



सत्यमेव जयते



Towards a new dawn



बेटी बचाओ
बेटी पढ़ाओ

SHe-Box

Complainant (Central Govt.)

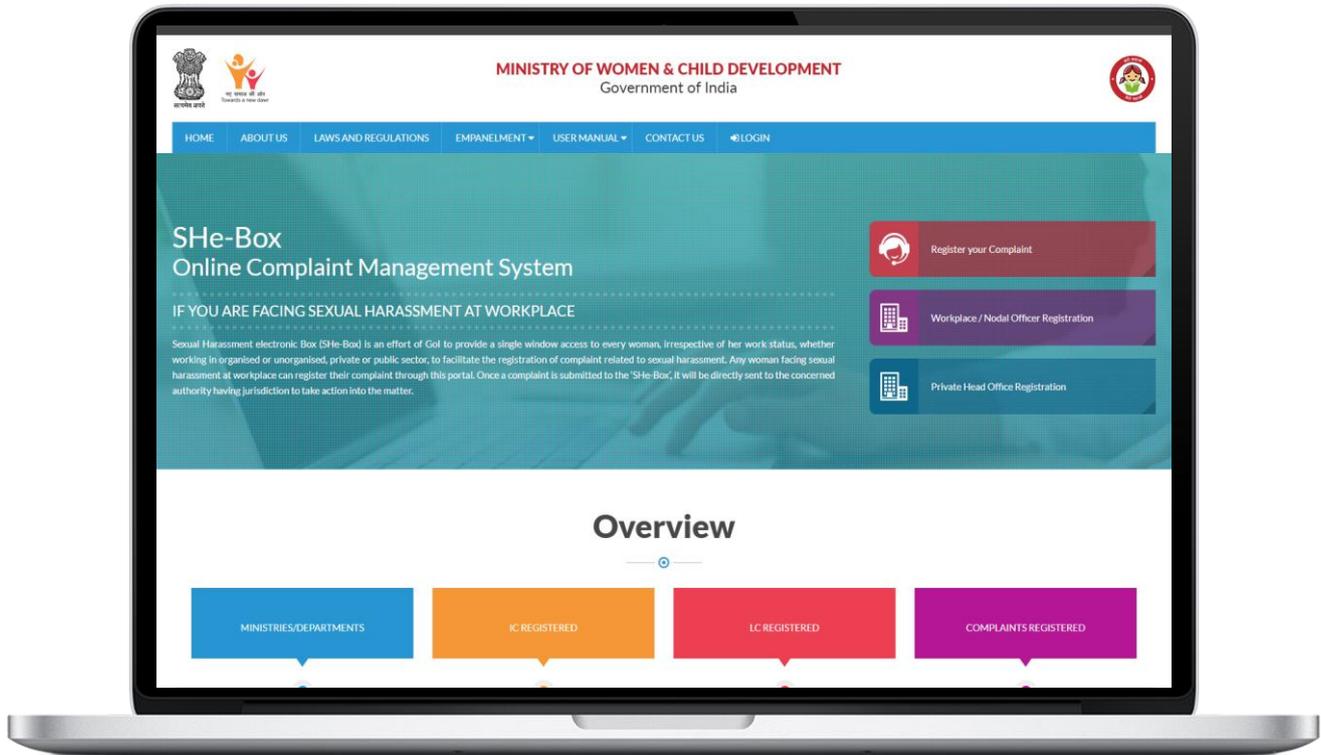
User Manual



SHe-Box Portal

❖ To access the She-Box portal, follow these steps:

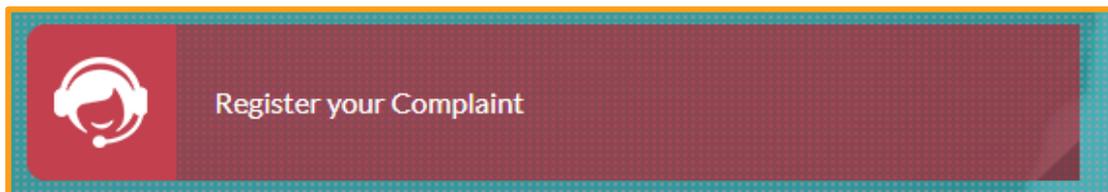
1. Open your web browser.
2. Enter the URL: [https://shebox.wcd.gov.in/].
3. You will be directed to the homepage.



