

SHe box

For:
Prisons and Correctional Services
Government of Meghalaya

Prepared by:
NIC Meghalaya
ePrisons Coordinator, Shillong

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1.0 Introduction

Gol enacted the Protection of Women from Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act (**SH Act**), **2013**.

It was passed by the Lok Sabha on 3 September 2012. It was passed by the Rajya Sabha on 26 February 2013.

Objective – To create a safe and secure workplace for women free from sexual harassment.

Caters to – Women working both in **organized and unorganized sector, public or private sectors**, regardless of hierarchy. **Domestic workers** are also included within its ambit.

Establishes – A redressal mechanism for the disposal of their complaints.

1.1 Sexual Harassment electronic Box (SHe-Box) is: -

- An effort of Gol to provide a single window access to every woman, irrespective of her work status
- So as to facilitate the registration of complaint related to sexual harassment.

1.2 Important terms

1.2.1 Definition of Workplace

- “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.”
- workplace covers both - **organized and un-organized sectors**.
- also includes all workplaces - owned by **Indian / foreign** company having a place of work **in India**.

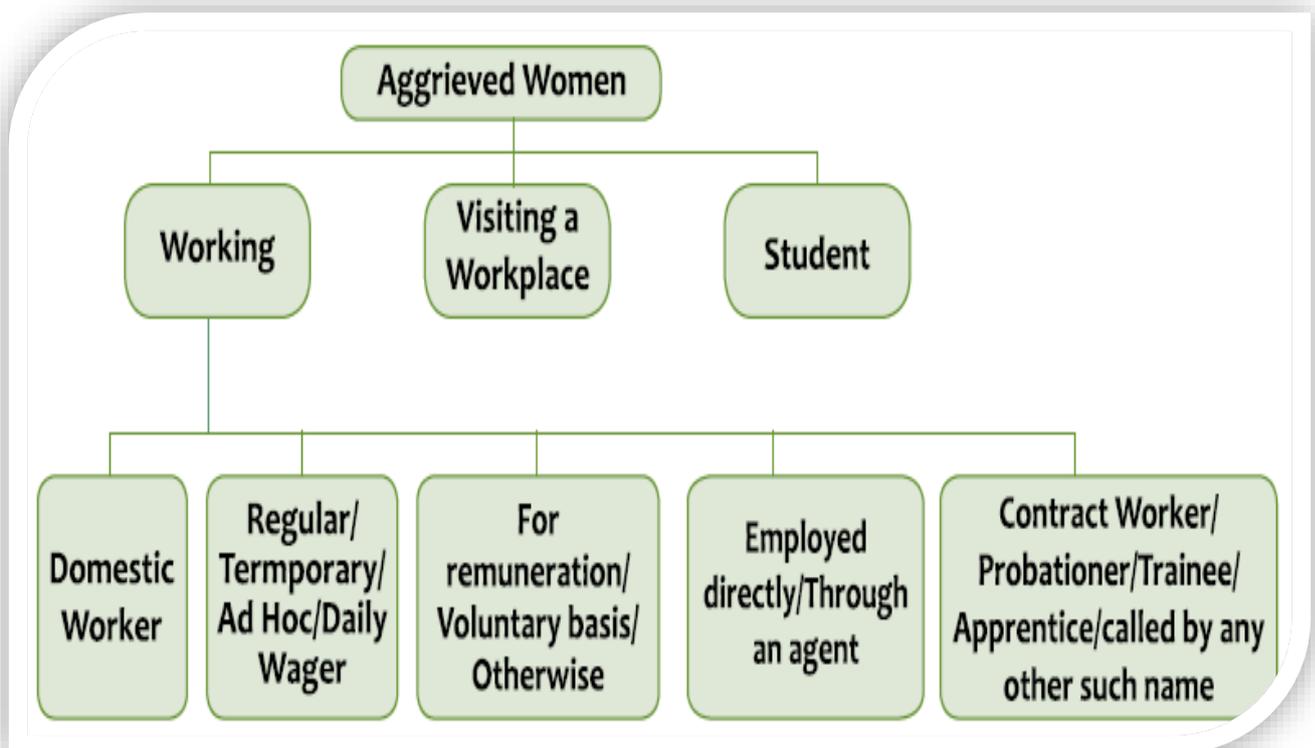
As per the Act, workplace includes:

- **Government organizations**, including Government company, corporations and cooperative societies;
- **Private sector organizations**, venture, society, trust, NGO or service providers etc. providing services (commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service);

- **Hospitals/Nursing Homes;**
- **Sports Institutes/Facilities;**
- Places visited by the employee (including **while on travel**) including transportation provided by employer;
- **A dwelling place or house.**

Hence: -

- Any woman facing sexual harassment at workplace can
- Register their complaint through this portal.
- Once a complaint is submitted to the 'SHe-Box',
- it will be directly sent to the concerned authority
- having jurisdiction to take action into the matter.



1.2.2 Definition of Sexual Harassment

- “Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- Physical contact or advances;
- Demand or request for sexual favors;
- Making sexually colored remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

2.0 Register complaints on SHe-box

- Valid email id
- <https://shebox.nic.in/>
- click tab “Register Your Complaint”
- nature of office where alleged act(s) of sexual harassment took place (**Government/Private**)
- Registration Form – opens
- Click Submit button
- Confirmation message sent to your email id
- It will contain a link – to create an Account on She-box – password generated
- Using these login credentials – status of Complaint – can be monitored/viewed

2.1 User Manual from Ministry of Women and Child Development, GOI

- See Annexure 6

3.0 Scope ahead

- You may join the WCD
- As Resource persons
- For purposes of SHe ACT

- Their main purpose:
 - Training organizations
 - Provide service for purposes of SHe-ACT
- WCD is empaneling institutions/organizations willing to conduct awareness raising exercises around the provisions of the SH Act.
- List of empaneled Institutes/ organizations available on the WCD website

For more information: -

Click on <https://shebox.nic.in>

4.0 Internal Complaints Committee Formation

Every organization has to constitute an Internal Complaints Committee (ICC) having following members

- ✓ Chairperson – Women working at senior level in the organisation
- ✓ 2 Members (at least) – Amongst employees committed to women issues, have legal knowledge or experience in social work
- ✓ 1 Member – from NGO
- ✓ If the organisation has workplaces located at different places or division or sub-division level, then ICC will be constituted at every workplace.
- ✓ The presiding officer and every member of the Internal Committee shall hold office for a period of 3 (three) years.

