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

DUTY ROSTER FOR THE MONTH OF DECEMBER, 2025

The following Judicial Officers shall work as Duty Magistrate at Shahdara District, Karkardooma Courts Complex, Delhi on the dates noted against their names during month of **December, 2025.** The Duty JM shall look after the work related to petty offences, conducting Inquest Proceedings, acceptance of bail bonds and JC/PC remand of accused produced after 4:00 pm, recording of statement under section 164 Cr.P.C and any other work assigned by the undersigned:-

S. No	Name of the JMFCs	Working Days	Holidays	Room No.
1.	Ms. Nidhi Bala, Ld.JM FC(M.C.-03). R/o:-17,Akanksha Enclave, Abhay Khand-II, Indirapuram, Ghaziabad, U.P. 201014	**01-12-2025**	**07-12-2025 (Sunday)** **31-12-2025(winter Vacation)**	08
2.	Ms. Shipra Dhankar Ld. JMFC (M.C.-01) R/o :- D-52, Panchsheel Enclave (Near Holiday Club), New Delhi.	**02-12-2025** **12-12-2025**	**21-12-2025 (Sunday)**	55
3.	Ms. Kanika Agarwal Ld. JMFC (MC-02) R/o L-301, Prateek Laurel, Sector 120, Noida.	**03-12-2025** **19-12-2025**	**25-12-2025(Christmas day)**	60
4.	Ms. Manisha Bhau Ld. JMFC (NI Act. Court) R/o :- Third Floor, G-30, G Block, East of Kailash, New Delhi-110065	**04-12-2025** **18-12-2025** **23-12-2025**		05(New Buildig)
5.	Ms. Arushi parwal Ld. JMFC -06 R/o C-406, Geetanjali Apartment, Karkardooma, Delhi.	**05-12-2025** **08-12-2025** **20-12-2025**		25
6.	Ms. Anushtha Srivastava Ld. JMFC-05 R/o :- Flat No. 76, Prashant Appartment IP Extension Mandawali Road Delhi.	**06-12-2025** **09-12-2025** **22-12-2025**		07
7.	Sh. Akhil Malik, Ld.JMFC.-02 R/o:- Flat No. 53,Akriti Apartment, Plot No. 62, I.P. Extension, Delhi.	**10-12-2025** **16-12-2025**	**14-12-2025 (Sunday)**	38
8.	Sh. Rahul Saini, Ld. JMFC-08. R/o:- House No. 35, A-Block, Kewal Park Extension, Guru Nanak Marg, Azadpur, Delhi-110033	**11-12-2025** **26-12-2025**	**27-12-2025(Winter Vacation)** **28-12-2025 (Sunday)**	06(New Buildig)
9.	Ms, Karuna Ld.JMFC -07 R/o House No. E-32, Sector-30 Noida, U.P.	**17-12-2025**	**13-12-2025(Second Saturday)**	04
10.	Ms. Shazadi Halima Sadiya Ld. JMFC(Digital Traffic Court) R/o:- KM 73-1802, Jaypee Kosmos, Jaypee wish Town,(Behind Gulshan 129 Mall) Noida-201304..	**15-12-2025** **24-12-2025**	**29-12-2025-(WinterVacation)**	405(New Buildig)
11.	Sh. Udbhav Kumar Jain , Ld. JMFC .-04. R/o:- 505, Type-IV, Fifth Floor, Judicial Residential Complex Kakardooma, Delhi-110032.		**30-12-2025 (WinterVacation)**	13

NOTE:-

1. The Duty Judicial Magistrate will not look after the Court work of his/ her Link Magistrate (s).

2. All the Duty JMFC.s shall comply and work according to the direction received in the past and likely to received in the near future from Hon'ble High Court of Delhi and Ld. Principal District & Sessions Judge, Shahdara,Delhi.

3. When any Working day is declared holiday, the Duty Judicial Magistrate , on that day will be deemed as Duty Judicial Magistrate or whole of the day without any further order.

4. It is clarified that Duty Judicial Magistrate of a particular day shall work as Duty Judicial Magistrate from 10:00 AM on the day of is duty till 09:59 AM on the immediate succeeding day.

5. It must be ensured that all orders would be either digitally signed or manually signed and scanned, and sent for ploading on the CIS system. The Duty JMs shall ensure that bail orders digitally/manually signed and scanned uploaded on the official website and also sent through ICJS to Jail Superintendent while simultaneously sent rom Court Email ID to the Offical Jail Dak Email-ID i.e (daksection.tihar@gov.in) and/or scjm13tihar@gov.in) and Jail Superintendent is directed to cross check from both sources.

6. The Duty JMs. shall sit in their respective court rooms maintaining at all times the norms of social distancing if proceedings are not conducted through video conferencing.

