OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
SOUTH DISTRICT, SAKET COURT COMPLEX, NEW DELHI
DUTY ROSTER FOR THE MONTH OF SEPTEMBER- 2025

The following Judicial Magistrates will work as Duty Magistrate in South District at Saket Court Complex, New Delhi on the dates noted against their names. It is enjoined upon the Duty Magistrate to hold the trial of accused persons involved in petty cases whenever necessary and to attend all the urgent matters, such as recording of dying declaration, at their residence, etc. whenever such matter placed before them. They shall also record statement U/s 183 BNSS or TIP of case property, if they happened to be Duty JMFC on holiday. They should always be available in their houses on the day of duty. The Magistrate named stand deputed for the purposes of trial of demonstrators who may be arrested on the date on which they are performing their duties. **If fresh Traffic/STA Challans are filed during holidays, the same shall also be disposed off by the Duty Magistrate**.

On Sundays, Second Saturday and other Holidays, Ld JMFCs are required to reach court by **11:00 am**. and shall not leave before **5:00 pm** or till the disposal of the entire remand (including remand outside court premises i.e. Jail, hospital etc.) and other misc. work, whichever is later. Even on working days, Duty Magistrate is expected to remain in the court till **5:00 pm**. **The Duty Magistrate would be assisted by his/her own staff.**

S. No.	Name of Judicial Magistrates	Working Day(s)	Holiday(s)	Room No.
1	**Ms. Chhaya Tyagi, JMFC-02(Mahila Court), South, Saket** Flat No. 405, Residensial Complex, Karkardooma Courts, New Delhi.	01.09.2025 02.09.2025		209 (2nd Floor)
2	**Ms. Pooja Kumari, JMFC – 02 NI Act (Digital Court), (South)** House No. B – 36, Ground Floor, Gali No.1, West Vinod Nagar, Delhi.	03.09.2025		25 1st Floor (Block – II)
3	**Sh. Ashish Kumar Meena, JMFC – 01 (South)** Flat No. 107, Mandakini Enclave, Alaknanda, New Delhi-110019	04.09.2025 08.09.2025		214 (2nd Floor)
4	**Sh. Akshay Sharma, JMFC – 08 NI Act (South)** Flat no. 1712, Delhi Administration Flats, Gulabi Bagh, New Delhi-110007.		05.09.2025 29.09.2025	37 3rd Floor (Block – II)
5	**Ms. Chakita Srivastava, JMFC – 04 (Mahila Court) (South)** House No. A – 1, Friends Apartment, Patparganj, I. P. Extension, Delhi – 110092.	06.09.2025	30.09.2025	06 (Ground Floor)
6	**Sh. Sukhjeet Singh, JMFC – 06 (South)** Flat No. 1 A, C – 1 / 51, Safdarjung Development Area, (on Hauz Khas Village Road), New Delhi.		07.09.2025	08 (Ground Floor)
7	**Sh. Aman Kumar Sharma, JMFC – 05 (South)** U-4A, First Floor, Green Park Main, Delhi.	09.09.2025 12.09.2025		03 (Ground Floor)
8	**Ms. Archita Garg, JMFC – 06 NI Act (South)** 713, Fourth Floor, Sector- 21C, Faridabad, Haryana.	10.09.2025 11.09.2025		35 3rd Floor (Block – II)
9	**Ms. Anshul Agnihotri, JMFC –03, NI Act(Digital Court),South.** C-99, First Floor, Shivalik, Malviya Nagar-110017	15.09.2025 18.09.2025		26 1st Floor (Block - II)
10	**Ms. Jayanti Chander, JMFC – 07 NI Act (South)** House No. 71, Pocket-06, Sector-21, Rohini, Delhi-110086	16.09.2025		36 3rd Floor (Block - II)
11	**Sh. Bhanu Pratap Singh, JMFC - 02 (South)** House No. B-13, Saket court Residential Complex, New Delhi.	17.09.2025 19.09.2025		213 (2nd Floor)
12	**Sh. Nitin Shah , JMFC – 05 NI Act, (South)** Present Address - D-46, 2nd Floor, Kalkaji, New Delhi- 110019.	20.09.2025	13.09.2025	13 3rd Floor (Block–I)
13	**Ms. Shikha Chahal, JMFC –01(Mahila Court), South** A-20. Ground Floor, Geetanjali Enclave, New Delhi-110017.		21.09.2025	208 2nd Floor
14	**Ms. Ankita Bhatia, JMFC – 03 NI Act (South)** A-1/194, Paschim Vihar, New Delhi-110063.	22.09.2025 23.09.2025		207 (2nd Floor)

15	**Ms. Ariba Khan, JMFC–02 NI Act, (South)** C-II, 94, Raju Park, New Delhi.	25.09.2025		603 (6th Floor)
16	**Ms. Norma Jain, JMFC – 01 NI Act (Digital Court), (South)** Flat No. D – 2042, Windsor Paradise – II, Raj Nagar Extension, Ghaziabad, U.P. Presently at - A -1009, SG Impressions 58, Raj Nagar Extension, Ghaziabad, U.P.	26.09.2025	14.09.2025	24 Ist Floor (Block–II)
17	**Ms. Kamaldeep Kaur, JMFC (Digital Traffic Court) (South)** Sector – 12 – A, Plot No. - 70, Dwarka, New Delhi. (Near Bal Bharti School).	27.09.2025		28 1st Floor (Block - II)
18	**Ms. Sukriti Singh, JMFC – 03 (Mahila Court) (South)** E-221, 2nd Floor, Amar Colony, New Delhi.	24.09.2025		12 (Ground Floor)
19	**Ms. Radha Kulshreshtha, JMFC – 01 NI Act (South)** **299, First Floor, Sector-09, Gurgaon, Haryana-122001**		28.09.2025	611 (6th Floor)