4.1 Locate your ICC

As per the Act, the employer is obligated to **display the order constituting ICC at any conspicuous place in the workplace**. However, if this is not done, then one can contact the employer/head of the department/human resource department to obtain information about the ICC constituted under the SH Act.

4.2 Role of Internal Complaints Committee (ICC)

- The ICC must be formed in all District Jails sites, and uploaded on <https://megprisons.gov.in> for public information
- The ICC must hold monthly meetings – with regards to updating all members with ongoing complaints
- The ICC must undergo trainings under Ministry of WCD or avail such trainings via the dept. to upgrade on matters
- Members of ICC – are to submit monthly report to IG Prisons GOM on activities taken up by the ICC w.r.t. SHe-box
- Technical Trainings – can be conducted in consultation with National Informatics Center Meghalaya Shillong
- Annual Reports – be compiled – maintained w.r.t. She-box activities for every District Jail site and Head office, Prisons dept. GOM.
- The ICC must advertise the use of SHe-box in relevant places
- All Complaints w.r.t. SHe-box – be reported – dealt with – by the ICC to concerned authorities.
- In case, aggrieved woman is unable to submit written complaint, the Complaints Committee will provide her all assistance so that the complaint could be submitted in written form.
- Further, if the Complaints Committee is satisfied, it can extend the time limit for submission of complaint (not exceeding three months), however the reason for such extension will be recorded in writing.
- The Complaints Committee (ICC/LCC) will conduct an **inquiry** into the complaint by calling all the concerned parties i.e. complainant, respondent [the person(s) against whom complaint is being made], witnesses etc. Later, on the basis of the testimonies of the concerned parties and evidences (documentary or otherwise) gathered, the Committee will frame its findings, which will be shared with the employer. **Inquiry under SH Act has to be conducted in a given time frame. See 4.3**
- If the Committee comes to the conclusion that the allegations against the respondent are genuine, it shall recommend action that needs to be

taken by the employer against such person. However, if the Committee concludes after inquiry that no case is being made against the respondent, it shall recommend that no action to be taken against the respondent.

➤ **Kind of punishment awarded under the SHe Act 2013**

As prescribed under the Service Rules:

In case service rules do not exist - Disciplinary action including written apology, reprimand, warning, censure withholding of promotion/ pay raise/ increment, Termination of employment, Undergo counselling, Community service.

Deduction from salary for:

- Mental Trauma, pain, suffering and emotional distress caused
- Medical expenses incurred
- The loss of career opportunity
- The income and financial status of respondent
- If amount is not paid it can be recovered as arrear of land revenue

4.3 Inquiry under the SH Act has to be completed in a given time frame

SH Act envisages a time bound inquiry which needs to adhere to following timelines:

| Description | Timeframe |
|---|---|
| Submission of Complaint | Within 3 months of the last incident |
| Completion of Inquiry | Within 90 days |
| Submission of Report by ICC/LCC to employer/DO | Within 10 days of completion of the inquiry |

| | |
|--|---------------------------------------|
| Implementation of Recommendations by employer | Within 60 days |
| Appeal | Within 90 days of the recommendations |

4.4 Obligations of Employer under SH Act

- Formulation of an Anti-Sexual Harassment Policy
- Display within organisations the penal consequences of sexual harassment at places where it could be viewed by majority of the people
- Create an ICC at each location and display their contact details
- Sensitisation and training of employees and ICC members
- Provide administrative support and monitor timely submission of reports by ICC
- Mention the number of cases filed and disposed of under the SH Act within organisation's annual report.
- Help the aggrieved women in registering criminal case, if she so desires

4.5 SH Act - prohibits the disclosure of:

- Identity and address of complainant, respondent and witnesses
- Information pertaining to conciliatory/ inquiry proceedings or recommendation of ICC or action taken by the employer.

Breach of confidentiality will invite a penalty of Rs. 5,000/- which will be collected by the employer

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses

5.0 Terms & Conditions, for using this portal

SHe-Box also works as repository providing information related to sexual harassment of women at workplace. The users are free to use the resources available on the SHe-Box for creating awareness around the issue.

1. The content on this SHe-Box is meant for facilitating timely redressal of complaints related to sexual harassment of women at workplace. Using

information as provided in this SHe-Box for any commercial purpose or any derivative work or misuse of any kind is strictly prohibited and may invite legal consequences.

2. All reasonable steps have been taken to keep the identity of the aggrieved women/complainant confidential. However, the SHe-Box cannot guarantee the security of any information disclosed online. The user accepts the inherent security risks of providing the information over the internet and will not hold Department/Ministry responsible for any breach of security unless this is due to the negligence or wilful action.

3. SHe-Box does not authenticate or vet, any information provided by the users.

4. These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subjected to the exclusive jurisdiction of Indian courts.

6.0 Acts / Rules / Advisories/ Judgements –

Visit: <https://shebox.nic.in/home/notification> - to download/refer to Acts/Rules/Advisories/Judgements

Acts/Rules/Advisories/Judgements

| 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) Act, 2013 - Hindi | Download |
| The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Rules 2013 | 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 |
|---|--------------------------|
| Recommended Panel of Institutes or Organizations under 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 |
| Training Module for Two Day Workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 | Download |
| UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students In Higher Educational Institutions) Regulations, 2015 | Download |

7.0 Non constitution of Complaints Committee

Is punishable with a fine of Rs. 50,000/- and repeat offenders will be punished with cancellation/withdrawal of licence/registration required for carrying on business activities. The aggrieved can approach the court to complain about the same.

