

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 shows the homepage of the SHe-Box Online Complaint Management System. The header features the Ministry of Women & Child Development logo and the Government of India emblem. The main content area includes a large heading "SHe-Box Online Complaint Management System" and a central button "REGISTER YOUR COMPLAINT". Below this are buttons for "FREQUENTLY ASKED QUESTIONS", "RESOURCES", "VIEW STATUS OF COMPLAINT", 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. The footer contains a disclaimer and copyright information: "©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.

Administrator Login | Facebook | Twitter | YouTube | Text: A A

मम समम मी मी
Towards a new dawn
Smt. Maneka Sanjay Gandhi
Minister, WCD

भारत
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

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.

A safe workplace is every woman's right

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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

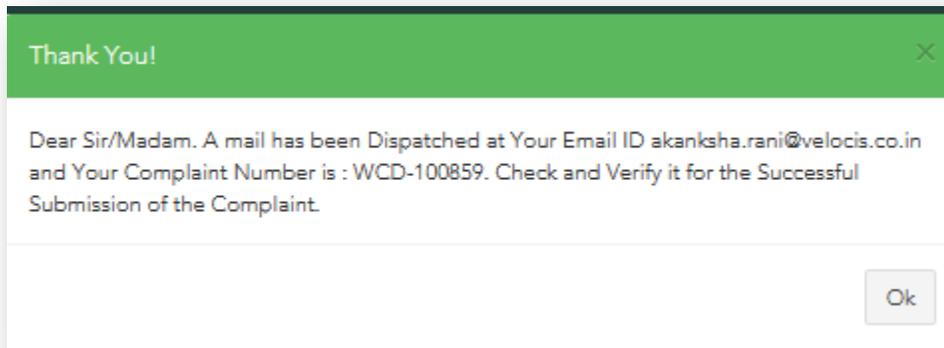
- Fill the mandatory fields and click on Submit button

[Home](#)

Online Complaint Form

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

Captcha * 

[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.

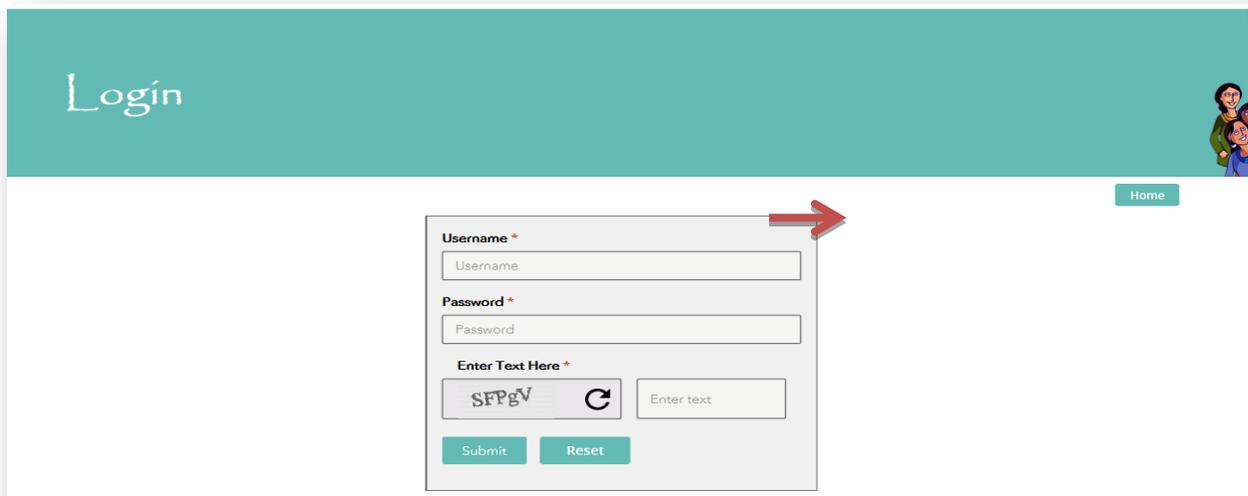
As for now user has filed a complaint to “Ministry of Agriculture and Farmer Welfare” so nodal office of

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	Update Status
2	Yashpal	WCD-510881	software	test	Update Status
3	Sandeep	WCD-324102	soft	erfgserrfgr	Update Status
4	rtyt	WCD-744825	rtyty	dsgser	Update Status
5	ghdth	WCD-841364	fdghht	sdafasdf	Update Status
6	sdgfsetgerf	WCD-301840	sfwe	sdfasdfasd	Update Status
7	sdfasf	WCD-767688	sdfasdf	sdfasdfasd	Update Status
8	Sandeep	WCD-388167	soft	dfgdfsgsdfgsdf	Update Status
9	Yashpal	WCD-340373	Software	sdfasafasf	Update Status
10	Reena	WCD-132446	Engineer	Crime	Update Status

