

SHE-BOX



**National Informatics Centre**  
**Ministry of Electronics & Information**  
**Technology Government of India**

She-Box- Complainant (Central Govt.) User Manual

## User Manual

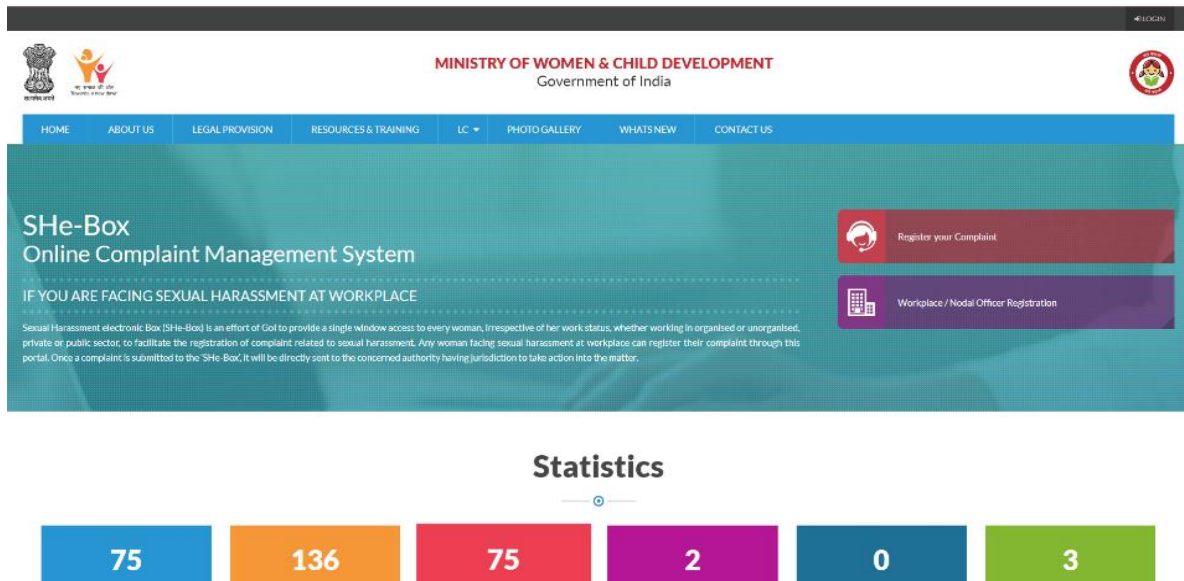


सत्यमेव जयते

महिला एवं  
बाल विकास मंत्रालय  
MINISTRY OF  
**WOMEN AND**  
**CHILD DEVELOPMENT**

## 1. SHe-Box portal

### ❖ Accessing the SHe-Box Portal



**MINISTRY OF WOMEN & CHILD DEVELOPMENT**  
Government of India

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**SHe-Box**  
Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

Sexual Harassment electronic Box (SHe-Box) is an effort of Govt to provide a single window access to every woman, irrespective of her work status, whether working in organised or unorganised, private or public sector, to facilitate the registration of complaint related to sexual harassment. 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.