NOTE: a woman if she chooses to do so may both file the FIR with the police and complaint with Complaints Committee simultaneously.

Attached:

- 1. Annexure 1**
- 2. Annexure 2**
- 3. Annexure 3**
- 4. Annexure 4**
- 5. Annexure 5**
- 6. Annexure 6**
- 7. User Manual – WCD**

ANNEXURE 1

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GOVERNMENT OF MEGHALAYA
OFFICE OF THE INSPECTOR GENERAL OF PRISONS & CORRECTIONAL SERVICES
HORSE SHOE BUILDING::LOWER LACHUMIERE
MEGHALAYA ::SHILLONG.

No.PRI.43/2020/Pt./135

Dated: Shillong, the 19th December, 2023.

ORDER

In exercise of the power contained under Section 4 of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013, Internal Complaints Committee in the Office of the Inspector General of Prisons & Correctional Services, Meghalaya Shillong is hereby constituted as below: -

| | | | | |
|----|--|------------------------|------------|--|
| 1. | Smti. Rida Rymbai Superintendent | Chairperson | 6033096579 | rymbairida92@gmail.com |
| 2. | Smti. Rilinda Marbaniang UDA | Member Secretary | 9612660024 | rilindamarbaniang89@gmail.com |
| 3. | Smti. J. Shylla Accountant | Member | 9774521863 | jshylla1976@gmail.com |
| 4. | Shri. L. Saiborn LDA | Member | 9366716433 | saibornlan@gmail.com |
| 5. | Sister Judith Shadap RMDM, Director WISE, Shillong | Non-Official Member | 9436733557 | judith8@rediffmail.com / wisessc@rediffmail.com |

The internal complaints Committee shall in each calendar year submit Annual Report to the Inspector General of Prisons & Correctional Services, Meghalaya, Shillong as required under Section 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The Presiding Officer and every member of the Internal committee shall hold office for a period of 3 (three) years from the date of issue of this order.

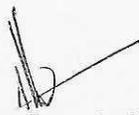
Sd/-
Inspector General of Prisons &
Correctional Services,
Meghalaya, Shillong.

Memo No.PRI.43/2020/Pt./135-A

Dated: Shillong, the 19th December, 2023.

Copy to: -

1. The Under Secretary to the Government of Meghalaya, Department of Prisons & Correctional Services, Meghalaya, Shillong for favour of kind information.
2. All Committee Members
3. Office copy


Inspector General of Prisons &
Correctional Services,
Meghalaya, Shillong.

GOVERNMENT OF MEGHALAYA
OFFICE OF THE SUPERINTENDENT:::DISTRICT PRISON & CORRECTIONAL HOME::
SHILLONG.

NO.DPCHS.05/2024/ 01

Dated Shillong, the 19th February, 2024

ORDER

In exercise of the power contained under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaints Committee in District Prison & Correctional Home, Shillong is hereby constituted as below:-

- | | | |
|--|---|------------------|
| 1. Smti. Pynbianglin Lyngdoh Mawphlang, Female Warder Mobile No.9774539270 Email ID:-lyngdohpynbianglin@gmail.com | - | Chairman |
| 2. Smti. Smti. Bibalin Marak, Female Warder Mobile No. 9856803633 Email ID:- bibalinemarak@gmail.com | - | Member Secretary |
| 3. Smti.Jenica Khongjoh, Female Warder Mobile No.8794015246 Email ID:-jenwahlang888@gmail.com | - | Member |
| 4. Smti. Rebina Subba, Advocate Mobile No.9612168706 Email ID:-rebinasubba74@gmail.com | - | Member |
| 5. Smti Samanda N Phanwar, Programme Manager Manbha Foundation, Laitumkhrach Police Point Mobile No.9862233449 Email ID:- manbhafoundation468@gmail.com | - | Member |

The Internal Complaints Committee shall in each calendar year submit Annual Report to the Inspector General of Prisons & Correctional Services, Meghalaya, Shillong as required under Section 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The presiding officer and every member of the Internal Complaints Committee shall hold office for a period of 3 (three) years from the date of issue of this order.

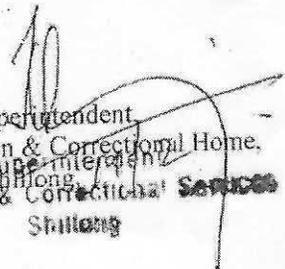
Superintendent,
District Prison & Correctional Home,
Shillong.

Memo.NoDPCHS.09/2023/01-A,

Dated Shillong, the 19th February, 2024

Copy to:-

1. The Deputy Commissioner, East Khasi Hills, Shillong, for favour of kind information.
2. The Inspector General of Prisons & Correctional Services, Meghalaya, Shillong, for favour of kind information.
3. All Committee Members.
4. Office Copy


 Superintendent,
 District Prison & Correctional Home,
 Shillong.
 Inspector General
 of Prisons & Correctional Services
 Shillong

ANNEXURE 3

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MM
[Signature]

OFFICE OF THE INSPECTOR
GENERAL OF PRISONS &
CORRECTIONAL SERVICES
26 FEB 2024
MEGHALAYA, SHILLONG

GOVERNMENT OF MEGHALAYA
O/O.THE SUPERINTENDENT: DISTRICT PRISON & CORRECTIONAL HOME:
WEST JAINTIA HILLS DISTRICT:JOWAI.

No.DP&CHJ.7/2015/196,

Dated Jowai, the 19th February,2024.

