



सत्यमेव जयते



Towards a new dawn



बेटी बचाओ  
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# SHe-Box

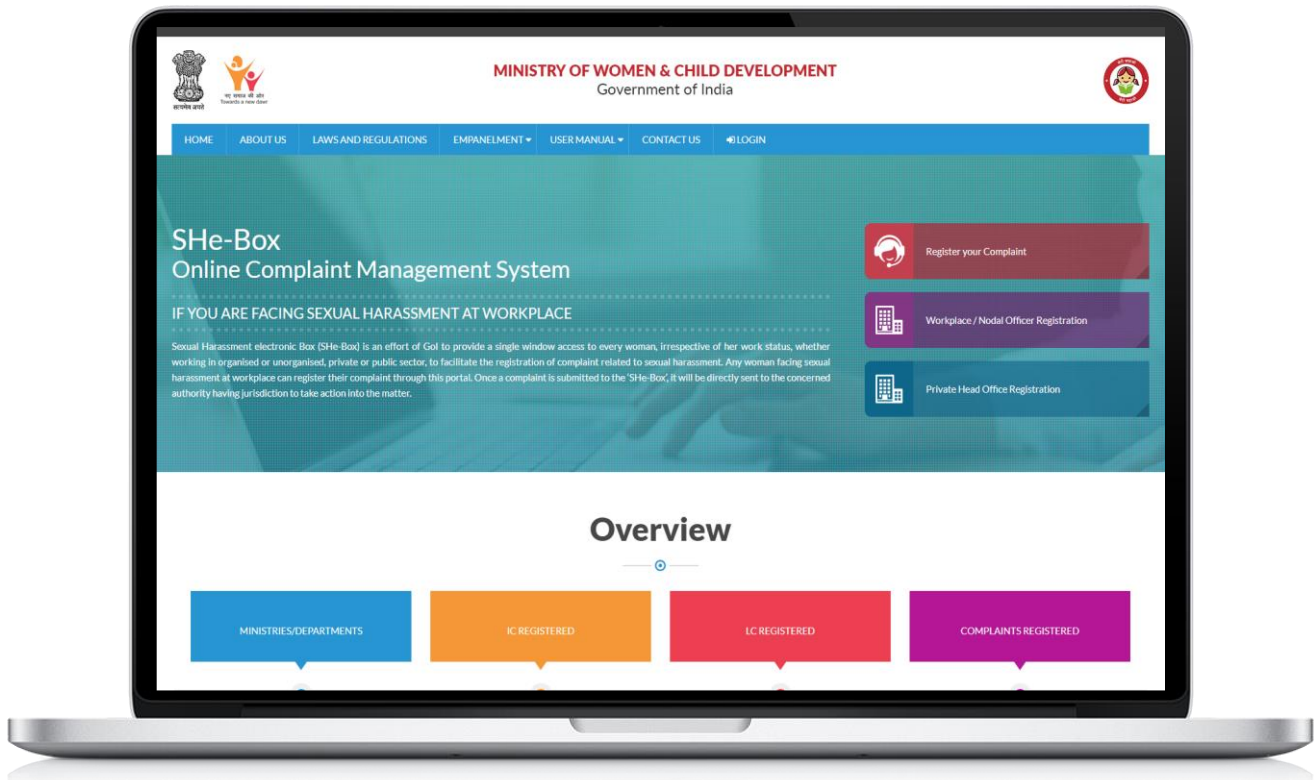
## District Nodal Officer: User Manual



# SHe-Box Portal

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

- i. Open your web browser.
- ii. Enter the URL: [https://shebox.wcd.gov.in/].
- iii. You will be directed to the homepage



