OFFICE OF THE CHIEF JUDICIAL MAGISTRATE: WEST DISTRICT: TIS HAZARI COURTS, DELHI

LINK ROSTER OF JUDICIAL MAGISTRATES FIRST CLASS

In supersession of this office earlier order No. 3099-3152/CJM(West) LR/2025 dated 24-11-2025, following changes are hereby made in the Link Roster of Ld. Judicial Magistrates First Class, West District, Delhi with effect from 05-05-2026:-

Link Roster of Judicial Magistrates First Class, West District, Delhi

Sr No.	Name of the Judicial Magistrate First Class	Room No.	Link	Name of the Judicial Magistrate First Class	Room No.
1	Ms. Renu, JMFC-10	345	<=>	Ms. Shraddha Srivastava, JMFC-09	02 (CBA-II)
2	Sh. Gaurav Ujjwal, JMFC (N I Act)-01	03 (CBA-I)	<=>	Ms. Komal Garg, JMFC-03	292
3	Sh. Tanmay Batham, JMFC(N I Act)-03	103 (CBA-II)	<=>	Sh. Ankur Panghal, JMFC-05	336A
4	Sh. Komal, JMFC-01	341	<=>	Sh. Gaurav Singal, JMFC-06	355
5	Ms. Disha Langan, JMFC(Mahila Court)-05	353	<=>	Ms. Deepika Goyal Shokeen, JMFC (Mahila Court)-03	245
6	Ms. Sheetal Rani, JMFC-12	152	<=>	Sh. Ankit Karan Singh, JMFC-08	30
7	Ms. Chhavi Bansal, JMFC(Mahila Court)-04	252	<=>	Ms. Shruti Sharma-II, JMFC(Mahila Court)-02	158
8	Sh. Shashank Nandan Bhatt, JMFC-02	356	<=>	Ms. Surabhi Sethi, JMFC (N I Act)-02	102 (CBA-II)
9	Ms. Atisha jain, JMFC (Digital Traffic Court)	102(Extn Block)	<=>	Ms. Poonam Singh, JMFC (N I Act)-04	04 (CBA-I)
10	Ms. Moksha Bains, JMFC-11	31	<=>	Sh. Vikas Madaan, JMFC-07	289
11	Ms. Shivangi Mangla, Ld. JMFC(NI Act-05)	508 Extn. Block	<=>	Sh. Anshul Singhal, JMFC-04	268
12	Ms. Jyoti Nain, JMFC(Mahila Court)-01	358	<=>	Ms. Anamika, JMFC(Mahila Court)-06	349

Notes:-

01. Whenever any Judicial Magistrate First Class, is on leave or busy in remand proceedings in Hospitals etc. or is not available due to any reason, his/her work shall be looked after by the link Judicial Magistrate First Class, shown against his/her name in the opposite column. In case both the said Judicial Magistrates First Class are on leave or not available for any reason, the Judicial Magistrate First Class, whose name is mentioned immediately below the name of the Judicial Magistrates First Class, concerned shall work as next link Judicial Magistrate First Class and shall look after the work of court of Judicial Magistrate First Class whose name finds mention above his/her name.

01(A) In case even the next link Judicial Magistrate First Class mentioned immediately below the name of concerned Judicial Magistrate First Class is on leave or not available, the Judicial Magistrate First Class whose name finds mentioned immediately below thereafter shall work as next link Judicial Magistrate First Class for such duration and so on and so forth. The two Judicial Magistrate First Class mentioned in the first horizontal line shall be deemed to be Judicial Magistrate First Class placed immediately below the two Judicial Magistrate First Class mentioned in the last horizontal line in the roster for the above purpose.

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02 The Duty JMFC of the day shall not ordinarily work as Link Magistrate on the day of her/his duty except when assigned by the undersigned. If such work of an officer comes to her/him, it shall be put up before the second Link Magistrate of such officer without any formal marking.

