

SHe-Box

**Getting Started Guide**

**SHe-Box**  
**MINISTRY OF WOMEN & CHILD DEVELOPMENT**

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## 1. Introduction

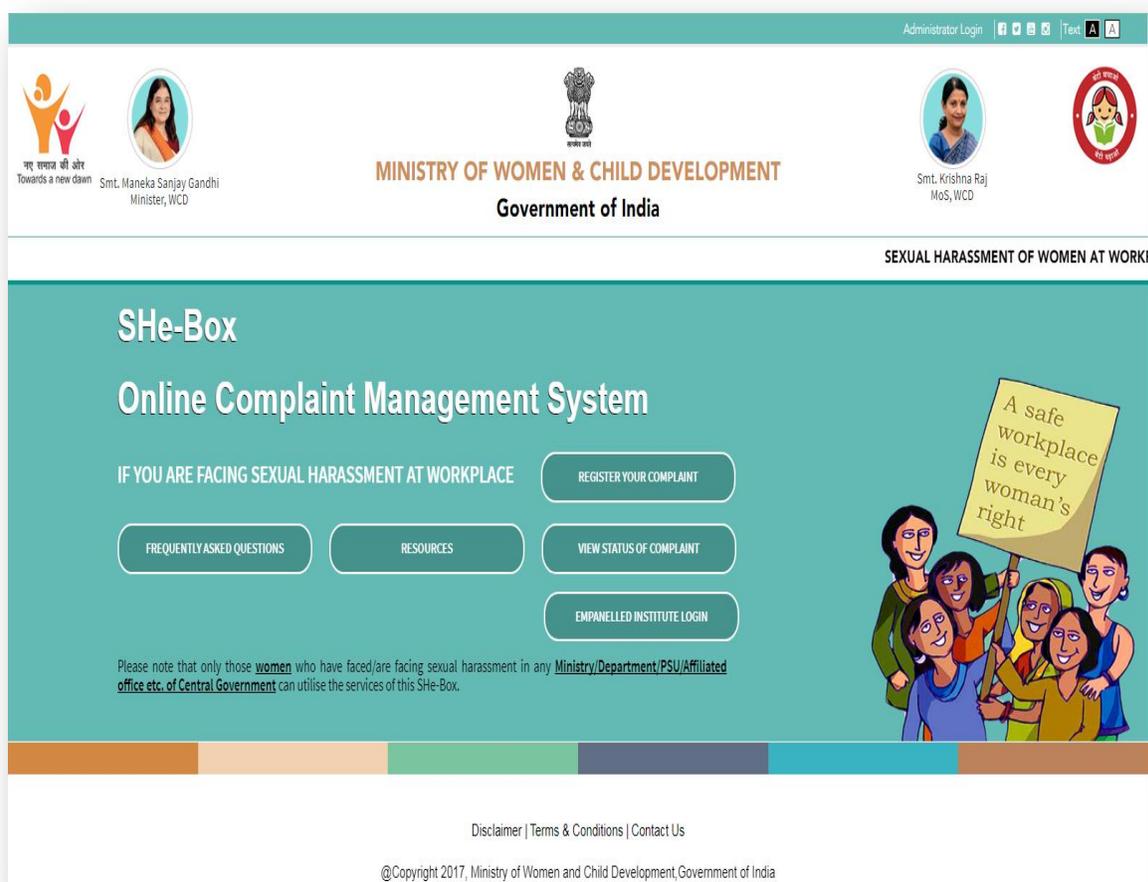
SHe-Box is an online portal of Complaint Management System for lodging complaints related to workplace sexual harassment.

Any woman working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) can file complaint related to workplace sexual harassment through this SHe-Box.

Through this SHe-Box, any woman who has faced or is facing sexual harassment while working with Central Government (in any capacity whatsoever, add hyperlink of the Handbook) or visiting any office of Central Government may lodge her complaint through internet facility. The complainant can also view the **status of her complaint** periodically. Those who had already filed a written complaint with the concerned Internal Complaint Committee (ICC) are also eligible to file their complaint through this SHe-Box

Open the URL: <http://www.wcd-sh.nic.in/> any browser or device to access the “SHe-Box” application.

The Home page will appear:



The screenshot displays the homepage of the SHe-Box Online Complaint Management System. The header features the Ministry of Women & Child Development logo, the Government of India emblem, and the name of the Minister, Smt. Maneka Sanjay Gandhi. The main content area includes the title 'SHe-Box Online Complaint Management System' and a central message: 'IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE'. Below this, there are five interactive buttons: 'REGISTER YOUR COMPLAINT', 'VIEW STATUS OF COMPLAINT', 'FREQUENTLY ASKED QUESTIONS', 'RESOURCES', and 'EMPANELLED INSTITUTE LOGIN'. A cartoon illustration of women holding a sign that reads 'A safe workplace is every woman's right' is positioned on the right side. A disclaimer at the bottom states that only women who have faced or are facing sexual harassment in any Ministry/Department/PSU/Affiliated office etc. of Central Government can utilize the services of this SHe-Box. The footer contains links for Disclaimer, Terms & Conditions, and Contact Us, along with the copyright notice: ©Copyright 2017, Ministry of Women and Child Development, Government of India.

Home Page contains following tab:-

- Register Your Complaint
- Frequently Asked Questions
- Resources
- View Status of Complaint

## 2. Register Your Complaint

Before file a complaint through SHe-Box, user should have a valid email id and a mobile number. To register a Complaint, click on “Register Your Complaint” tab.

The screenshot displays the homepage of the SHe-Box Online Complaint Management System. At the top, there is a header with the Ministry of Women & Child Development logo and the Government of India emblem. Below this, the text "MINISTRY OF WOMEN & CHILD DEVELOPMENT" and "Government of India" is centered. To the right, there is a profile picture of Smt. Krishna Raj, MoS, WCD. The main content area features the title "SHe-Box Online Complaint Management System" and the text "IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE". Below this text are four buttons: "REGISTER YOUR COMPLAINT", "FREQUENTLY ASKED QUESTIONS", "RESOURCES", and "VIEW STATUS OF COMPLAINT". A red arrow points to the "VIEW STATUS OF COMPLAINT" button. To the right of the buttons is an illustration of a group of women holding a sign that reads "A safe workplace is every woman's right". Another red arrow points to this illustration. At the bottom, there is a footer with the text "Disclaimer | Terms & Conditions | Contact Us" and "@Copyright 2017, Ministry of Women and Child Development, Government of India".