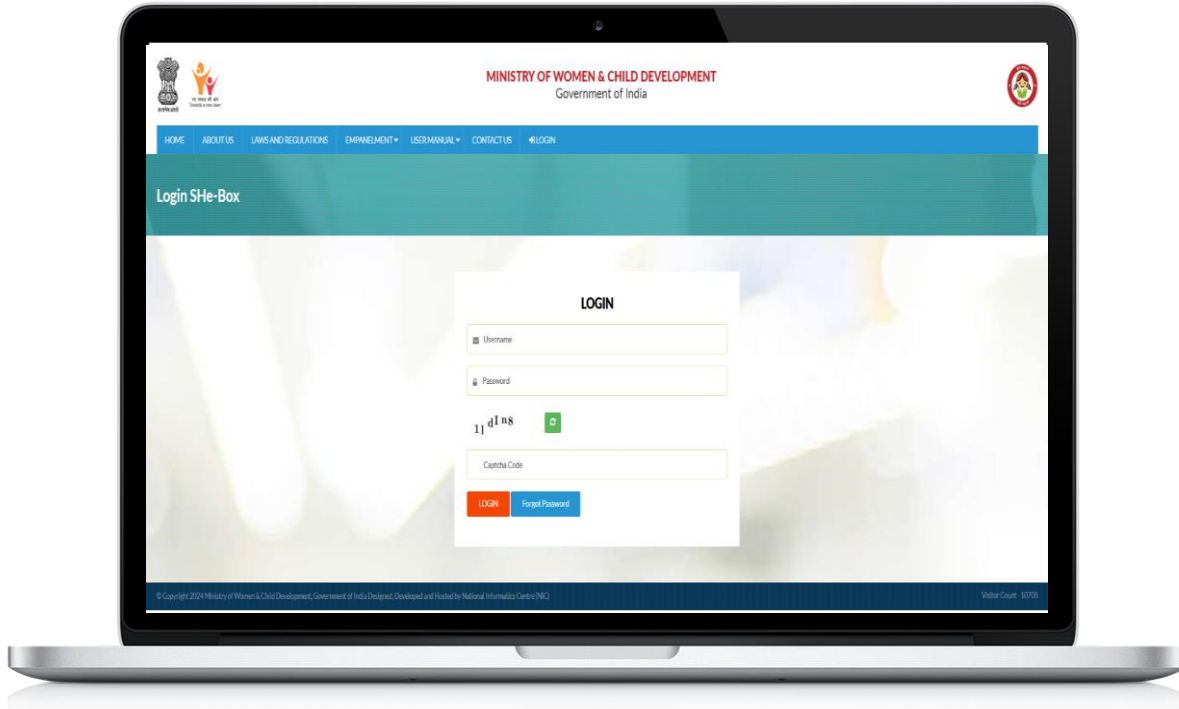
## Login

❖ To proceed with Login, please follow these steps:

- i. Click on "Login".