LINK WORK OF CJM(WEST) COURT :-

03 In the absence or non availability of undersigned being on leave or otherwise Sh. Anshul Singhal, Ld. JMFC-04, West District, Delhi shall dispose off all the judicial work of the court of undersigned on all days. In the absence of Sh. Anshul Singhal, Ld. JMFC-04, West District, Delhi same shall be looked after by Ms. Renu, Ld. JMFC-10, West District, Tis Hazari Courts Delhi. In the absence of both JMFC(s), the said work shall be looked after by the concerned Duty Magistrate.

03A All the Misc. applications of PS Cyber Crime pertaining to the court of undersigned (other than separate bail applications and remand applications) shall be disposed by Ms. Renu Ld. JMFC-10, West District, Delhi and in case she is not available, the said work shall be looked after by Sh. Tanmay Batham, Ld. JMFC (NI Act)-03, West District, Delhi. In the absence of above said Ld. JMFC(s) the said work shall be looked after by the concerned Duty Magistrate.

03B All the Misc. applications pertaining to the court of undersigned of PS EOW and P.S. Crime Branch (other than separate bail applications and remand applications) and all remand applications pertaining to P.S. Cyber Crime shall be disposed by Ms. Udita Jain Garg, Ld. ACJM, West District, Delhi and in case she is not available, the said work shall be looked after by Ms. Moksha Bains, Ld. JMFC-11 West District, Delhi. In the absence of Ms. Moksha Bains, Ld. JMFC-11, West District, Delhi the said work shall be looked after by Sh. Anshul Singhal, Ld. JMFC-04, West District, Delhi. In the absence of above said Ld. JMFC(s) the said work shall be looked after by the concerned Duty Magistrate.

03C All the Misc. applications including application for judicial custody and police custody pertaining to the court of undersigned of P.S. Kirti Nagar shall be looked after by Sh. Tanmay Batham, Ld. JMFC (NI Act)-03, West District, Delhi and in case he is not available, the said work shall be looked after by Ms. Anamika, Ld. JMFC (Mahila Court)-06, West District, Delhi. In the absence of above said Ld. JMFC(s) the said work shall be looked after by the concerned Duty Magistrate.

03(D) In the absence or non availability of undersigned being on leave or otherwise, administrative work of the office of undersigned, SARFAESI ACT-2002, & Transit Remand applications shall be looked after by Ld. Addl. Chief Judicial Magistrate, West District, Delhi. In the absence of undersigned & Ld. ACJM, West District, Delhi the said work shall be looked after by the senior most Judicial Magistrate First Class, West District, Delhi. (As per the order bearing no. 38842-38881/PS/PD&SJ/West/Delhi/2023 dated 25-10-2023 issued by the Ld. Principal District and Sessions Judge, West District, Delhi.)

LINK WORK OF ACJM(WEST) COURT :-

04 In the absence or non availability, or being on leave or otherwise busy with the administrative work, the work of Ld. Addl. Chief Judicial Magistrate, West District, Delhi shall be looked after by Sh. Shashank Nandan Bhatt, JMFC-02 West District, Delhi. In the absence of Sh. Shashank Nandan, Bhatt, Ld. JMFC-02, West District, Delhi, the said work shall be looked after by Ms. Moksha Bains, Ld. JMFC -11, West District, Delhi. In the absence of above said JMFC(s) the said work shall be looked after by the concerned Duty Magistrate.

05 The Link Judicial Magistrate First Class besides fixing dates will also do other misc. work including recording of evidence of the court on leave (except passing final judgement), depending purely on availability of time and volume of work fixed in their own court.

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06 The Link Judicial Magistrate First Class shall first come to the court of Ld. Judicial Magistrate First Class on leave, personally adjourn the matter listed, dispose of misc. application and then start the work of her/his own court.

07 In order to avoid delay in regulation of the court work, Ld. Judicial Magistrate First Class shall issue instructions making it the responsibility of their respective Reader/Ahlmads/Steno (in that order) to intimate in writing to the office of the undersigned by 10:15 AM positively on the date when presiding officer happens to be on leave or not available for any reason.