ORDER

In exercise of the power contained under section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaints committee in the District Prison & Correctional Home, Jowai, is hereby constitute as follows:-

| | | | | |
|----|-------------------------------|---------------------|------------|----------------------------------|
| 1. | Smti.Manroi Era Lamare,UDA | Chairperson | 8974321959 | manroilamare@gmail.com |
| 2. | Smti Jessica M.Shylla,.LDA | Member | 9436930421 | enamchameshylla@gmail.com |
| 3. | Smti.Christine M. Sun,Warder | Member | 9774289394 | christinemarysun19597@gmail.com |
| 4. | Smti.Anita Wahlang,Warder | Member | 9366397764 | anitawallang75@gmail.com |
| 5. | Smti.Aida M. Nongtdu,Advocate | Non-Official Member | 8014596729 | nongtduaidamarynongtdu@gmail.com |

The internal complaints Committee shall in each calendar year submit Annual Report to the Superintendent, District Prison & Correctional Home, Jowai, as required under Section 21 of Sexual Harassment of Women at workplace(Prevention, Prohibition and Redressal) Act, 2013.

Superintendent,
District Prison & Correctional Home,
West Jaintia Hills District, Jowai.

Memo.No.DP&CHJ.7/2015/196-A,

Dated Jowai, the 19th February,2024.

Copy to:

1. ✓ The Inspector General of Prisons & Correctional Services, Meghalaya, Shillong, for favour of his kind information.
2. All committee Members.
3. Office copy.

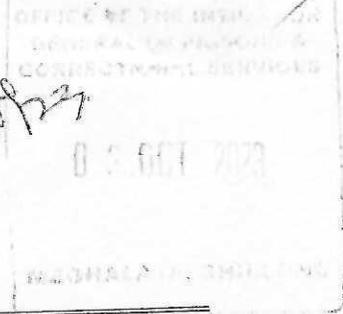
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26/2/24

[Signature]
Superintendent,
District Prison & Correctional Home,
West Jaintia Hills District, Jowai.

ANNEXURE 4



GOVERNMENT OF MEGHALAYA
OFFICE OF SUPERINTENDENT
DISTRICT PRISON & CORRECTIONAL HOME
WEST GARO HILLS : TURA



No.DPCHT.69/2019/93

Dated: Tura, the 19th September, 2023.

ORDER

In exercise of the power contained under Section 4 of the Sexual Harassment of Women at Work Place (Prevention Prohibition and Redressal) Act 2013, Internal Complaints Committee in District Prison & Correctional Home, Tura is hereby constituted as below.

- | | | |
|---|-------------------------------|---|
| 1. Smti. Jean Estifin Ch. Marak, Pharmacist | Chairperson Presiding Officer | jeanestifin26@gmail.com 8575322043 |
| 2. Smti. Amanda S. Sangma, LDA | Member | amandasangma162@gmail.com 8787688516 |
| 3. Smti. Junita Hajong, Female Warder | Member | 7005693110 |
| 4. Smti. Gomati Sharma, Advocate | Member | gomati.tura@gmail.com 9774536003 |

In Internal Complaints Committee shall in each calendar year submit Annual Report to the Superintendent of District Prison & Correctional Home, West Garo Hills, Tura as required under Section 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

Superintendent
District Prison & Correctional Home, Tura.

Dated: Tura, the 19th September, 2023.

Memo.No.DPCHT.69/2019/93-A

Copy to: 1. District Commissioner, West Garo Hills, Tura.

- ✓ 2. Inspector General of Prisons & Correctional Services, Meghalaya, Shillong.
3. All Committee Members.
4. Guard file.

Superintendent
District Prison & Correctional Home, Tura.

3543
3/10/23

OFFICE OF THE INSPECTOR
GENERAL OF PRISONS &
CORRECTIONAL SERVICES



GOVERNMENT OF MEGHALAYA
OFFICE OF THE SUPERINTENDENT
DISTRICT PRISON & CORRECTIONAL HOME::WILLIAMNAGAR
Contact No: 9366246892 :: EAST GARO HILLS DISTRICT :: Email: supdtjail.egh-meg@gov.in
MEGHALAYA, SHILLONG Website: www.megprisons.gov.in

NO.DJW.68/93/Pt.II/10,

Dated Williamnagar, the 20th February, 2024.

ORDER

In exercise of the power contained under Section 4 of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013. Internal Complaints Committee in District Prison & Correctional Home, Williamnagar are hereby constituted as below.

- | | | |
|---|-------------------------------|--|
| 1. Smti. Sunitha A. Sangma, I/c Assistant Superintendent | Chairperson Presiding Officer | sunitha2255sangma@gmail.com 9233852379 |
| 2. Smti. Elsie Ch. Marak, LDA | Member | elsiechmarak@gmail.com 8794970366 |
| 3. Smti. Sondhya K. Marak, Female Warder | Member | sondhyamarak@gmail.com 8974407238 |
| 4. Smti. Telgina G. Momin, Advocate | Member | telginamarak14@gmail.com 6009955873 |

In Internal Complaints Committee shall in each calendar year submit Annual Report to the Superintendent of District Prison & Correctional Home, East Garo Hills, Williamnagar as required under Section 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Superintendent,
District Prison & Correctional Home,
Williamnagar.

Memo NO.DJW.68/93/Pt.II/10 – A,
Copy to:

Dated Williamnagar, the 20th February, 2024.

- ✓ 1. The Inspector General of Prisons & Correctional Services, Meghalaya, Shillong.
2. The Deputy Commissioner, East Garo Hills, Williamnagar.
3. All Committee Members.
4. Office File.

M. Momin
Superintendent,
District Prison & Correctional Home,
Williamnagar.

801
4/3/24.

ANNEXURE 6

MN



सत्यमेव जयते

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE SUPERINTENDENT,
DISTRICT PRISON & CORRECTIONAL HOME, NONGPOH**



Add: Mawsyntai Village,
Ri-Bhoi District, Meghalaya-793102.
Email: supdtjail.rb-meg@gov.in

No.DPCHN. 09/2023/40,

Dated Nongpoh the 27th February, 2024.