Register your Complaint

Workplace / Nodal Officer Registration

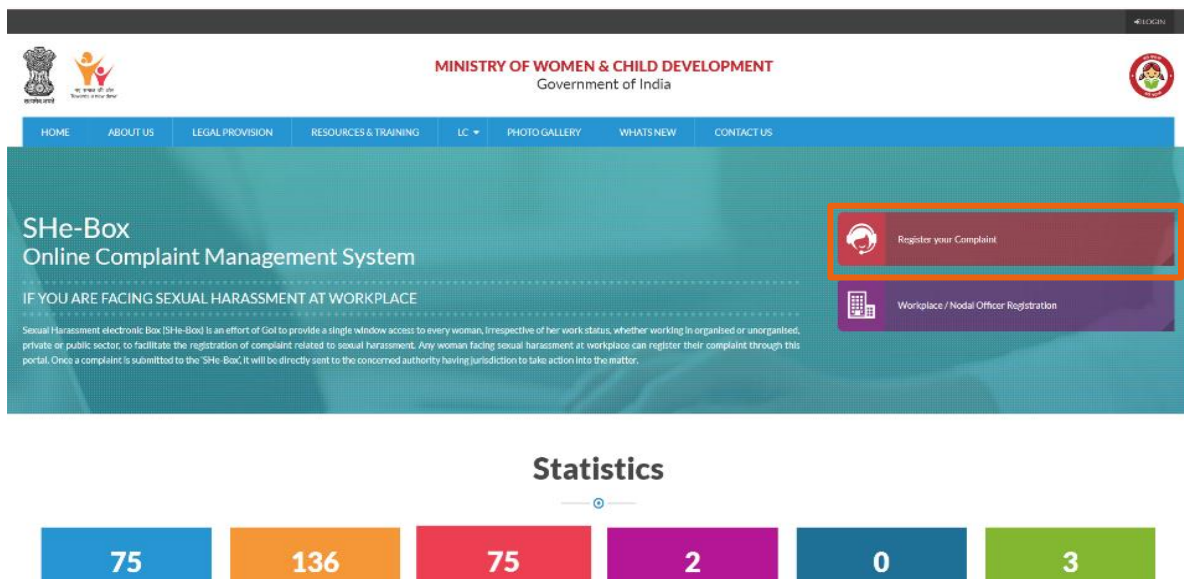
**Statistics**

75	136	75	2	0	3
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i. **Enter the URL: <https://shebox.wcd.gov.in/>**

In the address bar at the top of your browser, type in the following URL:  
[<https://shebox.wcd.gov.in/>]

## 2. Registering a Complaint



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Register your Complaint

Workplace / Nodal Officer Registration

**Statistics**

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i. **Navigate to the Complaint Registration Section**

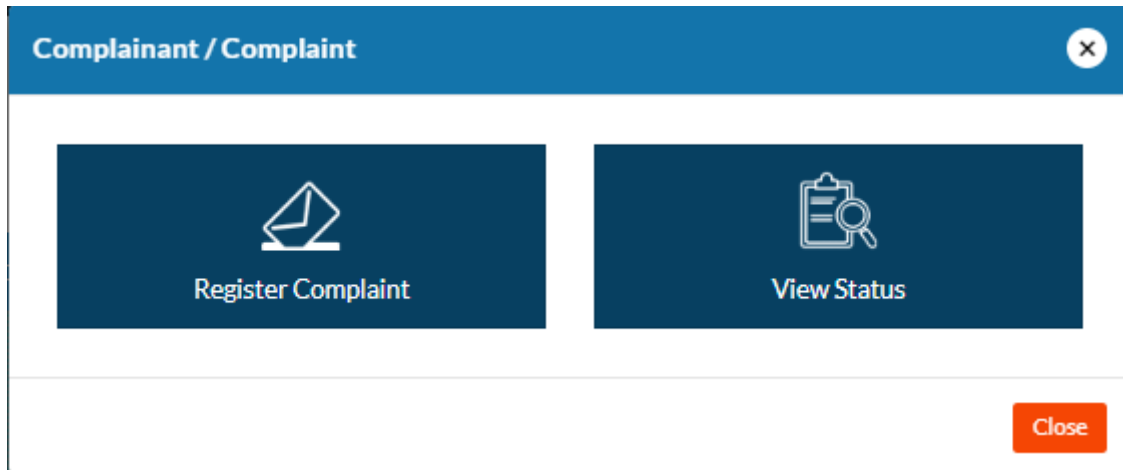
On the SHe-Box Portal homepage, locate and click on the "Register Your Complaint" button.