Administrator Login




Smt. Maneka Sanjay Gandhi  
Minister, WCD



MINISTRY OF WOMEN & CHILD DEVELOPMENT  
Government of India



Smt. Krishna Raj  
MoS, WCD



SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

## SHe-Box

### Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

REGISTER YOUR COMPLAINT

FREQUENTLY ASKED QUESTIONS

RESOURCES

VIEW STATUS OF COMPLAINT

EMPANELLED INSTITUTE LOGIN

Please note that only those **women** who have faced/are facing sexual harassment in any **Ministry/Department/PSU/Affiliated office etc. of Central Government** can utilise the services of this SHe-Box.



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Registration form will appear as shown in below screen:-

# Register Your Complaint



[Home](#)

## Online Complaint Form

**Name of the Complainant \***

Enter Name of the Complainant

**Designation \***

Enter Designation

**Mobile Number**

Enter Mobile No.

**Email \***

Enter email

**Aadhar Number**

Enter Aadhar Number

**Ministry/Organization \***

Select Ministry/Organization

**Dept./Attached Office/Sub-ordinate Office/PSU**

Select

**Name of Accused/Respondent \***

Name of Accused

**Designation of Accused/Respondent \***

Designation of Accused

**Working relationship with Accused/Respondent \***

Working relationship with Accused

**Have you registered your complaint with ICC \***

Yes  No

**Brief Description \***

Brief Description

**Enter Text Here \***

SFvAK



Enter text

Submit

Reset

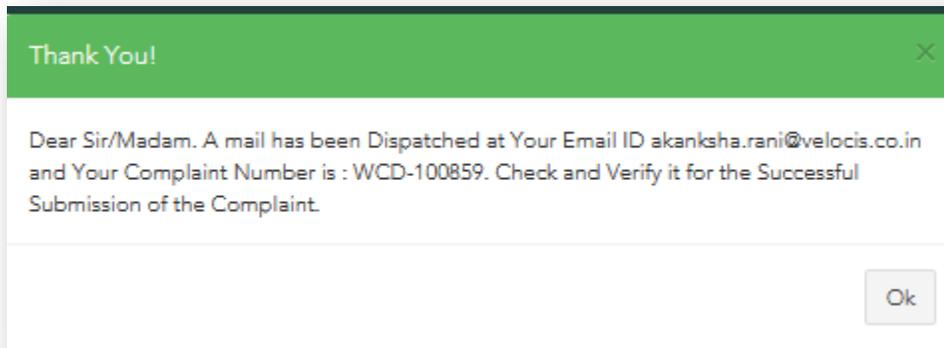
- Fill the mandatory fields and click on Submit button

[Home](#)

### Online Complaint Form

<b>Name of the Complainant *</b> <input type="text" value="Reena"/>	<b>Designation *</b> <input type="text" value="Engineer"/>	<b>Mobile Number</b> <input type="text" value="9898989898"/>
<b>Email *</b> <input type="text" value="sunaina5301@gmail.com"/>	<b>Aadhar Number</b> <input type="text" value="Enter Aadhar Number"/>	<b>Ministry/Organization *</b> <input type="text" value="Ministry of Agriculture and Farmers Welfare"/>
<b>Dept./Attached Office/Sub-ordinate Office/PSU</b> <input type="text" value="Department of Agriculture, Cooperation and Farn"/>	<b>Name of Accused/Respondent *</b> <input type="text" value="R.K"/>	<b>Designation of Accused/Respondent *</b> <input type="text" value="CEO"/>
<b>Working relationship with Accused/Respondent *</b> <input type="text" value="Senior"/>	<b>Have you registered your complaint with ICC *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Brief Description *</b> <input type="text" value="Crime"/>		
<b>Enter Text Here *</b> <input type="text" value="SFvAK"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/>		

After click on Submit button, confirmation message will display on Home page as shown in figure below:-



Now user will login into Email Id which he/she has provided into Registration form. In Email ID link "Confirm my email and create my account "will appear to create a password as shown in below screen:-

## Welcome to Ministry of Women and Child Development, GOI

Please confirm your email address.

You are almost there! Please note that your User Id is your email id. Please click the link below to verify your complaint and generate password.

Complaint Number is : WCD-100859

[Confirm my email and create my account! »](#)

Having trouble? Please email to (ask@ebox.com).

Ministry of Women and Child Development, GOI

On click on Link, form will appear to create a password.

### ALMOST THERE!

Hello yashpalsharma55@yahoo.com. Your username is yashpalsharma55@yahoo.com

Please enter a password to begin using the site.

**(Password must have at least one lowercase letter, one uppercase letter, one number, one special character and minimum 8 characters)**

After creating password user account will get create and user will be able to **know the status of complaint.**

### 3. View Status of Complaint

After registering Complaint, complainant can view the status of filed complaint.

Administrator Login



Smt. Maneka Sanjay Gandhi  
Minister, WCD

**MINISTRY OF WOMEN & CHILD DEVELOPMENT**  
Government of India



Smt. Krishna Raj  
MoS, WCD

SEXUAL HARASSMENT OF WOMEN AT WORK

## SHe-Box

### Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

REGISTER YOUR COMPLAINT

FREQUENTLY ASKED QUESTIONS

RESOURCES

VIEW STATUS OF COMPLAINT

EMPANELLED INSTITUTE LOGIN

A safe workplace is every woman's right

Please note that only those women who have faced/are facing sexual harassment in any Ministry/Department/PSU/Affiliated office etc. of Central Government can utilise the services of this SHe-Box.