ORDER

In exercise of the power contained under section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaint Committee at District Prison & Correctional Home, Nongpoh, is hereby constitute as follows:

| | | | | |
|---|--|----------------------|-------------|--|
| 1 | Smti Novena Mary Nongrum, UDA | Chairperson | 9774110525 | novenamary16@gmail.com |
| 2 | Smti Bantiris Wahlang, LDA | Member | 873 1054474 | bantiriswahlang01@gmail.com |
| 3 | Smti Phibakordor Shabong, Female Medical Attendant | Member | 6009183909 | phibakordorshabong@gmail.com |
| 4 | Smti Riview Khongjah, Female Warder | Member | 7085782479 | khongjahreem@gmail.com |
| 5 | Smti Meena Kharkongor, Advocate | Non- Official Member | 8850835272 | meenakharkongor9@gmail.com |

The Internal Complaint Committee shall in each calendar year submit Annual Report to the Superintendent District Prisons & Correctional Home, Nongpoh, as required under section 21 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013,

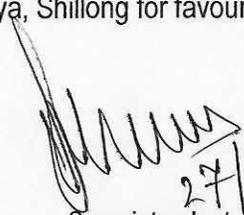
The Chairperson and Member of the Internal Complaint Committee shall hold office for a period of 3 (three) years from the date of issuing of this order.

MEMO. No.DPCHN .09/2023/40-A,

Copy to:

1. The Inspector General of Prisons & Correctional Services, Meghalaya, Shillong for favour of kind information.
2. All Member concern.
3. Office record.

-sd-
Superintendent,
District Prison & Correctional Home, Nongpoh.
Dated Nongpoh the 27th February, 2024.


27/02/24.
Superintendent,
District Prison & Correctional Home, Nongpoh.

852
7/3/24.

USER MANUAL - WCD

She-Box



Getting Started Guide



She-Box

MINISTRY OF WOMEN & CHILD DEVELOPMENT

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| 5. ADMIN LOGIN..... | 22 |
| 6. FREQUENTLY ASKED QUESTIONS..... | 34 |
| 7. RESOURCES | 36 |

1. Introduction

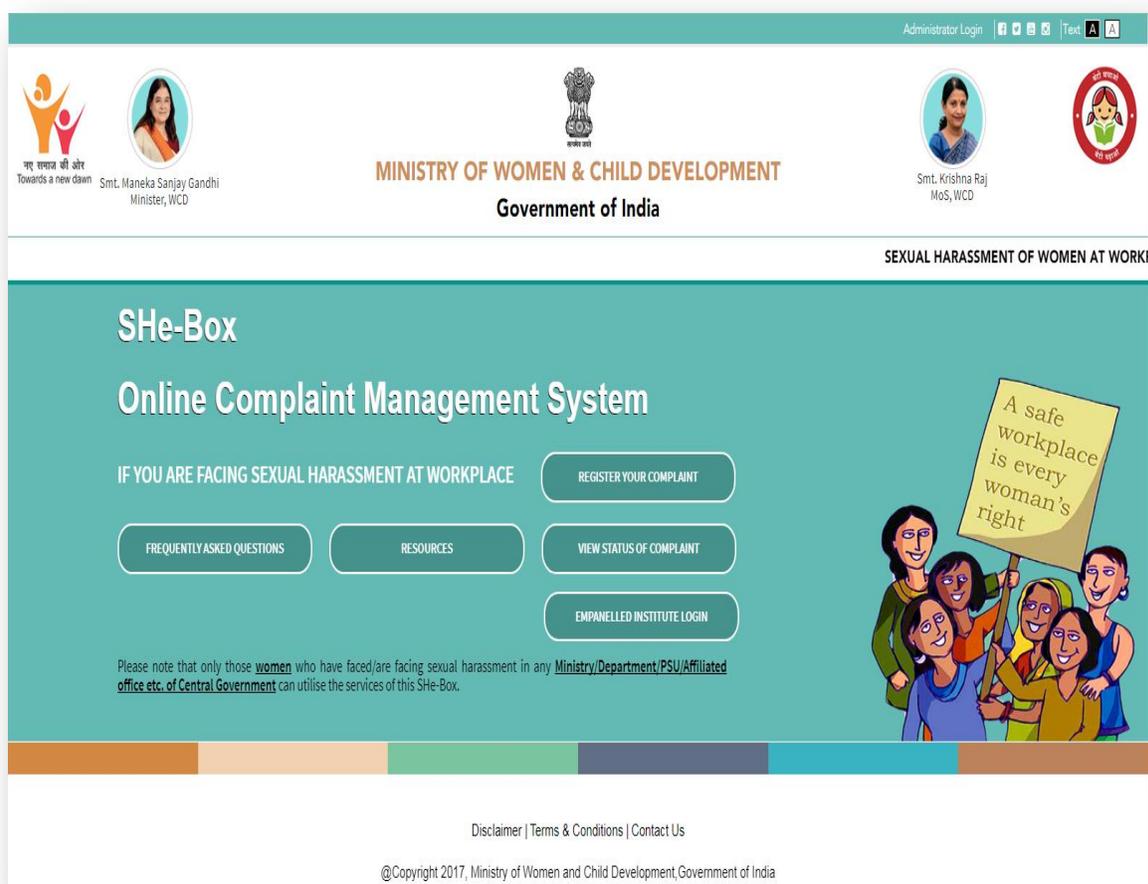
SHe-Box is an online portal of Complaint Management System for lodging complaints related to workplace sexual harassment.

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 navigation menu with buttons for 'REGISTER YOUR COMPLAINT', 'VIEW STATUS OF COMPLAINT', 'FREQUENTLY ASKED QUESTIONS', 'RESOURCES', and 'EMPANELLED INSTITUTE LOGIN'. A banner on the right side of the main area shows a group of women holding a sign that reads 'A safe workplace is every woman's right'. The footer contains a disclaimer, terms and conditions, contact information, and a copyright notice for 2017.