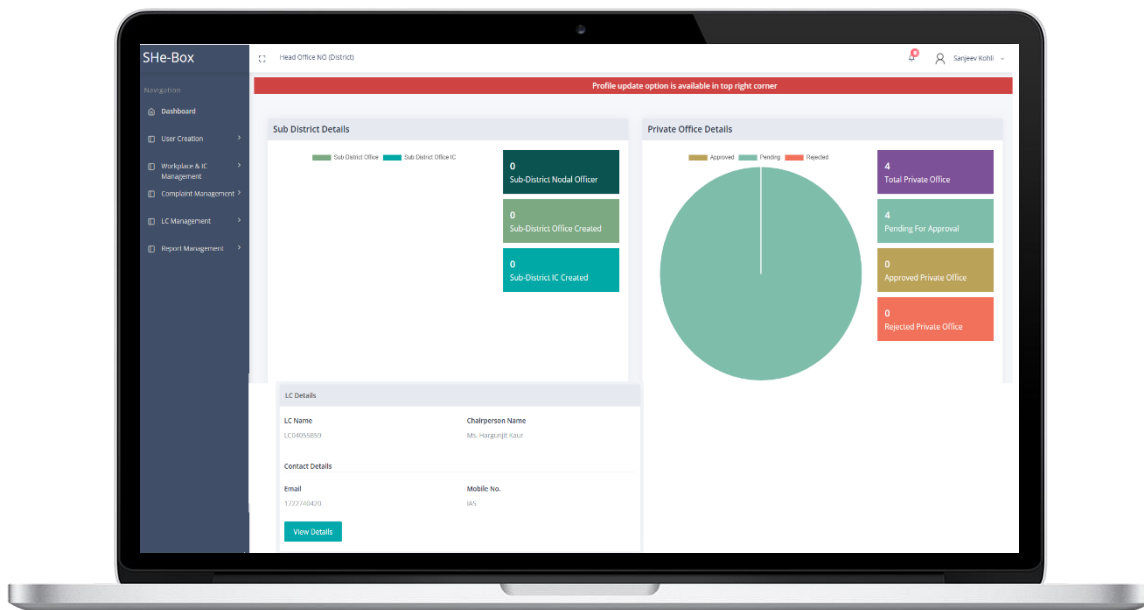


- ❖ To proceed with logging in, follow these steps:
  - i. Enter your ID, password, and captcha in the respective fields.
  - ii. Click on the "Login" button to access your account.



## District Nodal Officer Dashboard

After a successful login, the dashboard will Open.



## User Creation

- ❖ To add/view Sub-District NO, follow these steps:
  - i. Go to User Creation.
  - ii. Click on Add/view Sub-District NO, following form will open

The screenshot shows a laptop displaying the 'SHe-Box' application interface. The main content area is titled 'Add Sub District NO'. On the left, there is a navigation sidebar with options like 'Dashboard', 'User Creation', and 'Add / View Sub District NO'. The form itself contains several input fields: a dropdown menu for 'Select District' (currently showing 'CHANDIGARH'), a dropdown for 'Sub District', text boxes for 'Name', 'SMT/Tehtakar/BO/CDPO Email Id', 'Mobile Number', 'Landline No' (with separate fields for 'STD Code' and 'Type Landline Number'), 'Pincode', and 'Office Address'. At the bottom of the form are 'Submit' and 'Reset' buttons. A 'View Sub-District NO List' button is located in the top right corner of the form area.

- iii. Fill all the details and click on Submit.

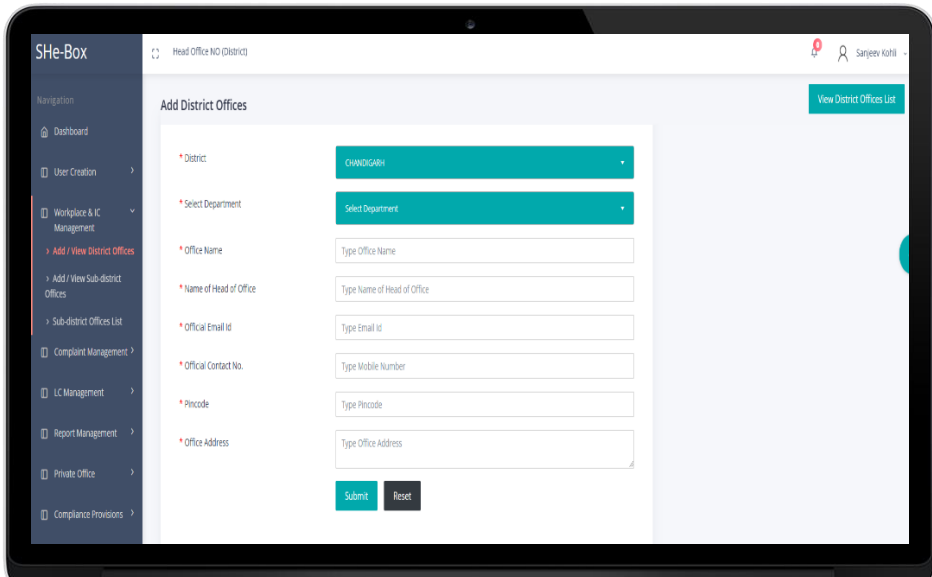
This screenshot shows the same 'Add Sub District NO' form as in the previous image. The 'View Sub-District NO List' button in the top right corner is highlighted with a red circle, indicating the next step in the process.