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- Click on “View status of Complaint” tab. Login form will appear as shown in below figure:-

## Status of Your Complaint

Home

View Status of Your Complaint

User Name \* Password \*

Username Password

Captcha \*

ZRseM

Submit Reset

[Forgot Password!](#)

- Enter User Name (Email ID)
- Enter Password
- Enter Captcha Code

# Status of Your Complaint

## View Status of Your Complaint

User Name \*

akanksha.rani@velocis.co.in

Password \*

••••••••

Captcha \*



ZRseM

Submit

Reset

[Forgot Password!](#)

- Click on Submit button, Complaint Status will appear



नए समाज की ओर  
Towards a new dawn



सत्यमेव जयते



बेटी बचाओ  
बेटी पढ़ाओ

## MINISTRY OF WOMEN & CHILD DEVELOPMENT

### Government of India

Logout

### Complaint Status

Show  entries Search:

S.No.	Name of Complainant	Complaint Number	Brief Description	Action Undertaken
1	Reena	WCD-100859	Crime	Pending

Showing 1 to 1 of 1 entries Previous  Next

## 4. NodalLogin

To which ministry user has filed a complaint; Nodal officer of that ministry will login to update the status of complaint.

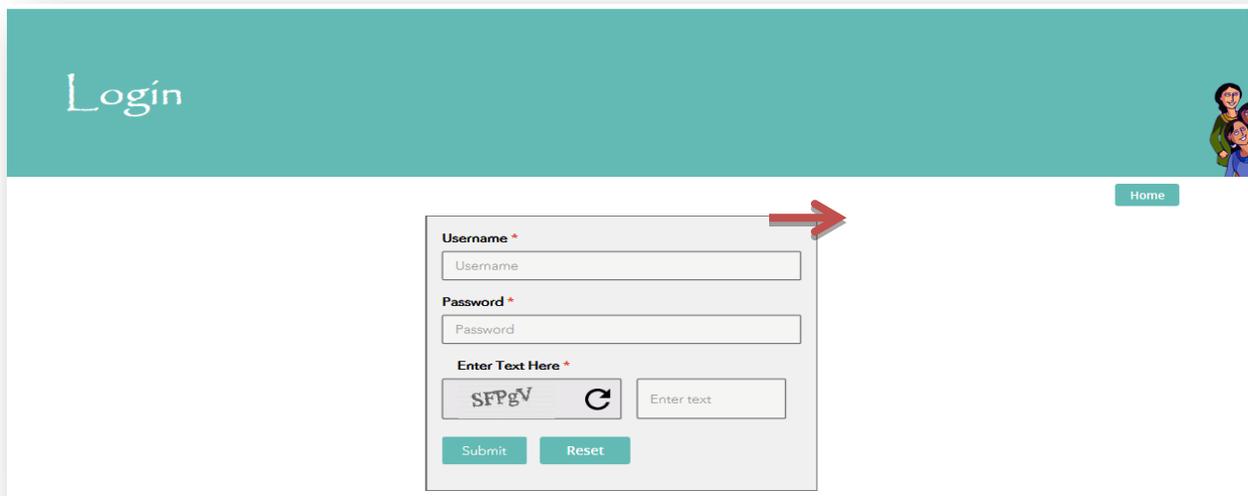
As for now user has filed a complaint to “Ministry of Agriculture and Farmer Welfare” so nodal office of

this ministry will login.

To login, click on Administrator login on home page



Login Form will appear.



- Enter User Name
- Enter Password
- Enter Captcha Code

**Username \***

**Password \***

**Enter Text Here \***

- Click on Submit button, Dashboard will appear



Four Tabs has been provided on Dashboard

- All
- Disposed
- Pending
- New

a) **All** – All those complaint which complainant has filed for “Ministry of agriculture and Farmer Welfare” ministry will appear here.

Ministry of Agriculture and Farmers Welfare Back Dashboard Logout

Date  Month  Year  Search Reset

**All Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Designation	Brief Description	Status
1	Sandeep	WCD-324102	soft	erfgserrfgre	Pending
2	rtyt	WCD-744825	rtyty	dsgser	Pending
3	ghdth	WCD-841364	fdghht	sdfasdfs	Pending
4	sdgfsefgerf	WCD-301840	sfwe	sdfasdfsad	Pending
5	sdfasf	WCD-767688	sdfasdfs	sdfasdfsad	Pending
6	Sandeep	WCD-388167	soft	dfgdfsgsdfgsdf	Pending
7	Yashpal	WCD-340373	Software	sdfsafasdfs	Pending
8	Reena	WCD-132446	Engineer	Crime	Pending
9	Reena	WCD-100859	Engineer	Crime	Pending

**Note:** - User can search the particular complaint by filling data in Date, Month & Year fields.

- b) **Disposed** – In this tab, list of disposed application will appear. List of those application whose status Nodal Officer has been set as “Disposed” will appear here:-

Ministry of Agriculture and Farmers Welfare Back Dashboard Logout

Date  Month  Year  Search Reset

**Disposed Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Designation	Brief Description	Status
1	Kiana	WCD-755626	Engineer	Crime	Disposed

Showing 1 to 1 of 1 entries Previous  Next

- c) **Pending** – In this tab list of pending application will appear. Here Nodal Officer can update the status of Complaint.

Ministry of Agriculture and Farmers Welfare 
[Back](#) [Dashboard](#) [Logout](#)

Date:  Month:  Year:  
[Search](#) [Reset](#)

**Pending Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Designation	Brief Description	Action
1	Isha	WCD-720772	Teacher	Testing	<a href="#">Update Status</a>
2	Yashpal	WCD-510881	software	test	<a href="#">Update Status</a>
3	Sandeep	WCD-324102	soft	erfgserrfgr	<a href="#">Update Status</a>
4	rtyt	WCD-744825	rtyty	dsgser	<a href="#">Update Status</a>
5	ghdth	WCD-841364	fdghht	sdafasdf	<a href="#">Update Status</a>
6	sdgfsetgerf	WCD-301840	sfwe	sdfasdfasd	<a href="#">Update Status</a>
7	sdfasf	WCD-767688	sdfasdf	sdfasdfasd	<a href="#">Update Status</a>
8	Sandeep	WCD-388167	soft	dfgdfsgsdfgsdf	<a href="#">Update Status</a>
9	Yashpal	WCD-340373	Software	sdfasafasf	<a href="#">Update Status</a>
10	Reena	WCD-132446	Engineer	Crime	<a href="#">Update Status</a>

- To update status of Complaint, click on “Update Status” link

Ministry of Agriculture and Farmers Welfare 
[Back](#) [Dashboard](#) [Logout](#)