08 In any case, the Link JMFC shall commence work in the concerned court when presiding officer is on leave by 10:30 AM. In case where a particular officer is expected to work as Link JMFC, in more than one court on a given day, he/she shall suitably instruct the Reader of such court to inform the litigants and Bar about the time when the Link JMFC would be coming to such other court. (refer circular No. 5958-6040/CMM/99 dated 19-07-1999)

CLAUSE FOR PLEA BARGANING COURTS:-

09 The application of plea bargaining shall be assigned by Ld. JMFC to her/his Link JMFC as per link roster. The case file shall be sent to the court of Link JMFC for fixing of date of appearance before the Link Court. The assignee JMFC shall act as "Plea Bargaining Court" for such case till disposal of the plea bargaining and after completion of plea bargaining proceedings, the case file shall be sent back to the concerned court directly. All summons/notice in respect of Plea Bargaining application shall be issued by the Ahlmad of the Plea Bargaining Court. In case of absence of Ld. Judicial Magistrate First Class of Plea Bargaining court during continuation of such proceedings, the matter shall simply be adjourned for short period by the Link Judicial Magistrate First Class of the "Plea Bargaining Court".

09(A) In case the Plea Bargaining succeeds, the entire file (including the Plea Bargaining proceedings, the Judgement and the order on sentence which shall form part of record) shall be returned directly by the Link JMFC(assignee court) to the concerned court for further proceedings if required and it shall be consigned to Record Room by the concerned Trial Court.

09(B) In case the Plea Bargaining fails, only the record of Trial Court shall be returned to the said court (without Plea Bargaining proceedings) directly for further proceedings in the matter. The Plea Bargaining proceeding shall not form part of the judicial record and shall be consigned to record separately by the Ahlmad of the Link JMFC (Assignee Court),

09(C) The Ahlmads of all magisterial Courts shall maintain proper record and data with respect to the Plea Bargaining matters, for being used in future, as and when required.

09(D) All Ld. JMFC(s) shall try to ensure that Plea Bargaining applications are disposed of within three months of the same being assigned to them.

10 It is clarified that, in case of exigences, miscellaneous work can be assigned to any of the Ld. JMFC, West for smooth functioning of court of West District Delhi.

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Application for recording statement U/s 183 BNSS (u/s 164 Cr. P.C.), TIP of accused/ Case Property & Sampling under the NDPS Act

11(A) Application for recording of statement u/s 183 BNSS (statement U/s 164 Cr. P.C.) in non sexual offences cases & application for TIP of accused, case property and sampling moved before the area JMFC, West shall be marked by her/him to the first Link Judicial Magistrate as stated here in above. Statements of Prosecutrix in Rape or any other sexual offences be placed directly before Female Link JMFC skipping Male Link JMFC in between as per the link roster of JMFC(s).

11(B) If the first Link JMFC is on leave or absent on account of having gone for some official duty such application shall be made over by the area JMFC to the next Link JMFC and so on as per table mentioned above.

11(C) If the area Judicial Magistrate First Class is on leave or absent, his/her link Judicial Magistrate First Class or in case of absence even of later his/her next link Judicial Magistrate First Class shall deal with the application in the same manner deeming it to have been made over to him / her formally in terms of direction No. (A) and (B) (Supra). For removal of doubts it is clarified that in such situations formal marking order shall not be necessary, nor awaited by the Link Judicial Magistrate First Class or next Judicial Magistrate First Class (as the case may be) who shall proceed to record the statement u/s 183 BNSS (statement U/s 164 Cr. P.C.) or to conduct TIP.

11(D) All Ld. JMFC (s) West are directed to make all endeavours to dispose of applications for recording of statement u/s /s 183BNSS (u/s164 Cr. P C) assigned to them, on the same date. It should not be ordinarily returned back to the undersigned for marking to someone else citing heavy cause list or multiple statements to be recorded, except in compelling and extraordinary circumstances as it causes undue hardship to the victims.