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

श्रु सामाज की ओर
Towards a new dawn

Smt. Maneka Sanjay Gandhi
Minister, WCD

भारत सरकार
GOVERNMENT OF INDIA

MINISTRY OF WOMEN & CHILD DEVELOPMENT
Government of India

Smt. Krishna Raj
MoS, WCD

श्री लक्ष्मी
श्री लक्ष्मी

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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Administrator Login    | Text  




Smt. Maneka Sanjay Gandhi
Minister, WCD



MINISTRY OF WOMEN & CHILD DEVELOPMENT
Government of India



Smt. Krishna Raj
MoS, WCD



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[REGISTER YOUR COMPLAINT](#)

[FREQUENTLY ASKED QUESTIONS](#)

[RESOURCES](#)

[VIEW STATUS OF COMPLAINT](#)

[EMPANELLED INSTITUTE LOGIN](#)



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Registration form will appear as shown in below screen:-

Register Your Complaint



[Home](#)

Online Complaint Form

Name of the Complainant *

Designation *

Mobile Number

Email *

Aadhar Number

Ministry/Organization *

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

Name of Accused/Respondent *

Designation of Accused/Respondent *

Working relationship with Accused/Respondent *

Have you registered your complaint with ICC *

Yes No

Brief Description *

Enter Text Here *

SFvAK

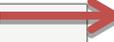
Submit

Reset

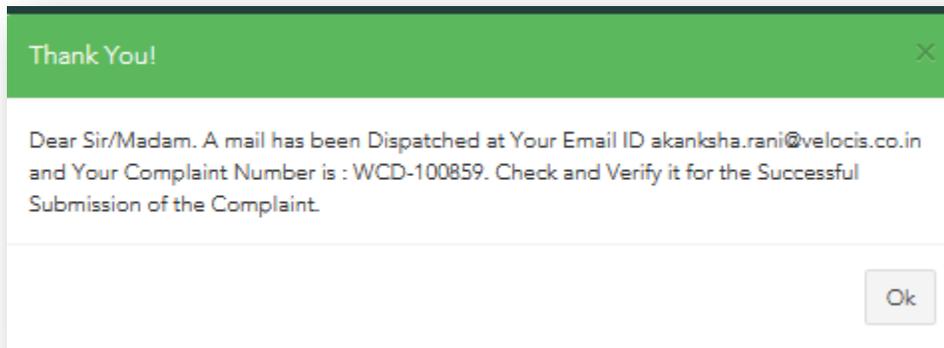
- Fill the mandatory fields and click on Submit button

[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="Refresh"/> | <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



मम समग्र की ओर
Towards a new dawn



Smt. Maneka Sanjay Gandhi
Minister, WCD



भारत 2017

MINISTRY OF WOMEN & CHILD DEVELOPMENT
Government of India



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[RESOURCES](#)

[REGISTER YOUR COMPLAINT](#)

[VIEW STATUS OF COMPLAINT](#)

[EMPANELLED INSTITUTE LOGIN](#)



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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.

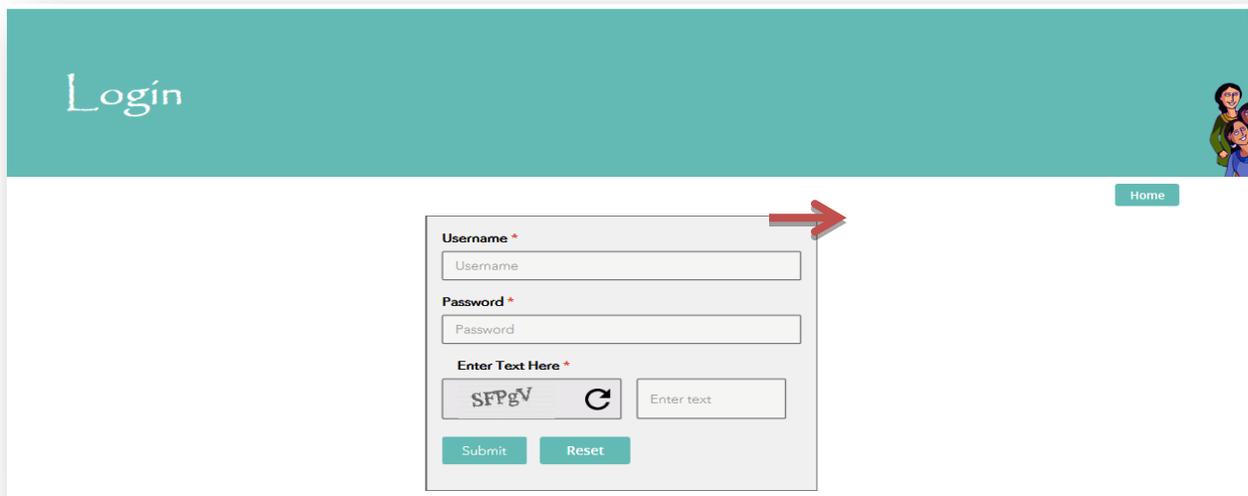
As for now user has filed a complaint to “Ministry of Agriculture and Farmer Welfare” so nodal office of

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](#)