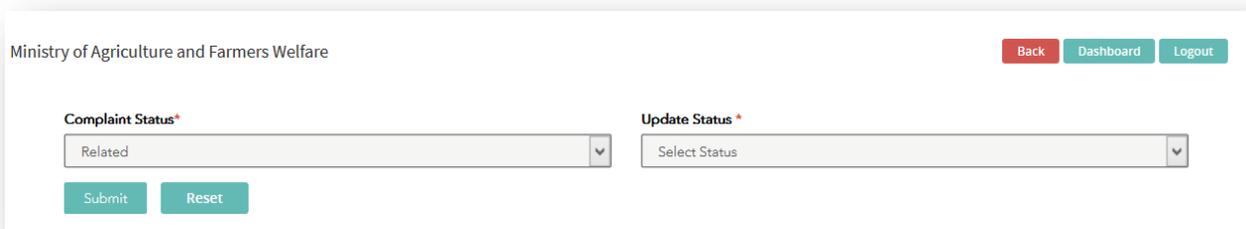
**Complaint Status\***

[Submit](#) [Reset](#)

There are two dropdown value provided under “Complaint Status” field as shown in figure below:-



- If user Select Complaint Status as “Related” then another dropdown field “Update Status” will appear



There are two dropdown value provided under “Update Status” field as shown in figure below:-

Ministry of Agriculture and Farmers Welfare

Back Dashboard Logout

Complaint Status\*

Related

Update Status\*

Pending

Select Status

Pending

Disposed

Please fill in the details such as last meeting held, action taken uptill now etc.\*

Submit Reset

- If User Select Update Status as “Pending” then another field “Please fill in the details such as last meeting held, action taken uptill now etc.\*” will appear.

Ministry of Agriculture and Farmers Welfare

Back Dashboard Logout

Complaint Status\*

Related

Update Status\*

Pending

Please fill in the details such as last meeting held, action taken uptill now etc.\*

Submit Reset

- User will fill the details.

Ministry of Agriculture and Farmers Welfare

Back Dashboard Logout

Complaint Status\*  
Related

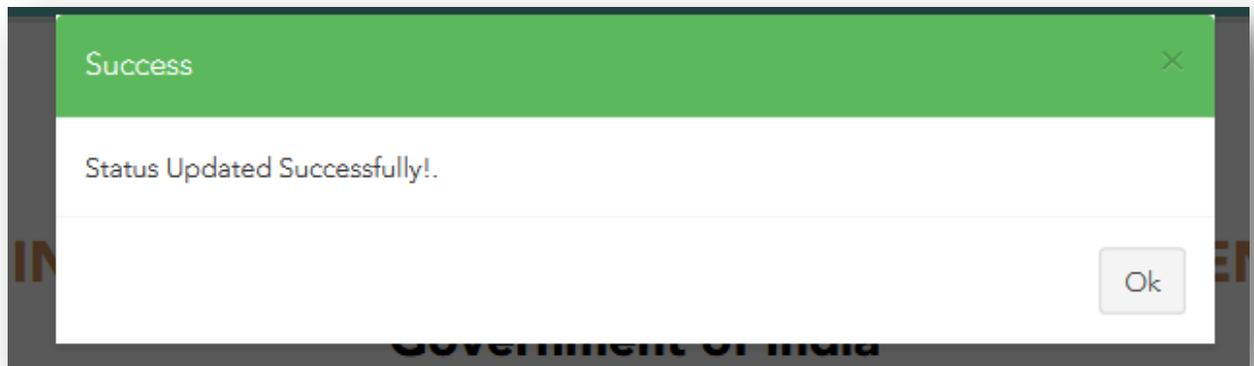
Update Status\*  
Pending

Please fill in the details such as last meeting held, action taken uptill now etc.\*

It is under Process till 22 Jun, 2017.

Submit Reset

- Click on Submit button, Status will get update.



Now Complainant can view the status of Complaint.

- Click on “View Status of Complaint” tab on Home page
- Enter User Name
- Enter Password
- Enter Captcha Code
- Click on Submit button



## MINISTRY OF WOMEN & CHILD DEVELOPMENT Government of India

Logout

### Complaint Status

Show 10 entries

Search:

S.No.	Name of Complainant	Complaint Number	Brief Description	Action Undertaken
1	Sahl	WCD-51057	Test	Pending
2	Reena	WCD-132446	Crime	Pending

Showing 1 to 2 of 2 entries

Previous 1 Next

< >

- Click on Pending, details filled by Nodal Officer will appear in non-editable mode.



## MINISTRY OF WOMEN & CHILD DEVELOPMENT Government of India

Back Dashboard Logout

Please fill in the details such as last meeting held, action taken uptill now etc.

It is under Process till 22 Jun, 2017.

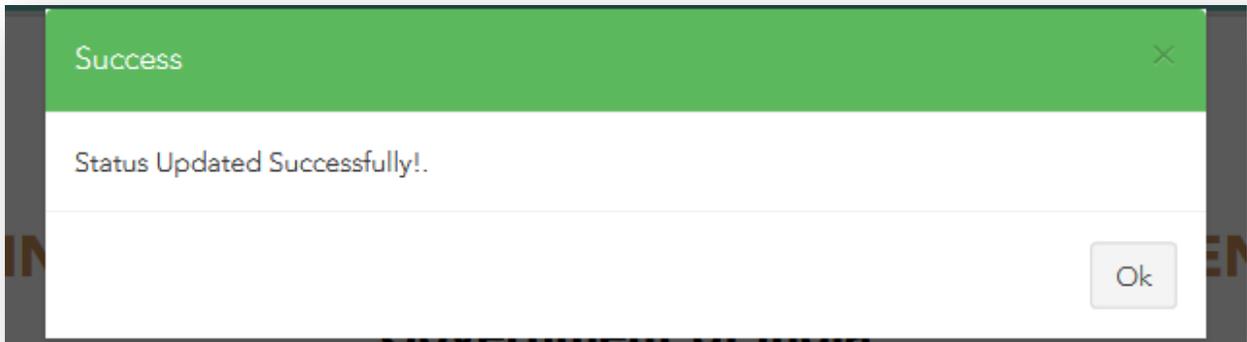
- If User Select Update Status as "Disposed" then another field "Upload Inquiry Report" will appear.