11(E) All Ld. JMFC(s) are further directed that the statements of child witness U/s183 BNSS (U/s 164 Cr.P.C) be mandatorily recorded in the designated room No. 254, 2nd Floor and all procedural guidelines be strictly complied with. (reference No. 38198-276/Circular/2012/Genl./Delhi dated 04-09-2012 issued by the Ld. District and Sessions Judge Delhi).

11(F) Application for statement U/s 183 BNSS (U/s 164 Cr. P.C) of any child/ victim less than 18 year pertaining to POCSO Act will be marked by the undersigned. In the absence of the undersigned, the same will be marked by Ld. ACJM, West District, Delhi and in the absence of both, the same will be marked by the concerned Duty Magistrate. The concerned JMFC while recording statements U/s 183 BNSS (U/s 164 Cr. P.C.) shall keep in mind the provisions of Section 25 & 26 of the Protection of Children from Sexual Offences Act, 2012 which broadly provide accompanying of Parents / representative, confidentiality, taking assistance of translates / interpreter if required & in case of mentally or physically challenged persons audio-video recording, subject to availability of such means.

11(G) Where the existing Link Magistrate has fixed a particular date for recording certain proceedings like TIPs of case property etc. proceedings shall be conducted by her/him only on date so fixed, so as to avoid inconvenience to litigants.

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11(II) Application for TIP of accused persons, TIP of case property and application for recording statement u/s 183BNS (U/s 164 Cr.P.C.) where case pertains to Juvenile Justice Board-III of West District, (Hon'ble High Court of Delhi order no. 43/DHC/Gaz./G-7/VI.E.2(a)2018 dated 23.05.2018) the same shall be placed before the court of Sh. Gaurav Ujjwal, JMFC (NI Act)-01, West District, Delhi. In the absence of Sh. Gaurav Ujjwal, Ld. JMFC (NI Act)-01, West District, Delhi this part of work shall be looked after by his First Link JMFC. In the absence of first link JMFC, this part of the work shall be look after by the second Link JMFC and so on and so forth as per table mentioned above.

(VASUNDHARA AZAD)
Chief Judicial Magistrate
West District, Delhi

No. 720-774 CJM(West)/I.R/2026 Dated, Delhi the 04-5-2026

Copy forwarded for information and necessary action to:-

01. The Hon'ble Registrar General, High Court of Delhi, New Delhi
Through Ld. Principal District & Sessions Judge, (West),Delhi
02. The Ld.Principal District & Sessions Judge, (HQ), Delhi
03. The Ld. Principal District & Sessions Judge, (West), Delhi
04. The Ld. Principal District & Sessions Judge all district Delhi/New Delhi
05. The Ld. officer Incharge, Pool Car, Tis Hazari Courts, Delhi
06. The Ld. Chief Judicial Magistrate, all District, Delhi/New Delhi.
07. The Addl. Chief Judicial Magistrate & all Judicial Magistrate First Class , West District, THC, Delhi.
08. The Director of Prosecution, Tis Hazari Courts, Delhi.
09. The Commissioner of Police, Delhi
10. The I G (Prison), Tihar Jail, Delhi/New Delhi.
11. The Secretary, Bar Association, Tis Hazari Courts, Delhi
12. The Supdt. Jail, Tihar/ Rohini/Mandoli New Delhi/Lock-Up Incharge, Tis Hazari Courts, Delhi
13. Law Officer, Tihar Jail, Delhi/New Delhi.
14. For Uploading on centralized web-site through LAYERS
15. The Video Conferencing, R. No. 254, Tis Hazari Courts, Delhi.
16. The Reader to the court of undersigned.
17. The Cash Branch, West District, Tis Hazari Courts, Delhi.
18. P.S. to Ld. Principal District and Sessions , West District, Delhi
19. Office file.

Chief Judicial Magistrate
West District, Delhi