



F.No. DGT-Z-11012/2/2021-DGT-DIR (CFIs)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Old CIRTES, Building, IARI, PUSA
New Delhi, Dated 3rd January, 2022

To

1. All Regional Directors of RDSDEs
2. All Principals/HoOs of NSTIs

Subject: Online Complaint Management System titled "Sexual Harassment electronic – Box (She-Box)"

Sir/Madam,

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build an enabling environment that respects women's right of equality of status and opportunity. The Act covers all women, irrespective of their age or employment status and protects them against sexual harassment at all workplaces whether organised or unorganised. Students, apprentices, labourers, domestic workers and even women visiting an office or a workplace are included in the Act.

2. In order to ensure effective implementation of the Act, the Ministry of Women and Child Development launched an online complaint management system titled, "Sexual Harassment electronic – Box (She-Box)" on 24th July, 2017 for registering complaints related to sexual harassment at workplace.

3. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to sexual harassment at workplace under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

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

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

Features of the SHe-Box are as under:


- She-Box is an online Complaint Management System for lodging complaints related to sexual harassment of women at workplace. The steps required for filing of complaint through She-Box can be downloaded from the link:

<http://www.shebox.nic.in/assets/site/downloads/manual.pdf>

- Any woman working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) can file complaint related to sexual harassment at workplace through the She-Box.
- Once a complaint is submitted to the SHe-Box, it will directly send the complaint to the Internal Complaints Committee (ICC) of the concerned Ministry/Department/PSU/Autonomous Body etc. having jurisdiction to inquire into the complaint. The Internal Complaints Committee will act 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'
- The status of complaint can be viewed at any time by pressing the tab 'View Status of Your Complaint' within SHe-Box.
- The complaint registered in the She-Box contains only a brief description of the incident of sexual harassment at workplace. The Internal Complaints Committee (ICC) is required to initiate inquiry as prescribed under Section 11 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with Department of Personnel & Training's O.M. No. 11013/2/2014-Estt. (A-III) dated 16th July, 2015 by calling upon the complainant to provide detailed complaint along with all the relevant evidences (documentary or otherwise).

In view of the above, all the Regional Directors of RDSDEs and Principals/HoOs of NSTIs are requested to bring the contents of OM to the notice of all officers and staff working under them. It is also requested to display the contents of She-Box on Institute's Notice Board for spreading awareness among all the stakeholders.

Yours faithfully,


(Ravi Chilukoti)
Director (CFI)

Copy to:

1. Sr. PPS to Secretary, MSDE, New Delhi
2. Sr. PPS to DG/AS. DGT, New Delhi
3. Sr. PPS to DDG, New Delhi