**ii. Complete the Complaint Form**

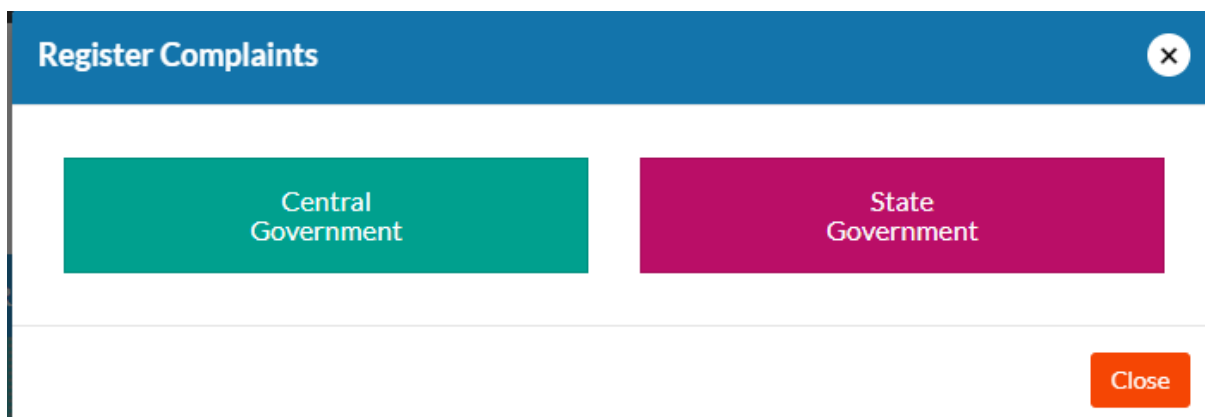
Follow the on-screen instructions to fill out the required information in the complaint form.

**iii. Submit Your Complaint**

Review the information you've provided, then click the "Submit" button to register your complaint.



➤ Choose Register Complaint.



**Choose Central Government**, from the available options, select "Central Government" for further action.

**Step-1:**

**CENTRAL GOVERNMENT**

Step 1/4 - Complainant Details

\* Complainant Behalf?  Self  Any Other

\* Complainant Work Status

\* Name of the Complainant      Mobile Number      Email ID

[Next](#)

✓ **Fill in All Mandatory Details**

Ensure all mandatory fields are completed. Once all required information is filled in, click the "Next" button to proceed.

✚ **If someone else is registering the complaint on behalf of the complainant:**

Ensure the following details are updated:

\* Complainant Behalf?  Self  Any Other

\* Select Relationship

\* Name

\* Undertaking from complainant  
Choose File No file chosen

✚ **If the complainant's work status is "Working"-**

Choose the appropriate "Nature of Engagement" from the options provided.

\* Complainant Behalf?  Self  Any Other

\* Complainant Work Status

Working

Working  
Visiting a Workplace  
Student

Nature Of Engagement

Mobile Number

Nature Of Engagement

- 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
- Domestic worker

[Next](#)

**Step-2:**

✓ **Select Ministry and Department**

From the list provided, select the relevant Ministry and Department. Ensure all other required details are filled in to proceed to the next step.

**CENTRAL GOVERNMENT**

Step 2/4 -Details of workplace where the incident of sexual harassment occurred

\* Select Ministry      \*Select Department

\* Select State      \* Select District

NCT Of Delhi      NEW DELHI

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### Step-3:

#### ✓ Fill in All Mandatory Details

Ensure all mandatory fields are completed. Once all required information is filled in, click the "Next" button to proceed.

**CENTRAL GOVERNMENT**

Step 3/4 - Details of the Respondent

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

\* Is there more than one Respondent?  Yes  No

#### ✓ Step-4:

#### Fill in All Mandatory Details

Ensure all mandatory fields are completed.

#### Click on 'Register'

Review all entered information, and then click the "Register" button to file the complaint.

**CENTRAL GOVERNMENT**

Step 4/4 - Complaint Details

\* Have you already registered complaint with IC?  Yes  No

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

No file chosen  
Max file size is 2 MB

I have read and agree to the terms and conditions.

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