711/25

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
SOUTH DISTRICT, SAKET COURTS COMPLEX, NEW DELHI-110017.

OFFICE ORDER

Sub- Day wise Duty Roster for JMFCs of NI Act Digital Courts for Physical Recording of Evidence w.e.f 26.06.2025.

In view of the administrative requirements and for ensuring the smooth and effective conduct of physical recording of evidence in NI Act Digital Courts, it is hereby ordered that a day wise duty roster shall be implemented for JMFCs posted in NI Act Digital Courts of South District.

The following directions are issued for compliance.

The physical recording of evidence shall be conducted by the concerned JMFCs on designted week days, with each Judicial Officer being assigned specific day(s) of the week for this purpose.

After the roster is notified, all concerned JMFCs are requested to adhere the assigned day(s) and ensure presence for the purpose of recording evidence physically in court room no. **24 1st Floor (Block–II)**, as per the schedule ;-

S no.	Name of Judicial Magistrates	Days
1.	Ms. Anshul Agnihotri, JMFC –03, NI Act(Digital Court),South.	Monday, Thursday
2.	Ms. Norma Jain, JMFC – 01 NI Act (Digital Court), (South)	Tuesday, Friday
3.	Ms. Pooja Kumari, JMFC – 02 NI Act (Digital Court), (South)	Wednesday, Saturday

Duty Judicial Magistrate
For Chief Judicial Magistrate (South)
Saket Court Complex, New Delhi.
17.06.2025

No. 711 /CJM/SD/Saket/New Delhi/2025 **Dated: 17/06/2025**

Copy forwarded for information and necessary action :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
   (Through : The Principal District & Sessions Judge, South, Saket Courts Complex, New Delhi).
2. The Principal District & Sessions Judge (Headquarters),/West, Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judge, South District, Saket Court Complex, New Delhi.
4. The Principal District & Sessions Judge of all other district in Delhi.
5. The Secretary, DLSA, South District, Saket Court Complex, New Delhi.
6. The Ld. CJMs, of all other Districts of Delhi.
7. The Ld. ACJM & all JMFCs of South District, Saket Court Complex, New Delhi.
8. The Chief Prosecutor, South District, New Delhi.
9. The D.G. Prison, Tihar Jail, New Delhi.
10. The D.C.P., South District, New Delhi.
11. The In-charge, **Website Committee**, **HQ,** Delhi with request for updation of the same on the official website of ***Delhi District Courts*** and ***Saket Court Complex*** as well.
12. The In-charge, Video-Conference Room, Saket Court Complex, New Delhi.
13. The In-charge Judicial Branch-I & II, South District, Saket Court Complex.
14. The In-charge, Administration Branch-I, II & III , Saket Court Complex, New Delhi.

15. The Controlling Officer, Pool-Car, South District, Saket Court Complex, New Delhi.
16. The In-charge, Care Taking Branch, South District, Saket Court Complex, New Delhi.
17. The In-charge, Lock-up, Saket Court, Complex, New Delhi.
18. The Hony Secretary, S.D.B.A., Saket Courts, New Delhi.
19. The Cashier, Saket Court Complex, New Delhi.
20. The In-charge, Facilitation Centre/PRO/APRO, Saket Courts Complex, New Delhi.
21. Reader to CJM, South District, Saket Court, New Delhi.
22. Office file.
23. Notice Board.
24. For uploading on LAYERS.

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