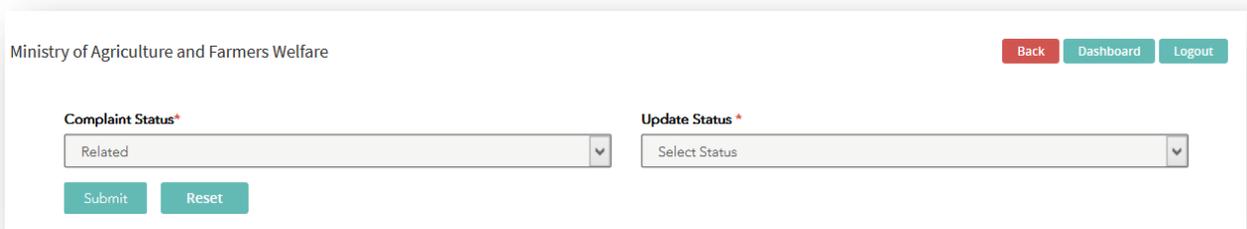
Complaint Status*

[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

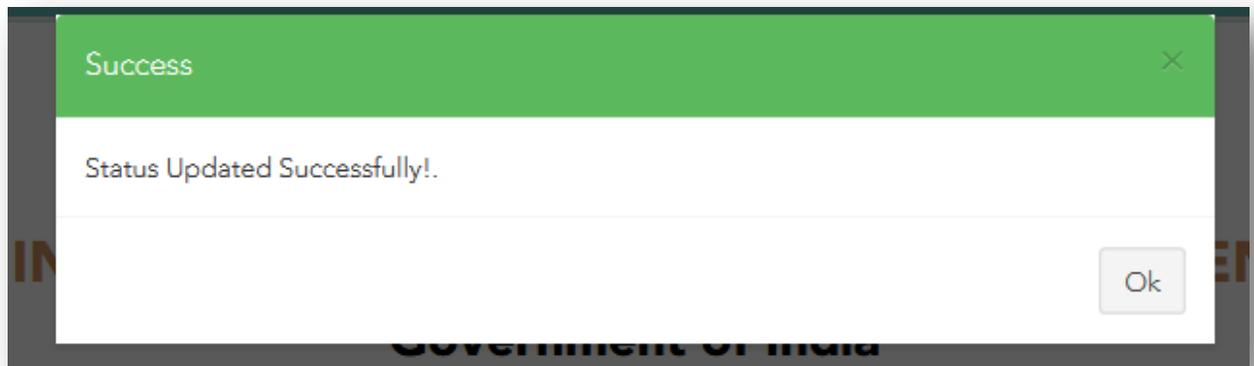
Update Status*
Pending

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



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.

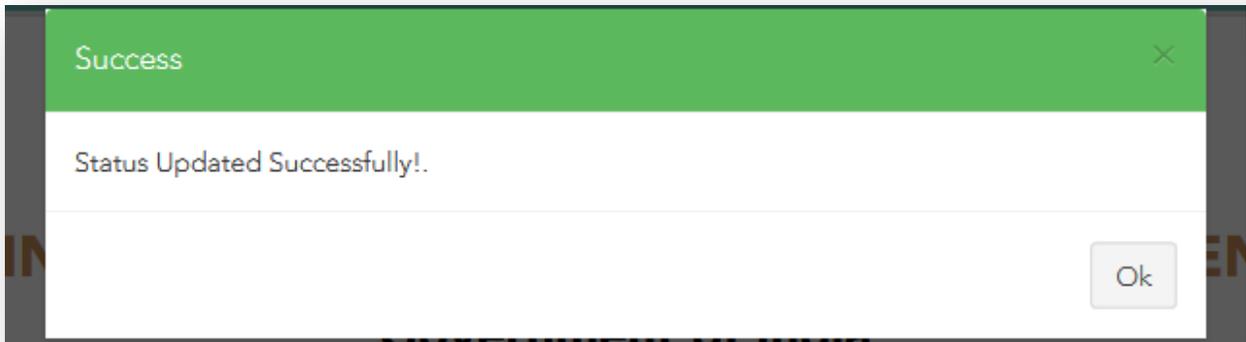
- If User Select Update Status as "Disposed" then another field "Upload Inquiry Report" will appear.

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 complaint 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

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.

