Karkardooma Courts is as follows w.e.f. 25.11.2025:

	A	B	C
S. No.	**Name of the Judge**	**1st Link**	**2nd Link**
1.	Ms. Arushi Parwal, Ld. JMFC-06	Ms. Shazadi Halima Sadiya, Ld. JMFC (Digital Traffic Court)	Ms. Manisha Bhau, Ld. JMFC (NI Act Court)
2.	Ms. Nidhi Bala, Ld. JMFC (MC-03)	Ms. Sanghmitra, Ld. JMFC-01	Sh. Rahul Saini, Ld. JMFC-08
3.	Ms. Shipra Dhankar, Ld. JMFC (MC-01)	Ms. Shazadi Halima Sadiya, Ld. JMFC (Digital Traffic Court)	Sh. Udbhav Kumar Jain, Ld. JMFC-04
4.	Sh. Akhil Malik, Ld. JMFC-02	Ms. Manisha Bhau, Ld. JMFC (NI Act Court)	Ms. Shazadi Halima Sadiya, Ld. JMFC (Digital Traffic Court)
5.	Sh. Udbhav Kumar Jain, Ld. JMFC-04	Ms. Anushtha Srivastava, Ld. JMFC-05	Sh. Rahul Saini, Ld. JMFC-08
6.	Ms. Karuna, Ld. JMFC-07	Ms. Arushi Parwal, Ld. JMFC-06	Ms. Deepakshi Rana, Ld. JMFC-03
7.	Ms. Deepakshi Rana, Ld. JMFC-03	Ms. Manisha Bhau, Ld. JMFC (NI Act Court)	Sh. Akhil Malik, Ld. JMFC-02
8.	Ms. Sanghmitra, Ld. JMFC-01	Ms. Shipra Dhankar, Ld. JMFC (MC-01)	Ms. Arushi Parwal, Ld. JMFC-06
9.	Ms. Shazadi Halima Sadiya, Ld. JMFC (Digital Traffic Court)	Sh. Udbhav Kumar Jain, Ld. JMFC-04	Sh. Rahul Saini, Ld. JMFC-08
10.	Ms. Kanika Agarawal, Ld. JMFC (MC-02)	Ms. Deepakshi Rana, Ld. JMFC-03	Ms. Nidhi Bala, Ld. JMFC (MC-03)
11.	Ms. Manisha Bhau, Ld. JMFC (NI Act Court)	Sh. Rahul Saini, Ld. JMFC-08	Ms. Anushtha Srivastava, Ld. JMFC-05

12.	Sh. Rahul Saini, Ld. JMFC-08	Sh. Akhil Malik, Ld. JMFC-02	Ms. Sanghmitra, Ld. JMFC-01
13.	Ms. Anushtha Srivastava, Ld. JMFC-05	Ms. Karuna, Ld. JMFC-07	Ms. Shazadi Halima Sadiya, Ld. JMFC (Digital Traffic Court)

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.
2. 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.
3. 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.
4. 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.
5. 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. In case the work of more than two courts is required to be done by any Magistrate, then it should be brought to the notice of the undersigned immediately who may assign the work to any other Ld. JMFC/pass appropriate orders.
6. 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.
7. In case of absence due to leave or unavailability due to administrative exigencies or otherwise, the judicial work of the undersigned shall be looked after by **Ms. Nidhi Bala, Ld. JMFC (MC-03)** and in absence of Ld. JMFC (MC-03), the judicial work of the undersigned shall be looked after by **Sh. Akhil Malik, Ld. JMFC-02** and in the absence of Ld. JMFC-02, the same shall be dealt by Ld. Duty Magistrate of

that day.

8. In case of absence due to leave or unavailability due to administrative exigencies or otherwise, the judicial work of the Ld. ACJM shall be looked after by **Ms. Kanika Agarwal, Ld. JMFC (MC-02)** and in absence of Ld. JMFC (MC-02), the same shall be looked after by **Ms. Karuna, Ld. JMFC-07** and in the absence of Ld. JMFC-07, the same shall be dealt by Ld. Duty Magistrate of that day.
9. All the Misc. Applications of Cyber Cell, EOW, Crime pertaining to the court of the undersigned (other than separate bail applications) shall be disposed by the Ld. ACJM, and in case he/she is also not available, the work shall be looked after by Ms. Nidhi Bala, Ld. JMFC Mahila Court-03 and in the absence of Ld. ACJM and Ms. Nidhi Bala, Ld. JMFC Mahila Court-03, the work shall be disposed of by the Duty JMFC for the day.
10. The judicial work to be exclusively dealt by undersigned i.e. applications under SARFAESI Act, transit remand or separate bail applications pertaining to cases of Cyber Cell, EOW and Crime etc. in the absence of undersigned shall be dealt by Ld. ACJM, and in the absence of both, and on Holidays by Ld. Duty JMFC of the day.
11. The administrative work pertaining to marking of cases received from filing counter, statements u/s 164 Cr PC/183 BNSS pertaining to offense related to POCSO, SC-ST Act etc. and applications for sampling as received from Ld. Sessions Court shall be looked after by **Ld. ACJM** (Shahdara District). In case Ld. ACJM is not available, such administrative work shall be looked after by Ms. Nidhi Bala, **Ld. JMFC MC-03** and in case she is also not available, the work shall be looked after by the **Ld. Duty JMFC** for the day.
12. If any JMFC is on leave, training or not available to hold the court for any other reason, then their Reader/Ahlmads/PA, shall send a written intimation in this regard to the office of Ld. CJM, preferably a day in advance or at most by 9.50 am on the said day to allow the office to convey such non-availability to the Link Court and make other such necessary arrangements.
13. Upon receipt of information regarding non-availability of a JMFC(s), the respective Link JMFC shall first proceed to the Court of JMFCs on leave, personally deal with the matters listed, dispose of the miscellaneous applications and then start the work of his/her own Court.
14. In case a particular officer is required to work as link Magistrate in more than one court on a given day, he/she shall suitably instruct the Reader of such court to inform the litigants and lawyers of the time when the link Magistrate would be coming to such other court.
15. 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.