- iv. To view, Sub-District NO List click on 'View Sub-District NO List' on the right.

# Workplace and IC Management

❖ To add/view District Office, follow these steps:

- i. Go to Workplace and IC Management.
- ii. Click on Add/view District Office, following form will open.

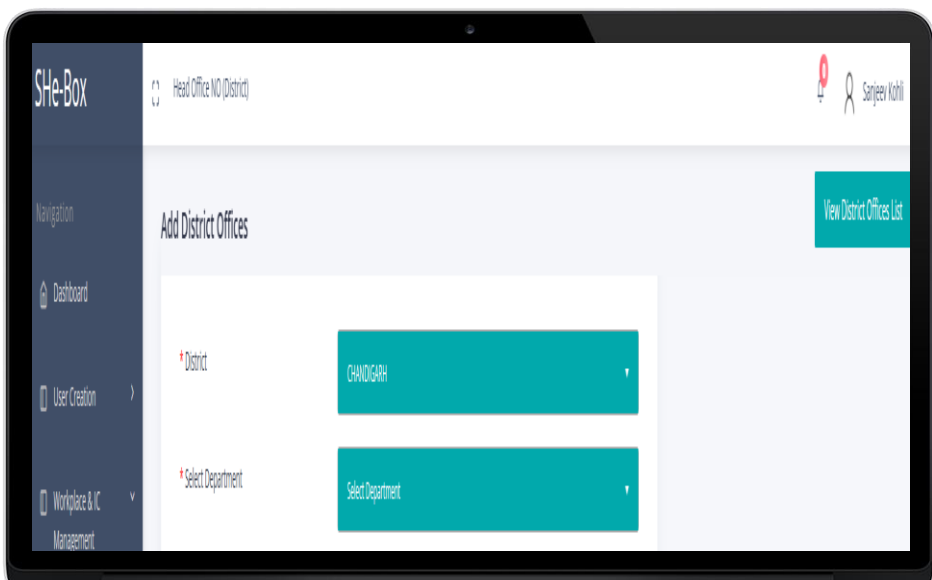


The screenshot shows the 'Add District Offices' form in the SHe-Box system. The form is titled 'Add District Offices' and is located under the 'Workplace & IC Management' menu. The form contains the following fields:

- District: CHANDIGARH
- Select Department: Select Department
- Office Name: Type Office Name
- Name of Head of Office: Type Name of Head of Office
- Official Email Id: Type Email Id
- Official Contact No.: Type Mobile Number
- Pincode: Type Pincode
- Office Address: Type Office Address

There are 'Submit' and 'Reset' buttons at the bottom of the form. A 'View District Offices List' button is located in the top right corner of the form area.

iii. Fill all the details and click on Submit.



The screenshot shows the 'Add District Offices' form in the SHe-Box system. The form is titled 'Add District Offices' and is located under the 'Workplace & IC Management' menu. The form contains the following fields:

- District: CHANDIGARH
- Select Department: Select Department

The 'View District Office List' button is highlighted in the top right corner of the form area.

iv. To view, District Office List click on 'View District Office List' on the right.

❖ **To add/view Sub-district Offices, follow these steps:**

- i. Go to Workplace and IC Management.
- ii. Click on Add/view Sub-district Offices, following form will open.

The screenshot shows a laptop displaying the SHE-Box web application. The page title is 'Add Sub District Offices'. The left sidebar contains a navigation menu with options: Dashboard, User Creation, Workplace & IC Management (expanded), Add / View District Offices, Add / View Sub-district Offices (highlighted), Sub-district Offices List, Complaint Management, IC Management, Report Management, Private Office, and Compliance Provisions. The main content area contains a form with the following fields: District (dropdown menu showing CHANDIGARH), Sub District (dropdown menu showing Select Sub District), Select Department (dropdown menu showing Select Department), Office Name (text input), Name of Head of Office (text input), Official Email Id (text input), Official Contact No. (text input), Pincode (text input), and Office Address (text input). At the bottom of the form are 'Submit' and 'Reset' buttons. A 'View Sub-District Offices List' button is located in the top right corner of the form area. The user's name 'Sanjeev Kohli' is visible in the top right corner of the page.