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

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

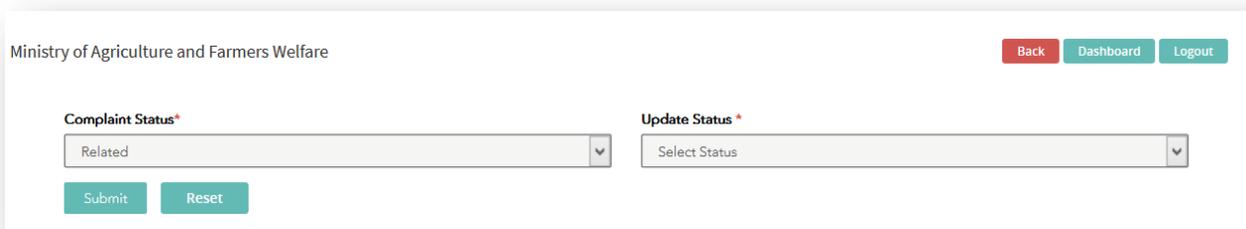
Complaint Status*

[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

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

Update Status *

Pending

Select Status

Pending

Disposed

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

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

Update Status *

Pending

Submit Reset

- User will fill the details.

Ministry of Agriculture and Farmers Welfare

Back Dashboard Logout

Complaint Status*
Related

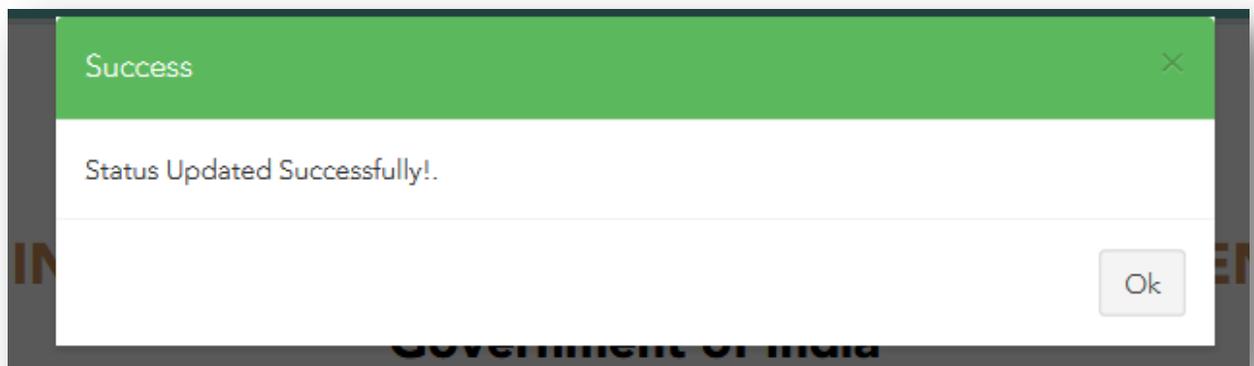
Update Status*
Pending

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



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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.

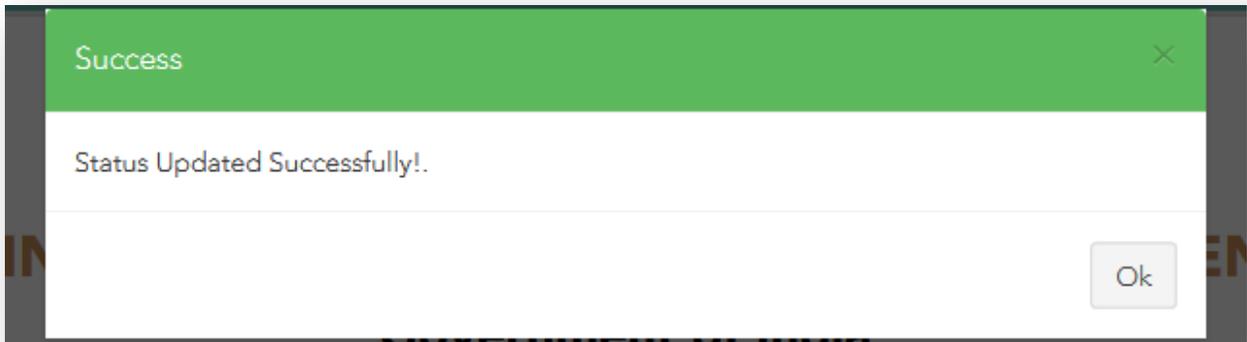
- If User Select Update Status as "Disposed" then another field "Upload Inquiry Report" will appear.

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	Update Status
2	Yashpal	WCD-510881	software	test	Update Status

- Click on “Update Status” link

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

Complaint Status*

Select

- Select Complaint Status as “Not Related”.

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

Complaint Status*

Not Related

- Click on Submit button, status will get update.

Success ✕

Status Updated Successfully!.

