

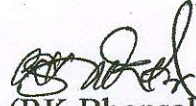
**MINISTRY OF DEFENCE**

Office of the JS & CAO

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

A copy of Ministry of Personnel, Public Grievances and Pensions (DOP&T) OM No. 11013/7/2016-Estt.A-III dated 01 Nov 2017 on the above subject is forwarded herewith for information and necessary action.



  
(RK Bhonsale)  
DD CAO(Welfare)

Encl: As stated

All Coord Sections of IHQ of MoD(Army)/ISOs  
IHQ of MoD(Navy)/DOA(Civ)  
Air HQ/PC Coord  
All Dy CAOs, Dir DHTI  
All Sections of CAO's Office  
All JCM Members

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MoD, O/o JS & CAO, ID No.A/22234/CAO/JCM dated 08 Nov 2017

Copy to:-

Sr PPS to JS & CAO  
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PS to Dir (E&A)  
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- For uploading on official website



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

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

**OFFICE MEMORANDUM**

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

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

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

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

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

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

मु.प्र.अ./ (कल्याण)	CAO (W&CD)
उप मुख्यालय (अवकाश) By CAO (DCC)	3/11/17
उप निदेशक (अवकाश) E. Dir. (W&CD)	3/11/17
प्र. अ. A. C.	4428
डा. नं. Dy. No.	3/11/17
दिनांक Date	3/11/17

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