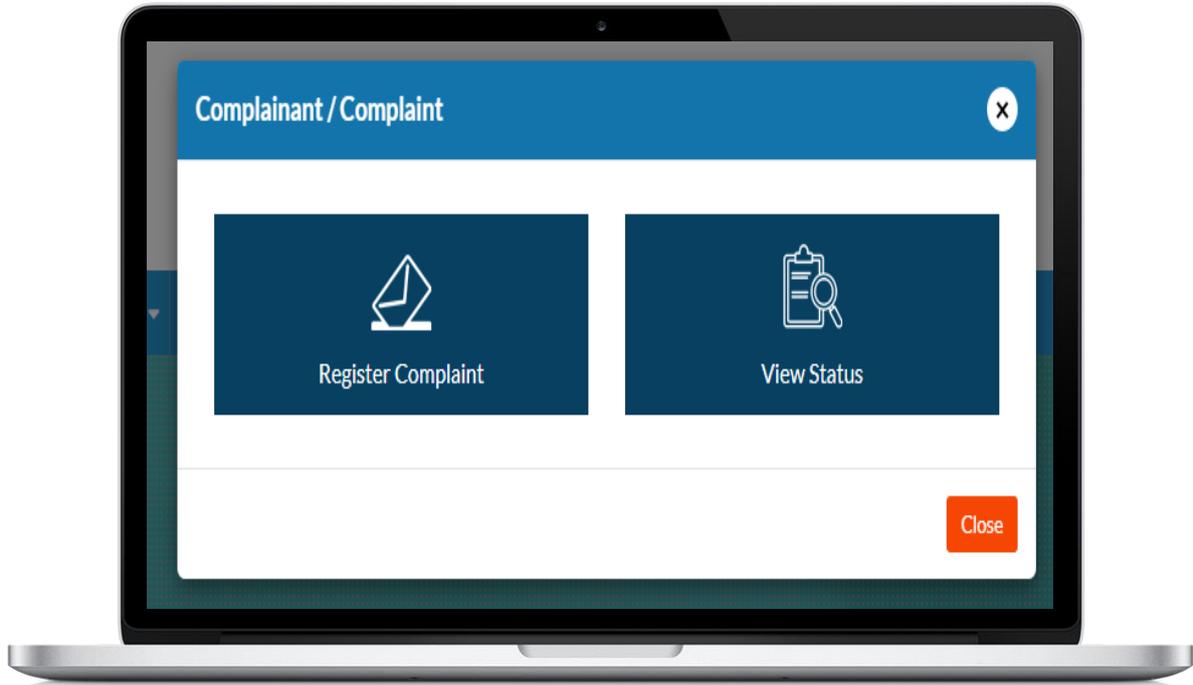
Register a Complaint

❖ To register your complaint, please follow these steps:

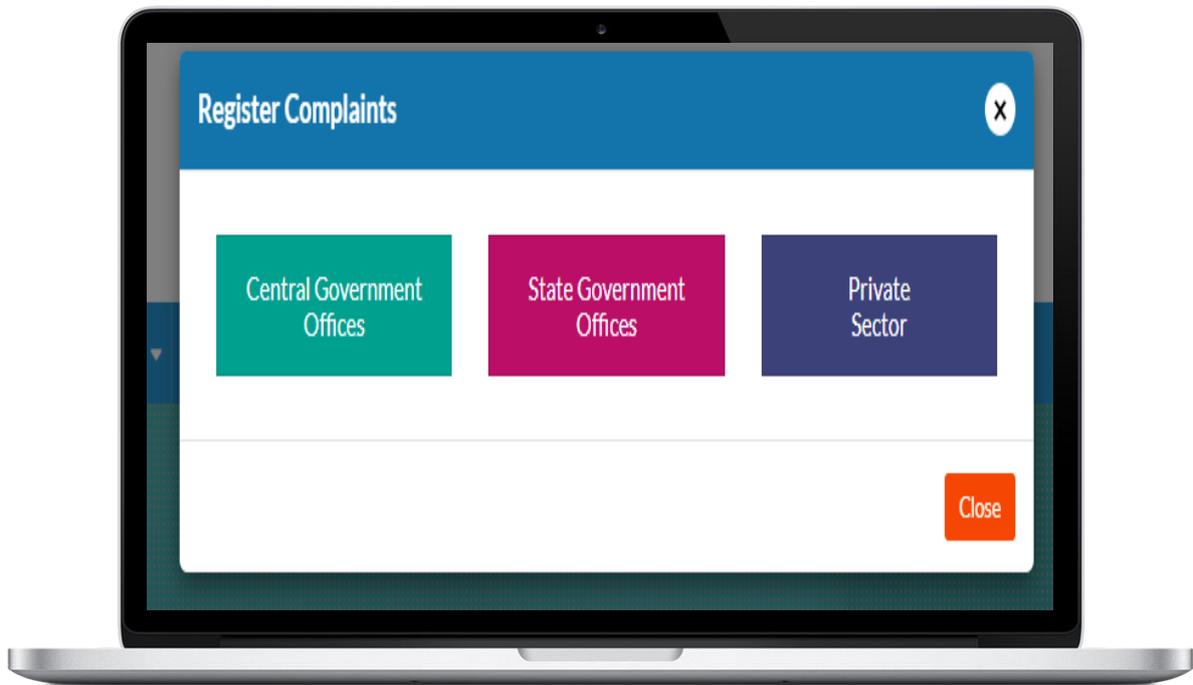
1. Click on Register your complaint.