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	sdfasdfs	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

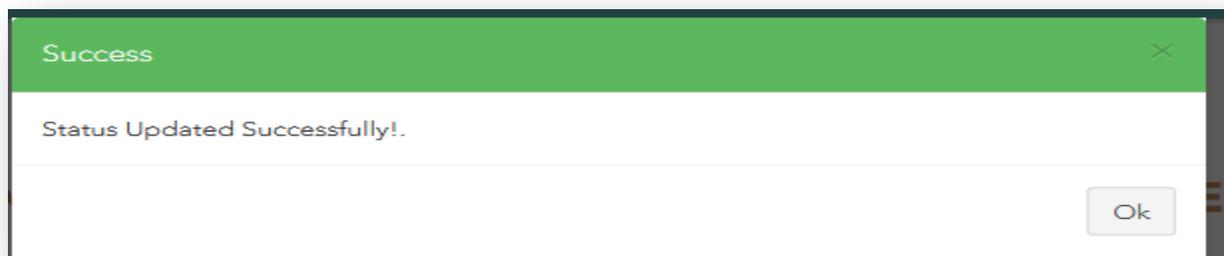
Back Dashboard Logout

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	sdfasdf	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	View	View
2	14/06/2017	28/06/2017	Delhi	Delhi (NCT)	Central Delhi	33	View	View
3	20/06/2017	22/06/2017	gtggggggg	Haryana	Gurgao	56	View	View

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.

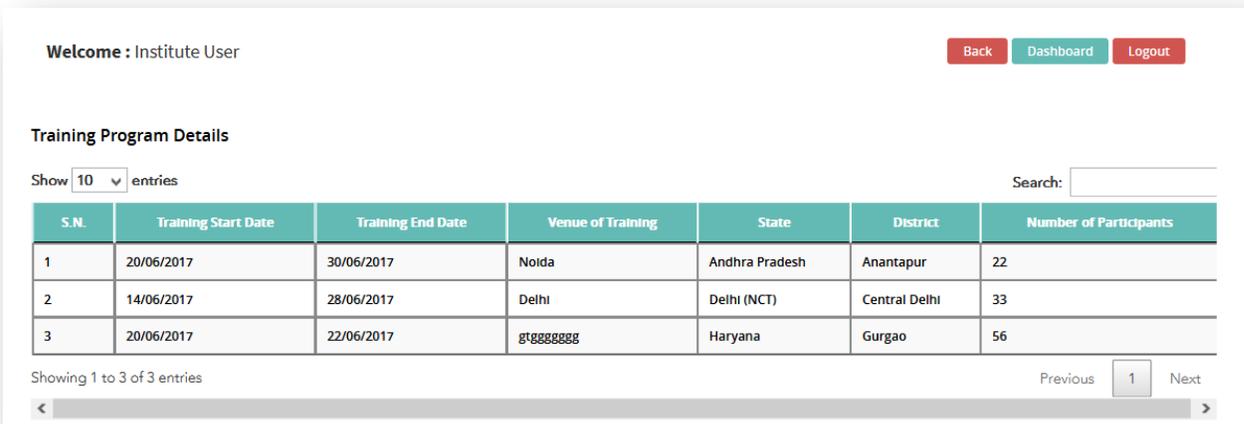
To add the Training Institute details, open the url "<http://205.147.98.190/ebox/training/login>"

- 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

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

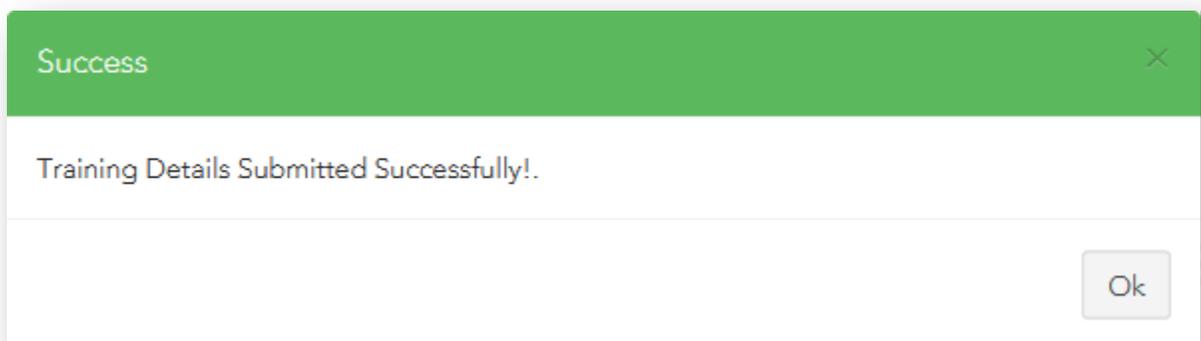
➤ Fill the mandatory fields

Training Details Form

Training Start Date * <input type="text" value="28/06/2017"/>	Training End Date * <input type="text" value="08/07/2017"/>	Venue of Training * <input type="text" value="Model Town"/>
State * <input type="text" value="Delhi (NCT)"/>	District * <input type="text" value="Central Delhi"/>	Number of Participants * <input type="text" value="43"/>
Upload Photographs of Training * <input type="text" value="Browse... Signature.png"/>	Upload Report of Training * <input type="text" value="Browse... Scheme (Para Legal Volunteers.pdf)"/>	Select Participant Category * <ul style="list-style-type: none"> ICC Members LCC Members District Officers 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

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

Awareness

Title	Details
Training Module for Two Day Workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013	Download
Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013	Download