Complaint Status\*

Update Status \*

Upload Inquiry Report\*

- Click on Browse button to upload Report.
- Click on Submit Button, status will get update



Now complaint will appear under “Disposed” section.

Ministry of Agriculture and Farmers Welfare [Back](#) [Dashboard](#) [Logout](#)

Date:  Month:  Year:  [Search](#) [Reset](#)

### Disposed Complaints

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Designation	Brief Description	Status
1	Kiana	WCD-755626	Engineer	Crime	Disposed
2	Reena	WCD-132446	Engineer	Crime	Disposed

Showing 1 to 2 of 2 entries Previous  Next

On click on “Disposed” status uploaded inquiry report will appear in new window.

**Note:** - Under “View Status of Complaint” section status will appear as “Disposed”.

If any Complaint is not related to “Ministry of Agriculture and Farmers Welfare” then nodal officer of this ministry will update Status of compliant as “Not Related”.

- Click on “Pending” tab.

Ministry of Agriculture and Farmers Welfare [Back](#) [Dashboard](#) [Logout](#)

Date:  Month:  Year:  [Search](#) [Reset](#)

### Pending Complaints

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Designation	Brief Description	Action
1	Isha	WCD-720772	Teacher	Testing	<a href="#">Update Status</a>
2	Yashpal	WCD-510881	software	test	<a href="#">Update Status</a>

- Click on “Update Status” link

Ministry of Agriculture and Farmers Welfare Back Dashboard Logout

**Complaint Status\***

Select

Submit Reset

- Select Complaint Status as “Not Related”.

Ministry of Agriculture and Farmers Welfare Back Dashboard Logout

**Complaint Status\***

Not Related

Submit Reset

- Click on Submit button, status will get update.

Success

Status Updated Successfully!

Ok

Now Complaint will go to Administrator.

## 5. Admin Login

Admin has right to view the status of all complaints filed for any Ministry.

To login, click on Administrator login on home page



Login Form will appear.

- Enter User Name
- Enter Password
- Enter Captcha Code
- Click on Submit button, Dashboard will appear



MINISTRY OF WOMEN & CHILD DEVELOPMENT  
Government of India

DASHBOARD

Welcome : WCD Administrator

Logout



Six Tabs has been provided on Dashboard

- All
- Disposed
- Pending
- MIS
- New
- Empanelled Institute

a) **All** – List of all Complaint filed for any Ministry will appear here.

Welcome : WCD Administrator Back Dashboard Logout

Date:  Month:  Year:

**All Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Ministry Name	Department Name	Brief Description	Status
1	Pramod	WCD-880144	Ministry of Chemical and Fertilizers	Department of Chemicals and Petrochemicals	other	Disposed
2	Sandeep	WCD-324102	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	erfgserrfgr	Pending
3	rtyt	WCD-744825	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	dsgser	Pending
4	ghdth	WCD-841364	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	sdfasdf	Pending

b) **Disposed** – In this tab, list of disposed application will appear.

Welcome : WCD Administrator Back Dashboard Logout

**Disposed Complaints**

Date:  Month:  Year:

**Disposed Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Ministry Name	Department Name	Brief Description	Status
1	Kiana	WCD-755626	Ministry of Agriculture and Farmers Welfare	Department of Animal Husbandry, Dairying and Fisheries	Crime	Disposed
2	Pramod	WCD-880144	Ministry of Chemical and Fertilizers	Department of Chemicals and Petrochemicals	other	Disposed
3	Reena	WCD-132446	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	Crime	Disposed

c) **Pending** – In this tab list of pending application will appear.

Welcome : WCD Administrator Back Dashboard Logout

**Pending Complaints**

Date:  Month:  Year:

**Pending Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Ministry Name	Department Name	Brief Description	Status
1	Sandeep	WCD-324102	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	erfgserrfgr	Pending
2	ryt	WCD-744825	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	dsgser	Pending
3	ghdth	WCD-841364	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	sdafasdf	Pending
4	sdgfsefgerf	WCD-301840	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	sdafasdfsd	Pending

d) **MIS** – Click on MIS tab, three another tab will appear

Welcome : WCD Administrator Back Dashboard Logout

**Dept. wise Report**

➔

**Not Related**

➔

**Complaints Status**

➔

- Dept. Wise Report – In this tab detail of total complaints filed for each ministry will appear.

Welcome : WCD Administrator Back Dashboard Logout

**Related Complaints**

S.N.	Ministry Name	Total Complaints
1	Ministry of Agriculture and Farmers Welfare 	11
2	Ministry of Chemical and Fertilizers 	2

To view the list of complaints click on total complaints no.

- Not Related – In this tab list of those complaints will appear whose status nodal officer has set as “Not Related”. Now Admin will forward complaint to related department.

Welcome : WCD Administrator Back Dashboard Logout

**Not Related Complaints**

Show  entries Search:

S.N.	Complaint Number	Ministry Name	Department Name	Action
1	WCD-720772	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Fisheries 	Forward to Related Department

Showing 1 to 1 of 1 entries Previous  Next

➤ Click on “Forward to Related Department”.

Welcome : WCD Administrator Back Dashboard Logout

Ministry/Organization\* Dept./Attached Office/Sub-ordinate Office/PSU

- Select Ministry/Organization
- Select Department

Welcome : WCD Administrator

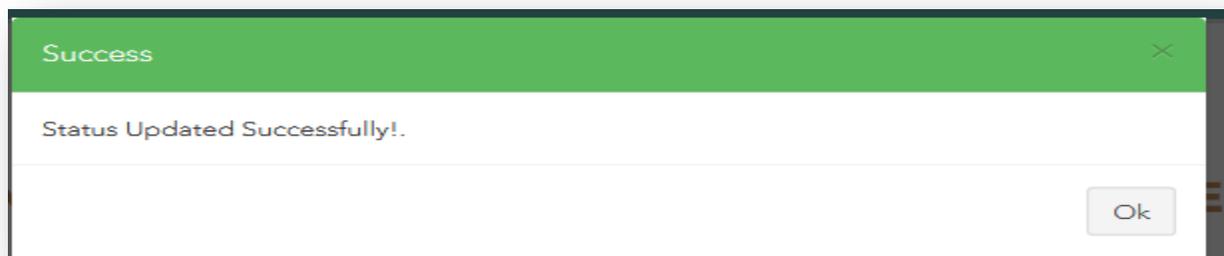
Back Dashboard Logout

Ministry/Organization \*  
Ministry of Chemical and Fertilizers

Dept./Attached Office/Sub-ordinate Office/PSU  
Department of Chemicals and Petrochemicals

Submit Reset

- Click on Submit button



Now complaint will go to selected Ministry and department & Nodal officer of that department will update status of complaint.