16. In case if all 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. **The undersigned can mark any application/matter to any of the Ld. Magistrate available in the district, irrespective of the aforesaid link arrangement.**

17. When an application for recording of statement under section 164 Cr.P.C./183 BNSS is moved before Ld. Duty JMFC after 5 PM or on holidays etc., such officer shall record the statement of the witness even if he/she is also the concerned Area JMFC before whom the offence is to be tried. Such officer may send a request for transfer of the matter upon receipt of the final report of the IO. However, the witness in such circumstances shall not be discharged unexamined.

18. All the Link JMFCs are directed to treat applications under section 164 Cr.P.C./183 BNSS marked to them for disposal as **priority** and dispose them of on the same date. In case the recording of statement is deferred for any unavoidable reasons, such reasons shall be recorded in writing and the application shall be listed for disposal on the earliest subsequent date possible.

19. Statement of child witnesses u/s 164 Cr.P.C./183 BNSS mandatorily be recorded in the Vulnerable Witness Deposition Room, and all procedural guidelines be strictly complied with.

20. The JMFC who are required to proceed for Test Identification Parade proceedings shall leave the court premises only after completing their judicial work as well as the work of their link Magistrates (including post lunch session work) and after recording statements under section 164 of Code of Criminal Procedure/183 BNSS, if any, for which applications are received in their Court by 03.15 PM.

21. In order to avoid repeated travel to jail, it is directed that on the day fixed for carrying out TIP in a particular jail complex, the JMFCs shall conduct TIP in all

cases in which applications have been received by the said date and in which the accused is lodged in the same jail complex. TIPs shall accordingly be scheduled. The assignment of TIP duty would not exempt the officer from holding evening court.

22. If any person in custody is reported to be in hospital or other such institution, and the said person is required to be remanded to custody in the said hospital/institution, the Area Magistrate (or his link Magistrate, if Area Magistrate is on leave or unavailable due to official reasons) shall proceed to the hospital/institution at 5 pm for remand proceedings.
23. The Duty JMFC is not exempted from performing link duties including recording of statements under section 164 of Criminal Procedure Code/183 BNSS. However, it is recommended that Ld. Duty JMFC may not fix/proceed for TIP on days they are working as Duty JMFC and be available in the court premises for any urgent work that may be assigned by Ld. CJM/ Ld. ACJM.
24. 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.
25. 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.
26. Applications for **plea-bargaining** may be dealt with by the Link Magistrate of the court trying the accused. After 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 (without Plea Bargaining proceedings) directly for further proceedings in the matter. The Plea Bargaining proceedings shall not form part of the judicial record and shall be consigned to record room separately by the Ahlmad of the Link JMFC (Assignee Court). Endeavour be made to dispose of such applications within 3 months of assignment.

(Mohit Sharma)
Chief Judicial Magistrate
Shahdara District
Karkardooma Courts: Delhi

No.1092 /2025/CJM/Shahdara/Karkardooma/Delhi. Dated : 24.11.2025

Copy forwarded for information and necessary action :

1. The Ld. Principal District & Sessions Judge, Shahdara District, Delhi.
2. All Ld. Judicial Magistrates (including Ld. ACJM), Shahdara District, Karkardooma Courts, Delhi.
3. The Director of Prosecution, Delhi.
4. The Controlling Officer, Pool-Car, Karkardooma Courts, Delhi
5. The Deputy Commissioners of Police, Shahdara, East and North-East Districts, Delhi.
6. The Secretary, Karkardooma Court Bar Association, Karkardooma, Delhi.
7. Law Officer, Tihar Jail, Delhi.
8. The Incharge, Facilitation Centre, Karkardooma Courts, Delhi
9. The Incharge, Lock-up, Karkardooma Courts, Delhi.
10. Reader, Video Conferencing Room, Karkardooma Courts, Delhi.
11. Notice Board (Through The Caretaker, Karkardooma Courts).
12. For Uploading on LAYERS.
13. For Uploading on centralized web-site through LAYERS.
14. Office File.

(Mohit Sharma)
Chief Judicial Magistrate
Shahdara District
Karkardooma Courts: Delhi