

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, JIND**

**OFFICE ORDER**

In the interest of work and administration, the following Duty Roster shall be observed by the Judicial Magistrates of Jind Sessions Division for the Month of **September, 2024**.

**DISTRICT HEAD QUARTER, JIND.**

Sr. No	Name of Officer	Designation	Period
1.	Ms. Pooja Singla	Addl. Chief Judicial Magistrate, Jind	01.09.2024 to 08.09.2024
2.	Ms. Jasbir	Chief Judicial Magistrate, Jind	09.09.2024 to 15.09.2024
3.	Sh. Paarinder Singh	Judicial Magistrate Ist Class, Jind	16.09.2024 to 23.09.2024
4.	Sh. Vivek Singh	Addl. Civil Judge (Sr. Divn.)/JMIC, Jind	24.09.2024 to 30.09.2024
<b><u>SUB DIVISION, NARWANA</u></b>			
1.	Sh. Sandeep Kumar	Sub Divisional Judicial Magistrate, Narwana	01.09.2024 to 15.09.2024
2.	Sh. Ashwani Gupta	Judicial Magistrate Ist Class, Narwana	16.09.2024 to 30.09.2024
<b><u>SUB DIVISION, SAFIDON</u></b>			
1.	Sh. Amandeep	Sub Divisional Judicial Magistrate, Safidon	01.09.2024 to 15.09.2024
2.	Sh. Amit Nain	Judicial Magistrate Ist Class, Safidon	16.09.2024 to 30.09.2024

1. In case any officer on duty has to proceed to official tour or on emergency leave, the entire duty work shall be done by the next officer on duty during the court hours and after court hours. In case any judicial officer is on official tour on Sunday or holiday, the duty work shall be performed by the next judicial officer on duty. The officer proceeded on such tour/leave shall duly intimate in writing to the next learned Duty Magistrate.

2. **In case any duty work is received after court hours same shall be dealt with by the concerned Illaqa Magistrate if he/she is on station and not by the Duty Magistrate. The Duty Magistrate shall deal with the duty work only if the concerned Illaqa Magistrate is not on station for any reason and intimation of the same has been sent to the Duty Magistrate.**

3. In case any officer on duty has to proceed on casual leave or station leave on any working day, holiday or after Court hours, he/she shall make suitable arrangement for duty work with some other judicial officer at his/her own level with prior permission of learned District & Sessions Judge, Jind under intimation to the undersigned along-with original consent of the concerned judicial officer.

4. The affidavits of the witnesses deposing before the learned Court of Sessions, pertaining to the Sub Divisions of Sessions Division, Jind shall be attested by the Duty Magistrate at Jind. It is made clear that the affidavit of any person whose evidence is of formal character as provided under Section 296 Cr.P.C. shall be attested by the respective court in which the witness is deposing.

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

6. The duty Magistrate shall also perform protocol duty during his/her duty period under the supervision of the Chief Judicial Magistrate and in his/her absence under the supervision of Addl. Chief Judicial Magistrate at Head-quarter and under the supervision of Sub Divisional Judicial Magistrate at Sub Divisions level in the jurisdiction of Sessions Division, Jind.

The duty work of the judicial officers shall start from court hours and not from midnight. The timing of the court hours for summers/winters has already been prescribed by Hon'ble Punjab and Haryana High Court, Chandigarh.

Note: If both/all the officer at Sub-Division Narwana/Safidon happened to be on leave of any kind on any working day/holiday (with prior permission of the learned District & Sessions Judge, Jind), the duty work (including receiving of FIR, recording of statement under Section 164 Cr.P.C., Superdari matters, bail matters, receiving of challan etc. pertaining to Sub Division, Narwana/Safidon shall be looked after by the Duty Magistrate working at District Head Quarter, Jind.

SOV

(Jasbir)

Chief Judicial Magistrate,  
Jind.