Notes:

1. That the Duty Magistrate of the day shall also deal with all the Challans, traffic/STA/Impounded Vehicle.
   (in addition to work of regular Magisterial Courts) will also be heard and disposed off by him/her on holidays.
2. When any working day is declared holiday the Duty Magistrate on that day will be deemed as Duty Magistrate for whole of the day without any further orders.
3. It is impressed upon all the JMFCs not to leave any pending work in their courts without signing viz. orders passed on the day, regular files, Misc. work, bail bond and release warrants etc. The JMFC are further directed to take special care that in no case they should not leave the court without signing the release warrants, once the bail bond has been accepted by them, even while proceeding on half day leave, and not to leave such work for the duty JMFC. of that day. In an exceptional case if an JMFC had left the court after accepting the bail bond and without signing release warrants, the release warrants may be signed by the concerned Duty Magistrate after taking report in writing from the Reader/Ahlmad of the concerned court.
4. The 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 shall also dispose off the matters presented by Railway Police and all other matters not specifically mentioned herein.
5. The Duty Magistrate is not supposed to deal with the regular files of any court.
6. The Duty magistrate will not look after the court work of his/her link magistrate.
7. The Duty Magistrate is supposed to consider remand applications filed by the Investigation Officers **after 4:00 pm** besides considering the bail bond and surety bond in pursuance to bail orders passed by Hon'ble Supreme Court, Hon'ble High Court, and Ld. Sessions Court on the same day. It is further being specified that in case the bail orders passed by Hon'ble Supreme Court of India or Hon'ble High Court are received in any Magisterial court after 4:00 pm. even if the same has been passed on any previous date, the bail bond/surety bond with respect to such orders, if put up before the Duty Magistrate it is supposed to be considered by him. (This is with reference to letter no. 1542-1631/CIR/CMM/2005 Delhi, Dated 10-02-2006 of Ld. C.M.M. Delhi). Further on working day, Duty JMFC shall be responsible for all remand work at any hour of any person who is present outside the court premises (Jail, hospital etc).
8. The Duty JMFC of the day shall report at Video Conferencing Room latest by 11:30 AM and shall dispose off the work.
9. The JMFC deputed for duty on holidays, second Saturdays and Sundays who actually work on such day(s) will be entitled to avail of special casual leave (Compensatory Leave) in lieu of duty performed on such day(s) **within one year thereof**. (This is with reference to Notification No. 43/Rules/DHC dated 12.01.2012 conveyed through Endst. No. 6546-63/Rules/DHC dated: 06/03/2012) and the Members of the staff of their court who 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. The Special Casual Leave (Compensatory Leave) of JMFC shall be routed through and after the verification of the undersigned. The JMFC 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.

10. 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 intimates the officer requiring his/her attendance for that date he/she may do so in the forenoon sessions under intimation to the undersigned (ref.S.O. Issued by the Ld. Distt. & Sessions Judge, Delhi vide letter no. 42534-684/DM/Gaz. Dated 26-10-1999).

11. No Judicial Magistrate shall proceed on leave or remain absent on the day he / she is deputed as Duty Magistrate except under exceptional circumstances or emergency. In case of an emergency or inevitable circumstances, if a Duty JMFC must proceed on leave, he/she shall send a formal request in advance for change of duty with the officer agreeing to perform duty in his/her place in the office of the Undersigned.

12. In case if on a working day, Duty JMFC is on leave due to unforeseen circumstances, he/she shall immediately inform the office of undersigned as well as Link JMFC, who shall proceed to work as Duty JMFC on the said day, without any further orders in this regard.

13. If any Inquest information is received by the Duty JFMC before 10.00 A.M and after 04.00 P.M. on a working day, then the same shall be deemed to be marked to the concerned Duty M.M of the day, who shall proceed to conduct the inquest proceedings and no formal marking of such Inquest by the undersigned shall be required.

13(a) In case if any Inquest information is received between 10.00 A.M to 04.00 P.M on a working day, then the application for the same shall be moved before the undersigned for marking it further.

13(b) If any Inquest information is received by the Duty Judicial Magistrate, South Delhi on holiday, then the same shall be deemed to be marked to the concerned duty JMFC of the day, who shall proceed to conduct the Inquest proceeding and no formal marking of such Inquest by the undersigned shall be required.

14. Before visiting the Duty JMFC after duty hours, it is expected that concerned police officials shall telephonically communicate with the Duty JMFC.

15. **The Judicial Officers who are presiding over evening courts in south District, will not be marked misc. applications and remand work to enable smooth functioning of the evening court as far as possible for the whole month.**

16. All the JMFCs are directed to strictly comply with the direction passed by the Hon'ble High Court of Delhi in W.P. (Crl.) 861/1997 titled U S. Pandey, President of W A S. Vs. U. O. I. & Ors while performing their duties as Duty M.M.

17. **Court Room No. 007 (Eastern Wing) is earmarked for Duty Magistrate(s) deputed for holidays or during vacations.** (This is with ref. no.24891-24991/General/RKG/DJ(S)/Saket/ND/dated: 25-07-2011).

(Vaibhav Mehta)
Chief Judicial Magistrate (South)
Saket Court Complex, New Delhi.
18.08.2025

No. 886-930 /CJM/DR/SD/Saket/New Delhi/2025 **Dated: 18/08/2025**

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.

(Vaibhav Mehta)
Chief Judicial Magistrate (South)
Saket Court Complex, New Delhi.
18.08.2025