- **Complaint Status:** - In this tab, detail of complaint status will appear like how many total complaints received, how many complaints disposed etc.

Welcome : WCD Administrator 
[Back](#) [Dashboard](#) [Logout](#)

From Date  To Date  [Search](#) [Reset](#)

**Complaints Status**

Total Complaints Received	Total Complaints Disposed	Total Complaints Pending
14	3	11

e) **New:** - List of all new complaints will available here till next 15 days of complaint date.

Date  Month  Year  [Search](#) [Reset](#)

**All New Complaints**

Show  entries Search:

S.N.	Name of the Complainant	Complaint Number	Ministry Name	Department Name	Brief Description	Status
1	Pramod	WCD-880144	Ministry of Chemical and Fertilizers	Department of Chemicals and Petrochemicals	other	Disposed
2	Sandeep	WCD-324102	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	erfgserrfgre	Pending
3	ryt	WCD-744825	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	dsgser	Pending
4	ghdth	WCD-841364	Ministry of Agriculture and Farmers Welfare	Department of Agriculture, Cooperation and Farmers Welfare	sdafasdf	Pending

f) **Empanelled Institute:-** List of Empanelled Institute will appear

[Back](#)
[Dashboard](#)
[Logout](#)

### Empanelled Institute MIS

Show  entries Search:

S.N.	Training Start Date	Training End Date	Venue of Training	State	District	Number of Participants	Training Report	Training Photographs
1	20/06/2017	30/06/2017	Noida	Andhra Pradesh	Anantapur	22	<a href="#">View</a>	<a href="#">View</a>
2	14/06/2017	28/06/2017	Delhi	Delhi (NCT)	Central Delhi	33	<a href="#">View</a>	<a href="#">View</a>
3	20/06/2017	22/06/2017	gtggggggg	Haryana	Gurgao	56	<a href="#">View</a>	<a href="#">View</a>

Showing 1 to 3 of 3 entries Previous  Next

**Note:** - User can view the Training Report and Training photographs by clicking on the respective icons.

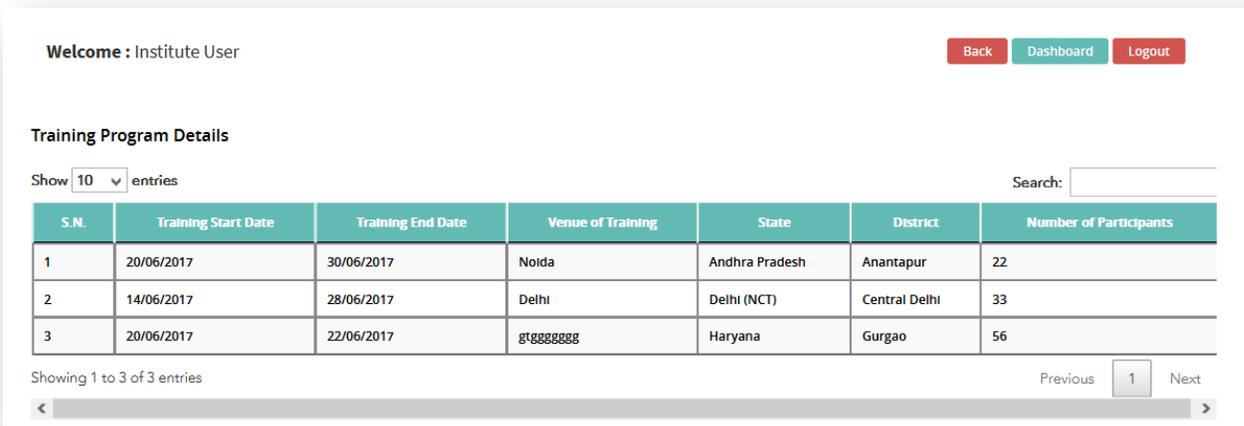
To add the Training Institute details, open the url "<http://205.147.98.190/ebox/training/login>"

- Enter User Name
- Enter Password
- Enter Captcha Code
- Click on Submit button, Dashboard will appear



Here two tabs have been provided i.e.

- Dashboard
- Training Program
  - **Dashboard** – In this tab, list of training program details will appear.



- **Training Program** – On click on this tab, training detail form will appear

**Training Details Form**

<b>Training Start Date *</b> <input type="text" value="Training Start Date"/>	<b>Training End Date *</b> <input type="text" value="Training End Date"/>	<b>Venue of Training *</b> <input type="text" value="Venue of Training"/>
<b>State *</b> <input type="text" value="Select"/>	<b>District *</b> <input type="text" value="Select"/>	<b>Number of Participants *</b> <input type="text" value="Number of Participants"/>
<b>Upload Photographs of Training *</b> <input type="button" value="Browse..."/> No files selected.	<b>Upload Report of Training *</b> <input type="button" value="Browse..."/> No file selected.	<b>Select Participant Category *</b> <input type="text" value="ICC Members"/> <input type="text" value="LCC Members"/> <input type="text" value="District Officers"/> <input type="text" value="Nodal Officers"/>

S.No.	Name of Resource Person	Qualification	Experience
(i)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(ii)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(iii)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(iv)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(v)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>