- Choose Register Complaint.



Choose Central Government from the above options for further Action.



Step-1:

MINISTRY OF WOMEN & CHILD DEVELOPMENT
Government of India

HOME ABOUT US LAWS AND REGULATIONS EMPANELMENT USER MANUAL CONTACT US LOGIN

Complaint Form

CENTRAL GOVERNMENT

Step 1/4 - Complainant Details

* Complainant Behalf? Self Any Other

* Complainant Work Status
--- Select Work Status ---

* Name of the Complainant Mobile Number * Email ID

Next

If you face any difficulty, Please contact us on [techsupport@hyphenshbox\[at\]gov\[dot\]in](mailto:techsupport@hyphenshbox[at]gov[dot]in)

- In case, someone else is complaining on the behalf of complainant following details shall be updated.

CENTRAL GOVERNMENT

Step 1/4 - Complainant Details

* Complainant Behalf?
 Self Any Other

* Complainant Work Status
--- Select Work Status ---

* Select Relationship

* Name

* Undertaking from complainant
Choose File No file chosen

- In case, complainant Work Status is working, Nature of engagement is to be chosen from the options given.

The screenshot shows a web form with two main sections. The first section is titled '* Complainant Behalf?' and has two radio buttons: 'Self' (selected) and 'Any Other'. Below this is a dropdown menu for '* Complainant Work Status' with options: 'Working' (selected), '--- Select Work Status ---', 'Working', 'Visiting a Workplace', and 'Student'. A 'Next' button is visible below the dropdown. The second section is titled 'Nature of Engagement' and has a dropdown menu with the following options: 'Regular employee', 'Temporary/ contractual staff/ ad hoc / daily wager', 'Hired directly or through an agent/ contractor', 'On remuneration/ voluntary basis', 'Student in any educational institution/ any academy or organization', 'Probationer/ trainee/ intern', 'Visitor to office', and 'Domestic worker'.

Step-2:

- Select Ministry and Department from the options given in the list and fill in all other details to go to the next step.

The screenshot shows a web form titled 'CENTRAL GOVERNMENT' with a sub-header 'Step 2/4 - Details of workplace where the incident of sexual harassment occurred'. The form has three dropdown menus: '* Select Ministry/Department', '* Select State' (with 'NCT Of Delhi' selected), and '* Select District' (with 'NEW DELHI' selected). At the bottom, there are 'Back' and 'Next' buttons.

Step-3:

- Fill in all the mandatory details and click on next.

CENTRAL GOVERNMENT

Step 3/4 - Details of the Respondent

* Name of Respondent * Designation Email ID Mobile No.

Working relationship of Respondent with complainant

* Are the details of workplace of the respondent same as that of the workplace where the incident of sexual harassment occurred? Yes No

Select Ministry/Department

Select State Select District

NCT Of Delhi New Delhi

* Are there more than one Respondents? Yes No

Back Next

- Choose the options from the list given below.

Working relationship of Respondent with complainant

- Respondent is the employer of the complainant
- Respondent is working as a colleague with the complainant at the workplace
- Respondent is the direct reporting officer of the complainant
- Respondent is not the direct reporting officer of the complainant but higher in hierarchy to the complainant
- Respondent is the employer at the workplace which is visited by the complainant.
- Respondent is the employee of the workplace which is visited by the complainant.
- Respondent is supervising the academic activities or is a faculty or officer/staff at the institution where the complainant is studying/training
- Respondent is a co-worker
- Any other

Step-4:

- Fill in all the mandatory details and click on Register.

Step 4/4 - Complaint Details

* Have you already registered complaint with IC? Yes No

* Type of Harassment

* Brief description of the incident with relevant facts (Max 500 words)

Please Upload Supporting Document (PDF, JPEG, PNG Only) if any

Choose File No file chosen

Max file size is 2 MB

T_E02^NC

* Enter Capcha here

Register Back