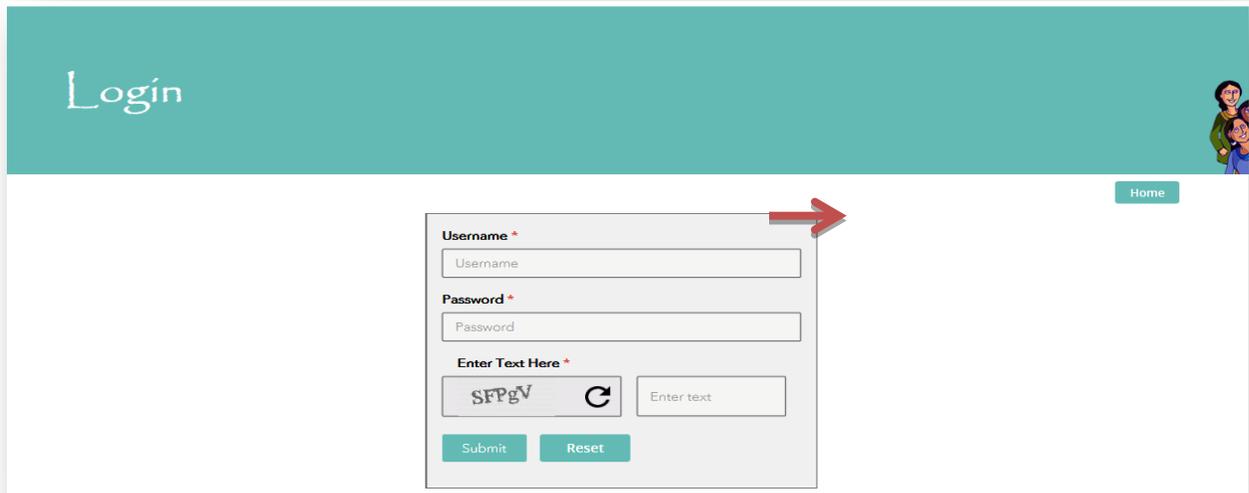
5. Admin Login

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

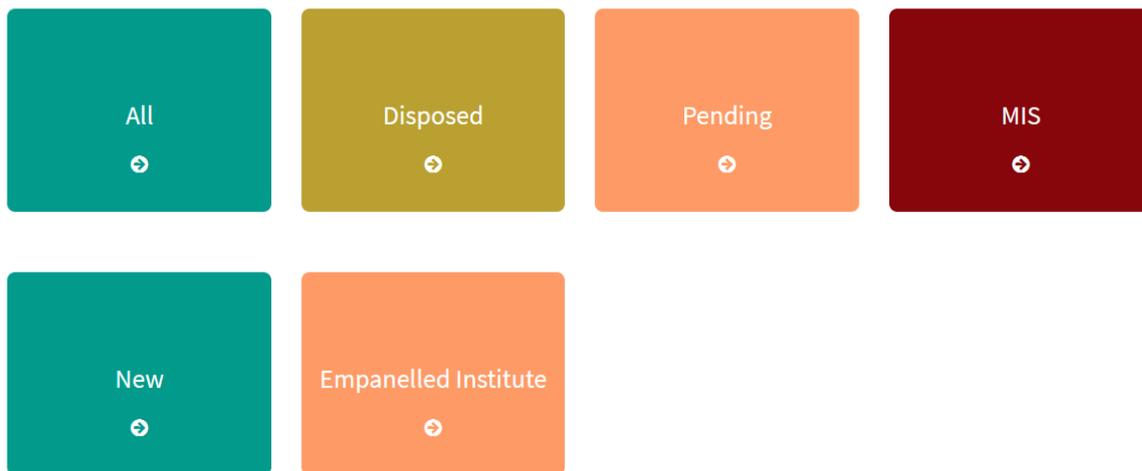


MINISTRY OF WOMEN & CHILD DEVELOPMENT
Government of India

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 | 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

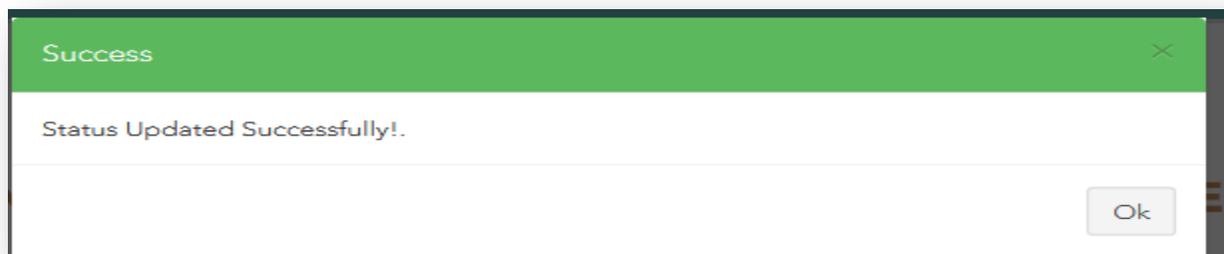
Back Dashboard Logout

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

Ministry of Chemical and Fertilizers 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 | erfgserrfgr | 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 | 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.

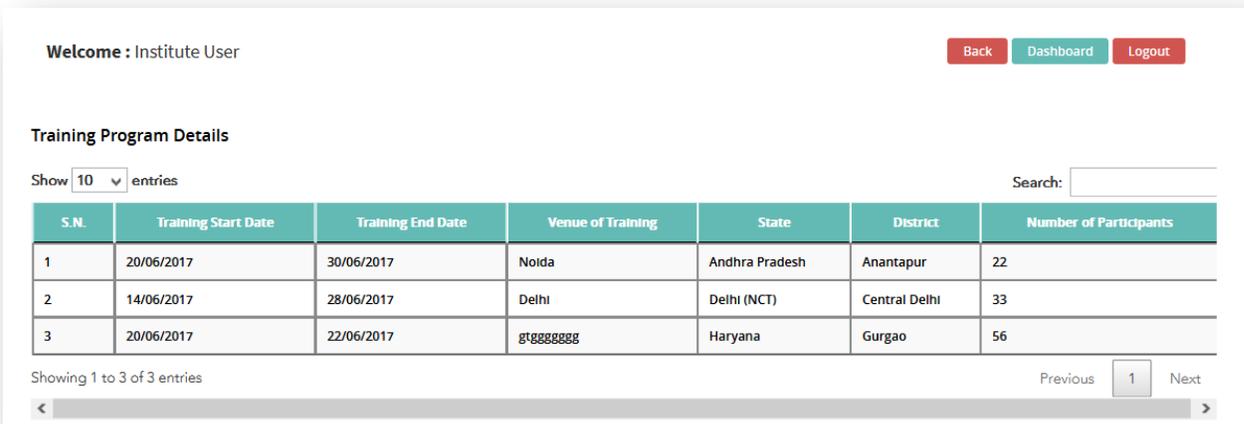
To add the Training Institute details, open the url "<http://205.147.98.190/ebox/training/login>"

- 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"/> |

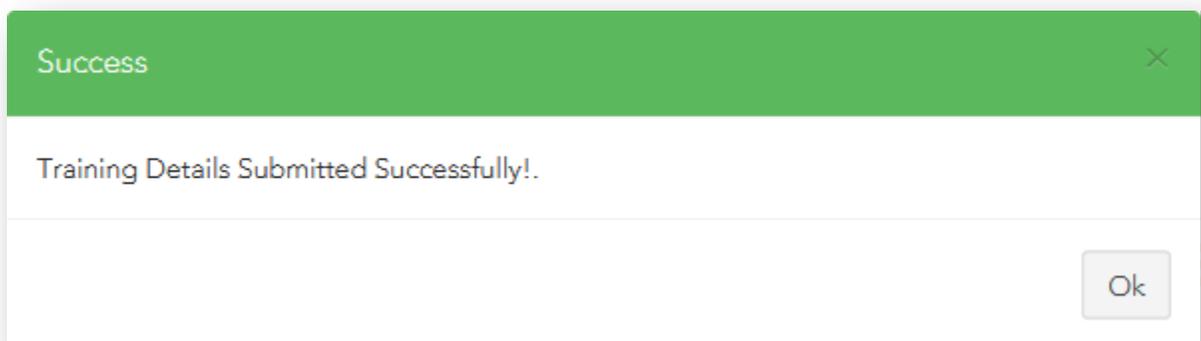
➤ Fill the mandatory fields

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 * <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](#)

[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.

Disclaimer | Terms & Conditions | Contact Us

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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 |