7. Remand and others related work in respect of fresh arrestes and UTP"s shall be done as per duty roster prepared by Ld. CJM, Central, if any, otherwise, as per past directions issued by the undersigned and practices.

8. It is impressed upon the JMs to complete their entire work. They should not leave their court work for the Duty JM. Release Warrants should be signed by the JM who accepts the bail bond and the regular JM should not leave his/her court before disposal of the work of his/her court which is brought before him/her up-to 4.00 pm. All the consequential work arising in pursuance of the orders issued by regular JM, should be disposed of by the regular JMs.

9. All the Ld. Duty JMs are directed to dispose off the application/s U/s 164 Cr.P.C. filed before/assigned to them preferably on the same date. If for any special reason, to be recorded in writing, it is not possible to dispose of such application/s on the same day, it must be disposed on the earliest subsequent date. The Ld. Duty JMs shall not further assign such applications and shall dispose off the same themselves. It is further directed that the Ld. Duty JMs shall immediately proceed for conducting the Inquest upon receipt of oral/telephonic/written intimation through IO/Police Officials regarding the death of the inmate and there should not be any delay in conducting the Inquest Proceedings.

10. The Judicial Officers who are deputed as Duty Judicial Magistrates, if summoned for the day of such duty to appearas 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 attendance for that date, he may do so in theforenoon session under intimation to the undersigned (ref. S.O. issued by the Ld. Principal Distt. & Sessions Judge, Delhi vide letter no. 42534- 684/DM/Gaz.Dated 20-10-1999). The TIP if any fixed on such day of his/her duty be rescheduled by DutyJM.

11. All the adovcates/Litigants/Police officers are required to send urgent application/replies to respective Courts through the dedicated Email ID of the concerned Court (given at Annexure A)

12. It is dirceted to ensure the attendance of atleast one staff/official who shall extend all the cooperation needed by Ld. Duty Judicial Magistrates in any case and the Alhmad/court visiting staff shall make sure that all the disposed off applications be received in the concerned court positively by next working day.

13. The Ld. J.Ms deputed for holiday(s), 2nd Saturday/Sunday and also the Members of the staff of their Courts 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. The Ld. J.Ms while forwarding the application of their staff for grant of special casual leave shall certify that the official concerned had actually worked on a particualar day(s).

14. No. Duty JM shall take leave on the day of his/her duty unless in case of extreme exigency. Reason of exigency shall also be given by the duty JM with one day advance request for change of duty with the consent of officer agreeing to perform duty in his/her place, to the Office of undersigned. Mere filing of application shall not entitle the officier concerned to proceed on leave.

15. The Ld. Duty JM on the holidays shall also look after the work of Traffic JM (Except work related to Virtual Court) for the Month of **December 2025** and shall deal with impounded vehicles only on the day of such duty.

(Mohit Sharma)

Chief Judicial Megistrate
Shahdara District,
Karkardooma Courts, Delhi

No. 10853-871 /CJM/SHD/KKD/Delhi Dated:- 28 NOV 2025

Copies forwarded for information and necessary action to: -

1. The Registrar General, High Court of Delhi.
2. All Ld. Principal District & Sessions Judge, Shahdara, Central, West, East, North-East, PHC, South, South-East, South-west, North, North-West, Delhi / N. Delhi
3. All the Ld. C.J.M. Central, West, East, North-East, PHC, South, South-East, South-West , North, North-West , Delhi / N. Delhi
4. The Secretary, DLSA, SHD/East/North East, Karkardooma Courts, Delhi.
5. All the Jidicial MagistratesFirst Class, Shahdara District, Karkardooma Courts, Delhi.
6. The D.C.P. Shahdara/ East/North East/ through Chowki In-charge, KKD Courts, Delhi.
7. The In-charge, District Courts Web-Site Committee, KKD Courts, Delhi.
8. In-charge Pool Car & In-charge Caretaking Branch, Karkardooma Courts, Delhi.
9. In-charge Cash Branch, Karkardooma Courts, Delhi.JAKIR
10. Chief Public Prosecutor, Karkardooma Courts, Shahdara/East/North-East, Delhi
11. The President & Secretary Shahdara Bar Association, Karkardooma Courts, Delhi.
12. Lock Up In-charge, Karkardooma, Delhi.
13. Information Center, Karkardooma Courts, Delhi.
14. Video Conference Room, Karkardooma Courts, Delhi
15. The Notice Board Karkardooma Court Complex, Delhi
16. For uploading on LAYERS
17. For uploading on Website of District Courts Delhi through LAYERS
18. Ld. Judge In-charge, Mediation Centre, Karkardooma Courts, Delhi.
19. Office Order File.

(Mohit Sharma)

Chief Judicial Megistrate
Shahdara District,
Karkardooma Courts, Delhi