

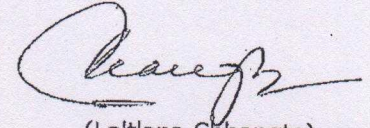
Government of India

Ministry of Statistics and Programme Implementation
(Coordination Section)Sardar Patel Bhawan, Sansad Marg,
New Delhi, dated 28/9/2017**OFFICE MEMORANDUM**

Subject:- Implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 –Providing User ID and Password for operation of SHE-Box -regarding.

The undersigned is directed to enclosed herewith a copy of O.M. No. 13016/6(78)/2017-WW dated 17.08.2017 received from M/o Women & Child Development on the above subject and to say that an online complaint management system on Sexual Harassment electronic-Box (SHE-Box) www.shebox.nic.in is a platform developed by WCD to receive complaints related to Sexual Harassment of Women at Workplace. User ID and Password for the Ministry has been provided for operation of SHE-Box by the Chairpersons of Internal Complaint Committees (ICCs) in the Ministry/Subordinate offices having jurisdiction to inquiry into the complaint from woman individuals working or visiting office(s) of Central Government/Central Ministries, Departments.

2. It is also requested that this online complaint management system may be used by the Chairpersons of all the Internal Complaint Committees constituted in the Ministry and its attached subordinate offices in all further cases.



(Laitlana Chhangte)

Deputy Secretary to the Govt. Of India

Ph. 011-23340139

Encl: As above.

- (i) Ms. T. Rajeswari, DDG(NAD), MOSPI, S.P. Bhawan, New Delhi.
- (ii) Smt. Sandhya Krishnamurthy, DDG(SZ) NSSO(FOD), Zonal Office, Bagalore.
- (iii) Smt. Gopa Chattapadhyay, DDG(DPD), Mahalanobis Bhawan, 164, GLT Road, Kolkata-700108.
- (iv) Smt. Gopa Dey Sarkar, SSO, CSO (I.S Wing), Mahalanobis Bhawan, 164, GLT Road, Kolkata-700108.
- (v) Prof. Amita Majumder, Professor (ERU), ISI, 203, B.T. Road, Kolkata -700108.
- (vi) Smt. Bandana Sen, Director (SDRD), NSSO, Mahalanobis Bhawan, 164, GLT Road, Kolkata-700108.

Copy for information to:-

- (i) Director, ISI, 203, B.T. Road, Kolkata-700108.
- (ii) DG(ES), CSO, Sardar Patel Bhawan, New Delhi.
- (iii) DG(SS), CSO, R.K. Puram, New Delhi.
- (iv) DG, NSSO, Sankhiyiki Bhawan, 'C' Block, 1st Floor, M.V. Marg, Delhi-32.
- (v) JS (A), MoSPI, Sardar Patel Bhawan, New Delhi.

DS/CSPI sdc (coord) 28/9/17

28/9/2017

Confidential

No.13016/6(78)/2017-WW
Government of India
Ministry of Women and Child Development
(Women Welfare Division)

A-Wing, Room No.632,
Shastri Bhawan, New Delhi-110001
Dated: 17th August, 2017

OFFICE MEMORANDUM

Subject: Implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - Providing User ID and Password for operation of SHE-Box - Regarding.

The undersigned is directed to refer to the above mentioned subject and to say that the Ministry of Women and Child Development has developed an online complaint management system titled Sexual Harassment electronic-Box (SHe-Box) (www.shebox.nic.in), which was launched by Hon'ble Minister, WCD on 24th July 2017, to receive complaints related to sexual harassment at workplace. This 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 SH Act. Those who had already filed a written complaint with the concerned Internal Complaint Committee (ICC) constituted under the SH Act are also eligible to file their complaint through this portal.

2. Once a complaint is submitted to the SHe-Box, it will be directly go to the 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 as well as DoPT/WCD to monitor the progress of inquiry conducted by the ICCs.

3. The User ID and password for the same is as follows:

[REDACTED]

4. It is requested to monitor the progress of inquiry conducted by the ICCs through SHe-Box, by the ICC Chairperson. The name, designation, mobile number and email id be please forwarded to this office.

M.K. Prabhat

(M.K. Prabhat)

Under Secretary to the Govt. of India
Tel : 011-23381970

To,

Secretary,
Ministry of Statistics and Programme Implementation,
Sardar Patel Bhavan
New Delhi.

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 1st 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 24th 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**'

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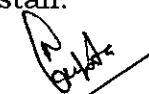
Handwritten signatures and dates: 'D.S. (S.P.)', '8/11/17', '8/11/2017', '8/11/2017', '1'.

- (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 16th 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

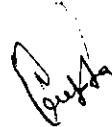
Tel: 23040264

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