- iii. Fill all the details and click on Submit.

This screenshot shows the same 'Add Sub District Offices' form as the previous one, but with the dropdown menus filled. The 'District' dropdown is set to 'CHANDIGARH' and the 'Sub District' dropdown is set to 'Select Sub District'. The other text input fields are empty. The 'Submit' and 'Reset' buttons are still visible at the bottom. The 'View Sub-District Offices List' button is in the top right. The user's name 'Sanjeev Kohli' is in the top right corner.

- iv. To view, Sub-District Offices List click on 'View Sub-district Offices List' on the right.

## LC Management

### ❖ To Add LC, follow these steps:

- i. Go to LC Management
- ii. Click on Add LC, following form will open.

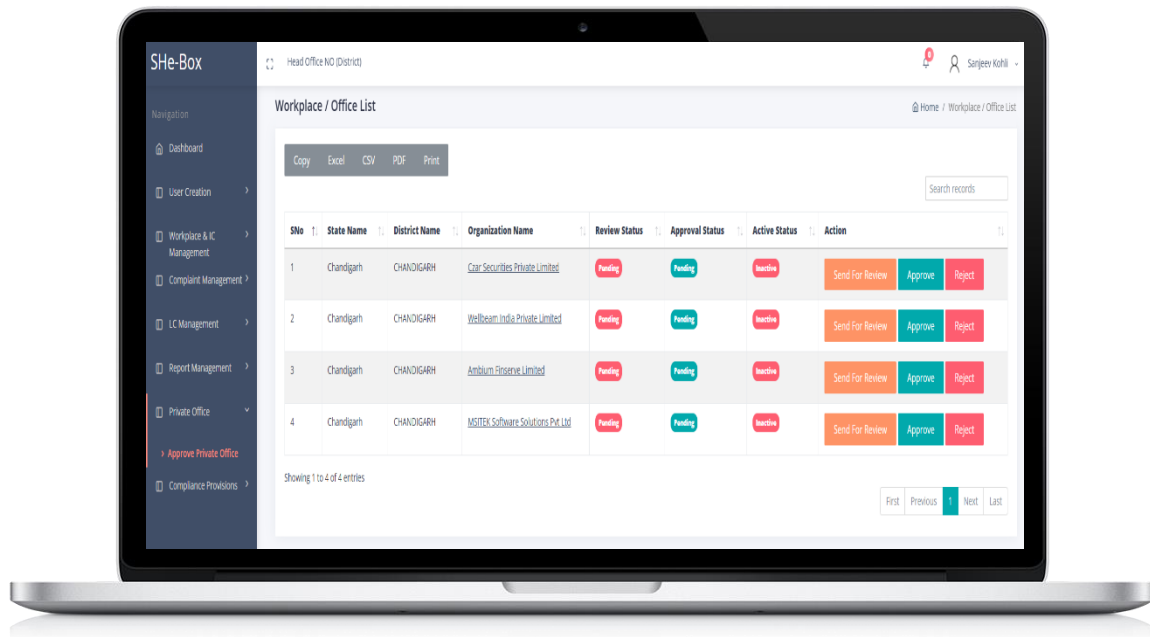
Title	Name	Contact No.	Email Id	Office Address	Action
LC Chairperson	Type your Name	Type your Contact No.	Type your Email	Type your Address	

- iii. Enter details of LC Chairperson, and then Click on 'Add Members' and update their details.
- iv. Fill all the details and click on Submit.