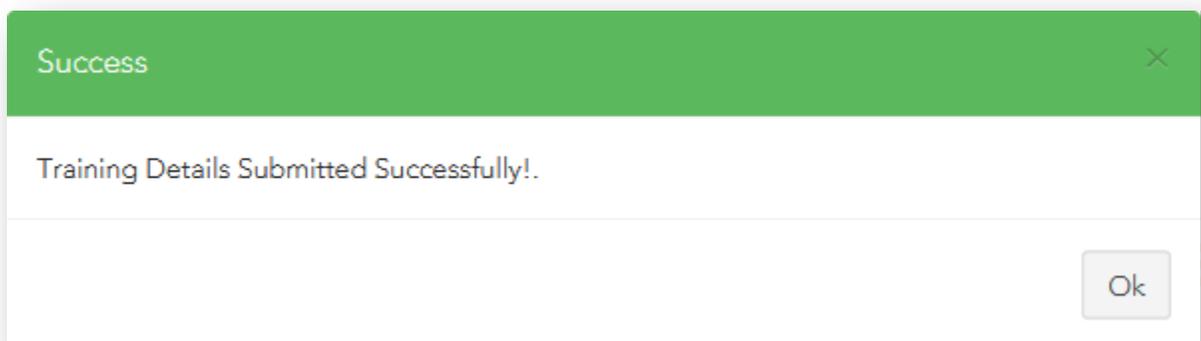
➤ Fill the mandatory fields

### Training Details Form

<b>Training Start Date *</b>	<b>Training End Date *</b>	<b>Venue of Training *</b>
<input type="text" value="28/06/2017"/>	<input type="text" value="08/07/2017"/>	<input type="text" value="Model Town"/>
<b>State *</b>	<b>District *</b>	<b>Number of Participants *</b>
<input type="text" value="Delhi (NCT)"/>	<input type="text" value="Central Delhi"/>	<input type="text" value="43"/>
<b>Upload Photographs of Training *</b>	<b>Upload Report of Training *</b>	<b>Select Participant Category *</b>
<input type="text" value="Browse... Signature.png"/>	<input type="text" value="Browse... Scheme (Para Legal Volunteers.pdf)"/>	<input type="text" value="ICC Members"/> <input type="text" value="LCC Members"/> <input type="text" value="District Officers"/> <input type="text" value="Nodal Officers"/>

S.No.	Name of Resource Person	Qualification	Experience
(i)	<input type="text" value="NP"/>	<input type="text" value="MBA"/>	<input type="text" value="2"/>
(ii)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(iii)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(iv)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>
(v)	<input type="text" value="Name of Resource Person"/>	<input type="text" value="Qualification"/>	<input type="text" value="Experience"/>

➤ Click on Submit button



Added detail will appear under "Dashboard" section

### Training Program Details

Show 10 entries

Search:

S.N.	Training Start Date	Training End Date	Venue of Training	State	District	Number of Participants
1	20/06/2017	30/06/2017	Noida	Andhra Pradesh	Anantapur	22
2	14/06/2017	28/06/2017	Delhi	Delhi (NCT)	Central Delhi	33
3	20/06/2017	22/06/2017	gtggggggg	Haryana	Gurgaon	56
4	28/06/2017	08/07/2017	Model Town	Delhi (NCT)	Central Delhi	43

Showing 1 to 4 of 4 entries

Previous 1 Next

## 6. Frequently Asked Questions

To view the Frequently Asked Questions, click on “Frequently Asked Questions” tab on home page

Administrator Login

MINISTRY OF WOMEN & CHILD DEVELOPMENT  
Government of India

Smt. Maneka Sanjay Gandhi  
Minister, WCD

Smt. Krishna Raj  
MoS, WCD

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

### SHe-Box Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

REGISTER YOUR COMPLAINT

VIEW STATUS OF COMPLAINT

EMPANELLED INSTITUTE LOGIN

FREQUENTLY ASKED QUESTIONS

RESOURCES

A safe workplace is every woman's right

Please note that only those **women** who have faced/are facing sexual harassment in any **Ministry/Department/PSU/Affiliated office etc. of Central Government** can utilise the services of this SHe-Box.

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FAQ screen will appear as shown in figure below:-



## Frequently Asked Questions (FAQs)

### (Regarding E-Box or E-filing of Complaints related to Workplace Sexual Harassment)

#### Q.1. What is E-Box ?.

Ans. E-Box is an online portal of Complaint Management System for lodging complaints related to workplace sexual harassment.

#### Q.2 What is the benefit of E-Box ?

Ans. Through this E-Box, any woman who has faced or is facing sexual harassment while working with Central Government (in any capacity whatsoever, add hyperlink of the Handbook) or visiting any office of Central Government may lodge her complaint through internet facility. The complainant can also view the **status of her complaint** periodically. Those who had already filed a written complaint with the concerned Internal Complaint Committee (ICC) are also eligible to file their complaint through this E-Box.

#### Q.3. Who can file complaint through E-Box ?

Ans. Any woman working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) can file complaint related to workplace sexual harassment through this E-Box.

#### Q.4. What are the procedures/steps required to be taken for filing of complaint through E-Box ?

Ans. The steps required for filing of complaint through E-Box are: User Manual (Hyperlink the user manual).

**Step - I** Before you file a complainant through E-Box, you need to have a valid email id and a mobile number.

**Step - II** Press the tab '**Register Your Complaint**', this will open an online complaint form. Fill in the relevant details as required in the complainant form such as name, designation, mobile number, email address, Aadhar number, Ministry/Department (where you work), name and designation of the accused/respondent (against whom complaint is being made), complainant's working relationship with accused/respondent along with brief description of the incident(s). In case, the complaint is already filed, please attach a copy of the same through the button provided for the purpose. After furnishing all the details, press the button '**submit**'.

**Step - III** Once you submit a complaint, an automatically generated email with **User Name** and **password** will be sent to your email id, through which you can view the status of your complaint from time to time.

#### Q. 5. Can I upload any document relating to complaint through E-Box? Is there any size limitation of data which can be uploaded ?

Ans. Yes. You can upload complaint already submitted to authorities in PDF format up to 5 MB .

#### Q. 6. After registration of complaint, what will happen ?

Ans. Once a complaint is submitted to the E-Box, it will directly sent the complaint to the Internal Complaints Committee of the concerned Ministry/Department /PSU/Autonomous Body etc. having jurisdiction to inquire into the complaint. The Internal Complaints Committee will take action as prescribed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and update the status of the complaint through '**Administrator Login**'. (Hyperlink the user manual)

#### Q.7. Can I view status of my complaint filed through E-Box ?

Ans. Yes. You can view status of your complaint any time by pressing the tab '**View Status of Your Complaint**' within E-Box.

