Amended Duty Roster for the Month of November, 2025

As Intimation regarding nomination for attending 5 days Special Course on "Digital Forensics and Cyber Security" in National Forensic Science University, Delhi Campus from 24.11.2025 to 28.11.2025 received from Sh. Vineet Kumar, Ld. JMIC, Jhajjar, vide letter no. 862 dated 01.11.2025. As per above-information the amended Duty work for the month of November, 2025 shall be performed by the Learned Judicial Officers during the period shown against their names, as approved by Ld. District and Sessions Judge, Jhajjar.

Name of officers	Period of Duty
1. Ms. Meenu, ACJM, Jhajjar	01.11.2025 to 02.11.2025
2. Dr. Monika Khanagwal, CJM, Jhajjar	03.11.2025 to 04.11.2025
3. Sh. Ravi, JMIC, Jhajjar	05.11.2025 to 10.11.2025
4. Sh. Vineet Kumar, JMIC, Jhajjar	11.11.2025 to 20.11.2025
5. Sh. Jitesh Kumar, JMIC, Jhajjar	21.11.2025 to 30.11.2025

Bahadurgarh

1. Sh. Vivek Tomar, SDJM, Bahadurgarh	01.11.2025 to 06.11.2025
2. Ms. Suman, JMIC, Bahadurgarh	07.11.2025 to 14.11.2025
3. Ms. Aashima Garg, JMIC, Bahadurgarh	15.11.2025 to 22.11.2025
4. Ms. Manisha, JMIC, Bahadurgarh	23.11.2025 to 30.11.2025

In case any judicial Magistrate, who is the Duty Magistrate proceeds on leave on any working day; he she shall intimate in writing to the next Duty Magistrate about his/her leave under intimation to the undersigned and Ld. District and Sessions Judge Jhajjar and the next officer in duty roster shall be the Duty Magistrate.

In case any Judicial Magistrate,who is the duty Magistrates proceeds on leave on any Sunday or holiday, or after court hour he/she shall make an alternate arrangement for duty work in his/her absence and obtain consent of the officer in writing under intimation & prior approval of Ld District and Sessions Judge Jhajjar. An intimation in this regard shall also be communicated by the officer to the undersigned. In case the CJM/ACJM are busy in protocol duties/official meetings the next presiding officer on duty shall do the duty work.

In case the Duty Magistrate and the next Duty Magistrate happens to be on leave or is otherwise absent, then the duty work shall be attended by the officer available on station next junior to Duty Magistrate.

In case all the Magistrates at Bahadurgarh are on leave, they shall make alternative arrangement for performance of duty work after proper intimation in writing to Ld District and Sessions Judge Jhajjar along with the Duty Magistrate at Jhajjar and the undersigned.

The duty roster has been prepared according to directions of Hon'ble High Court, Punjab and Haryana. Chandigarh, issued vide letter no 2020/Gaz.II dated 22.01.1993. and in compliance of letter no. 6067 Dated 01.05.2020 and letter no. 6191 dated 02.05.2020 of Ld. District & Sessions Judge, Jhajjar. In case the duty roster for next month is not prepared, the present roster shall be considered as such.

As conveyed by the Registrar General, Hon'ble Punjab and Haryana High Court, through letter No. 42423/Gaz.II(17) dated 28.10.2010, the Area Magistrates shall strictly attend to all kinds of matters i.e the remand matters, receiving of special reports, production of case property etc. relating to the area of jurisdiction failing in the police station allotted to them, even beyond Court hours, on all court working days, and they are at station.

The duty period on a particular day shall be up-to beginning of the court hours on the next day.

(Dr. Monika Khanagwal)
Chief Judicial Magistrate
Jhajjar

No. 1327 Dated 04-11-25

Copy is forwarded to the following for information please.

1 The Ld. District & Sessions Judge, Jhajjar.
2 The Ld. A.C.J.M, Jhajjar.
3 Sh. Ravi, Ld. JMIC, Jhajjar.
4 Sh. Jitesh Kumar, Ld. JMIC, Jhajjar
5 Sh. Vineet Kumar, Ld. JMIC, Jhajjar
6 Sh. Vivek Tomar, Ld. SDJM Bahadurgarh.
7 Ms. Aashima Garg, JMIC, Bahadurgarh
8 Ms. Suman, Ld. JMIC, Bahadurgarh
9 Ms. Manisha, Ld. JMIC, Bahadurgarh
10 The Commissioner of Police Jhajjar.
11 The District Attorney Jhajjar
12 The President Bar Association Jhajjar.
13 The President Bar Association Bahadurgarh.
14 The Superintendent, District Jail Jhajjar.
15 The System Officer/S.A Jhajjar.

(Dr. Monika Khanagwal)
Chief Judicial Magistrate,
Jhajjar