

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, FARIDKOT.

OFFICE ORDER

(Revised Duty Roster of the Judicial Magistrates for the Month of July, 2024).

In continuation of this office order bearing endorsement No.2140 dated 05.06.2024, on account of the fact that Ms. Damandeep Kamal Heera, learned Judicial Magistrate 1st Class, Faridkot is to attend the training programme in the month of July, 2024 and in order to assign the duty work to Shri Shinku Kumar, learned Judicial Magistrate 1st Class, Faridkot, in the interest of administration, the following **Revised Duty Roster** shall be observed by the Judicial Magistrates of Faridkot Sessions Division for the **Month of July, 2024:-**

DISTRICT HEADQUARTER, FARIDKOT.

Sr. No.	Name of the Ld. Judicial Officer.	Designation.	Duty Period. <u>From</u>	Duty Period. <u>To</u>	Total number of Days of Duty.
1.	Ms. Monika Lamba.	Additional Chief Judicial Magistrate, Faridkot.	01.07.2024.	06.07.2024.	06 Days.
2.	Sh. Shinku Kumar.	Judicial Magistrate 1 st Class, Faridkot.	07.07.2024	12.07.2024.	06 Days.
3.	Ms. Chandan.	Judicial Magistrate 1 st , Class, Faridkot.	13.07.2024	18.07.2024	06 Days.
4.	Ms. Damandeep Kamal Heera	Judicial Magistrate 1 st , Class, Faridkot.	19.07.2024.	24.07.2024.	06 Days.
5.	Sh. Lavdeep Hundal.	Chief Judicial Magistrate, Faridkot.	25.07.2024.	31.07.2024.	07 Days.

SUB-DIVISION, JAITU.

1.	Ms. Shampy Chaudhary.	Sub Divisional Judicial Magistrate, Jaitu	01.07.2024.	31.07.2024.	31 Days.
----	-----------------------	---	-------------	-------------	----------

NOTE

1. If any Duty Magistrate happens to be out of the Court in connection with any inquest report or dying declaration etc **on a working day**, in such an eventuality, the urgent duty work in his/her absence shall be performed by next Duty Magistrate .
2. In case any Officer on duty has to proceed to official tour or on emergency leave, the entire duty work shall be performed by the next officer on duty **during the court hours and after Court hours**. In case any Judicial Officer performing duty happens to be on official tour on Sunday or Holiday, the duty work shall be performed by the next Judicial Officer on duty. The said officer before proceeding on such leave or tour shall duly intimate in writing to the next learned Duty Magistrate.
3. In case any officer on duty at **Faridkot Headquarter** has to proceed on casual leave or station leave on any working day, holiday or after court hours and that too with prior permission of the undersigned, he/she shall make suitable arrangement for duty work with some other Judicial Officer at his/her own level and shall obtain the consent of the other Magistrate to perform the duty in his/her absence in writing and shall also be responsible to intimate the undersigned before proceeding on leave. **Duty shall begin from 10:00 A.M of a particular day till 10:00 A.M of next day.**



4. Since, at Sub-Division, Jaitu till date **only a single Officer** i.e Sub Divisional Judicial Magistrate is posted and the other officer posted is a Trainee Officer, therefore, if the lone officer performing the duty also as Duty Magistrate at Sub-Division, Jaitu happens to be on casual leave or any kind of leave due **with prior permission of the undersigned then he or she need not to seek written consent of the Duty Magistrate performing duty at Faridkot Headquarter and in that eventuality**, the duty work of Sub-Division, Jaitu shall be performed by the Duty Magistrate at Faridkot Headquarter. However, the Sub Divisional Judicial Magistrate, Jaitu will be **duty bound to inform** the Duty Magistrate performing duty at Faridkot Headquarter in writing without seeking his/her written consent on the leave/station leave application only if the prior permission has been sought from the undersigned.


5. If any Officer who is performing duty work in the last of the month, happens to be on leave on a working day/holiday, the Officer who performed the duty first in the current month shall perform the duty work.

6. If any officer is transferred and relinquishes his/her charge on transfer/promotion from this Sessions Division, his/her successor Judicial Magistrate shall perform the duty work in his/her place. In case the successor is not provided, the next officer on duty shall perform the duty work.

7. No Duty Magistrate shall shift his/her own duty work responsibility on the shoulders of the next Duty Magistrate for one reason or the other which practice causes great hardship to the Officers performing duty as Duty Magistrates as they are required to work even beyond regular Court working hours, on weekends and holidays, until and unless the circumstances so warrants.

8. The Duty Magistrate shall also perform protocol duty during his/her duty period under the supervision of Chief Judicial Magistrate, Faridkot and in his/her absence under the supervision of Additional Chief Judicial Magistrate, Faridkot at District Headquarter and under the supervision of Sub Divisional Judicial Magistrate at Sub Divisional level in the jurisdiction of Faridkot Sessions Division.

9. All the Judicial Magistrates shall coordinate with each other so that the duty work is carried out in a smooth and effective manner without any inconvenience to any one.

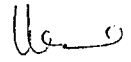


(Navjot Kaur),
District and Sessions Judge,
Faridkot.

Endst No. 2194 Dated 06/06/2024

Copy forwarded to the following for information and necessary action:-

1. The learned Chief Judicial Magistrate, Faridkot,
2. All the learned Judicial Magistrates posted in this Sessions Division,
3. The Senior Superintendent of Police, Faridkot,
4. The District Attorney, Faridkot,
5. The President, District Bar Association, Faridkot,
6. The President, Bar Association, Jaitu,
7. Incharge, Computer Section, Faridkot ,
8. The Incharge, Control Room, Faridkot Police for circulation in all the police stations.



(Navjot Kaur),
District and Sessions Judge,
Faridkot.