#### Q.8. Whom to contact, if I face any difficulty in using the facility of E-Box ?

Ans. You can contact the officers mentioned in the '**Contact Us**' tab of the E-Box for resolving any difficulties.

## 7. Resources

To view the Act/Rules/Advisories/Judgment click on Resources tab on home page

# E-BOX

## ONLINE COMPLAINT MANAGEMENT SYSTEM

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

FREQUENTLY ASKED QUESTIONS

➔

RESOURCES

REGISTER YOUR COMPLAINT

VIEW STATUS OF COMPLAINT



Please note that only those **women** who have faced/are facing sexual harassment in any **Ministry/Department/PSU/Affiliated office etc. of Central Government** can utilise the services of this E-Box.

# Resource

Home

### Acts/Rules/Advisories/Judgments

Title	Details
The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013	<a href="#">Download</a>
The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Rules 2013	<a href="#">Download</a>
The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - Hindi	<a href="#">Download</a>
Alignment of Service Rules with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as per DoPT Notification	<a href="#">Download</a>
Step wise Inquiry Procedure for complaints made under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as prescribed by DoPT	<a href="#">Download</a>
Appeal Process under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as prescribed by DoPT	<a href="#">Download</a>
DoPT Notification regarding inquiry of a person senior to ICC Chairperson.	<a href="#">Download</a>
Guidelines for conducting inquiry under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as prescribed by DoPT	<a href="#">Download</a>
Special Leave to be provided under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 as prescribed by DoPT	<a href="#">Download</a>

### Awareness

Title	Details
Training Module for Two Day Workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013	<a href="#">Download</a>
Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013	<a href="#">Download</a>



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 18]

नई दिल्ली, मंगलवार, अप्रैल 23, 2013/ वैशाख 3, 1935 (शक)

No. 18]

NEW DELHI, TUESDAY, APRIL 23, 2013/ VAISAKHA 3, 1935 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

## MINISTRY OF LAW AND JUSTICE

(Legislative Department)

*New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)*

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

### THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:---

## CHAPTER I

### PRELIMINARY

Short title,  
extent and  
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,---

(a) "aggrieved woman" means---

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means---

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly---

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means---

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

*Explanation.*— For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

## CHAPTER II

### CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

### CHAPTER III

#### CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee ---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and  
audit.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

#### CHAPTER IV

##### COMPLAINT

Complaint of  
sexual  
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into  
complaint

45 of 1860.

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

## CHAPTER V

### INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

Action during  
pendency of  
inquiry

- (a) transfer the aggrieved woman or the respondent to any other workplace; or

- (b) grant leave to the aggrieved woman up to a period of three months; or  
 (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment  
for false or  
malicious  
complaint and  
false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to --

Determination of compensation.

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

## CHAPTER VI

### DUTIES OF EMPLOYER

19. Every employer shall --

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860.

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

#### CHAPTER VII

##### DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer.

20. The District Officer shall,--

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

#### CHAPTER VIII

##### MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources,--

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,---

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to---

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to---

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to  
remove  
difficulties.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,  
Secy. to the Govt. of India.

#### CORRIGENDA

#### THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

## CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012  
(3 of 2013)

At page 6, in line 22, *for* "clause", *read* "clause".

## CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012  
(4 of 2013)

At page 8, in line 29, *for* 'sections 30', *read* 'section 30',.

## CORRIGENDUM

THE APPROPRIATION ACT, 2013  
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000",  
*read* "49715,54,00,000".

F. No. 11013/7/2016-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Establishment A-III Desk  
\*\*\*\*\*

North Block, New Delhi - 110001  
Dated 1<sup>st</sup> November, 2017

**OFFICE MEMORANDUM**

**Subject:** Online complaint management system titled "Sexual Harassment electronic-Box (SHe-Box)" - regarding.

The undersigned is directed to say that Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic-Box (SHe-Box) on 24<sup>th</sup> July, 2017 for registering complaints related to sexual harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to sexual harassment at workplace under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

2. Once a complaint is submitted to SHe-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs. The SHe-Box portal can be accessed at the link given below:

<http://www.shebox.nic.in/>

3. Features of the SHe-Box are as under:

- (i) SHe-Box is an online Complaint Management System for lodging complaints related to sexual harassment of women at workplace. The steps required for filing of complaint through SHe-Box can be downloaded from the link: <http://www.shebox.nic.in/assets/site/downloads/manual.pdf>
- (ii) Any woman working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) can file complaint related to sexual harassment at workplace through this SHe-Box.
- (iii) Once a complaint is submitted to the SHe-Box, it will directly send the complaint to the Internal Complaints Committee (ICC) of the concerned Ministry/Department/PSU/Autonomous Body etc. having jurisdiction to inquire into the complaint. The Internal Complaints Committee will take action as prescribed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and update the status of the complaint through '**Administrator Login**'

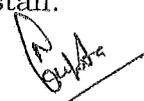
----Contd.

- (iv) The status of complaint can be viewed at any time by pressing the tab '**View Status of Your Complaint**' within SHE-Box.

4. The complaint registered in the She-Box contains only a brief description of the incident of sexual harassment at workplace. The Internal Complaints Committee (ICC) is required to initiate inquiry as prescribed under Section 11 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with Department of Personnel & Training's O.M. No. 11013/2/2014-Estt.(A-III) dated 16<sup>th</sup> July, 2015 by calling upon the complainant to provide detailed complaint along with all the relevant evidences (documentary or otherwise).

5. All the Ministries/Departments are requested to bring the contents of this OM to the notice of all officers and staff working under them. The Ministries/Departments are also requested to advise the PSEs /Autonomous Bodies under their administrative control to bring the content of SHE-Box to all officers and staff.

6. Hindi version will follow.

  
(Nitin Gupta)

Under Secretary to the Govt of India  
Tel: 23040264

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications →OMs & Orders → Establishment → CCS (Conduct Rules) & What's New]
17. Hindi Section, DoP&T



(Nitin Gupta)  
Under Secretary to the Govt of India  
Tel: 23040264