## Approve Private Office

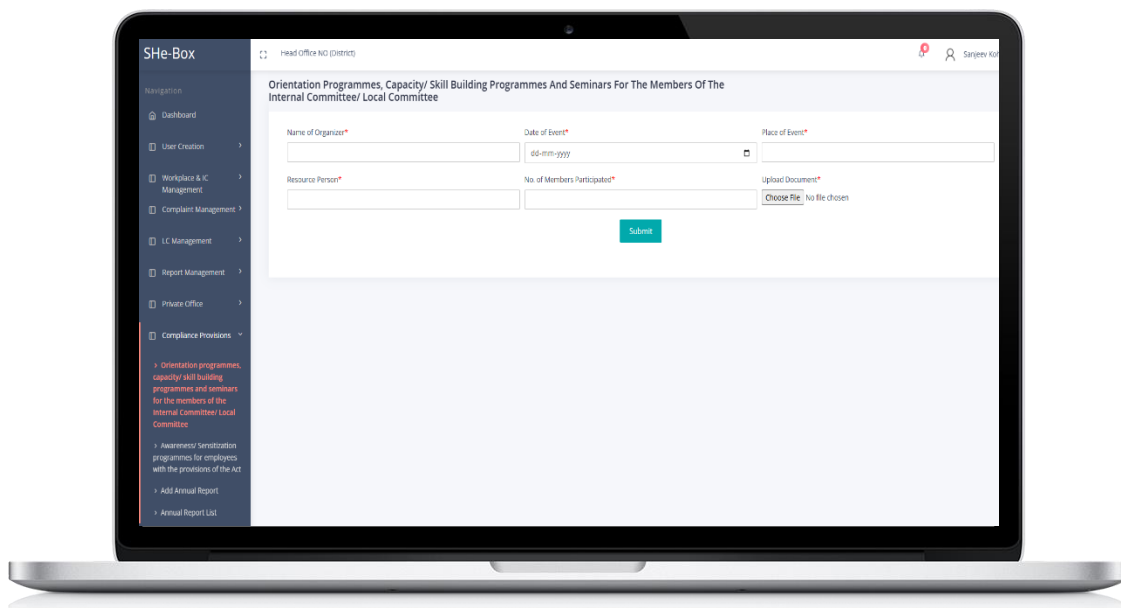
### ❖ To Approve Private Office, follow these steps:

- i. Go to Private Office.
- ii. Click on 'Approve Private Office'.
- iii. Select the '**Approve**' or '**Reject**' option as needed.



## Compliance provisions

- ❖ **To view compliance provisions, follow these steps:**
  - i. Go to Compliance Provisions.
  - ii. Click on “Orientation programmes, capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee”, following screen will open.



- iii. Fill all the details and click on Submit.



- iv. Click on “Awareness/ Sensitization programmes for employees with the provisions of the Act”, following screen will open.

The screenshot shows a laptop displaying the SHe-Box web application. The left sidebar contains a navigation menu with options like Dashboard, User Creation, Workplace & IC Management, Complaint Management, IC Management, Report Management, Private Office, and Compliance Provisions. The main content area is titled 'Awareness/ Sensitization Programmes For Employees With The Provisions Of The Act'. It features a form with the following fields: Name of Organizer\*, Date of Event\* (dd-mm-yyyy), Place of Event\*, Resource Person\*, No. of Members Participated\*, and an Upload Document\* section with a 'Choose File' button. A green 'Submit' button is located at the bottom center of the form.

- v. Fill all the details and click on Submit.  
vi. Click on “Add Annual Report”, following screen will open.

The screenshot shows a laptop displaying the SHe-Box web application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Add Annual Report'. It includes a heading 'Display of penal consequences of sexual harassments and the order constituting, the Internal Committee at conspicuous place in the workplace u/s Section 4 (1) of the Act' and a sub-heading 'Submission of Annual Report (s/4 21 of SH Act, 2013)'. The form contains several input fields: No. of complaints of sexual harassment received in the year, No. of cases disposed off during the year, No. of cases pending for more than 90 days, Number of workshops or awareness programs conducted, Number of actions taken by the employer or District Officer, Report Year (with a dropdown menu), Is report sent? (with a dropdown menu), Date of Report Sent (dd-mm-yyyy), and an Attach Report (PDF, DOC, DOCX only) section with a 'Choose File' button. A green 'Submit Report' button is located at the bottom left of the form.

- vii. Fill all the details and click on Submit.